

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

**Call for applications for student mobility for Erasmus+ project No.** **2020-1-HR01-KA107-077529**

Within the **ERASMUS+ Project 2022-1-HR01-KA171-HED-000077809.** referring to the cooperation with higher education institution in partner countries, **University North, HR VARAZDI02**, with the official seat in Koprivnica, Croatia, 1 dr. Žarka Dolinara Sq, (further in the text: **University North, UNIN**), announces the call for applications for awarding financial support to individual **incoming and outgoing student mobilities**, which objective is mobility for studies at the partner higher education institution from Australia (further in the text: **HEI's**). All incoming and outgoing activities supported within this call are coordinated and administered by University North.

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

**Financial supports** are awarded to **University North students** and to **students of selected partner institution from Australia**.

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

**to 31 July 2023**

Within this project call, a student can spend a study period abroad in the duration of **at least 2 months and at most 3 months** (excluding travel) with financial support. Longer stays are possible only without financial support. Once started, the mobility activity cannot be interrupted.

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

A signed **Erasmus+ inter-institutional agreement between programme and partner countries** is a precondition for individual mobility realization between UNIN and partner HEIs. 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 HEIs agree to comply with all principles and rules of the Erasmus+ programme. The Erasmus+ inter-institutional agreement has to be put in force before the beginning of each mobility period.

An extension of mobility will be possible only if additional financial means are to be provided, or in the zero-grant status, if additional financial means will not be available.

**Students with disabilities or special needs s**elected for Erasmus+ mobility within this call are entitled to apply for additional financial support. Students with disabilities or special needs is a category of students 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 students with disabilities or special needs after the completion of the selection process.

**APPLICATION PROCEDURE**

Application procedure is announced on the web page of University North:

http://www.unin.hr

**APPLICATION DOCUMENTS:**

1. **Application form**
2. **Application form for students with special needs**
3. **Motivational letter**
4. **Curriculum Vitae (Europass form)**
5. **Transcript of records and earned credits**
6. **Proof of knowledge of a foreign language**
7. **Certificate of Student Status**
8. **Statement of household members (if applicable)**
9. **Application form for additional funding students special socioeconomic status (if applicable)**
10. **Mobility Agreement for Traineeship**
11. **Acceptance Letter of the Inviting HEI**
12. **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 the English language.**

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

Curriculum Vitae shall be prepared in the Europass form according to the 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: mobilnost@unin.hr until the deadline for application:**

**APPLICATION DEADLINES:**

**March 8, 2023**

Incomplete applications or applications received after the deadline will not be eligible for the evaluation process.

**PROCESS OF SELECTING STUDENTS**

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

The Committee for Erasmus+ mobility programme will publish **selection results** on the University North web page **www.unin.hr**, 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 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 , all applicants will have to follow / comply with all the rules / regulations set by the Erasmus+ programme, Croatian National Agency and University North as the coordinating HEI.

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

All applicants have a right to file a complaint against selection results within 8 working days after the public announcement of selection results. All complaints shall be submitted to the Committee for Erasmus+ mobility programme (address: University North, 1 dr. Žarka Dolinara Sq, HR-48 000 Koprivnica, Croatia). Complaints have to be prepared in writing in form of a letter, and submitted as a .pdf document to e-mail: **mobilnost@unin.hr**. Applicants filing a complaint will receive a reply by the Committee for Erasmus+ mobility programme within 14 working days after the complaint is received.

**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 University North as the coordinating HEI. By signing the contract each individual participant agrees to obey Croatian laws and regulations, all valid legal acts of University North, as well as all regulations determined by the Erasmus+ programme.

International Relations Office of University North is in charge for the administration of all incoming and outgoing mobilities. Contact details:

**International Relations Office**

**University North**

University center Koprivnica

1 dr. Žarka Dolinara Sq,

HR-48000 Koprivnica, Croatia

University center Varaždin

Jurja Križanića 31B,

HR-42 000 Varaždin, Croatia

e-mail: mobilnost@unin.hr

All applicants participating in the 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 awarded as a mobility grant to each selected participant are overviewed below:**

|  |  |  |
| --- | --- | --- |
| **FROM** | **TO** | **Amount per month** |
| **Partner country** | **Programme country** | **800 EUR** |
| **Programme country** | **Partner country** | **700 EUR** |

**Travel cost**

|  |  |  |
| --- | --- | --- |
| **Distance band**  0 – 99 km | **Amount per participant**  **STANDARD TRAVEL**  23 EUR | **Amount per participant**  **GREEN TRAVEL**  **0 EUR** |
| 100 – 499 km | 180 EUR | 210 EUR |
| 500 – 1999 km | 275 EUR | 320 EUR |
| 2000 – 2999 km | 360 EUR | 410 EUR |
| 3000 – 3999 km | 530 EUR | 610 EUR |
| 4000 – 7999 km | 820 EUR | 0 EUR |
| 8000 km or more | 1500 EUR | 0 EUR |

Applicable amounts of financial support are regulated by the Croatian National Agency.

**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**.

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 the 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.

**Realization of INCOMING mobilities from partner HEI to University North**

Each incoming participant is obliged to take care of their **travel arrangements, accommodation, as well as stay** at the host University North.

**Before arrival**, participants shall obtain visa for entering Croatia (if required). Overview of visa requirements: [**https://mvep.gov.hr/services-for-citizens/consular-information-22802/stay-of-foreigners/granting-stay-in-croatia/22839**](https://mvep.gov.hr/services-for-citizens/consular-information-22802/stay-of-foreigners/granting-stay-in-croatia/22839)

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 UNIN IR Office.

**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 UNIN IR Office

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

Financial support, if not agreed otherwise, will be paid to the 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 Beneficiary Module or 100% during the mobility). The payment model will be determined in the contract. Cash payments are not allowed.

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

**Realization of OUTGOING mobilities from the University North to partner HEIs**

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 UNIN IR Office.

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 the 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 Beneficiary Module. Cash payments are not allowed.

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

**FINAL REMARKS**:

* University North is the coordinating institution for the stated project and is responsible for the financial management and overall administration of all activities to be realized within this call.
* 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 a travel and health insurance policy that must be valid during the mobility period. UNIN or a partner HEI involved in this project cannot cover for any aspect of medical emergencies, damages or any other conditions imposed on an 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 a mobility realization.

**DISCLAIMER**

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

**CONTACT**

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| UNIN office | E-Mail |
| Department for Scientific and Artistic work and International Cooperation | mobilnost@unin.hr |