



Class: 605-01/23-01/13  
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Split, 26 May 2023.

## **CALL FOR APPLICATIONS ERASMUS+ KA171 SCHOLARSHIPS FOR TEACHING STAFF MOBILITY AND TRAINING STAFF MOBILITY FROM THIRD COUNTRIES NOT ASSOCIATED TO THE PROGRAMME CALL 2022**

The University of Split holds Erasmus Charter for Higher Education (2021-2027).

Within the **ERASMUS+ Project 2022-1-HR01-KA171-HED-000077839** referring to cooperation with higher education institutions in the partner countries, the **University of Split** announces the **Call for applications** for awarding financial supports to **individual teaching and non-teaching staff mobilities**, the objective of which is organisation of teaching and/or training mobility of staff from selected partner higher education institutions (further in the text: HEIs) in partner countries, to be implemented at the University of Split. All activities supported within this call are coordinated and administered by the University of Split.

### **Purpose of the Call**

- **teaching periods:** this activity allows HEI teaching staff or staff from enterprises to teach at a partner HEI abroad.
- **training periods:** this activity supports the professional development of HEI teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI, or at another relevant organisation abroad.

A period abroad can combine teaching and training activities.

A teaching activity has to comprise a minimum of **8 hours of teaching per week** (or any shorter period of stay but not less than 5 days). If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week. If the mobility is combined (teaching and training), a teaching activity has to comprise a minimum of **4 hours of teaching per week**. Combined teaching/training mobility fosters development of pedagogical and curriculum design skills.

Teaching and non-teaching staff members have to be employed by the sending HEI throughout the whole process of application and realization of mobility.



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**Eligible period for realization of mobility for STAFF  
mobilities approved within this call is:  
01 September 2023 – 31 July 2025**

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In case of teaching mobility, candidates need to take into account the Academic Calendar of the University of Split.

Exchange is NOT possible during the UNIST official summer break: 25/07/-30/08/ and the winter break: 24/12/-08/01.

In the framework of the Erasmus+ Programme, all mobility activities are conditional upon signing an inter-institutional agreement between the sending and the receiving universities before the start of the mobility.

**\*NOTES:**

- UNIST shall update a list of available bilateral agreements at the beginning of each month
- Please keep in mind that at the University of Split each bilateral agreement is assigned to a **specific field of study/ department** (and not an entire faculty).
- APPLICATION PERIOD is open until all available mobility places are reserved.

**Minimum application requirements for teaching and non-teaching staff mobility at the University of Split:**

1. Erasmus+ Application Form for Staff Mobility
2. Application form for the additional financial support for inclusion
3. CV Europass
4. Motivation letter (300 words)
5. Staff Mobility Agreement for Teaching / Staff Mobility Agreement for Training signed by home and host institution (University of Split) and the candidate – scanned document is accepted
6. Consent form to publish personal data



All application documents need to be prepared in English language and need to be typed (not hand-written). Complete applications shall be **scanned / converted into one .pdf document** and sent electronically to the address: [erasmus@unist.hr](mailto:erasmus@unist.hr) ; [ana.marinovic@unist.hr](mailto:ana.marinovic@unist.hr)

### Recommended language skills

| Receiving institution<br>[Erasmus code or city] | Optional: Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level                   |  |
|---|------------------------|---------------------------|---------------------------|---|--|
|   |                        |                           |                           | Student Mobility Studies<br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| HR SPLIT01                                      |                        | Croatian                  | English                   | English B2  | English B2 –C1   |

### Academic Calendar

| Receiving institution<br>[Erasmus code] | Autumn term<br>[from - to]   | Spring term<br>[from - to]  |
|---|--|---|
| HR SPLIT01                              | beginning October–<br>end February (including<br>exam session during<br>February)<br>Winter Break:<br>24 <sup>th</sup> of December-7 <sup>th</sup> of<br>January | end February - mid-July (including<br>exam session from mid-June to<br>mid-July)<br>Summer Break:<br>end July- end August |



Eligible Universities and grants:

Within this project call, staff can spend a teaching or training period abroad in duration specified in the Mobility Flow Plan, with financial support awarded from the project budget.

Grants consist of a daily allowance, according to the flat rates stated by the Erasmus+ Programme and travel cost, calculated by the tool EC Distance Calculator: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator> defined according to distance band from the place of official seat of the sending university to the place of official seat of the receiving university.

#### **GREEN TRAVEL TOP-UP**

**(available only for countries: Montenegro, Bosnia and Herzegovina)**

Participants using green travel to reach the University of Split (e.g. train, bus, bike) can receive a top-up to their travel grant, if this type of travel is used in both directions.

Participants shall sign a Statement on green travel (and present proof on green travel upon arrival) and it shall be included in the grant agreement.

