

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

**Call for applications for individual mobility of
(non)teaching STAFF
and for individual mobility of STUDENTS
within the
Erasmus+ project
2020-1-HR01-KA107-077403**

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1. GENERAL PROVISIONS

Within the ERASMUS+ Project 2020-1-HR01-KA107-077403 referring to cooperation with higher education institutions in the partner countries: **Argentina, Armenia, Bosnia and Herzegovina, Ghana, Guyana, Jordan, Mauritius, Montenegro, Namibia, Nigeria, Russia and USA, Josip Juraj Strossmayer University of Osijek, HR OSIJEK01**, with the official seat in 31000 Osijek, Croatia, address: Trg Svetog Trojstva 3, (further in the text: *University of Osijek*, or *UNIOS*), announces the call for applications for awarding financial supports to **individual incoming and outgoing teaching and non-teaching staff mobilities**, which objective is teaching or training at a selected partner higher education institution (further in the text: HEI) in the above stated partner country, and the call for applications for **individual incoming mobility of students from the partner countries for the purpose of studying at the University of Osijek**, as well as the call for applications for **individual outgoing mobility of UNIOS students for the purpose of studying at the partner HEI**.

All incoming and outgoing activities supported within this call are coordinated and administered by the University of Osijek.

Mobility activities refer to:

Teaching activity supports teaching staff to teach at a selected partner HEI in a specific academic discipline.

Training activity supports professional development of HEI teaching and non-teaching staff in the form of scientific work or training events abroad (excluding conferences).

Studying activity supports students in their individual learning within specific courses offered by the University of Osijek and partner HEI for 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 institutional capacities for international mobility, internationalization of curriculum, strengthening of social dimension in international exchanges, strengthening of international partner network, and development of professional scientific and teaching skills with sustainable impact on long-term cooperation activities.

Financial supports are awarded to teaching and non-teaching staff members and students of the University of Osijek and to teaching and non-teaching staff members and students of the participating **partner universities** as follows in alphabetical order:

Argentina
Armenia
Bosnia and Herzegovina
Ghana
Guyana
Jordan
Mauritius
Montenegro
Namibia
Nigeria
Russia
USA

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

Teaching and non-teaching staff members have to be employed by the sending HEI throughout the whole process of application and realization of mobility. Students need to be enrolled in a regular study program organized by the sending University and have to hold a student status during the whole process of application and realization of mobility.

Eligible period for realization of mobility of STAFF approved within this call is:
2 November 2020 – 31 July 2022

Eligible period for realization of mobility of STUDENTS approved within this call is:
1 March 2021 – 31 July 2022

Within this project call, staff can spend a teaching or training period abroad with financial support, in duration specified in the **Mobility Flow Plan (page 17)**.

Incoming and outgoing students can realize mobility for studying in duration of **one semester during the academic years 2020/2021 and 2021/2022 (maximum 5 months per student)**.

Longer stays are possible only without financial support. The grant for staff and 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 **daily or monthly allowance (per diem)** 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 AND OUTGOING MOBILITY**.

Signed **Erasmus+ interinstitutional agreement between programme and partner countries** is a precondition for individual staff mobility realization between UNIOS and each partner HEI. In this interinstitutional agreement, the sending and receiving institutions agree on the options for staff mobility and 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.

Within the application process, all applicants (staff) need to prepare a **Mobility agreement for teaching** if applying for the teaching activity, or **Mobility agreement for training** if applying for the training activity. Students will prepare **Learning Agreement for studies**. Relevant agreements need to be approved / signed by the receiving HEI before the application to this call. Proposed mobility agreement needs to be in line with specific mobility flow and corresponding subject area (as stated in the Mobility Flow Plan). Proposed mobility agreements will be evaluated by the UNIOS Committee for Erasmus+ mobility programme. If approved for funding, changes in mobility agreements will be approved only exceptionally. If changes to the approved Mobility agreements will occur with respect to realization of activities and objectives, each participant needs to report those changes to the University of Osijek Committee for Erasmus+ Mobility Program for approval.

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.

Staff and students with disabilities or special needs selected for Erasmus+ mobility within this call is entitled to apply for additional financial support. Staff with disabilities or special needs is a category of staff and 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 staff with disabilities or special needs after the completion of the selection process.

