



**Sveučilište
Sjever**

KLASA: 910-01/24-01/01
URBROJ: 2186-0336-04-24-1
Varaždin/Koprivnica, 2. siječnja 2024.

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

Open Call for applications for individual mobility of (non) teaching staff for the purpose of teaching or training within the Erasmus+ project No. 2023-1-HR01-KA171-HED-000140685

In 2021, University North was awarded a new Erasmus Charter for Higher Education (ECHE, HR VARAZDI02). Based on the Charter, University North is enabled to continue participating in the Erasmus+ program, as well as allowing the involvement of teaching and non-teaching staff in individual mobilities to partner countries. Within the Erasmus+ program, Key Action 1 (KA171) - Mobility projects programme and partner countries, enables the mobility of University North staff to higher education institutions in partner countries located outside the European Union, i.e., in so-called third countries not associated with the program, with which the University has signed a bilateral interinstitutional cooperation agreement. The program also facilitates incoming mobilities of staff from partner higher education institutions in third countries not associated with the program, with which the University has signed a bilateral interinstitutional cooperation agreement. The exact list of partner higher education institutions is provided in the continuation of the Call Text.

Signed **Erasmus+ inter-institutional agreement between selected programme and partner country higher education institutions** is a precondition for individual staff mobility realization between UNIN and a partner HEI.

This agreement serves as a foundation where the sending and receiving institutions outline the possibilities for staff mobility and, if applicable, student mobility. By signing the inter-institutional agreement, Partner Country HEI commits to adhering to all principles and regulations of the Erasmus+ program. It is imperative that the Erasmus+ Inter-institutional agreement is in effect before the commencement of each mobility period.

Based on the **ERASMUS+ Project 2023-1-HR01-KA171-HED-000140685**, referring to cooperation with higher education institutions (further in the text: **HEIs**) in the following partner countries: **Australia, Bosnia and Herzegovina, Brazil, Israel, India, Iran, Kazakhstan, Montenegro, Morocco, Thailand, Ukraine, Uzbekistan, University North (HR VARAZDI02)**, with the official seat in Koprivnica, Croatia, 1 dr. Žarka Dolinara Square, (further in the text: **University North, UNIN**), announces the Call for applications for awarding financial support to individual incoming and outgoing teacher mobilities, which objective is teaching or training at a selected HEI in a partner country. 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 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.

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:

until 31 July 2026

In this project call, staff members have the opportunity to undertake a teaching or training period abroad with financial support, as outlined in the Mobility Flow Plan, specified in Appendix 1. Within this Call, applicants can submit one application for one mobility activity.

Extended stays are possible but will not be accompanied by financial support. Financial support for staff will cover expenses for a maximum of two extra days of travel (one preceding and one following the mobility). **Once initiated, mobility activities cannot be interrupted.**

WHO CAN APPLY?

Internal staff members (both teaching and non-teaching staff) of University North, as well as external associate staff members engaged by University North based on a service contract, which contracts are in force during the mobility period, are eligible to apply for the Call.

For outgoing mobility activities, individuals eligible to apply are those with Croatian citizenship or citizenship of another participating country in the Erasmus+ Program (EU member states, Iceland, Liechtenstein, Norway, North Macedonia, and Turkey), as well as individuals with refugee status, stateless individuals, or individuals with registered residence in the Republic of Croatia.

For incoming mobility activities, individuals eligible to apply are those teaching staff employed by higher education institutions in partner countries specified in this Call, with which the University has signed a bilateral interinstitutional cooperation agreement.

Teaching staff, meaning individuals in scientific-teaching, artistic-teaching, teaching, professional, and associate positions, can apply for mobility for the purpose of teaching.

For mobility for the purpose of training, both teaching and non-teaching staff can apply.

Teaching staff can apply for combined mobility for teaching/training purposes. In the case of applying for combined mobility, the required number of hours to be conducted at the host institution is reduced to 4 hours per week. The emphasis in this case is on developing pedagogical skills and curriculum development, and this should be explained in the application.

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

DURATION OF MOBILITY

Teaching activity (STA) supports teaching staff to teach at a selected partner HEI in a specific academic discipline. For mobility for the purpose of teaching, the **minimum duration of mobility is 5 days**, and the **maximum is 60 days**.

The requirement for teaching staff applying for teaching activities is to conduct **a minimum of 8 hours of teaching per week**. If the mobility lasts more than one week, the minimum number of teaching hours in an incomplete week must be proportional to the duration of that week. A week is considered as 7 calendar days. For mobility lasting more than one week, the minimum number of teaching hours per day is calculated by multiplying the number of days in the incomplete week by 8/5 (for example, for mobility lasting from Monday to Wednesday (10 days: 1 full week + 3 working days), the minimum number of hours would be calculated as follows: $8 + (8/5 \times 3) = 12.8$ hours. So, in this case, the minimum required teaching hours for the 10-day mobility period would be 12.8 hours.)