#### **FINANCIAL SUPPORT FOR INCOMING STAFF MEMBERS FROM PARTNER COUNTRY**

| <b>STAFF</b>  | <b>Referential amount 1 –<br/>14 day / daily</b> | <b>Referential amount 15<br/>– 60 day / daily</b> |
|---|--|---|
| <b>Incoming from partner<br/>country HEI to UNIST</b>   | <b>140,00 EUR</b>                                | <b>98,00 EUR</b>                                  |
| <b>Rule of allocation:</b>  |  |   |
| <b>based on the duration of the stay per participant, including also one travel<br/>day before the activity and one travel day after the activity</b> |  |   |

#### **TRAVEL COSTS**

| <b>Distance band</b>   | <b>Amount per participant</b> | <b>Green travel</b> |
|------------------------|-------------------------------|---------------------|
| <b>0-99 km</b>         | <b>23 EUR</b>                 | <b>-</b>            |
| <b>100-499 km</b>      | <b>180 EUR</b>                | <b>30 EUR</b>       |
| <b>500- 1999 km</b>    | <b>275 EUR</b>                | <b>-</b>            |
| <b>2000-2999 km</b>    | <b>360 EUR</b>                | <b>-</b>            |
| <b>3000-3999 km</b>    | <b>530 EUR</b>                | <b>-</b>            |
| <b>4000-7999 km</b>    | <b>820 EUR</b>                | <b>-</b>            |
| <b>8000 km or more</b> | <b>1500 EUR</b>               | <b>-</b>            |

Applicable amount of financial support is regulated by the Croatian National Agency



### **Important:**

- Upon arrival each staff member will sign an individual grant agreement regulating the payment of the financial support towards the grant holder. Mobile staff member receives the financial support and travel allowance in full (100%) in EUR – paid to the bank account of a participant opened in Croatia. Grant / scholarship is paid during the mobility (not before).
- Scholarships under the Erasmus+ Partner Countries (KA171) programme are not compatible with any other Erasmus+ scholarships granted for the same exchange mobility.
- Signed Erasmus+ inter-institutional agreement between programme and partner countries is a precondition for individual staff mobility realization between UNIST and each partner HEI. By signing the inter-institutional agreement, Partner-Country HEI agrees to comply with all principles and rules of the Erasmus+ programme, in particular Erasmus Charter for Higher Education (ECHE). The Erasmus+ inter-institutional agreement has to be in force before the beginning of each mobility period.

### **Staff with fewer opportunities**

Staff with fewer opportunities is a category of staff, whose physical, mental or health conditions presuppose participation in mobility activity with increased costs of living or travelling. Staff with fewer opportunities selected for Erasmus+ mobility within this call is entitled to apply for additional financial support. The deadline for application for additional support is **30 November 2023**.

### **Application procedure**

All application documents need to be scanned, converted into **one .pdf document** and sent electronically to the address: [erasmus@unist.hr](mailto:erasmus@unist.hr)

Applications submitted by the end of each month shall be sent to the home university for ranking.

Upon completing the ranking procedure, partner universities will nominate the selected candidates to the University of Split (in case of more applications than scholarships available, lists will include waiting list as well).

Decision on selected candidates shall be published by the University of Split each following month, for the applications received in the previous month, until all the available funds are distributed.



Please note that individual Mobility Agreement signed by the University of Split does not automatically mean acceptance – it is subject to availability of funds, which are distributed in accordance with the ranking list made by the home universities.

### **Criteria for evaluation**

The selection process will evaluate the applicants and will prioritize candidates according to the established criteria and budgetary availability.

The selection process will be based on the principles of equity, fairness and transparency, the first criterion for selecting candidates being academic merit.

### **Rights of the beneficiary**

- To receive the scholarship according to the amounts set out in the Erasmus+ Programme guidelines. The expenses not covered by the scholarship will be borne by the beneficiary.
- To receive information and advice on the application procedure, as well as pre-departure and on-site guidance.
- To have the teaching and training period abroad recognized by the sending university.

### **Obligations of the beneficiary**

- To take out and prove to be in possession of adequate insurance throughout the mobility period according to the Erasmus+ programme rules.
- To obtain visa for the stay in the receiving country
- To carry out the mobility stay according to the proposal and dates committed, always before 31 July 2025.
- To complete all procedures and fill in the required documents as required by the Erasmus+ Programme, before, during and after the mobility period, meeting the deadlines established by the University of Split
- Any other obligation inherent to the Erasmus+ Programme and the internal regulations of the sending and receiving institutions.

### **For any further questions please do not hesitate to contact us:**

University of Split  
International Relations Office:  
e-mail: [erasmus@unist.hr](mailto:erasmus@unist.hr) ; [ana.marinovic@unist.hr](mailto:ana.marinovic@unist.hr)

### **Useful links:**

*Erasmus+ Programme Guide; Frequently Asked Questions for Higher Education Institutions*