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publishes the

**CALL FOR APPLICANTS FOR THE CO-FINANCING OF
INCOMING STAFF MOBILITY FOR THE PURPOSE OF TEACHING and 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 teaching and non-teaching staff from Partner Country Institutions listed below to conduct training mobility at EMUNI University.

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

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

The goals of this staff mobility are:

- To motivate higher education institutions to widen and enrich the range and contents of teaching offered by them;
- To enable students disabled of cooperation in the mobility plan for a use of knowledge and experience of academic staff from higher education institutions and invited staff from higher education institutions from partner countries;
- To foster exchange of expert knowledge and experience on pedagogical methods;
- To motivate staff to become mobile and support them in the preparation of the mobility period.
- 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.

2. ELIGIBILITY CRITERIA

- Submission of required documents/information within the deadline specified in the call text
- Be employed at one of the Partner Country Institutions

3. ELIGIBLE COUNTRIES AND INSTITUTIONS PER MOBILITY

- Algeria
 - Universite de Tlemcen
- Egypt
 - Alexandria University-Faculty of Science
 - Arab Academy for Science and Maritime Transport
 - Heliopolis University Association
- Lebanon
 - Université Saint-Joseph
 - Lebanese American University
 - Diplomax
- Morocco
 - Al Akhawayn University
 - International University of Rabat
 - Universite Euro-Mediterraneenne de Fes
- Tunisia
 - University of Tunis
 - University of Sousse

Indicative number of staff mobilities for training at EMUNI University offered for the academic year 2020/2021 per country

- Algeria (1)
- Egypt (3)
- Lebanon (3)
- Morocco (3)
- Tunisia (2)

Indicative number of staff mobilities for teaching at EMUNI University offered for the academic year 2020/2021 per country

- Egypt (1)
- Lebanon (1)
- Morocco (1)

4. MOBILITY PERIOD, DURATION AND OBLIGATIONS

The mobility shall be carried out by the end of Academic year 2020/21 at the latest.

Preferable spring semester timeline to conduct the teaching mobility: April 2021

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

Travel days per mobility: 0-2 days/person

A maximum of 8 hours of teaching per week has to be respected.

Obligations of the sending institution:

- Sending to the EMUNI University its list of nominees
- Informing participants selected by EMUNI University
- Pre-departure preparation (linguistic support to their outgoing participants)
- Assistance after mobility (acceptance of all activities indicated in the mobility agreement, provided these have been satisfactorily completed; providing - free-of-charge)

Obligations of the receiving institution:

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods – in case of teaching mobility
- 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
- Monitoring and assistance during mobility (equal academic treatment and services for home staff and incoming mobile participants; integration of incoming mobile participants into the institution's everyday life and providing help and support/mentoring on a regular basis; provision of linguistic support to incoming 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 140 €/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 coming from 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.

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 Partner Country Institution sends its list of nominees to the EMUNI University by the deadline for applications as specified below.

The list of nominees has to contain the following information for each staff member:

- Name and surname of the candidate;
- Position of the candidate;
- Contact details
- Application Form¹ – filled in, signed and scanned
- Proposed Mobility Agreement
- Motivation letter (no template provided)
- CV in English (preferably Europass or similar)

The complete application has to be sent by the Partner Country Institution on email:
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.

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

And indicating "Application for the Erasmus+ KA107 Call – 2020/2021 – Teaching/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.

8. SELECTION PROCEDURE AND NOTIFICATION ABOUT DECISION

Aspects to be taken into account when evaluating applications:

- Academic performance
- Motivation
- Previous mobility experiences
- Proven B1 level of English and/or the official language spoken at the receiving institution

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/planned mobility will be earlier than others/planned mobility will be a farther destination than others/clearly added value of the mobility in terms of increasing cooperation with the Southern Mediterranean.

In the application form, candidates will have to supply also the following information and documents:

- Permanent residence;
- Copy of passport;
- Bank details (bank account, routing number, bank branch address), if the costs will be reimbursed to them.

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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Piran, 1. October 2020

EMUNI University