2. APPLICATION PROCEDURE

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

<http://www.unios.hr/cooperation-with-partner-countries-in-erasmus-project-2020-1-hr01-ka107-077403/>

APPLICATION DOCUMENTS FOR STAFF MOBILITY

1. **Application form for staff mobility**
2. **Staff Mobility Agreement for teaching or Staff Mobility agreement for training**
3. **Acceptance Letter of the Inviting HEI**
4. **Curriculum Vitae** (Europass form)
5. **Confirmation of the employer (home HEI) about the applicant's employment status**
6. **Proof of citizenship** (copy of passport, or certificate of nationality)

APPLICATION DOCUMENTS FOR STUDENT MOBILITY

1. **Application form for student mobility**
2. **Student Learning agreement for studies**
3. **Erasmus+ Student Nomination form signed by the Sending HEI**
4. **Curriculum Vitae** (Europass form)
5. **Confirmation of the home HEI about the student's status**
6. **Proof of citizenship** (copy of passport, or certificate of nationality)
7. **Additional documents for UNIOS outgoing students: Transcript of Records from all study levels*

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 (staff and 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 is not fixed.

APPLICATION PERIOD is open until all available mobility places are reserved.

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

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

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

3. 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. The main **assessment criteria for applications for staff mobility** are the following:

- Quality (academic excellence) of proposed Mobility Agreement for Teaching or Mobility Agreement for Training
- Mobility outcomes at personal and institutional level
- Sustainability of cooperation
- Dissemination of mobility results
- Knowledge of English language (or other foreign language that will be the main language of communication within the mobility)

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. It is presupposed that students' home universities will nominate the best students for Erasmus+ mobility program.

Outgoing UNIOS students will be selected as of the criteria valid at the University of Osijek at the time of their application and regulated by general acts, regulations, ordinances and procedures of the University of Osijek that are applied for Erasmus+ mobility programme within programme countries (*see more details in the Section 6*).

The Committee for Erasmus+ mobility programme will publish the **assessment results** at the web page of the University of Osijek <http://www.unios.hr/cooperation-with-partner-countries-in-erasmus-project-2020-1-hr01-ka107-077403/>, and will inform all applicants about the assessment by e-mail correspondence. 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-rated applications and to the best students nominated by their home HEIs, as well as to the best UNIOS students selected for outgoing mobility.** All other positively assessed applications will be approved for realization without financial support (so called zero-grant status). In the status of zero – grant staff or students, all applicants will have to follow / comply with all the rules and regulations set by the Erasmus+ program, Croatian National Agency and the University of Osijek as coordinating HEI.

All applicants can request an insight into the assessment procedure within 8 working days after public announcement of the results.

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.

4. REALIZATION OF INCOMING AND OUTGOING MOBILITY OF STAFF

Rules and regulations for awarding the financial support and for realization of mobility will be defined in a separate contract that each participant will sign with the University of Osijek as coordinating HEI. By signing of the contract each individual participant agrees to obey Croatian laws and regulations, all valid legal acts of the University of Osijek, as well as all regulations determined by the Erasmus+ programme.

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

International Relations Office

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

All applicants that will be participating in realization of incoming and outgoing mobilities 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 referential amounts (daily allowances + travel cost) awarded as a mobility grant to each selected participant are overviewed below:

Daily allowances (per diems)

Staff	Referential amount 1 – 14 day / daily	Referential amount 15 – 60 day / daily
Incoming from partner country HEI to UNIOS	140,00 EUR	98,00 EUR
Outgoing from UNIOS to partner country HEI	180,00 EUR	126,00 EUR

Travel cost

Distance band	Amount per participant
0 – 99 km	20 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	1500 EUR

Applicable amount of financial support is regulated by the Croatian National Agency.

Financial support consists of:

Daily allowance awarded for each day of mobility and including maximum 2 travel days

+

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 university official seat, 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 and outgoing participants will be made in Croatian currency (HRK) by applying the exchange rate:

1.00 EUR = 7.488 HRK. The exchange rate is fixed and obligatory.

4.1. Realization of INCOMING STAFF mobilities from partner HEIs to the University of Osijek

Each incoming participant is obliged to take care of their **travel arrangements, accommodation, as well as stay** at the host faculty within the University of Osijek.

