

Based on the agreement No. 19-103-060107, with the National Agency "The Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes" (CMEPIUS), Euro-Mediterranean University, Kidričevo nabrežje 2, 6330 Piran

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## **CALL FOR APPLICANTS FOR THE CO-FINANCING OF STAFF MOBILITY FOR THE PURPOSE OF TRAINING and TEACHING**

FOR THE ACADEMIC YEAR 2020/2021

### **1. PURPOSE AND GOALS OF THE CALL**

Erasmus+ programme is a European programme stimulating mobility between different educational institutions ([http://ec.europa.eu/programmes/erasmus-plus/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/index_en.htm)). The staff exchange programme creates possibilities for sharing knowledge and experiences among programme universities.

Erasmus+ Mobility programme between programme and programme countries (KA103) enables staff of an institution to take part in training at the programme higher education institution abroad (Mobility for Training – STT).

This activity supports the professional development of HEI teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a programme HEI abroad.

Programme higher education institutions are institutions from programme countries with which EMUNI University has signed an ERASMUS+ bilateral or multilateral agreement for academic staff mobility.

The purpose of the call is to allow academic and administrative staff from EMUNI University to conduct teaching and training mobility at Programme Country Institutions.

The goals of this staff mobility are:

- 1) **Acquire knowledge** or certain practical knowledge from experience and best practice from abroad, as well as practical skills relevant to their current work and professional development;
- 2) **Create connections** between higher education institutions;
- 3) **Rise of participants'** knowledge of trainings, policies, and systems in education, training and youth in different countries;
- 4) **Better understanding** of synergies and transitions between formal and non-formal education and vocational training in connection with labour market;

- 5) **Rise of awareness and understanding** of participants of other social, language and cultural differences and their response to it.

## 2. ELIGIBILITY CRITERIA

- Compliance with the application deadline
- Submission of required documents/information within the deadline specified in the call text
- Be employed at EMUNI University

## 3. ELIGIBLE COUNTRIES PER MOBILITY

Mobilities can be implemented in 27 EU countries, Liechtenstein, Turkey, Norway, Iceland, UK, Serbia and North Macedonia with programme institutions. If desired, the mobility can be implemented also at public or private organization, which is actively participating on the labour market or in the field of education, training, and youth.

We have a list of universities that we are partners with, but we encourage you to seek for new institutions that we can become Erasmus+ partners.

## 4. MONTHLY PERIOD, DURATION:

- 1) The mobility shall be carried out during the academic year of 2020/2021 (i.e. **30 September 2021**) at the latest.
- 2) Duration of mobility (excluding travel days): min. 2 days/person
- 3) Travel days per mobility: from 0 to 2 days/person

### Obligations of the sending institution:

- Informing the receiving institution from the Programme Country on the selection of participants.
- Pre-departure preparation (linguistic support to outgoing participants, preparation on cultural aspects, preparation of necessary documents/agreements, assistance related to obtaining visas, assistance related to obtaining insurance and find accommodation, if relevant)
- Monitoring and assistance during mobility
- Assistance after mobility (acceptance of all activities indicated in the mobility agreement, provided these have been satisfactorily completed; giving participants the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers; ensuring that staff are given recognition for their teaching and training activities undertaken during the mobility period)

Obligations of the receiving institution:

- Preparation on cultural aspects, preparation of necessary documents/agreements, assistance related to obtaining visas, assistance related to obtaining insurance and find accommodation, if relevant
- Provide guidance to incoming mobile participants in finding accommodation
- Ensure equal academic treatment and services for home staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.

