

ERASMUS+ PROGRAMME – International Credit Mobility KEY ACTION 1 - Learning mobility of individuals between programme and partner country

Call for applications for individual mobility of STUDENTS within the Erasmus+ project No. 2015-1-HR01-KA107-012956

Within the ERASMUS+ Project 2015-1-HR01-KA107-012956 referring to cooperation with higher education institutions in the partner countries, **Josip Juraj Strossmayer University of Osijek, HR OSIJEK01**, with the official seat in Osijek, Croatia, Trg Svetog Trojstva 3, (further in the text: University of Osijek; UNIOS; or the Receiving HEI), announces the call for applications for awarding financial supports to **individual students from partner country universities for incoming mobility for the purpose of studying at the receiving institution, the University of Osijek**. All incoming mobilities and related activities supported within this call are coordinated and administered by the University of Osijek.

Mobility activity refers to:

Studying, which supports students in their individual learning within specific courses at the bachelor or master level offered by the University of Osijek and the award of ECTS credits upon successful completion of the activity.

The **overall objective** of individual mobilities to be realized within this project call is intensification of international cooperation, development of personal, academic and institutional capacities for international mobility, internationalization of curriculum, strengthening of social dimension in international exchanges, strengthening of international partner network, and sustainable impact on long-term cooperation activities.

Financial supports are awarded to individual students from the **partner universities**, as follows:

University of Sarajevo, Faculty of Educational Sciences, BIH
University of Mostar, Faculty of Agronomy and Food Technology, BIH
University of Montenegro, Faculty of Philology, MNE
University of Novi Sad, Faculty of Technical Sciences, SRB

Individual student mobilities are to be realized according to the **Mobility Flow Plan** specified in the Appendix 1 (page 8). Within this call, applicants can submit one application for one mobility activity.

Incoming students need to be enrolled in a regular study program at the bachelor or master level, organized by the home (sending) University and have to hold a student status during the whole process of application and realization of mobility at their home University .

Eligible period for realization of mobility approved within this call is the academic year 2016/2017, i.e.

Winter semester: 01 October 2016 – 28 February 2017, or
Summer semester: 01 March 2017 – 31 July 2017

Within this project call, students are invited to the receiving institution, the University of Osijek for studying in duration of **one semester within the academic year 2016/2017 (maximum 5 months)**. Longer stays are possible only without financial support. The grant for students will provide funding for maximum 5 months of studying (including the examination period) at the University of Osijek. Once started, the mobility activity cannot be interrupted. 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.

The referential amounts awarded as a mobility grant to each selected student are consisting of **monthly allowance (grant)** and **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.

Overview of referential amounts and travel costs is available in the section **REALIZATION OF INCOMING MOBILITY (pp. 5-6)**.

Signed **Erasmus+ interinstitutional agreement between programme and partner countries** is a precondition for individual mobility realization between UNIOS and each partner HEI. In this interinstitutional agreement, the sending and receiving institutions agree on the options for student mobility. By signing the inter-institutional agreement, Partner-Country HEI agrees to comply with all principles and rules of the Erasmus+ programme. The Erasmus+ inter-institutional agreement has to be in force before the beginning of each mobility period.

Before starting the mobility activity, or within 30 days after the official start of the mobility, students will prepare **Learning Agreement for studies**, which will confirm specific courses (study program) that the students will enroll at the University of Osijek.

Students with disabilities or special needs selected for Erasmus+ mobility within this call is entitled to apply for additional financial support. Students with disabilities or special needs is a category of students, whose physical, mental or health conditions presuppose participation in mobility activity with increased costs of living or travelling. Additional financial support is awarded by the Agency for Mobility and EU Programmes Zagreb, Croatia, on a basis of separate application form, which will be communicated to selected students with disabilities or special needs after the completion of the selection process.

APPLICATION PROCEDURE

Application procedure is announced at the web page of the University of Osijek

<http://www.unios.hr>

(direct link: <http://www.unios.hr/suradnja/medunarodna-suradnja/erasmus-ka107-012956/>)

APPLICATION DOCUMENTS FOR STUDENT MOBILITY

1. **Application form for student mobility**
2. **Erasmus+ Student Nomination form signed by the Sending HEI**
3. **Curriculum Vitae** (Europass form)
4. **Confirmation of the home HEI about the student's status**
5. **Proof of citizenship** (copy of passport, or certificate of nationality)

Optional document if prepared at the time of application:

6. *Student Learning agreement for studies*

(note: Learning agreement for studies can be prepared before mobility or shortly after the start of mobility, in coordination with respective Erasmus+ coordinators at the University of Osijek (contact details of coordinators available on page 7))

All application documents shall be typed (not hand-written). **All application documents shall be prepared in English language.**

By submitting the application to this call, all applicants (students) agree that the University of Osijek publishes their personal data on the web page within the selection procedures and further uses their personal data within the administration procedures and reporting.

