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publishes the

**CALL FOR APPLICANTS FOR THE CO-FINANCING OF
OUTGOING STAFF MOBILITY FOR THE PURPOSE OF TRAINING**

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). The staff exchange programme creates possibilities for sharing knowledge and experiences among partner universities.

The purpose of the call is to allow non-teaching staff from EMUNI University to conduct training mobility at Partner Country Institutions.

This activity supports the professional development of HEI staff in the form of training events at a partner HEI abroad.

The goals of this staff mobility are:

- To enable staff to 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;
- To create connections between higher education institutions;
- To motivate staff to become mobile and support them in the preparation of the mobility period.

2. ELIGIBILITY CRITERIA

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

3. ELIGIBLE COUNTRIES PER MOBILITY

- Israel
- Jordan
- Lebanon
- Morocco

- Tunisia

Indicative number of staff mobilities for training at Partner Country institutions offered for the academic year 2020/2021 per country:

- Israel (1)
- Jordan (1)
- Lebanon (1)- *consumed*
- Morocco (1)
- Tunisia (1)- *consumed*
- Egypt (1) – *consumed*

4. MOBILITY PERIOD, DURATION AND OBLIGATIONS

The mobility shall be carried out by 30 July 2021 at the latest.

Duration of mobility (excluding travel days): min 5 days/person

Travel days per mobility: 0-2 days/person

Obligations of the sending institution:

- informing the receiving institution from the Partner 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. ERASMUS+ MOBILITY GRANT

Participants are entitled to receiving financial support in form of a grant which needs to be used to cover subsistence and travel costs which would not have been incurred if participant did not undertake the mobility. For the calculation of the total grant participant is eligible for the following ceilings will be considered:

(a) Subsistence costs (including accommodation, local transfer and per diem in line with Slovene legislation): maximum 180 €/day

(b) Travel costs: Travel distances must be calculated using the distance calculator supported by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)
Travel grant is calculated based on one-way distance length.

In the event of travel from a location that is not the seat of the sending institution to a place that is not the seat of the host institution, the actual trip needs to be proven by corresponding supporting documents (such as tickets or other invoices clearly stating the place of departure and arrival).

Staff going to Partner Countries will receive the following top-up amounts, to support them in covering their travel costs:

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

Calculation and payment of the final amount of the participant grant is subject to the submission of all necessary supporting documents by the participant as specified by the individual grant agreement signed with the participant prior to the mobility.

Additional funds are available for participants with special needs. A participant should contact a receiving institution about eligibility of additional funds.

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 of the required travel or subsistence services.

The grant must not be conveyed retrospectively for an activity already finished on the day of application to the call.

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 has to contain following documents:

- Application Form¹ – filled in, signed and scanned
- A motivation letter, which includes: preferred institutions for mobility, a proposed activities to be carried out, a preferred period of mobility.

The complete application has to be sent to erasmus@emuni.si

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

And indicating “Application for the Erasmus+ KA107 Call – 2020/2021 – Outgoing Training” in the subject field.

By the presented application and the programme confirmed by signatures of all parties, participants oblige to respect the rules of Erasmus+ Programme and this call.

¹ 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.

9. OTHER PROVISIONS OF THE CALL AND DOCUMENTATION

All information in connection to the Erasmus+ Programme is available at the following link:

http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide_en.pdf

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EMUNI University