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

Participants 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 participant by the UNIOS IR Office staff. Participants are also advised to regulate their absence from the work place within the official travel order issued by the employer.

After arrival, within 2 working days, each incoming participant 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 selected participant, 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 full or in two instalments (70% during the mobility and 30% after the mobility and after approval of the final report within the system Mobility Tool+, or 100% during the mobility). Model of payment will be determined in a contract. Cash payments are not allowed.

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.

4.2. Realization of OUTGOING STAFF mobilities from the University of Osijek to partner HEIs

Each outgoing participant is obliged to take care of their travel arrangements, accommodation, as well as stay at the host university in a partner country.

Before departure, participants shall obtain visa for entering the partner country (if required) and have to regulate personal health insurance policy that will be valid in the partner country during their stay. General information about mobility preparation will be provided to each participant by the UNIOS IR Office staff. Participants shall regulate their absence from the UNIOS home faculty (employer) within the official travel order.

At least two weeks before the mobility start, participants need to sign the contract for award of the financial support. The data that will be requested by the IR Office staff for preparation of the contract are:

*OIB

*personal bank account active in any bank in Croatia

*personal travel and health insurance valid during the entire stay abroad

Financial support will be paid to participant's personal bank account in two instalments (80% before the mobility and 20% after the mobility and after approval of the final report within the system Mobility Tool+). Cash payments are not allowed.

After mobility end, participants are obliged to submit the online final report in the Mobility Tool+ system and to submit confirmed mobility documents and all travel documents (tickets, boarding passes, copy of visa, etc.) to the UNIOS International Relations Office. Submission of the final report in the Mobility Tool+ is considered as a request to UNIOS for payment of the 2nd instalment.

5. Realization of INCOMING MOBILITY OF STUDENTS from partner HEIs to the University of Osijek

The International Relations Office of the University of Osijek is in charge for the administration 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 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 for full month (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 their **travel arrangements**. **Travel cost will be calculated in the amount referential to the distance calculated by the Distance Calculator, disregarding 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	20 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	1500 EUR

Financial support for students consists of:

Monthly grant awarded for each month of mobility and including maximum 2 travel days

+

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 university

official seat, 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 = 7.488 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. Costs of visa cannot be refunded within this project.

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 participant 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.

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

6. Realization of OUTGOING MOBILITY OF UNIOS STUDENTS to partner HEIs

The Call is open to all UNIOS full-time and part-time students. Students intending to apply to the Call need to contact the authorized Erasmus coordinator at their home UNIOS Faculty / unit. All students of the University of Osijek can apply to the Call, however, it is necessary to pay attention to the subject area of studies within which student exchange is planned and approved for financial supports (see the Mobility Flow Plan below). Outgoing students need to check the possibility of enrolling / attending courses at the receiving HEI abroad and to agree with their home UNIOS Faculty / unit for recognition of academic achievements and passed courses within their exchange period. The exchange study programme needs to be defined in the document Learning Agreement for Studies. Accommodation and other practical arrangements will be provided by the receiving HEI.

Information about the study program and available courses for enrolment are to be provided by the receiving HEI.

UNIOS International Relations Office is in charge for the administration of all outgoing 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

Outgoing UNIOS students that will be participating in realization 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.

For the application to the Call and for the award of the financial support, UNIOS students are required to submit the application that contains the following documents:

- 1. Application form for student mobility**
- 2. Student Learning agreement for studies**
- 3. Erasmus+ Student Nomination form signed by UNIOS**
- 4. Curriculum Vitae (Europass form)**
- 5. Confirmation of the home UNIOS faculty / unit about the student's status**
- 6. Proof of citizenship** (copy of passport, or certificate of nationality (*domovnica*))

Additional document required for the application:

- 7. Transcript of records from the current study programme and previously completed study levels**

The deadline for application is not fixed. All approved student mobilities shall be realized until 31 July 2022. Student applications will be evaluated by the UNIOS Committee for Erasmus Mobility Program based on the following Criteria:

- **grade point average at the current study programme,**
- **grade point average in a foreign language during studies**
- **motivation letter**

All applicants will be informed in writing about the results of the evaluation procedure no later than 8 days from the day of the meeting of UNIOS Committee for Erasmus Mobility Program. The selection results will be published on the website of the University of Osijek.

