



## **ERASMUS+ PROGRAMME – International Credit Mobility KEY ACTION 1 - Learning mobility of Individuals between programme and partner country**

### **Open call for applications for individual mobility of (non) teaching staff for the purpose of teaching or training within the Erasmus+ project No. 2020-HR01-KA107-077300**

Within the **ERASMUS+ 2020-HR01-KA107-077300** referring to cooperation with higher education institution in the partner countries **Ukraine, Egypt and Bosnia and Herzegovina, Polytechnic of Međimurje in Čakovec, HR ČAKOVEC01**, with the official seat in Čakovec, Ul. bana Josipa Jelačića 22, 40000, (further in the text: **MEV**), announces the call for applications for awarding financial supports to individual incoming and outgoing teaching staff mobilities, which objective 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 Polytechnic of Međimurje in Čakovec .

**Teaching activity** supports teaching staff to teach at a selected partner HEI in a specific academic discipline.

**Training activity** supports professional development of HEI teaching and non-teaching staff in the form of scientific work or training events abroad (excluding conferences).

The **overall objective** of individual mobilities to be realized within this project call is intensification of international cooperation, development of institutional capacities for international mobility, internationalization of curriculum, strengthening of social dimension in international exchanges, strengthening of international partner network, and development of professional scientific and teaching skills with sustainable impact on long-term cooperation activities.

**Financial supports** are awarded to teaching and non-teaching staff members of the MEV and to teaching and non-teaching staff members of the **partner university** as follows:

<b>Egypt - Heliopolis University Association</b>	<b>Incoming staff, teaching (2) and training (2)</b>
	<b>Outgoing staff, teaching (2) and training (2)</b>
<b>Ukraine – Odessa State Environmental University</b>	
<b>University of Technology Step</b>	<b>Incoming staff, teaching (2) and training (2)</b>
<b>Odessa National Economic University</b>	<b>Outgoing staff, teaching (2)</b>
<b>Bosnia and Herzegovina – University of Bihać</b>	<b>Incoming staff, teaching (2) and training (2)</b>
	<b>Outgoing staff, teaching (2) and training (2)</b>

Within this call, applicants can submit one application for one mobility activity.

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

**Eligible period for realization of mobility approved within this call is:**

**to 31 July 2022**

Within this project call, staff can spend a teaching or training period abroad with financial support, in duration specified in the Mobility Flow Plan. Longer stays are possible only without financial support. The grant for staff will provide funding for maximum two additional days of travel (one before and one after the mobility). Once started, the mobility activity cannot be interrupted.

The referential amounts awarded as a mobility grant to each selected participant are consisting of **daily allowance (per diem)** and **travel cost** calculated by the tool EC 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.

Overview of referential amounts and travel costs is available in the section **REALIZATION OF INCOMING AND OUTGOING MOBILITY.**

Signed **Erasmus+ interinstitutional agreement between programme and partner countries** is a precondition for individual staff mobility realization between MEV and partner HEI. In this interinstitutional agreement, the sending and receiving institutions agree on the options for staff mobility and, if applicable, for student mobility. By signing the inter-institutional agreement, Partner Country HEI agrees to comply with all principles and rules of the Erasmus+ programme. The Erasmus+ inter-institutional agreement has to be in force before the beginning of each mobility period.

Within the application process, all applicants need to prepare a **Mobility agreement for teaching** if applying for the teaching activity, or **Mobility agreement for training** if applying for the training activity. Relevant Mobility agreement document needs to be approved by the receiving HEI before the application to this call. Proposed mobility agreement needs to be in line with specific mobility flow and corresponding subject area (as stated in the Mobility Flow Plan). Proposed mobility agreements will be evaluated by the MEV Committee for Erasmus+ mobility programme. If approved for funding, changes in mobility agreements will not be allowed, however, it will be possible to change the dates of mobility realization without prior approval. If changes to the approved Mobility agreements will occur with respect to realization of approved activities and objectives, each participant needs to report the changes to the MEV Committee for Erasmus+ mobility programme for approval. Extension of mobility will be possible only if additional financial means will be provided, or in the zero-grant status, if additional financial means will not be available.

