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Varaždin/Koprivnica, January 9, 2024

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

Call for applications for student mobility for studies (SMS) 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 students in individual mobilities to and from partner countries. Within the Erasmus+ program, Key Action 1 (KA171) - Mobility projects between programme and partner countries enables the mobility of University North students 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 students 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 student 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 partner countries, **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 student mobilities, which objective is mobility for studies at partner higher education institutions from Australia, Bosnia and Herzegovina, Ukraine, and Montenegro (further in the text: **HEI's**). All activities supported within this call are coordinated and administered by University North.

WHO CAN APPLY

Financial supports are awarded to to full-time and part-time **students of the following partner institutions from Australia, Bosnia and Herzegovina, Ukraine and Montenegro:**

- Australia: Charles Darwin University and Royal Melbourne Institute of Technology University (RMIT)
- Bosnia and Herzegovina: University of Mostar, University of Sarajevo
- Montenegro: Javna ustanova Univerzitet Crne Gore Podgorica
- Ukraine: Odessa State Academy of Civil Engineering and Architecture, Lviv Polytechnic National University, Odessa University of Technology STEP

All students from all years and levels of study can apply for the competition.

Part-time students can also apply for the competition and benefit from financial support under the condition that they attend regular full-time studies at the host university during the mobility period.

During their studies, students can benefit from financial support for mobilities for a total of 12 months at each study level (undergraduate, including short cycle (EQF levels 5 and 6), graduate (level 7), doctoral (level 8)), regardless of how many times. Mobilities realized within the Lifelong Learning Program, Erasmus sub-program (2007-2013), Erasmus Mundus program (2007-2013), as well as mobilities within the Erasmus+ program (2014-2020), are included in the calculation up to a maximum duration of 12 months per study level (360 days).

All mobility activities within the Erasmus+ program under this Call must be organized and implemented by:

until 31 July 2026

The **minimum** duration of a standard (**physical**) **student mobility for studies** is **2 months**, while the **maximum is 12 months** (excluding travel).

In the new program period 2021-2027, **short-term doctoral student mobilities (5-30 days** of physical mobility, excluding travel), as well as **combined (blended mobilities: 5-30 days of physical mobility + mandatory virtual component) student mobilities** have been introduced.

A student can receive Erasmus financial support for mobilities with a total duration of up to 12 months for each level of study, regardless of the number and type of mobility (study stay or professional training). Previous participation in the Lifelong Learning Program (Erasmus sub-program) and Erasmus Mundus is also counted within the maximum 12 months of mobility at each study level.

Once started, the mobility activity cannot be interrupted.

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.

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



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 fewer opportunities
3. Motivation 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. Learning Agreement for Studies
11. Acceptance Letter of the Inviting HEI
12. Proof of citizenship (copy of passport, ID card, or certificate of nationality)

All application form 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:

OCTOBER 30 FOR SPRING TERM MOBILITY PERIOD

MAY 30 FOR WINTER TERM MOBILITY PERIOD

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

FINANCIAL SUPPORT

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.

Referential amounts awarded as a mobility grant to each selected participant are overviewed below:

LONG-TERM MOBILITY

FROM	TO	Amount per month
Partner country	Programme country	800 EUR
Programme country	Partner country	700 EUR

Travel cost

Distance band	Amount per participant STANDARD TRAVEL	Amount per participant GREEN TRAVEL
0 – 99 km	23 EUR	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



SHORT-TERM MOBILITY

Mobility duration	Financial support
Up to 14 days	79 EUR per day
15 to 30 days	56 EUR per day

Travel cost

Distance band	Amount per participant STANDARD TRAVEL	Amount per participant GREEN TRAVEL
0 – 99 km	23 EUR	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.

Green travel

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.

Students who undertake mobility in regions 1-12 are entitled to travel support based on the calculation of travel distance, as well as support for 'green travel' depending on the type of transportation. The unit amount of travel costs depends on the distance to the destination and the use of the green travel option.

In the case of green travel using sustainable means of transportation, students and recent graduates participating in short-term or long-term student mobility can receive up to four additional travel days funded through individual support.