Obligations of the beneficiary (participant):

- Each participant is required to submit a publishable travel report to its sending institution within 2 weeks after the end of the mobility period
- Each participant has to fill in the participant report survey via the Mobility Tool+ within 30 days after the end of the mobility period. Failure to filling in the survey may lead to the partial or total return of the obtained Erasmus+ grant.
- Each participant is required to provide necessary supporting documents for reimbursement of costs incurred during their mobility period according to the procedures of their home country institution

## 5. FINANCIAL RULES

Successful applicants are eligible to receive funds to support their visit, which may not cover all the actual expenses incurred. Funds eligible for Erasmus+ Staff Training Mobility are made up of two components:

- **Individual Support (Subsistence) and**
- **Travel Contribution.**

### Individual Support (subsistence)

Receiving country	Amount (1-14 days)
Norway, Denmark, Luxembourg, United Kingdom, Iceland, Sweden, Ireland, Finland, Liechtenstein	180 EUR/day
Netherlands, Austria, Belgium, France, Germany, Italy, Spain, Cyprus, Greece, Malta, Portugal	160 EUR/day
Slovenia, Serbia, Estonia, Latvia, Croatia, Slovakia, Czech Republic, Lithuania, Turkey, Hungary, Poland, Romania, Bulgaria, the Republic of North Macedonia	140 EUR/day

### Travel Contribution

Travel contribution is calculated using a Travel distance calculator supported up by the European Commission

([http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)).

Travel grant is calculated based on one-way distance length.

The grants will be issued as follows:

Travel Distance	Amount
Between 10 and 99 KM	20 EUR per participant
Between 100 and 499KM	180 EUR per participant
Between 500 and 1999KM	275 EUR per participant
Between 2000 and 2999KM	360 EUR per participant
Between 3000 and 3999KM	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1500 EUR per participant

Beneficiaries proceeding on Erasmus+ Staff Training Mobility should retain boarding cards/train tickets/other travel tickets which need to be submitted along with the documentation of the mobility.

## 6. REIMBURSEMENT PROCESS

There are two possibilities for covering expenses of the visit – the form of payment/reimbursement will be determined by each institution:

- (a) EMUNI University provides the participant with travel and individual support in the form of direct provision of the required travel and individual support services.
- (b) The participant receives from the institution a financial support for travel and/or subsistence and support in the form of direct provision.

Applicants with special needs may apply at Center Republike Slovenije za mobilnost in evropske programe izobraževanja in usposabljanja (CMEPIUS) for co-financing of additional costs they might have in time of mobility.

Each mobility is entitled to only one grant from the EU budget. The grant must not be used for profit of the beneficiary.

## 7. APPLICATION PROCEDURE

The application to the call must contain following documents:

- 1) Application Form<sup>1</sup> – filled in, signed and scanned
- 2) A motivation letter, which includes: preferred institutions for mobility, a proposed activities to be carried out, a preferred period of mobility.

**Deadline:** The mobility applications will be received through the academic year. Application needs to be sent at least three months before your planned mobility.

The complete application must be sent by email to: [erasmus@emuni.si](mailto:erasmus@emuni.si)

And indicating “**Application for the Erasmus+ KA103 Call – 2020/2021**” in the subject field.

For more details, please see **Erasmus+ for Higher Education Students and Staff – FAQ.**

[https://ec.europa.eu/programmes/erasmus-plus/opportunities/organisations/learning-mobility/higher-education\\_en](https://ec.europa.eu/programmes/erasmus-plus/opportunities/organisations/learning-mobility/higher-education_en)

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<sup>1</sup> Please find an application form on: <https://emuni.si/projects/erasmus-mobility/>

## 8. SELECTION PROCEDURE AND NOTIFICATION ABOUT DECISION

Aspects to be considered when evaluating applications:

- Motivation
- Mobility programme

In addition to the above, preference will be given to staff not having benefitted from mobility yet/coming from a department with fewer mobilities implemented in the past.

Also, priority will be given to the mobilities in terms of increasing cooperation with the European universities.

### Contact details

Email address: [erasmus@emuni.si](mailto:erasmus@emuni.si)

Phone number: 00386 59 25 00 56



**Piran, 1 October 2020**

EMUNI University