Complaint or objection to the evaluation procedure and selection of applicants within the Call is submitted to the UNIOS Committee for Erasmus Mobility Program within 8 working days from the date of publication of the ranking list / selection list on the University website. The complaint is submitted in writing and sent by ordinary post delivery to the address: Josip Juraj Strossmayer University of Osijek - Rectorate; Committee for Erasmus Mobility Program; Trg Svetog Trojstva 3; 31000 Osijek. The UNIOS Committee for Erasmus Mobility Program decides on the justification of the complaint or objection. An appeal against the Decision on complaint cannot be repeated to the authorities of Josip Juraj Strossmayer University in Osijek, but forwarded to the Agency for Mobility and EU Programs Zagreb for further action and mediation.

The Erasmus+ monthly grant awarded to each selected student for mobility is 700,00 EUR.

The monthly grant is awarded for full month (30 days). If mobility lasts less than a full month, then a proportional amount will be calculated for each day of stay, being 23,33 EUR.

Mobility cannot be interrupted. Each outgoing STUDENT is obliged to take care of their **travel arrangements**. Travel cost will be calculated in the amount referential to the distance calculated by the Distance Calculator, disregarding real travel costs.

Travel cost

Distance band	Amount per participant
0 – 99 km	20 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	1500 EUR

Rights and obligations as well as payment of financial support (monthly grant and travel cost) are regulated by a special contract that will be closed between UNIOS and each selected outgoing student before the start of mobility. Financial support will be paid to student's personal bank account (active in any Croatian bank) in two instalments (80% before the mobility and 20% after the mobility and after approval of the final report within the system Mobility Tool+). Model of payment will be determined in the contract. Cash payments are not allowed. Financial support will be awarded in EUR, however, all payments will be made in HRK by applying the exchange rate: **1.00 EUR = 7.488 HRK**. The exchange rate is fixed and obligatory.

Financial support shall be used by students to cover costs of accommodation, meals, insurance, travel, and all other living costs while staying in the country of destination and at the receiving HEI.

Financial support for students consists of:

Monthly grant awarded for each month of mobility and including maximum 2 travel days

+

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 university official seat, the participant has to submit travel tickets or any other proof of travel confirming the departure place and the arrival place.

Before departure, outgoing students need to close the contract with UNIOS and have to check information about **visa** for entering a country of destination (if visa is required). Costs for visa shall be covered by the outgoing students themselves. Costs of visa cannot be refunded within this project.

Outgoing students shall also regulate personal **travel and health insurance** policy that will be valid in the country of destination during their stay. Costs for travel and health insurance shall be covered by the outgoing students.

After arrival to the country of destination (receiving HEI), students shall report the arrival to the nearest Police Department to regulate temporary residence permit and contact the receiving HEI international office.

After mobility end, students will be issued certificate of attendance by the receiving HEI international office. 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 UNIOS International Relations Office within 2 weeks after the mobility end.

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.

Detailed information for outgoing Erasmus+ students (in Croatian language) is available at the web page: <http://www.unios.hr/erasmus-odlazni-studenti/>

7. 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 staff and students.*

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

** 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 2020-1-HR01-KA107-077403**

UNIOS office / faculty	Erasmus+ Coordinator	E-MAIL
UNIOS International Relations Office	Dario Ferić	dferic@unios.hr
Faculty of Agrobiotechnical Sciences	Ivana Majić	ivana.majic@fazos.hr
Faculty of Education	Zvonimir Užarević	zuzarevic@fozos.hr
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Faculty of Civil Engineering and Architecture	Filip Anić	fanic@gfos.hr

***Contact persons** to be indicated in the application documents may be different than the above appointed Erasmus+ coordinators.

