



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

### **Call for applications for student mobility for Erasmus+ project No. 2015-2-HR01-KA107-021514**

Within the **ERASMUS+ Project 2015-2-HR01-KA107- 021514** referring to cooperation with higher education institution in the partner country, **University North, HR VARAZDIO2**, with the official seat in Koprivnica, Croatia, Trg dr. Žarka Dolinara 1, (further in the text: **University North, UNIN**), announces the call for applications for awarding financial supports to individual incoming and outgoing teaching and non-teaching staff mobilities, which objective is teaching or training at a selected partner higher education institution, **Odessa State Academy of Civil Engineering and Architecture, Ukraine ODESSA 934700731**, with the official seat in 4 Didrihsona st., Odessa, 65029, Ukraine (further in the text: **HEI**). All incoming and outgoing activities supported within this call are coordinated and administered by the University North.

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 students members of the **University North** and to students members of the selected partner **Odessa State Academy of Civil Engineering and Architecture, Ukraine**.

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

**to 31 July 2017**

Within this project call, staff can spend a studies period abroad in duration of **minimum 3 month** (excluding travel) with financial support. 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.

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 mobility realization between UNIN 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.

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.

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

## **APPLICATION PROCEDURE**

Application procedure is announced at the web page of the 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 rating and earned credits and proof of enrollment at the semester**
- 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 Studies**
- 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 English language.**

By submitting the application to this call, all applicants agree that the 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 shall be **scanned / converted into one pdf document and sent electronically to the address: [international@unin.hr](mailto:international@unin.hr) until the deadline for application:**

## **APPLICATION DEADLINE:**

**10 February 2017 until 23.59 (CET)**

Incomplete applications or applications received after the deadline will not be eligible for 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 the **selection results** at the web page of the University North [www.unin.hr](http://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 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 , all applicants will have to follow / comply with all the rules / regulations set by the Erasmus+ programme, Croatian National Agency and the University North as coordinating HEI.

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

All applicants have a right to file a complaint against the selection results within 8 working days after public announcement of the selection results. Complaints shall be submitted to the Committee for Erasmus+ mobility programme (address: University North, Trg dr. Žarka Dolinara 1, 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: [international@unin.hr](mailto:international@unin.hr). Applicants filing a complaint will receive a reply by the Committee for Erasmus+ mobility programme within 14 working 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 University North as coordinating HEI. By signing of the contract each individual participant agrees to obey Croatian laws and regulations, all valid legal acts of the University North, as well as all regulations determined by the Erasmus+ programme.

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

**International Relations Office**

**University North**

University center Koprivnica

Trg dr. Žarka Dolinara 1,

Phone: +385 48 499 907

HR-48000 Koprivnica, Croatia

University center Varaždin

104. brigade 3,

HR-42 000 Varaždin, Croatia

Phone: +385 42 493 376

e-mail: [internatinoal@unin.hr](mailto:internatinoal@unin.hr)

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 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	650 EUR

#### Travel cost

Distance band	Amount per participant
0 – 99 km	0 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	1100 EUR

Applicable amount of financial support is 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](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) by applying the exchange rate: **1.00 EUR = 7.623 HRK**. The exchange rate is fixed and obligatory.

## **Realization of INCOMING mobilities from partner HEI to the 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: <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 UNIN IR Office. 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 UNIN IR Office

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 University North after arrival, 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 University North. 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 UNIN for payment of the 2nd instalment, if one is due.

## **Realization of OUTGOING mobilities from the University North 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 UNIN IR Office. 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 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 UNIN International Relations Office. Submission of the final report in the Mobility Tool+ is considered as a request to UNIN for payment of the 2nd instalment.

#### **FINAL REMARKS:**

- University North 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. 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**

The University North, participating partner Odessa State Academy of Civil Engineering and Architecture, 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.

**ERASMUS+ COORDINATORS AT THE UNIVERSITY NORTH INVOLVED IN THE ERASMUS+ PROJECT 2015-2-HR01-KA107-021514**

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