TOP-UP AMOUNT FOR STUDENTS WITH FEWER OPPORTUNITIES – LONG-TERM MOBILITIES

Students may receive a top-up amount to the individual support of their EU Erasmus+ grant with an amount of **250 EUR per month**. Students, following the recommendation of the Agency for Mobility and EU Programs, can receive additional financial support for one of the categories listed below as well as in the documents attached to the Call, titled “Dodatak_studenti_manje_mogucnosti_KA171_2023_kategorije” and “Top_up_fewer_opportunities_KA171_2023_Categories”. The mentioned top-up will be awarded to students who request the additional support within the framework of the Call and provide supporting documentation specified below as well as in the attached documents. Provided that they meet the conditions listed in the documents, students will receive additional financial support in the amount of 250 EUR per month.

TOP-UP AMOUNT FOR STUDENTS WITH FEWER OPPORTUNITIES – SHORT-TERM MOBILITIES

Students may receive a top-up amount to the individual support of their EU Erasmus+ grant with an amount of **100 EUR** for a **physical mobility activity period of 5-14 days** and **150 EUR** for the one of **15-30 days**. Students, following the recommendation of the Agency for Mobility and EU Programs, can receive additional financial support for one of the categories listed below if they request additional support within the framework of the call and provide supporting documentation. Provided that they meet the conditions listed below, students receive the afore-mentioned additional financial support.

Predefined and mandatory categories of incoming and outgoing students that are eligible for the top-up for students with fewer opportunities are:

- **students with lower socioeconomic status**
- **students with a status of a refugee, an asylum seeker or a migrant**
- **students whose physical, mental or health-related condition is such that their participation in the project/mobility activity would not be possible without extra financial or additional support.**

Additional categories of students who are eligible for the top-up for students with fewer opportunities are available only to outgoing students, and are listed in the continuation of the Call.

Students with lower socioeconomic status

For incoming students:

A student is a recipient of state social benefit.

Supporting document - certificate confirming that a student is a recipient of state social benefit

The official (state) body in the third country issues the supporting documentation.

The supporting documentation needs to be submitted to the project coordinator (UNIN IRO) in scanned form.

Translation of the supporting documentation is not necessary.

Outgoing students with lower socio-economic status also have the opportunity to receive additional financial support for their mobility. The conditions for granting additional monthly student support to students with lower socio-economic status in the amount of 250 EUR per month are as follows:

- The average monthly income per household member does not exceed 85% of the budget base (the budget base is 441.44 EUR for the year 2023, and 85% of the same is 375.22 EUR) established each year by the corresponding regulation. Proof of this must be provided by the competent tax authority for all household members for the last available calendar year at the time of submitting the application documentation.
- For household members who are retired or recipients of family pensions, it is also necessary to submit, in addition to the confirmation from the competent tax authority, a certificate from the relevant pension insurance institution indicating the amount of the pension received for the last available calendar year at the time of submitting the application documentation.
- As proof, it is also necessary to provide a completed declaration of household members (a common household is understood as a family or another community of individuals who live together at the same address of residence and share living expenses, regardless of their relationship).
- In cases where foreign students are studying at institutions of higher education in Croatia, a valid certificate of monthly income of household members from the competent tax authority abroad is required.

When selecting students who meet the criteria for additional support for students with lower socioeconomic status, the calculation of the average monthly income per household member includes both taxable and non-taxable income as stated in the Regulation on the Allocation of State Scholarships.

Students with a status of a refugee, an asylum seeker or a migrant

Students with a status of a refugee, an asylum seeker or a migrant have the opportunity to receive additional financial support for their mobility.

Supporting documents - Decision on granting asylum or subsidiary protection; - residency permit. In addition, it is important to be able to prove one's identity in the form of: - asylum seeker travel document; - special passport for foreigners; - another identity document.

The official (state) body issues the supporting documentation.

The supporting documentation needs to be submitted to the project coordinator (UNIN IRO) in scanned form.

Translation of the supporting documentation is not necessary.

Students whose physical, mental or health-related condition is such that their participation in the project/mobility activity would not be possible without extra financial or additional support

Students with special needs, i.e. all students who receive inclusion support, as well as students who do not receive for inclusion support (e.g. special diet), but through this category receive the top-up for students with fewer opportunities.

Supporting documents - Certificate issued by a general practitioner or a specialist doctor (the original document is requested, not older than 6 months) and the decision of the competent institution/state body showing the percentage and type of disability (copy, if applicable).

The official (state) body issues the supporting documentation.

The supporting documentation needs to be submitted to the project coordinator (UNIN IRO) in scanned form.

Translation of the supporting documentation is not necessary.