8. Mobility flows within the project 2020-1-HR01-KA107-077403

	Mobility flow plan for PARTNER COUNTRY:	page
1	Argentina	2
2	Armenia	2
3	Bosnia and Herzegovina	4
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5	Guyana	8
6	Jordan	9
7	Mauritius	10
8	Montenegro	11
9	Namibia	13
10	Nigeria	14
11	Russian Federation	14
12	USA	16

Partner country (1): ARGENTINA

Incoming Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility including travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
INC_STT_20_01	Training	AR - HR	National University of General San Martín	University of Osijek, Faculty of Agrobiotechnical Sciences	Agriculture	10 days	12 days	1	1.680,00	1.500,00

Partner country (2): ARMENIA

Incoming Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
INC_STT_20_02	Training	ARM - HR	Armenian State University of Economics, Yerevan, Armenia	University of Osijek Faculty of Economics	Economics	9 days	11 days	1	1.540,00	360,00
INC_STT_20_11	Training	ARM - HR	Armenian State University of Economics, Yerevan, Armenia	University of Osijek Faculty of Economics	Economics	10 days	12 days	1	1.680,00	360,00

Incoming Students

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
INC_SMS_20_01	Studying	ARM - HR	Armenian State University of Economics	University of Osijek, Faculty of Economics	Economics	5 months (or 148 days maximum)	5 months (or 150 days maximum)	2	800 EUR per month (or 4.000,00 EUR maximum)	360,00

Outgoing Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
OUT_STT_20_01	<i>Training</i>	HR - ARM	University of Osijek Faculty of Economics	Armenian State University of Economics, Yerevan, Armenia	Economics	11 days	13 days	1	2.340,00	360,00

Partner country (3): BOSNIA AND HERZEGOVINA

Incoming Students

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Grant in EUR (per each month) maximum per participant	Travel cost in EUR maximum per participant
INC_SMS_20_02	Studying	BA - HR	University of Mostar, Faculty of Mechanical Engineering, Computing and Electrical Engineering (FSRE)	University of Osijek, Faculty of Electrical Engineering, Computer Science and Information Technology Osijek	Electrical Engineering	5 months (or 148 days maximum)	5 months (or 150 days maximum)	2	800 EUR per month (or 4.000,00 EUR maximum)	180,00
INC_SMS_20_03	Studying	BA - HR	University in Tuzla, Faculty of Humanities and Social Sciences	University of Osijek, Faculty of Education	Education	5 months (or 148 days maximum)	5 months (or 150 days maximum)	1	800 EUR per month (or 4.000,00 EUR maximum)	180,00
INC_SMS_20_04	Studying	BA - HR	University of Sarajevo, Catholic Theological Faculty	University of Osijek, Catholic Faculty of Theology in Đakovo	Theology	5 months (or 148 days maximum)	5 months (or 150 days maximum)	1	800 EUR per month (or 4.000,00 EUR maximum)	180,00

Outgoing Students

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Grant in EUR (per each month) maximum per participant	Travel cost in EUR maximum per participant
OUT_SMS_20_01	Studying	HR - BA	University of Osijek, Faculty of Electrical Engineering, Computer Science and Information Technology Osijek	University of Mostar, Faculty of Mechanical Engineering, Computing and Electrical Engineering (FSRE)	Electrical Engineering	5 months (or 148 days maximum)	5 months (or 150 days maximum)	2	700 EUR per month (or 3.500,00 EUR maximum)	180,00
OUT_SMS_20_02	Studying	HR - BA	University of Osijek, Faculty of Education	University in Tuzla, Faculty of Humanities and Social Sciences	Education	5 months (or 148 days maximum)	5 months (or 150 days maximum)	1	700 EUR per month (or 3.500,00 EUR maximum)	180,00
OUT_SMS_20_03	Studying	HR - BA	University of Osijek, Catholic Faculty of Theology in Đakovo	University of Sarajevo, Catholic Theological Faculty	Theology	5 months (or 148 days maximum)	5 months (or 150 days maximum)	1	700 EUR per month (or 3.500,00 EUR maximum)	180,00

Incoming Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
INC_STA_20_01	<i>Teaching</i>	BA - HR	University of Tuzla, Faculty of Technology	University of Osijek, Faculty of Food Technology	Food Technology	5 days	7 days	1	980,00	180,00
INC_STA_20_02	<i>Teaching</i>	BA - HR	University of Mostar, Faculty of Mechanical Engineering, Computing and Electrical Engineering (FSRE)	University of Osijek, Faculty of Electrical Engineering, Computer Science and Information Technology Osijek	Electrical Engineering	5 days	7 days	1	980,00	180,00
INC_STT_20_03	<i>Training</i>	BA - HR	University of Sarajevo, Catholic Theological Faculty	University of Osijek, Catholic Faculty of Theology in Đakovo	Theology	5 days	7 days	1	980,00	180,00
INC_STT_20_04	<i>Training</i>	BA - HR	University of Sarajevo, Faculty of Civil Engineering	University of Osijek, Faculty of Civil Engineering and Architecture	Civil Engineering	5 days	7 days	1	980,00	180,00

