



Sveučilište  
u Splitu  
University  
of Split

Class: 605-01/22-01/12  
File No.: 2181-202-2-1-23-8  
Split, 11 March 2023

## **Call for applications Erasmus+ KA107 scholarships for Teaching Staff mobility and Training Staff mobility from Kumamoto College, Japan**

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

Within the **ERASMUS+ Project 2020-1-HR01-KA107-077487** 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 teaching or training at a selected partner higher education institution (further in the text: HEI) in a partner country. All incoming and outgoing activities supported within this call are coordinated and administered by the University of Split.

### **Purpose of the Call**

The main purposes of this call are:

- **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.

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.



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### **Application deadline**

Application deadline is **25<sup>th</sup> of April, 23:59 CET**

By submitting the application to this call, all applicants agree that the University of Split publishes their personal data on the web page within the selection procedures and further uses their personal data within the administration procedures and reporting.

Applications incomplete and/or received after the deadline will not be taken into account for the evaluation process.

Upon completed selection process **till 31<sup>st</sup> of July 2023**

### **STAFF**

#### **Minimum application requirements for teaching and administrative staff mobility at the University of Split:**

- 1. Erasmus+ Application Form for Staff Mobility*
- 2. CV Europass in English language*
- 3. Certificate of employment of the home institution*
- 4. Staff Mobility for Teaching/ Staff Mobility Agreement for Training signed by home and host institution (University of Split) and the candidate– scanned document is accepted*
- 5. Motivation letter in English*
- 6. Consent form to publish personal data*



### Recommended language skills

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

### Academic Calendar

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



## STAFF

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED ]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
Kumamoto College	HR SPLIT01	071	Engineering	1 teacher x 12 days (including 2 days for travel)	1 staff member x 12 days (including 2 days for travel)

Scholarships 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 [http://ec.europa.eu/programmes/erasmus-plus/resources\\_en#tab-1-4](http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4) , 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:

*Travel allowance – 1.500,00 EUR*

**Important:** The University of Split reserves the right to organize the travel for all selected beneficiaries. Each beneficiary should contact the University of Split regarding travel arrangements. Travel tickets bought without approval from the University of Split shall not be reimbursed.

*Daily amount – 140,00 EUR*

Scholarships will be paid to the beneficiaries by the University of Split upon their arrival to Split and in accordance with the actual arrival and departure dates. The payment of these scholarships is subject to the regulations of the University of Split and the law.



### **Compatibility with other EU grants**

Scholarships under the Erasmus+ Partner Countries (KA107) programme are not compatible with any other Erasmus+ scholarships granted for the same exchange mobility.

### **Staff with disabilities or special needs**

Staff with disabilities or special needs 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 disabilities or special needs selected for Erasmus+ mobility within this call is entitled to apply for additional financial support. The deadline for application for additional support is 1 May 2023.

### **Application process**

Complete application (all stated documents) shall be scanned and sent electronically to the address: [erasmus@unist.hr](mailto:erasmus@unist.hr) – (e-mail title: **Call for applications –Japan**)

After the application deadline, once all the applications are collected, the University of Split will send them to partner universities 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).

The University of Split will confirm mobility of the selected candidates at its earliest convenience and not later than 4 weeks upon receipt of the ranking 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.

In case of International Credit Mobility, the first criterion for selecting candidates must be 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.



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- 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<sup>st</sup> of July 2023.
- 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*

**Contact departments:**

**Faculty of Electrical Engineering, Mechanical Engineering and Naval Architecture**

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