ADDITIONAL CATEGORIES OF STUDENTS WITH FEWER OPPORTUNITIES

Additional categories of students who are eligible for the top-up for students with fewer opportunities are available only to **outgoing students**, and are listed below, as well as in the document attached to the Call, titled "Dodatak_studenti_manje_mogucnosti_KA171_2023_Kategorije".

Opcionalne kategorije (primjenjivo za odlazne studente)	Dodatne informacije	Dokazna dokumentacija za odlazne studente
Studenti čiji roditelji imaju nižu razinu obrazovanja	Najviši stečeni stupanj obrazovanja oba roditelja studenta odgovara srednjoj stručnoj spremi	Dokaz da oba roditelja/skrbnika ili jedan u slučaju jednog roditelja/skrbnika nemaju kvalifikacije visokog obrazovanja putem zapisa (uključujući i elektronički zapis) HZMO-a o podacima evidentiranim u matičnoj evidenciji Hrvatskog zavoda za mirovinsko osiguranje.
Studentice u tehničkom području, studenti u humanističkom području		Tehnička i humanistička područja definiraju se sukladno Pravilniku o znanstvenim i umjetničkim područjima, poljima i granama (NN 118/09, 82/12, 32/13 i 34/16)
Stariji studenti	Studenti stariji od 30 godina	Preslika osobne iskaznice ili zapis iz matice rođenih
Studenti s djecom		Zapis iz matice rođene djece
Studenti koji su završili strukovnu školu		Preslika svjedodžbe završnog razreda srednje škole
Studenti koji rade uz studij	Studenti u radnom odnosu	e-potvrda iz mirovinskog sustava (HZMO-a)
Studenti koji studiraju u mjestu izvan mjesta prebivališta	Studenti čiji je prebivalište udaljeno od mjesta studija više od 30 km (uključujući i studente koji putuju na studij više od 30	Jedan od sljedećih dokumenata: - preslika osobne iskaznice ili - ispis elektroničkog uvjerenja o prebivalištu ili - ispis s prikazom udaljenosti (HAK planer putovanja)
Studenti djeca hrvatskih branitelja	Studenti djeca hrvatskih branitelja koji pripadaju sljedećim kategorijama: djeca smrtno stradalih hrvatskih branitelja iz Domovinskog rata, djeca nestalih hrvatskih branitelja iz Domovinskog rata, djeca hrvatskih ratnih vojnih invalida iz Domovinskog rata, djeca dragovoljaca iz Domovinskog rata i djeca hrvatskih branitelja iz Domovinskog rata koji su u Domovinskom ratu sudjelovali	Potvrde o braniteljskom statusu dobivaju se u Ministarstvu branitelja. Dokaz o statusu hrvatskog branitelja iz Domovinskog rata ili statusu djeteta hrvatskog branitelja iz Domovinskog rata izdaje nadležno tijelo državne uprave, odnosno Ministarstvo hrvatskih branitelja, ali valjane su i druge potvrde koje potvrđuju status branitelja, izdane od strane drugih institucija (npr. MUP).
Studenti pripadnici romske manjine		Zapis iz matice rođenih ili presliku ispisa iz popisa birača
Studenti iz alternativne skrbi	Djeca bez roditeljske skrbi i djeca bez adekvatne roditeljske skrbi	Studenti koji su pod skrbništvom ili su kao djeca bili pod skrbništvom ili im je priznato pravo na socijalnu uslugu smještaja ili im je kao djeci bilo priznato pravo na socijalnu uslugu smještaja na temelju propisa iz područja socijalne skrbi dostavljaju rješenje kojim im je priznato pravo na socijalnu uslugu smještaja koje izdaje nadležna ustanova iz područja socijalne skrbi.
Studenti beskućnici i oni koji se nalaze u riziku od beskućništva		Potvrda centra za socijalnu skrb
Studenti iz ruralnih područja, manjih mjesta i otoka	Naselja navedena u Zakonu o područjima posebne državne skrbi (NN 86/08, 57/11, 51/13, 148/13, 76/14, 147/14, 18/15,	Potvrda o prebivalištu i boravištu iz koje je vidljivo da student živi u općini (a ne gradu) koja se nalazi u područjima posebne državne skrbi.

If eligible, a student can apply for **only one category related to students with fewer opportunities** (two types of categories are mutually exclusive).

Additional note: Students seeking support for inclusion (students with special needs/disabilities) can also apply for the category of students with fewer opportunities (the two types of categories are not mutually exclusive).