**Staff with disabilities or special needs** selected for Erasmus+ mobility within this call is entitled to apply for additional financial support. 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. Additional financial support is awarded by the Agency for Mobility and EU Programmes Zagreb, Croatia, on a basis of separate application form, which will be

communicated to selected staff with disabilities or special needs after the completion of the selection process.

## **APPLICATION PROCEDURE**

Application procedure is announced at the web page of MEV:

<https://erasmus.mev.hr/>

**APPLICATION DOCUMENTS:**<https://erasmus.mev.hr/index.php/nastavno-i-nenastavno-osoblje/>

1. **Application form**
2. **Mobility Agreement for teaching / Mobility agreement for training**
3. **Acceptance Letter of the Inviting HEI**
4. **Curriculum Vitae (Europass form)**
5. **Confirmation of the employer (home HEI) about the applicant's employment status**
6. **Proof of citizenship (copy of passport, ID card, or certificate of nationality)**

All application documents shall be typed (not hand-written). **All application documents shall be prepared in English language.**

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

Curriculum Vitae shall be prepared in the Europass form according to instructions and templates available at <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Knowledge of foreign languages reported in the CV shall be based on the self-assessment with reference to the Common European Framework of Reference for Languages:

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Complete application shall be **scanned / converted into one pdf document and sent electronically to the address: erasmus@mev.hr until the deadline for application:**

## **APPLICATION DEADLINE:**

**APPLICATION DEADLINE is not fixed.**

**APPLICATION PERIOD is open until all available mobility places are reserved.**

**Applications will be assessed individually by the MEV Committee for Erasmus+ Mobility Program, and decision about each application will be communicated in writing (by e-mail) to each applicant.**

Incomplete applications will not be accepted for assessment by the MEV Committee for Erasmus+ Mobility Program.

## **SELECTION PROCEDURE**

All applications will be checked for formal eligibility criteria. All formally eligible applications will be evaluated by the MEV Committee for Erasmus+ mobility programme.

The Committee for Erasmus+ mobility programme applies all rules determined by the European Commission for the Erasmus+ programme and by the Croatian National Agency. The main evaluation criteria are the following:

- Quality (academic excellence) of proposed Mobility Agreement for Teaching or Mobility Agreement for Training,
- Mobility outcomes at personal and institutional level,
- Sustainability of cooperation,
- Dissemination of mobility results,
- Knowledge of English language (or other foreign language that will be the main language of communication within the mobility)

The Committee for Erasmus+ mobility programme will publish the **selection results** at the web page of MEV <https://erasmus.mev.hr/index.php/natjecaji/>, and will inform all applicants about the selection results by e-mail correspondence. Applicants, whose mobility proposals will be refused for realization, shall be informed in writing about the reasons for refusal.

Number of applicants / participants that will be awarded financial support within this call for realization of mobility is determined by the Croatian National Agency, and presented in the Mobility Flow Plan. **Financial support will be awarded to the best-rated applications.** All other positively evaluated applications will be approved for realization without financial support (so called zero-grant staff). In the status of zero – grant staff, all applicants will have to follow / comply with all the rules / regulations set by the Erasmus+ programme, Croatian National Agency and MEV as coordinating HEI.

All applicants can request an insight into the evaluation procedure and selection criteria within 8 days after public announcement of the selection results.

All applicants have a right to file a complaint against the selection results within 8 days after public announcement of the selection results. Complaints shall be submitted to the Committee for Erasmus+ mobility programme (address: Polytechnic of Međimurje in Čakovec, B.J.JELAČIĆA 22A, ČAKOVEC , Croatia). Complaints have to be prepared in writing in form of a letter, and submitted as .pdf document to the e-mail: [erasmus@mev.hr](mailto:erasmus@mev.hr). Applicants filing a complaint will receive a reply by the Committee for Erasmus+ mobility programme within 14 days after complaint receipt.

