



# UNIVERSITY OF ZADAR

28<sup>th</sup> of October 2019

## CALL FOR APPLICATIONS FOR AWARDING FINANCIAL SUPPORT TO STUDENT MOBILITY WITHIN THE ERASMUS+ PROJECT

### FOR THE SUMMER SEMESTER OF THE ACADEMIC YEAR 2019/2020

**ERASMUS+ PROJECT 2019-1-HR01-KA107-060365**

**International Credit Mobility KEY ACTION 1**

**Learning mobility of individuals between programme and partner country**

#### **GENERAL PROVISIONS**

Within the ERASMUS+ project 2019-1-HR01-KA107-060365, referring to cooperation with higher education institutions in the partner countries, the University of Zadar, holding Erasmus Charter for Higher Education (2014-2020) No.: 256182-EPP-1-2014-1-HR-EPPKA3-ECHE, announces Call for applications for awarding financial supports to **individual incoming student mobility for studying**. All incoming and outgoing activities supported within this call are coordinated and administered by the University of Zadar, Croatia.

**Incoming student mobility for studying** supports students in their individual learning within specific courses offered by the University of Zadar and the award of ECTS credits upon successful completion of the activity.

Financial supports are awarded to students of the partner universities for the mobility period realised at the University of Zadar and according to the Mobility Flow Plan as follows:

### **Incoming student mobility for studying (SMS):**

1. **3 student mobility for studying** in total duration of 3 months (3 x 90 days) from the **University of Tirana (Albania)**
2. **1 student mobility for studying** in total duration of 6 months (180 days) from the **Linguistic University of Nizhny Novgorod (Russian Federation)**
3. **2 student mobility for studying** in total duration of 3 months (2 x 90 days) from the **Russian State University for the Humanities in Moscow (Russian Federation)**

Individual student mobility must be realised according to the [Mobility Flow Plan](#) which is part of this Call for applications.

Longer stays are possible only without financial support. The grant for students will provide funding for maximum two additional days of travel (one before and one after the mobility). Once started, the mobility activity cannot be interrupted.

The referential amounts awarded as a mobility grant to each selected participant are consisting of **monthly allowance** and of **travel cost** calculated by the tool [EC Distance Calculator](#) defined according to distance band from the place of official seat of the sending university to the place of official seat of the receiving university. Extension of mobility will be possible only if additional financial means will be provided, or in the zero-grant status, if additional financial means will not be available.

Overview of referential amounts and travel costs is available in the document [Table Travel and Individual Support](#). Students with disabilities or special needs selected for Erasmus+ mobility period at this Call for applications are eligible to apply for additional financial support. Additional financial support is awarded by the Agency for Mobility and EU Programmes in Zagreb, based on data indicated in a separate application form. The selected students with disabilities or special needs will be informed about this procedure after the completion of the selection process.

The University of Zadar and all the partner higher education institutions have signed Erasmus+ interinstitutional agreement as a precondition for individual students' mobility between UNIZD and each partner HEI. By signing the inter-institutional agreement, partner higher education institutions agree to comply with all the principles and rules of the Erasmus+ programme. The Erasmus+ inter-institutional agreement has to be in force before the beginning of each mobility period.

Knowledge of foreign languages reported in the application form will be based on the self-assessment with reference to the Common European Framework of Reference for Languages (<http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>).

## **DURATION OF THE CALL AND ELIGIBLE PERIOD**

This Call is open from 28 October until 18 November 2019. Eligible period for realization of mobility approved within this call is from the beginning of the summer semester of the academic year 2019/2020 (February 2020) till 31 July 2021 (last possible day of the mobility period).

## **INSURANCE**

It is the obligation of the candidates to regulate the travel and health insurance policy valid for the period spent abroad. The cost of the insurance will be covered by the applicant and the University of Zadar or any other partner university involved in this project cannot cover any aspect of medical emergencies, damages or any other conditions imposed on individual participant during the mobility period.

The candidate must deliver the proof of payment of the travel insurance at least one week before the planned arrival to the University of Zadar. Otherwise, the planned mobility will be cancelled.

## **DISCLAIMER**

The University of Zadar, participating partner Universities, Croatian National Agency and the European Commission will not be held responsible for any damage caused to individual participants, including damage caused to third parties, which could emerge before, during or after realisation of activities financed by the EU funds.

## **VISA REQUIREMENTS**

It is the obligation of the candidates to obtain visa for entering Croatia (if required). Visa requirements can be found at <http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/>. Costs for visas will be covered by the candidates and cannot be claimed for refund by the University of Zadar.

