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publishes the

## **CALL FOR APPLICATIONS FOR THE CO-FINANCING OF STAFF MOBILITY FOR TRAINING AND TEACHING PURPOSES**

### **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:

- To acquire knowledge and practical skills relevant to participants’ current work and professional development.
- To strengthen cooperation between higher education institutions.
- To enhance participants’ knowledge of training, policies, and systems in education, training of youth in different countries.
- Better understanding of synergies and transitions between formal and non-formal education and vocational training in connection with labour market.
- Raising participants’ awareness and understanding of social, linguistic and cultural differences.
- 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. Mobility can be carried out at public or private organisations, which is actively participating on the labour market or in the field of education, training, and youth.

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

#### 4. MONTHLY PERIOD, DURATION:

- 1) The mobility shall be completed **before 31 July 2027**.
- 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
- travel Grant

## Individual Support

Receiving country	Amount (1-14 days)
Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, the Netherlands, Norway, Sweden.	190 EUR/day
Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.	170 EUR/day
Bulgaria, Croatia, Lithuania, Hungary, Poland, Romania, North Macedonia, Serbia, Turkey.	148 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](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	28 EUR per participant	56 EUR per participant
Between 100 and 499KM	211 EUR per participant	285 EUR per participant
Between 500 and 1999KM	309 EUR per participant	417 EUR per participant
Between 2000 and 2999KM	395 EUR per participant	535 EUR per participant
Between 3000 and 3999KM	580 EUR per participant	785 EUR per participant
Between 4000 and 7999KM	1188 EUR per participant	1188 EUR per participant
8000KM an more	1735 EUR per participant	1735 EUR per participant

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

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

Applicants with special needs may apply at The 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.



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Erasmus+ Programme  
of the European Union

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 **May 10<sup>th</sup>, 2026**. In case of more mobilities available after the deadline, a call will remain open until July 1<sup>st</sup>, 2027.

A candidate shall submit his/her application through an online form: <https://1ka.arnes.si/a/bf15d460>

## 7. SELECTION PROCEDURE AND NOTIFICATION ABOUT DECISION

The candidates will be evaluated based on their motivation statement and proposed mobility programme. Priority will be given to staff who have not yet benefited from mobility, as well as to mobilities that contribute to strengthening cooperation with European universities.

Applicants will be notified of the decision within 15 days from the application deadline.

### Contact details

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

Koper, 27 March 2026

EMUNI University

Erasmus+ coordinator

Daša Zvonar