Curriculum Vitae shall be prepared in the Europass form according to instructions and templates available at <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Knowledge of foreign languages reported in the CV shall be based on the self-assessment with reference to the Common European Framework of Reference for Languages:

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Complete application (all 5 above stated documents) shall be **scanned / converted into one .pdf document** and **sent electronically to the address: erasmus@unios.hr**

APPLICATION DEADLINE:

For mobility which shall be realized in the winter semester 2016/2017: 01 October 2016

For mobility which shall be realized in the summer semester 2016/2017: 13 January 2017

Applicants can submit their complete applications to the e-mail: erasmus@unios.hr

Incomplete applications will not be accepted for assessment by the University of Osijek Committee for Erasmus+ Mobility Program.

Applications will be assessed individually by the University of Osijek Committee for Erasmus+ Mobility Program, and decision about each application will be communicated in writing to each applicant.

NOMINATION / ASSESSMENT PROCEDURE

All applications will be checked for formal eligibility criteria. All formally eligible applications will be assessed by the University of Osijek's Committee for Erasmus+ Mobility Program.

The Committee for Erasmus+ Mobility Program applies all rules determined by the European Commission for the Erasmus+ program and by the Croatian National Agency.

Assessment criteria for applications for student mobility will not be specifically determined as the students will be **nominated, i.e. selected by their home HEIs.**

Students' home universities will nominate the best students for Erasmus+ mobility program.

The Committee for Erasmus+ mobility programme will publish the **assessment results** at the web page of the University of Osijek www.unios.hr, and will inform all applicants about the assessment by e-mail correspondence. The Committee for Erasmus+ Mobility Program retains the right to refuse the student application despite of the official nomination obtained by the sending University. Applicants, whose mobility proposals will be refused for realization, shall be informed in writing about the reasons for refusal.

Number of applicants / participants that will be awarded financial support within this call for realization of mobility is determined by the Croatian National Agency, and presented in the Mobility Flow Plan (in Appendix). **Financial support will be awarded to the best students nominated by their home HEIs.** All other positively assessed applications will be approved for realization without financial support (so called zero-grant status). In the status of zero – grant status, students will have to follow / comply with all the rules / regulations set by the Erasmus+ program, Croatian National Agency and the University of Osijek as coordinating HEI.

All applicants have a right to file a complaint against the assessment results within 8 working days after public announcement of the results. Complaints shall be submitted to the Committee for Erasmus+ mobility program (address: University of Osijek, Trg Svetog Trojstva 3, HR-31000 Osijek). Complaints have to be prepared in writing in form of a letter, and submitted as .pdf document to the e-mail erasmus@unios.hr. Applicants filing a complaint will receive a reply by the Committee for Erasmus+ mobility program within 14 working days after complaint receipt.

REALIZATION OF INCOMING STUDENT MOBILITY from partner Universities to the University of Osijek

The International Relations Office of the University of Osijek is in charge for the administration and financial management of all incoming student mobilities. Contact details:

International Relations Office

University of Osijek
Trg Svetog Trojstva 3
HR-31000 Osijek, Croatia
Phone: +385 31 224 171
e-mail: erasmus@unios.hr

Incoming students that will be participating in realization of study exchange within this call are advised to stay in contact with the above mentioned office staff in order to prepare for their mobility well in advance.

The Erasmus+ monthly grant awarded to each student for mobility is 800,00 EUR.

The monthly grant is awarded by the receiving University of Osijek for each full month of stay (30 days). If mobility lasts less than a full month, then a proportional amount will be calculated for each day of stay, being 26,66 EUR. Mobility cannot be interrupted.

Each incoming student is obliged to take care of **travel arrangements**. **Travel cost will be calculated in the amount referring to distance band according to the Distance Calculator, disregarding the real travel costs.**

Travel costs can be awarded upon arrival, so students have to pre-finance travel by themselves.

Travel cost

Distance band	Amount per participant
0 – 99 km	0 EUR
100 – 499 km	180 EUR
500 – 1999 km	275 EUR
2000 – 2999 km	360 EUR
3000 – 3999 km	530 EUR
4000 – 7999 km	820 EUR
8000 km or more	1100 EUR

Financial support for students consists of:

Monthly grant awarded for each month of mobility

+

Travel costs (approved exclusively according to the distance band calculated by the tool Distance Calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

Distance band is determined according to the calculator from the place registered as the official seat of the sending university to the destination place registered as official seat of the receiving University. Distance calculated by the tool presupposes onward and return travel. In cases when the

destination place for mobility realization is different from the official place of the receiving or sending university official seats, the participant has to submit travel tickets or any other proof of travel confirming the departure place and the arrival place.

