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publishes the

**CALL FOR APPLICANTS FOR THE CO-FINANCING OF
OUTGOING STAFF MOBILITY FOR THE PURPOSE OF TRAINING/TEACHING
FOR THE ACADEMIC YEAR 2025/2026**

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 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.
- To rise the awareness and understanding of participants from other social, linguistic and cultural differences and their response to it.
- To achieve goals, as defined in the EMUNI strategy.

2. ELIGIBILITY CRITERIA

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

3. ELIGIBLE COUNTRIES PER MOBILITY

Algeria, Egypt, Lebanon, Morocco, Tunisia, Jordan

4. MOBILITY PERIOD, DURATION AND OBLIGATIONS

The mobility shall be carried out by latest 31.7.2027.

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 (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

Participants are entitled to receive financial support in the form of a grant which covers the **individual support and travel costs**. For the calculation of the total grant participant is eligible for the following ceilings will be considered.

- (a) Individual support: maximum 190 €/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.

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:	28 EUR per participant
Between 100 and 499 KM:	211 EUR per participant
Between 500 and 1999 KM:	309 EUR per participant
Between 2000 and 2999 KM:	395 EUR per participant
Between 3000 and 3999 KM:	580 EUR per participant
Between 4000 and 7999 KM:	1188 EUR per participant
8000 KM or more:	1735 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 Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes" (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.

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, a period of mobility.

Deadline: The application deadline is 1st December 2025. In case more mobilities are available after the deadline, a call will remain open until all mobilities are filled or until a new specified deadline is announced.

A candidate shall submit his/her application through an online form:

<https://1ka.arnes.si/a/4d205a60>

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 the mobilities in terms of increasing cooperation with the Partner Institutions.

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

Contact details:

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Piran, 26 August 2025

EMUNI University