In the case of applying for **combined mobility**, the required number of hours to be conducted at the host institution is reduced to **4 hours per week**.

Training activity (STT) supports professional development of HEI teaching and non-teaching staff in the form of scientific work or training events abroad (excluding conferences). For mobility for the purpose of teaching, the **minimum duration of mobility is 5 days**, and the **maximum is 60 days**.

STT may include various activities:

- Attendance of a structured course/workshop for professional development organized by a foreign higher education institution; e.g., quality assurance in higher education, implementation of the Erasmus+ program, enhancement of organizational and communication skills of employees, and anything else contributing to improving the skills, knowledge, and competencies necessary for performing tasks within the existing job position.
- Job-shadowing, i.e., observing the work of colleagues at a foreign institution while they perform their professional activities.
- Language training focused on the professional needs of participants.

If the proposed mobility dates include weekends, the same must be filled with activities in the Mobility Agreement to be eligible for funding.

Once initiated, mobility activities cannot be interrupted.



FINANCIAL SUPPORT

Financial supports may be awarded to teaching and non-teaching staff members of University North and to teaching and non-teaching staff members of the following **partner universities**:

Australia

Charles Darwin University

Royal Melbourne Institute of Technology (RMIT University)

Bosnia and Herzegovina

University of Sarajevo

University of Mostar

Brazil

Universidade Federal do Rio de Janeiro

Universidade do Estado do Rio de Janeiro

Israel

Technion – Israel Institute of Technology

India

Suresh Gyan Vihar University

Iran

Ferdowsi University of Mashhad

Kazakhstan

L.N. Gumilyov Eurasian National University

Montenegro

Javna ustanova Univerzitet Crne Gore Podgorica

Morocco

Abdelmalek Essaadi University Palestin Avenu

Universite Mohammed V de Rabat

Thailand

Prince of Songkla University

Kasetsart University

King Mongkut's University of Technology Thonburi

Ukraine

*Odessa State Academy of Civil Engineering and
Architecture*

Lviv Polytechnic National University

Odessa University of Technology STEP

Uzbekistan

*Bukhara Branch of Tashkent Institute of Irrigation and
Agricultural Mechanization Engineers (TIAME)*

Mobility grant awarded to each selected participant comprises **individual support and travel support**.

Individual support is a contribution to costs directly linked to the subsistence of participants during mobility activities.

Support for travel expenses is granted based on the distance to the mobility destination in the form of a lump sum. The distance in kilometers is calculated using the calculator published on the European Commission's website http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm, and is based on the distance band from the official seat of the sending university to the official seat of the receiving university. The support may cover round-trip 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.

Individual support is allocated based on the duration of the stay per participant, and may also include one travel day before the activity and one travel day following the activity.

The individual support amounts (in EUR per day) are as follows:

- 1 to 14 days of activity: 180 EUR
- Between 15 and 60 days of activity: 70% of the unit amount of individual support.

In accordance with the principles of the Erasmus Charter for Higher Education, HEIs must promote environmentally friendly practices in all activities related to the Erasmus+ program. This includes encouraging the use of sustainable transportation for mobility activities. Accordingly, the use of sustainable forms of travel is additionally financed.

Mobility participants who opt for sustainable forms of travel (e.g., train, bus, carpooling, bicycle) may qualify for an additional amount of travel support. To be eligible for the supplement, sustainable forms of travel must be used for more than half of the round-trip journey.

Staff who opt for a green travel may receive up to four days of additional individual support to cover travel days for a return trip, if relevant.

Referential amounts (individual support + travel support) awarded as a mobility grant to each selected participant are overviewed below (according to the Erasmus+ Programme Guide 2023):

Individual support (amounts in euro per diem)

Staff	Referential amount 1-14 day / per diem	Referential amount 15-60 day / per diem
Incoming from partner country HEI to UNIN	140,00 EUR	98,00 EUR
Outgoing from UNIN to partner country HEI	180,00 EUR	126,00 EUR

Travel support

Distance band	In case of standard travel	In case of green travel ¹
0 – 99 km	23 EUR	Not applicable
100 – 499 km	180 EUR	210 EUR
500 – 1999 km	275 EUR	320EUR
2000 – 2999 km	360 EUR	410 EUR
3000 – 3999 km	530 EUR	610 EUR
4000 – 7999 km	820 EUR	Not applicable
8000 km or more	1500 EUR	Not applicable

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

DOUBLE FUNDING: Mobility participants (beneficiaries of Erasmus+ financial support) must not receive financial support for the same purpose (for the same mobility) from any other European Union funding program. If the participant is receiving or will receive financial support for the same purpose from another EU funding program, they are obligated to inform the Office for International Cooperation of University North at the email address mobilnost@unin.hr. Funding provided by the participant's home unit to increase the amount of financial support for staff, as well as regional, national, or any other type of financial support/grant, are not considered double funding.