Financial support will be awarded in EUR, however, all payments to incoming students will be made in Croatian currency (HRK) by applying the exchange rate: **1.00 EUR = 7.623 HRK**. The exchange rate is fixed and obligatory.

Accommodation and other practical arrangements will be provided by the University of Osijek as the receiving HEI.

Information about the study program will be provided by the host faculty within the University of Osijek.

Before arrival, students shall obtain **visa** for entering Croatia (if required). Overview of visa requirements: <http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/>
Costs for visa shall be covered by the students.

Students shall also regulate personal **travel and health insurance** policy that will be valid in Croatia during their stay. General information about preparation of stay in Croatia will be provided to each student by the UNIOS IR Office staff. Costs for travel and health insurance shall be covered by the students.

After arrival, within 2 working days, each incoming student shall:

- *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 UNIOS IR office staff*

Financial support awarded to each incoming student, as well as all rules and obligations with respect to agreed mobility will be determined in **a contract** that the participant will sign with the University of Osijek after arrival to host faculty, if possible, within 2 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 a contract. 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 mobility end, participants will be issued certificate of attendance by the University of Osijek. Participants are obliged to submit the online final report in the Mobility Tool+ system and to submit travel documents (tickets, boarding passes, copy of visa, etc.) to the International Relations Office. Submission of the final report in the Mobility Tool+ is obligatory for all participants. It is also considered as a request to UNIOS for payment of the 2nd instalment, if one is due.

Other information for Erasmus+ incoming students staying at the University of Osijek is available at the web pages: www.unios.hr/incoming-mobility

FINAL REMARKS:

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

*** Partner Universities will accept the provisions of the Erasmus+ interinstitutional agreement if intending to support realization of mobilities of their students.**

*** Financial supports are to be used by individual participants (students) only for realization of mobility activity at the receiving HEI – the University of Osijek.**

*** Individual participants are required to organize their travel and to obtain visa if necessary.**

*** Individual participants are required to regulate the travel and health insurance policy that must be valid during the mobility period. UNIOS or any other partner University involved in this project cannot cover for any aspect of medical emergencies, damages or any other conditions imposed on individual participant while realizing the mobility.**

*** All financial supports to be paid to individual participants shall be regulated according to the Croatian law and regulations in force at the time of mobility realization.**

DISCLAIMER

The University of Osijek, 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 realization of activities financed by the EU funds.

ERASMUS+ COORDINATORS AT THE UNIVERSITY OF OSIJEK INVOLVED IN THE ERASMUS+ PROJECT 2015-1-HR01-KA107-012956

UNIOS office / faculty	Erasmus+ Coordinator	E-MAIL
International Relations Office of the University of Osijek	Martina Šuto, MA	martina@unios.hr
Faculty of Education in Osijek	Prof. Dr. Zdenka Kolar Begović	zkolar@fozos.hr
Faculty of Food Technology in Osijek	Prof. Dr. Mirela Planinić	mirela.planinic@pfos.hr
Faculty of Social Sciences and Humanities in Osijek	Prof. Dr. Leonard Pon	lpon@ffos.hr
Faculty of Mechanical Engineering in Slavonski Brod	Prof. Dr. Katica Šimunović	katica.simunovic@sfsb.hr

APPENDIX 1

Mobility flows for INCOMING STUDENTS within the project 2015-1-HR01-KA107-012956

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University / Faculty	Receiving University / Faculty	Eligible subject area code	Level of study	Duration of mobility per participant (months, maximum)	Number of participants	Grant in EUR (total) maximum per participant	Travel cost in EUR maximum per participant
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Incoming Students

INC_SMS_15_01	Studying	BIH - HR	University of Mostar, Faculty of Agronomy and Food Technology	University of Osijek, Faculty of Food Technology in Osijek	Food processing	Master	5 months	2	4.000,00	180,00
INC_SMS_15_02	Studying	BIH - HR	University of Sarajevo, Faculty of Educational Sciences	University of Osijek, Faculty of Education in Osijek	Education science	Bachelor	5 months	1	4.000,00	180,00
INC_SMS_15_03	Studying	SRB - HR	University of Novi Sad, Faculty of Technical Sciences	University of Osijek, Faculty of Mechanical Engineering in Slavonski Brod	Engineering	Master	5 months	2	4.000,00	180,00
INC_SMS_15_04	Studying	MNE - HR	University of Montenegro, Faculty of Philology	University of Osijek, Faculty of Social Sciences and Humanities in Osijek	Languages	Master	5 months	2	4.000,00	180,00