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

### **1<sup>st</sup> Additional Call for applications for individual mobility of (non)teaching STAFF within the Erasmus+ project No. 2016-1-HR01-KA107-021828**

Within the ERASMUS+ Project 2016-1-HR01-KA107-021828 referring to cooperation with higher education institutions in the partner country **Serbia, 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), announces on the July 01, 2018, the **1<sup>st</sup> Additional Call** for applications for awarding financial supports to **individual incoming teaching and non-teaching staff mobilities**, which objective is training at a selected partner higher education institution University of Novi Sad (further in the text: sending HEI) in the partner country Serbia. All incoming activities within this Call are coordinated and administered by the University of Osijek.

Mobility activities refer to:

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

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 skills with sustainable impact on long-term cooperation activities.

Financial supports are awarded to teaching and non-teaching staff members of the University of Novi Sad for realization of the training activities in the area of Biotechnology and Food Processing at the receiving institution **Josip Juraj Strossmayer University of Osijek**.

Individual staff 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 University of Novi Sad throughout the whole process of application and realization of mobility.

**Eligible period for realization of mobility of STAFF approved within this call is:  
01 July 2018 – 31 July 2018**

Within this project call, staff can spend a training period at Josip Juraj Strossmayer University of Osijek with financial support, in duration specified in the mobility flow plan.

Longer stays are possible only without financial support. The grant for staff will provide funding for maximum one additional days of travel (one before and one after the mobility). Once started, the mobility activity cannot be interrupted. All mobilities need to be realized until 31 July 2018.

The referential amounts awarded as a mobility grant to each selected participant are consisting of **daily 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 country HEIs** 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. 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 **Mobility agreement for training** to apply for the training activity. 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 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.

## 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/cooperation-with-partner-countries-in-erasmus-project-ka107-021828/>)

### APPLICATION DOCUMENTS FOR STAFF MOBILITY

1. **Application form for staff mobility**
2. **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)**

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 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](mailto: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](mailto:erasmus@unios.hr)**

**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.**

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

## 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)

The Committee for Erasmus+ mobility programme will publish the **assessment results** at the web page of the University of Osijek [www.unios.hr](http://www.unios.hr), 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.** 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 / 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](mailto: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 AND OUTGOING MOBILITY

### REALIZATION OF INCOMING 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](mailto: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	100,00 EUR	70,00 EUR

### 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

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

\*\* Applicable amount referring to the distance between Osijek and Novi Sad.

#### Financial support consists of:

**Daily allowance** awarded for each day of mobility and including maximum 1 travel day

+

**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](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 = 7.5273 HRK.** The exchange rate is fixed and obligatory.

#### 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 2<sup>nd</sup> instalment, if one is due.

#### **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 University 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) 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 University, 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 2016-1-HR01-KA107-021828**

<b>UNIOS office / faculty</b>	<b>Erasmus+ Coordinator</b>	<b>E-MAIL</b>
International Relations Office	Martina Šuto, MA	<a href="mailto:martina@unios.hr">martina@unios.hr</a>
Faculty of Food Technology Osijek	Prof. Dr. Daniela Čačić Kenjeric	<a href="mailto:daniela.kenjeric@ptfos.hr">daniela.kenjeric@ptfos.hr</a>

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



**1<sup>st</sup> Additional Call** - Mobility flows within the project **2016-1-HR01-KA107-021828\***

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/ total	Number of participants	Total daily allowances in EUR (per diems) maximum per participant	Travel cost in EUR maximum per participant
INC_STT_16_18	Training	SRB - HR	University of Novi Sad, Faculty of Technology	University of Osijek, Faculty of Food Technology	Biotechnology - Food processing	13 days	14 days	5	1.400,00 EUR	0,00 EUR

\*Note: all mobilities have to be completed until 31 July 2018