## **LANGUAGE REQUIREMENTS**

The University of Zadar requires that the applicant has very good language skills (in reading, writing and speaking) equivalent to level B2 on the CEFR (Common European Framework of Reference for Languages) scale. More information on the CEFR scale can be found [here](#). No particular concessions will be given to students whose level of English is lower than the expected levels mentioned below.

## **ACADEMIC REQUIREMENTS**

It is the obligation of the candidates to include at least 3 ECTS per month in their Learning Agreement (e.g. 15 ECTS per 5 months of mobility). If the mobility includes work on BA, MA or PhD thesis the candidates have to submit the [Supervisor Acceptance Form](#) signed by supervisor at the main host department of the University of Zadar and mentor at the home university.

## **APPLICATION FOR THE FUNDING UNDER ERASMUS+ PROGRAMME**

### **Documents for the application\*:**

- Application Form for Student Mobility;
- Transcript of Records (for bachelor level: transcript of all bachelor courses taken so far; for master level: copy of bachelor diploma and transcript of both bachelor and master courses taken so far) with explanation of grading system;
- Proof of citizenship (copy of passport or ID card);
- Motivation letter;

- CV in the Europass Form.

**\*All the documents must be in English.**

Incomplete applications or applications received after the deadline set by this Call for applications **will not be accepted** for assessment.

By submitting this application the candidates give their consent to the University of Zadar, acting as a coordinating institution, to publicly disclose their personal information and their mobility activity data before, during and after the mobility period.

## **SELECTION CRITERIA:**

**The Selection process will follow the following steps:**

### **1. Check of formal requirements will be done by the University of Zadar**

Formal requirements:

- Meet the deadline
- The application form duly completed and signed
- All the required documents enclosed

If an application does not meet the formal criteria it will be marked as non-eligible. In the case an application will be rejected from the selection process at Step 1 the candidate will be notified via e-mail and will have the opportunity to appeal within 5 days against the rejection by providing well justified reasons.

### **2. Pre-selection will be done by student's home university**

The eligible applications will be evaluated and ranked by the committee established at the home university in a manner respecting principles of transparency and equal treatment. (note: if there is just one applicant the evaluation is not obligatory).

The ranking criteria will be based on:

- Academic performance: 0 – 30 points (based on % of archived average grade for all level of studies in highest grade)
- Quality of CV (additional activities): 1 – 5 points (5: outstanding, 4: above the average, 3: average, 2: sufficient, 1: insufficient)
- Quality of Motivation letter: 1 – 5 points (5: outstanding, 4: above the average, 3: average, 2: sufficient, 1: insufficient)
- Preference is given the candidates who haven't been on mobility within Erasmus+, Erasmus Mundus and LLP programme: 10 points
- Preference is given to the candidates who apply for the host department that applied for the Project 2019-1-HR01-KA107-060365: 10 points

The score list (pre-selection results) will be sent to the University of Zadar in the form defined by the University of Zadar that will be sent to the partner university by e-mail after the 1. step.

### **3. Allocation of scholarships**

Pre-selection results will be forwarded to the Selection Committee of the University of Zadar where the final decision will be made. The pre-accepted candidates will be asked to submit Learning Agreement that will be forwarded to the student's host department. Upon the host department accepting the Learning Agreement, the accepted candidates will receive the letter of award. The rejected candidates and candidates on the reserve list will be notified via e-mail and will have the opportunity to appeal within 5 days against the rejection by providing well justified reasons. The reserve list will be used only in the case a candidate will renounce to the scholarship offer or in the case of additional funding.

## **APPLICATION DEADLINE IS 18<sup>th</sup> of NOVEMBER 2020**

**The application should be sent as scanned copy by e-mail to:**

[erasmus@unizd.hr](mailto:erasmus@unizd.hr)

### **Documents enclosed to this Call for applications:**

1. [Application Form for Incoming Students](#),
2. [Student Learning Agreement for Studies](#),
3. [Table – Travel and Individual Support](#),
4. [Table – Mobility Flow](#),
5. Link to [Quick guide for selected higher education institutions in Partner Countries](#)
6. [Erasmus+ Programme Guide](#)
7. [Workflow for Erasmus+ KA107 student mobility management \(until grant allocation\)](#),
8. [Explanation of selection criteria and process for Erasmus+ KA107 student mobility](#).

### **AFTER THE ANNOUNCEMENT OF RESULTS:**

All the applicants will be notified of the results of the Call for applications and they will be given access to the list of candidates who have been accepted, reserve list and list of rejected candidates. The lists of accepted and rejected candidates, as well as waiting lists will be published on the website of the University of Zadar and on the website of the candidate's home university. All the applicants can request an insight into the selection procedure within 8 working days after public announcement of the results.