Outgoing Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
OUT_STA_20_01	<i>Teaching</i>	HR - BA	University of Osijek, Faculty of Food Technology	University of Tuzla, Faculty of Technology	Food Technology	5 days	7 days	2	1.260,00	180,00
OUT_STT_20_02	<i>Training</i>	HR - BA	University of Osijek, Faculty of Civil Engineering and Architecture	University of Sarajevo, Faculty of Civil Engineering	Civil Engineering	5 days	7 days	1	1.260,00	180,00

Partner country (4): GHANA

Incoming Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
INC_STA_20_03	<i>Teaching</i>	GH - HR	University of Mines and Technology, Faculty of Engineering	University of Osijek, Faculty of Electrical Engineering, Computer Science and Information Technology	Engineering	12 days	14 days	1	1.960,00	820,00

Outgoing Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
OUT_STA_20_02	<i>Teaching</i>	HR - GH	University of Osijek, Faculty of Electrical Engineering, Computer Science and Information Technology	University of Mines and Technology, Faculty of Engineering	Engineering	12 days	14 days	1	2.520,00	820,00

Partner country (5): GUYANA

Incoming Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
INC_STT_20_05	<i>Training</i>	GY - HR	University of Guyana, Faculty of Agriculture and Forestry	University of Osijek, Faculty of Agrobiotechnical Sciences	Agriculture	12 days	14 days	4	1.960,00	1.500,00

Outgoing Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
OUT_STT_20_03	<i>Training</i>	HR - GY	University of Osijek, Faculty of Agrobiotechnical Sciences	University of Guyana, Faculty of Agriculture and Forestry	Agriculture	12 days	14 days	4	2.520,00	1.500,00

Partner country (6): JORDAN

Incoming Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
INC_STT_20_06	<i>Training</i>	JO - HR	University of Jordan, School of Agriculture	University of Osijek, Faculty of Agrobiotechnical Sciences	Agriculture	12 days	14 days	2	1.960,00	360,00
INC_STT_20_06_01	<i>Training</i>	JO - HR	University of Jordan, Faculty of Arts and Design	University of Osijek, Academy of Arts and Culture	Arts	12 days	14 days	2	1.960,00	360,00

Outgoing Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
OUT_STT_20_04	<i>Training</i>	HR - JO	University of Osijek, Faculty of Agrobiotechnical Sciences	University of Jordan, School of Agriculture	Agriculture	12 days	14 days	2	2.520,00	360,00
OUT_STA_20_03	<i>Teaching</i>	HR - JO	University of Osijek, Academy of Arts and Culture	University of Jordan, Faculty of Arts and Design	Arts	12 days	14 days	2	2.520,00	360,00

Partner country (7): MAURITIUS

Incoming Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
INC_STT_20_07	<i>Training</i>	MU - HR	University of Mauritius, Faculty of Agriculture	University of Osijek, Faculty of Agrobiotechnical Sciences	Agriculture	12 days	14 days	4	1.960,00	1.500,00

Outgoing Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
OUT_STT_20_05	<i>Training</i>	HR - MU	University of Osijek, Faculty of Agrobiotechnical Sciences	University of Mauritius, Faculty of Agriculture	Agriculture	12 days	14 days	4	2.520,00	1.500,00

Partner country (8): MONTENEGRO

Incoming Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
INC_STA_20_04	<i>Teaching</i>	ME - HR	University of Montenegro, Faculty of Drama Arts	University of Osijek, Academy of Arts and Culture	Arts	12 days	14 days	1	1.960,00	180,00
INC_STT_20_08	<i>Training</i>	ME - HR	University of Montenegro, Faculty of Philosophy	University of Osijek, Faculty of Education	Education	5 days	7 days	2	980,00	180,00