## **REALIZATION OF INCOMING AND OUTGOING MOBILITY**

Rules and regulations for awarding the financial support and for realization of mobility will be defined in a separate contract that each participant will sign with the Polytechnic of Međimurje in Čakovec as coordinating HEI. By signing of the contract each individual participant agrees to obey Croatian laws and regulations, all valid legal acts of the Polytechnic of Međimurje, as well as all regulations determined by the Erasmus+ programme.

**Erasmus+ coordinator of the Polytechnic of Međimurje is in charge for the administration of all incoming and outgoing mobilities. Contact details:**

Erasmus+ coordinator

[erasmus@mev.hr](mailto:erasmus@mev.hr)

Marija Miščančuk

[mmiscancuk@mev.hr](mailto:mmiscancuk@mev.hr)

Phone: +385(0)40396981

All applicants that will be participating in realization of incoming and outgoing mobilities within this call are advised to stay in contact with the above mentioned office staff in order to prepare for their mobility well in advance.

**The referential amounts (daily allowances + travel cost) awarded as a mobility grant to each selected participant are overviewed below:**

**Daily allowances (per diems)**

<b>Staff</b>	<b>Referential amount 1-14 day / daily</b>	<b>Referential amount 15-60 day / daily</b>
<b>Incoming from partner country HEI to MEV</b>	<b>140,00 EUR</b>	<b>70,00 EUR</b>
<b>Outgoing from MEV to partner country HEI</b>	<b>180,00 EUR</b>	<b>112,00 EUR</b>

**Travel cost**

<b>Distance band</b>	<b>Amount per participant</b>
10 – 99 km	20 EUR
100 – 499 km	180 EUR
500 – 1999 km	275 EUR
2000 – 2999 km	360 EUR
3000 – 3999 km	530 EUR
4000 – 7999 km	820 EUR
8000 km or more	1500 EUR

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

Financial support consists of:

**Daily allowance** awarded for each day of mobility and including maximum 2 travel days

**Travel costs** approved exclusively according to the distance band calculated by the tool Distance Calculator: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).

Distance band is determined according to the calculator from the place registered as the official seat of the sending university to the destination place registered as official seat of the receiving University. Distance calculated by the tool presupposes onward and return travel. In cases when the destination place for mobility realization is different from the official place of the receiving university official seat, the participant has to submit travel tickets or any other proof of travel confirming the departure place and the arrival place.

Financial support will be awarded in EUR, however, all payments to incoming and outgoing participants will be made in Croatian currency (HRK)

### **Realization of INCOMING STAFF mobilities from partner HEIs to the Polytechnic of Međimurje**

Each incoming participant is obliged to take care of their travel arrangements, accommodation, as well as stay at the host faculty within the MEV.

Before arrival, participants shall obtain visa for entering Croatia (if required). Overview of visa requirements: <http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/> Participants shall also regulate personal travel and health insurance policy that will be valid in Croatia during their stay. General information about preparation of stay in Croatia will be provided to each participant by the UNIOS IR Office staff. Participants are also advised to regulate their absence from the work place within the official travel order issued by the employer.

After arrival, within 2 working days, each incoming participant shall:

- Report the arrival to the nearest Police Department (if having private accommodation)
  - Obtain the Personal Identification Number in Croatia (so called OIB)
  - Activate personal (non-residential) bank account in any bank in Croatia
  - Regulate personal health insurance (if not prepared in the home country before arrival)
- \*send or hand-in all above documents to the UNIOS IR office staff

Financial support awarded to each selected participant, as well as all rules and obligations with respect to agreed mobility will be determined in a CONTRACT that the participant will sign with the MEV after arrival to host faculty, if possible, within 2 working days.

Financial support, if not agreed otherwise, will be paid to participant's personal (non-residential) bank account (active in any Croatian bank) in full or in two instalments (70% during the mobility and 30% after the mobility and after approval of the final report within the system Mobility Tool+, or 100% during the mobility). Model of payment will be determined in a contract. Cash payments are not allowed.