Staff members who apply for the Call, have their application accepted, but do not become part of the grant-winning group, may still go on exchange at their own expense (known as **zero-grant staff**). Zero-grant staff may receive regional, national, or other types of support, and all rules applicable to staff (teaching or non-teaching) receiving Erasmus+ financial support also apply to zero-grant staff.

Participants with fewer opportunities selected for Erasmus+ mobility within this call are entitled to apply for additional financial support. A person with fewer opportunities is a potential participant whose personal, physical, mental or health-related conditions is such that his/her participation in the project / mobility action would not be possible without extra financial or other support. Higher education institutions that have selected staff with fewer opportunities can apply for additional grant support to the Agency for Mobility and EU Programmes Zagreb, Croatia, in order to cover supplementary costs for their participation in the mobility activities, which will be communicated to selected staff with fewer opportunities after the completion of the selection process.

The criteria to be used for the selection of participants with fewer opportunities are defined at national level by the National Agencies in agreement with National Authorities. A non-exhaustive list of such barriers includes:

- Disabilities;
- Health problems;
- Barriers linked to education and training systems;
- Cultural differences;
- Social barriers;
- Economic barriers;
- Barriers linked to discrimination
- Geographical barriers.

¹ Use of sustainable means of transport for mobility — train, bus, car-pooling, bicycle



APPLICATION TO THE CALL

Within the application process, all applicants need to prepare a **Mobility Agreement for Teaching** if applying for a teaching activity, or **Mobility Agreement for Training** if applying for a training activity.

Before applying for the competition, the candidate is obliged to contact teachers/employees/heads of departments, institutes, or offices at the host HEI and arrange the curriculum or work plan as well as the dates of their mobility. The submitted Mobility Agreement should be signed by the candidate, their home institution, and the host institution (STA/STT agreement). The relevant Mobility Agreement document needs to be approved / signed by the receiving HEI's responsible person before the application to the Call. An application without a signed Mobility Agreement from the host institution is considered invalid. A proposed Mobility Agreement needs to be in line with a specific mobility flow and corresponding subject area (as stated in the Mobility Flow Plan). Proposed Mobility Agreements will be evaluated by the UNIN Committee for International Cooperation. If approved for funding, changes in Mobility Agreements will not be allowed, however, it will be possible to change the dates of the mobility realization without prior approval. If changes to the approved Mobility Agreements occur with respect to realization of approved activities and objectives, each participant needs to report the changes to the UNIN Committee for International Cooperation for approval. The extension of mobility will only be feasible if there are additional financial resources allocated. Alternatively, in a zero-grant status, i.e. provided that additional financial means are not available, the extension will be considered.

APPLICATION PROCEDURE

Application procedure is announced on the University North web site:

<https://www.unin.hr/>

APPLICATION DOCUMENTS:

1. **Application form**
2. **Mobility Agreement for teaching / Mobility agreement for training – signed by all beneficiaries**
3. **Acceptance Letter of the Inviting HEI**
4. **Curriculum Vitae (Europass CV 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)**
7. **Application form for staff with fewer opportunities**

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 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 to the Call should be scanned / converted into one pdf document and submitted:

- Electronically to the email address mobilnost@unin.hr, with a note specifying outgoing/incoming mobilities of teaching and non-teaching staff within the Erasmus+ program KA171 - Competition Year 2023.
- in person to the address:
University North
Department for Scientific and Artistic Work and International Cooperation
104 Brigade Street 3, 2nd floor, Office 37, 42000 Varaždin
- or by registered mail to the address:
University North
Department for Scientific and Artistic Work and International Cooperation
Jurja Križanića 31b, 42000 Varaždin

APPLICATION DEADLINE is not fixed.

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

Applications will be assessed individually by the University North Committee for International Cooperation, and the decision about each application will be published on the University North website and communicated in writing (by e-mail) to each applicant.

Incomplete applications will not be accepted for assessment by the University North Committee for International Cooperation.

SELECTION PROCEDURE

All applications will be checked for formal eligibility criteria. All formally eligible applications will be evaluated by the University North Committee for International Cooperation.

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

- Quality (academic excellence) of a 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 International Cooperation will publish the **selection results** on the web page of University North (www.unin.hr). 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, the Croatian National Agency and University North as the coordinating HEI.