INCLUSION SUPPORT

A **student with fewer opportunities** 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 is entitled to receive inclusion support. Inclusion support refers to additional costs directly related to participants with fewer opportunities, which cannot be covered through the top-up amount for individual support for participants with fewer opportunities. In particular these costs aim at covering the extra financial support required for participants with physical, mental or health related conditions to allow their participation in the mobility as well as in preparatory visits and for accompanying persons (including costs related to travel and subsistence, if justified and as long as it is not covered through budget categories "travel support" and "individual support" for these participants). Students with fewer opportunities selected by University North can apply for additional grant support to the Agency for Mobility and EU Programmes in order to cover the supplementary costs for their participation in the mobility activities. The aforementioned is done on a basis of separate application form, attached to the Call, after the approval of the mobility by University North. For participants with fewer opportunities, in particular those with physical, mental or health-related conditions, the grant support may therefore be higher than the maximum individual grant amounts set out before.

Application forms are attached to this Call.

Application form for OUTGOING participants: Inclusion_support_obrazac_KA171_OUTGOING

Application form for INCOMING participants: Inclusion_support_obrazac_KA171_INCOMING

DOUBLE FUNDING

Students cannot receive financial support under the Erasmus+ program if their stay abroad is additionally funded from funds originating from the European Union.

National, local, or other scholarships that are otherwise awarded to students for regular studies at their home higher education institution are not considered double funding.

ZERO-GRANT STUDENTS

Students who apply for the Call and meet all the requirements but lack sufficient funds for their mobility can still go on mobility at their own expense, maintaining the status of mobility students, known as zero-grant students. The same rules apply to them as to students with support.



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 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 are 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 students). 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.

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/mobility participant is required to possess a travel health insurance policy for the entire duration of their stay abroad.

VISA

The beneficiary of financial support/mobility participant 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 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.

Realization of INCOMING mobilities from partner HEI to University North

All students interested in exchange programs are required to carefully examine and, in consultation with the ECTS coordinator of their institution, compare study programs of the home and foreign university. Students should select courses they are able to attend and complete abroad. Attention should also be paid to the language of instruction. Based on this information, a Learning Agreement for Studies is concluded. Students are obligated to find out the language in which classes are conducted at the foreign university.

The Learning Agreement for Studies includes a list of courses that the student will attend at the partner higher education institution, along with the corresponding number of ECTS credits.



**Sveučilište
Sjever**

Each incoming participant is obliged to take care of their **travel arrangements, accommodation, as well as stay** at the host institution (UNIN).

After the selection of a student for a mobility period, the student selected for mobility with financial support will:

1. Compile a Learning Agreement for Studies (signed by the student, the foreign institution/employer, and the responsible signatory at the home institution).
2. Submit a copy of the travel health insurance policy.

Before their departure to a foreign higher education institution, a student must arrange for the recognition of ECTS credits in consultation with course coordinators and the Erasmus coordinator at their home department. The student's obligations are defined by entering into a Learning Agreement for Studies. By concluding the agreement, the recognition of ECTS credits earned during mobility abroad, as well as the period spent at the foreign institution, is guaranteed.

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>

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 Stay 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 University North to partner HEIs

All students interested in exchange programs are required to carefully examine and, in consultation with their departmental ECTS coordinator, compare study programs of the home and foreign university. Students should select courses they are able to attend and complete abroad. Attention should also be paid to the language of instruction. Based on this information, a Learning Agreement for Studies is concluded. Students are obligated to find out the language in which classes are conducted at the foreign university.

The Learning Agreement for Studies includes a list of courses that the student will attend at the partner higher education institution, along with the corresponding number of ECTS credits.

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.

After the selection of a student for a mobility period, the student selected for mobility with financial support will:

1. Compile a Learning Agreement for Studies (signed by the student, the foreign institution/employer, and the responsible signatory at the home institution).
2. Submit a copy of the travel health insurance policy and IBAN bank account details.

Before their departure to a foreign higher education institution, a student must arrange for the recognition of ECTS credits in consultation with course coordinators and the Erasmus coordinator at their home department. The student's obligations are defined by entering into a Learning Agreement for Studies. By concluding the agreement, the recognition of ECTS credits earned during mobility abroad, as well as the period spent at the foreign institution, is guaranteed.

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 financial support. The data that will be requested by the IR Office of UNIN for the preparation of the contract is:

- OIB
- personal bank account active in any bank in Croatia (IBAN)
- personal travel 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.

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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