**After mobility end**, participants will be issued certificate of attendance by the MEV. Participants are obliged to submit the online final report in the Mobility Tool+ system and to submit travel documents (tickets, boarding passes, copy of visa, etc.) to the International Relations Office. Submission of the final report in the Mobility Tool+ is obligatory for all participants. It is also considered as a request to UNIOS for payment of the 2nd instalment, if one is due.

### **Realization OUTGOING mobilities from the MEV to partner HEI**

Each outgoing participant is obliged to take care of their travel arrangements, accommodation, as well as stay at the host university in a partner country.

**Before departure**, participants shall obtain visa for entering the partner country (if required) and have to regulate personal health insurance policy that will be valid in the partner country during their stay. General information about mobility preparation will be provided to each participant by the MEV R Office. Participants shall regulate their absence from the MEV (employer) within the official travel order.

At least two weeks before the mobility start, participants need to sign the contract for award of the financial support. The data that will be requested by the IR Office for preparation of the contract are:

- OIB
- personal bank account active in any bank in Croatia
- personal travel and health insurance valid during the entire stay abroad

Financial support will be paid to participant's personal bank account in two instalments (70% before the mobility and 30% after the mobility and after approval of the final report within the system Mobility Tool+). Cash payments are not allowed.

**After mobility end**, participants are obliged to submit the online final report in the Mobility Tool+ system and to submit confirmed mobility documents and all travel documents (tickets, boarding passes, copy of visa, etc.) to the MEV International Relations Office. Submission of the final report in the Mobility Tool+ is considered as a request to MEV for payment of the 2nd instalment.

**APART FROM PHYSICAL MOBILITY** due to the COVID19 pandemic, mobility can also be realized in the following ways:

- **Blended mobility** that includes 2 types of mobility: periods of physical mobility at a foreign institution and periods of virtual (online) mobility at a foreign institution or at home. Each individual case will be agreed individually between both institutions involved in the implementation of mobility and the participant.

- **Virtual (online) mobility entirely, at a foreign institution or at home.** Virtual mobility means learning, teaching and training activities that are performed entirely in an online environment.

Proof of participation in virtual or combined mobility is a statement of the recipient organization, which upon completion of the mobility confirms the name of the participant, type and purpose of the activity, as well as the place of execution (at home or at a foreign institution). For the purpose of academic recognition of mobility, the virtual and the physical part are valued in the same way.

**For the total duration of the virtual mobility from home, individual financial support is not paid.** Exceptionally, in the event that a participant has physically traveled to the country of destination for mobility, but performs it partially or completely online, he / she will be entitled to funding for the day of the mobility stay. The supporting documentation will be the document Mobility Agreement for Teaching or Mobility Agreement for Training and invoices / travel tickets. In the case of planning virtual or combined mobility when applying to the competition, the participant applicant normally fills in the

online application form and states the total planned period of stay on the mobility together with the planned online activities.

**FINAL REMARKS:**

- Polytechnic of Međimurje is the coordinating institution for the stated project and it is responsible for financial management and overall administration of all activities to be realized within this call.
- Partner University will accept the provisions of the Erasmus+ interinstitutional agreement if intending to support realization of mobilities of their staff.
- Financial supports are to be used by individual participants only for realization of mobility activity at the receiving HEI.
- Individual participants are required to organize their travel and accommodation and to obtain visa if necessary.
- Individual participants are required to regulate the travel and health insurance policy that must be valid during the mobility period. MEV or partner HEI involved in this project cannot cover for any aspect of medical emergencies, damages or any other conditions imposed on individual participant while realizing the mobility.
- All financial supports to be paid to individual participants shall be regulated according to the Croatian law and regulations in force at the time of mobility realization.

**DISCLAIMER**

The Polytechnic of Međimurje, participating partner and Croatian National Agency and the European Commission will not be held responsible for any damage caused to individual participants, including damage caused to third parties, which could emerge before, during or after realization of activities financed by the EU funds.