In the case of multiple applications for the same position agreed upon by a specific Erasmus+ agreement, priority

will be given to candidates whose home departments have signed the respective Erasmus+ agreement.

INSTRUCTION OF LEGAL REMEDY

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 International Cooperation (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 .pdf document to the e-mail: **mobilnost@unin.hr**. Applicants filing a complaint will receive a reply by the Committee for International Cooperation within 14 days after the complaint receipt.

INSURANCE

The beneficiary of financial support is required to possess a travel health insurance policy for the entire duration of their stay abroad.

VISA

The beneficiary of financial support is responsible for obtaining a visa for the purpose of teaching or training at a foreign higher education institution if it is required for a shorter stay abroad.

REALIZATION OF INCOMING AND OUTGOING MOBILITY

Rules and regulations for awarding the financial support (grant) and realization of mobility will be defined in a separate contract that each participant will sign with University North as a coordinating HEI. By signing of 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.

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

International Relations Office
University North
University centre Koprivnica
1 dr. Žarka Dolinara Sq,
HR-48000 Koprivnica, Croatia

University centre Varaždin
31b Jurja Križanića St.
HR-42000 Varaždin, Croatia
Phone: +385 42 493 380
e-mail: mobilnost@unin.hr

All applicants to this Call are advised to stay in contact with the above mentioned office staff in order to prepare for their mobility well in advance.

Realization of INCOMING STAFF mobilities from partner HEIs to University North

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

Before arrival, participants shall obtain **visa** for entering Croatia (if required). Overview of visa requirements: <https://mvcp.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 International Relations 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 the above documents to the UNIN IRO staff

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 upon their arrival to the host department, 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.

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 the Beneficiary Module is obligatory for all participants and is considered as a request to UNIN for payment of the 2nd instalment, if one is due.

Realization of OUTGOING mobilities from University North to partner HEI

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

Before the commencement of mobility, the outgoing mobility participant will sign a Contract for the allocation of financial support with University North. This contract confirms that the mobility participant support is receiving financial assistance and outlines the mutual rights and obligations between the mobility participant and University North. Even individuals not receiving financial support (zero-grant staff) are required to enter into this contract, as they are subject to the same rules as staff members receiving Erasmus+ financial support.

After signing the Contract, the outgoing mobility participant will receive the first installment of financial support (70% of the total financial assistance specified in the contract) before the commencement of the mobility.

Before departure, participants shall obtain **visa** for entering the partner country (if required) and have to regulate **personal travel and 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 IRO. Participants shall regulate their absence from the UNIN (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 IRO for the 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).



After mobility, and in accordance with the planned end date of the mobility, the Participant will receive an email to their email address as recorded in the Contract. The email will have the subject "Erasmus+ individual participant report request" and will include a link to complete the online questionnaire (final report) through the European Commission's Beneficiary Module application. The Participant is required to fill out the online questionnaire within 30 calendar days of receiving the email. The Participant is also obliged to submit all travel documents (tickets, boarding passes, copy of visa, etc.) to the UNIN IRO. Completing the online questionnaire (final report) and submitting accompanying documentation will be considered the Participant's request for the disbursement of the remaining amount of financial support. Based on the documentation mentioned above, the exact duration of the stay and the final amount of financial assistance will be determined.

FINAL REMARKS

- University North is the coordinating institution for the stated project and 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+ inter-institutional 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. UNIN 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

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.

OTHER

By applying to the Call, candidates confirm that they are aware that University North, as the data controller, processes their personal data from the Application exclusively for the purpose of implementing the relevant Call, i.e., for the purpose of implementing Erasmus mobility, including the publication of their names on the list of selected/rejected candidates or on the waiting list, or on any subsequent lists if necessary, as well as the preparation and implementation of grant agreements and for the purpose of awarding financial support. By applying to the Call, candidates confirm that they are aware that the implementation of the Erasmus mobility process involves entering their personal data into the databases of University North, foreign partner institutions, the European Commission, the Agency for Mobility and EU Programs, the database of the Ministry of the Interior, and other institutions/public law bodies authorized to request and obtain data on Erasmus grant recipients for the purpose of mobility implementation. Furthermore, candidates are aware that their personal data will not be processed in a manner that is inconsistent with the stated purpose and the applicable provisions of European and national law.



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CONTACT

UNIN IR office	Erasmus+ Coordinator	E-mail
Department for Scientific and Artistic Work and International Cooperation	Vice-rector for scientific and artistic work and international cooperation Professor Anica Hunjet, Ph.D.	anica.hunjet@unin.hr
	Erasmus+ coordinator Martina Rajič, mag. philol. angl. et. hisp.	mobilnost@unin.hr



Co-funded by the
Erasmus+ Programme
of the European Union



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