By submitting the application to this call, all the applicants give their consent to the University of Zadar and to their home universities to publish their personal data on the web page during the selection procedure as well as to use them in the administration procedures and reporting.

The selected candidates are required to comply with the prescribed procedures before and after their mobility period at the institutions abroad and to submit all the requested documents to both universities (home and host universities). The selected candidates will be informed about all the procedures and required documents in direct communication with the University of Zadar.

### **FILING AN APPEAL**

All the applicants have a right to file an appeal against the selection results within 5 working days after public announcement of the results. Complaints shall be submitted to their home university

as well as to the University of Zadar, Ulica Mihovila Pavlinovića 1, 23000 Zadar, Croatia. Complaints have to be prepared in writing in form of a letter, and submitted as .pdf document to the e-mail [erasmus@unizd.hr](mailto:erasmus@unizd.hr). Applicants filing a complaint will receive a reply within 14 working days after complaint receipt.

### **REALISATION OF THE INCOMING STUDENT MOBILITY FROM PARTNER HEIs TO THE UNIVERSITY OF ZADAR:**

It is the obligation of each incoming participant to take care of their **visa and travel arrangements, travel and health insurance and accommodation** during the mobility period at the University of Zadar.

**After the arrival**, and within 2 working days, each incoming participant will:

- Report the arrival to the nearest Police Department (if having private accommodation)
- Obtain the Personal Identification Number in Croatia (so called OIB)
- Activate personal (non-residential) bank account in any bank in Croatia
- Regulate personal health insurance (if not prepared in the home country before arrival)
- Send or hand-in all above documents to the International Relations Office of the UNIZD

Students who will spend more than 90 days in Croatia must apply for the first Temporary Stay Permit in the Central Police Station in Zadar (Address: Put Murvice 1, 23 000 Zadar). The information about this procedure as well as all the necessary documents will be provided by the University of Zadar as the receiving HEI.

Financial support awarded to each selected participant, as well as all rules and obligations with respect to the agreed mobility will be determined in a contract that the participant will sign with the University of Zadar after arrival and, if possible, within 5 working days.

Financial support, if not agreed otherwise, will be paid to participant's personal (non-residential) bank account (active in any Croatian bank) in two instalments (70% during the mobility and 30% after the mobility and after approval of the final report within the system Mobility Tool+). Model of payment will be determined in the contract between the participant and the University of Zadar. Cash payments are not allowed. Financial support shall be used by students to cover costs of accommodation, meals, insurance, travel, and all other living costs while staying in Croatia.

**After the end of the mobility period**, the participants will receive the certificate of attendance issued by the University of Zadar. The participants will also receive an e-mail with the notification to submit the online final report in the Mobility Tool+ system. **The submission of the final report in the Mobility Tool+ system is obligatory for all the participants.** It is also considered as a request to the University of Zadar for payment of the 2<sup>nd</sup> instalment, if one is due.

### **OTHER PROVISIONS:**

Students are selected according to the provisions from the Erasmus+ Programme Guide. The selection procedure must be consistent and transparent and any form of the conflict of interest must be excluded. Persons involved in the selection procedure must sign the Statement on the prevention of conflicts of interest and confidentiality.

University of Zadar is the coordinating institution for the stated project and it is responsible for financial management and overall administration of all the activities to be realised within this call.

Financial supports are to be used by individual participants only for realisation of mobility activity at the receiving HEI.

Financial support will be awarded in EUR, however, all the payments to the participants will be made in Croatian currency (HRK) according to the exchange rate determined by the Croatian Agency for mobility and EU programmes. The exchange rate is fixed and obligatory.

The payment of the financial support is regulated according to the Croatian law and regulations in force at the time of mobility realisation.

The information about the accommodation and other practical arrangements will be provided by the University of Zadar as the receiving HEI.

The information about the study programmes will be provided by the host departments of the University of Zadar.

Additional information is available at the request form the officers in the International Relations Office of the University of Zadar, as well as the application forms and related documents which are an integral part of this Call for application. The contact e-mail address is: [erasmus@unizd.hr](mailto:erasmus@unizd.hr)

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**Contact person for all the additional information:**

Marija Džaja Sikirić  
Tel.: 00385 23 200-588; Fax: 00385 23 316-882  
E-mail: [erasmus@unizd.hr](mailto:erasmus@unizd.hr)



Associate Professor Slaven Zjalić, Ph.D.  
Vice Rector for Inter-Institutional Cooperation And Technology Transfer