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publishes the

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

FOR THE ACADEMIC YEAR 2023/24

1. PURPOSE AND GOALS OF THE CALL

The Erasmus+ programme aims to support the professional and personal development of the participants. It also seeks to promote equal **opportunities and access**, [inclusion](#), diversity and fairness across all its actions. Finally, the programme contributes to achieving the EU's goals related to **digital transformation**, **sustainable development**, [environmental protection](#) and **active citizenship**.

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 staff mobility are:

- 1) **To acquire knowledge** from experience, as well as practical skills relevant to the current work and professional development;
- 2) **To create connections** between higher education institutions;
- 3) **To rise participants'** knowledge of trainings, policies, and systems in education, training of 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, linguistic and cultural differences and their response to it.
- 6) **To achieve goals, as defined in the EMUNI strategy**

2. ELIGIBILITY CRITERIA

- Submission of required documents/information within the deadline specified in the call text
- To have the contractual collaboration with EMUNI

3. ELIGIBLE COUNTRIES PER MOBILITY

The ERASMUS+ participating countries are the European Union Member States, Iceland, Liechtenstein, Norway, North Macedonia, Serbia and Turkey. 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.

Erasmus coordinator provides the EMUNI employees with information on partner institutions. However, applicants are encouraged to seek for new institutions that EMUNI can become Erasmus+ partner with.

4. MONTHLY PERIOD, DURATION:

- 1) The mobility shall be completed **before 31 July 2025**.
- 2) Duration of mobility (excluding travel days): min. 2 days/person
- 3) Travel days per mobility: from 0 to 2 days/person. In case of “Green travel”, participant can be granted to up to 4 days

Obligations of the sending institution:

- Informing the receiving institution from the Programme Country on the selection of participants.
- Pre-departure preparation (OLS linguistic support to outgoing participants, preparation on cultural aspects)
- Administrative support
- Monitoring and assistance during mobility
- Promotion of mobility activities
- Recognition of mobility and other assistance after mobility

Obligations of the receiving institution:

- Preparation of necessary documents/agreements
- Respect obligations stated in the Inter-institutional Agreement and Mobility Agreement
- Preparation on cultural aspects
- Ensure equal treatment of the participant

Obligations of the beneficiary (participant):

- Sign and respect the Mobility agreement and Grant agreement
- Fill in the survey via the Mobility Tool+ (participant receives it on e-mail) within 30 days after the end of the mobility period
- Submit a publishable mobility report to its sending institution within 14 days after the end of the mobility period

5. FINANCIAL RULES AND PAYMENT PROCESS

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 and**
- **Travel Grant.**

Individual Support

Receiving country	Amount (1-14 days)
Norway, Denmark, Luxembourg, Iceland, Sweden, Ireland, Finland, Liechtenstein Partner countries from region 14	180 EUR/day
Netherlands, Austria, Belgium, France, Germany, Italy, Spain, Cyprus, Greece, Malta, Portugal Partner countries from region 5	160 EUR/day
Serbia, Estonia, Latvia, Croatia, Slovakia, Czech Republic, Lithuania, Turkey, Hungary, Poland, Romania, Bulgaria, the Republic of North Macedonia	140 EUR/day

Up to 14 days of mobility: amount as shown in the table above, between 15 and 60 days of mobility: 70% of the amount from the table above.

Travel Grant

Travel grant is calculated using a Travel distance calculator supported up 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.

The travel grants will be issued as follows:

Travel Distance	Amount	Green Travel
Between 10 and 99 KM	23 EUR per participant	
Between 100 and 499KM	180 EUR per participant	210 EUR per participant
Between 500 and 1999KM	275 EUR per participant	320 EUR per participant
Between 2000 and 2999KM	360 EUR per participant	410 EUR per participant
Between 3000 and 3999KM	530 EUR per participant	610 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.

Details on the payment process are defined in the Grant agreement.

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.

In the case of using sustainable means of transport (green travel), a declaration of honor signed by the person receiving the travel grant and the sending organization is used as proof.

Participants must keep proof of travel (tickets) and present them to the Erasmus Coordinator.

6. APPLICATION PROCEDURE

The staff member of EMUNI University fills the application form, which contains the motivation statement, information on preferred institution, the proposed activities and a period of mobility.

Deadline: The application deadline is 1 December 2023. In case of more mobilities available after the deadline, a call will remain open until 30 June 2025.

A candidate shall submit his/her application through an online [form](#).

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

7. SELECTION PROCEDURE AND NOTIFICATION ABOUT DECISION

The candidates will be evaluated based on motivation statement and mobility programme.

Priority will be given to staff not having benefitted from mobility yet and to mobility in terms of increasing cooperation with the European universities and those coming from a disadvantaged background.

The candidates will be notified on the decision within 15 days from the application deadline.

Contact details

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Piran, 1 October 2023

EMUNI University