Incoming Students

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
INC_SMS_20_05	<i>Studying</i>	ME - HR	University of Montenegro, Faculty of Electrical Engineering	University of Osijek, Faculty of Electrical Engineering, Computer Science and Information Technology	Electrical Engineering	5 months (or 148 days maximum)	5 months (or 150 days maximum)	3	4.000,00	180,00
INC_SMS_20_06	<i>Studying</i>	ME - HR	University of Montenegro, Faculty of Philosophy	University of Osijek, Faculty of Education	Education	5 months (or 148 days maximum)	5 months (or 150 days maximum)	1	4.000,00	180,00

Outgoing Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility including travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
OUT_STA_20_04	<i>Teaching</i>	HR - ME	University of Osijek, Faculty of Education	University of Montenegro, Faculty of Philosophy	Education	5 days	7 days	1	1.260,00	180,00
OUT_STT_20_06	<i>Training</i>	HR - ME	University of Osijek, Faculty of Electrical Engineering, Computer Science and Information Technology	University of Montenegro, Faculty of Electrical Engineering	Electrical Engineering	12 days	14 days	1	2.520,00	180,00

Outgoing Students

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
OUT_SMS_20_05	<i>Studying</i>	HR - ME	University of Osijek, Faculty of Education	University of Montenegro, Faculty of Philosophy	Education	5 months (or 148 days maximum)	5 months (or 150 days maximum)	1	3.500,00	180,00

Partner country (9): NAMIBIA

Incoming Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
INC_STT_20_09	<i>Training</i>	NA - HR	University of Namibia, Faculty of Agriculture and Natural Resource	University of Osijek, Faculty of Agrobiotechnical Sciences	Agriculture	12 days	14 days	2	1.960,00	820,00

Outgoing Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
OUT_STT_20_06	<i>Training</i>	HR - NA	University of Osijek, Faculty of Agrobiotechnical Sciences	University of Namibia, Faculty of Agriculture and Natural Resource	Agriculture	12 days	14 days	2	2.520,00	820,00

Partner country (10): NIGERIA

Incoming Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
INC_STA_20_05	Teaching	NG - HR	University of Ibadan, Faculty of Arts	University of Osijek, Faculty of Humanities and Social Sciences	Arts and Humanities, inter-disciplinary programmes	12 days	14 days	1	1.960,00	820,00

Partner country (11): RUSSIAN FEDERATION

Incoming Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility including travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
INC_STA_20_06	Teaching	RU - HR	ITMO University	University of Osijek, Department of Chemistry	Chemistry	12 days	14 days	1	1.960,00	275,00
INC_STA_20_07	Teaching	RU - HR	Dostoevsky Omsk State University	University of Osijek, Faculty of Humanities and Social Sciences	Humanities and Social Sciences	10 days	12 days	1	1.680,00	530,00

Incoming Students

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
INC_SMS_20_07	<i>Studying</i>	RU - HR	ITMO University	University of Osijek, Department of Chemistry	Chemistry	5 months (or 148 days maximum)	5 months (or 150 days maximum)	1	4.000,00	275,00

Outgoing Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
OUT_STA_20_08	<i>Teaching</i>	HR - RU	University of Osijek, Faculty of Humanities and Social Sciences	Dostoevsky Omsk State University	Humanities and Social Sciences	10 days	12 days	1	2.160,00	530,00

Outgoing Students

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
OUT_SMS_20_05	<i>Studying</i>	HR - RU	University of Osijek, Department of Chemistry	ITMO University	Chemistry	5 months (or 148 days maximum)	5 months (or 150 days maximum)	1	3.500,00	275,00

Partner country (12): USA

Incoming Staff

Mobility Flow Reference number	Type of activity	Mobility flow (from – to)	Sending University	Receiving University	Eligible subject area code	Duration of mobility without travel days per participant	Duration of mobility with travel days per participant	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
INC_STT_20_10	<i>Training</i>	USA - HR	Virginia Tech, Blacksburg, The Department of Mathematics	University of Osijek, Department of Mathematics	Mathematics	7 days	9 days	1	1.260,00	820,00
INC_STA_20_08	<i>Teaching</i>	USA - HR	University of Iowa, College of Public Health	University of Osijek, Faculty of Medicine	Medicine	7 days	9 days	1	1.260,00	1.500,00