



Erasmus+



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Pula, February 7th, 2020

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

First call for applications for individual mobility of students for the purpose of studying within the Erasmus+ project No. **2019-1-HR01-KA107-060757**

Within the **ERASMUS+ Project 2019-1-HR01-KA107-060757** referring to cooperation with higher education institutions in the partner countries, Juraj Dobrila **University of Pula** (further in the text: UNIPU) announces the "**Call for applications**" for awarding financial support to **individual incoming and outgoing students**, with objective of spending part of their study period outside home higher education institution (further in the text: HEI), in a partner country. All incoming and outgoing activities supported within this Call are coordinated and administered by the UNIPU.

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 of the UNIPU and to students of the **selected partner universities**, as follows:

1. **Armenian State University of Economics, Yerevan, Armenia**
2. **International Burch University, Sarajevo, Bosnia and Herzegovina**
3. **Universidade Federal Fluminense, Rio de Janeiro, Brasil**
4. **Saint Mary's University, Halifax, Canada**

5. **The College of Management Academic Studies (COLMAN), Rishon LeZion, Israel**
6. **Kyoto Sangyo University Japan, Faculty of Foreigner Studies, Japan**
National University Corporation Hiroshima University, Japan
University of Tsukuba, Japan

Individual student mobilities are to be realized according to the **Mobility Flow Plan, specified in Appendix 1**. Within this Call, applicants can submit one application for one mobility activity.

Eligible period for realization of mobility approved within this Call is:

15.07.2022.¹

Within this project Call, student can spend a study period abroad in duration of approximately **one semester**. Longer period can be approved by Erasmus Project Committee, depending on the quality of the applicant and number of overall applications. Longer stays are possible also on applicant own expense. The grant for students cover monthly living costs without travel cost. Once started, the mobility activity cannot be interrupted.

The referential amounts awarded as a mobility grant to each selected participant are consisting of **monthly rates**.

Signed Erasmus+ inter-institutional agreement between programme and partner countries is a precondition for individual staff mobility realization between UNIPU and each partner HEI. In this interinstitutional agreement, the sending and receiving institutions agree on the options 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.

Students with disabilities or special needs selected 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.

¹ Mobility period depends on the allocation of the funding and duration of the mobility semester

APPLICATION PROCEDURE

IMPORTANT NOTICE:

Before starting filling on-line application form, please, read carefully which documents you need to acquire in order to complete Application form.

All application documents shall be electronically typed in English language and issued and signed from official institution.

- 1. In order to apply and submit on-line application form, each candidate is mandatory to have Goggle account.**
- 2. On-line form can not be saved once you have started filling it.**
- 3. Candidat is allowed to submit on-line application only once.**

Application documents are:

- 1. Application form**
 - for filling on-line form please, follow the [LINK](#)
 - **NOTICE:** *motivation letter, CV, confirmation about student's status, transcript of records and proof of citizenship **must** be uploaded within the on-line application form.*
- 2. Motivation letter**
 - The letter of motivation is the descriptive part of your application for Erasmus+ call. You need to briefly introduce yourself and to and describe:
 1. your academic interests,
 2. the reasons for the application to the call,
 3. your motivation to stay and study at the Host University,
 4. your expectations during the Erasmus+ mobility and
 5. the potential value and results that you expect to achieve after the implementation of the Erasmus+ mobility.
 - The motivational letter **MUST** be electronically written to a maximum of one A4 page, signed by hand and then uploaded as one document (.doc or .pdf).
- 3. Curriculum Vitae**
 - [Europass form](#) is advisable. CV **MUST** be electronically written/filled and uploaded as one document (.doc or .pdf).
 - 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](#)
- 4. Confirmation of the home HEI (Higher Education Institution) about the student's status**
 - Confirmation must be signed from the side of the student's HEI and uploaded as one document (.doc or .pdf).
- 5. Transcript of records from home institution**
 - Transcript of records must be signed from the side of the student's HEI and uploaded as one document (.doc or .pdf).
- 6. Proof of citizenship (passport, ID card or similar document)**
 - The document must be uploaded as a document, pdf of image (please, pay attention to be a good quality of the image). Only one document is accepted for uploading.

NOTICE OF PROCESSING PERSONAL DATA

All the personal data of the applicants given in the application as well as in the process that follows the application will be processed for the purpose of the implementation of the relevant tender, including evaluation of submitted applications. The results of the competition will be publicly announced in order to raise the transparency of the procedure itself. The basis for the processing of personal data is the application of the applicant - processing of personal data is necessary for taking the actions preceding the conclusion of the contract as well as for possible subsequent conclusion of the contract. The European Commission is the head of personal data processing in the part where processing is carried out for the Erasmus + program. More information on the processing itself can be found at http://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en.

APPLICATION DEADLINE

The applications will begin on the day of publication on the official web pages of the [University](#) and continues **until the fulfilment of available places**.

Information about leftover places will be regularly published on the University's web pages.

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

Contact for further information:

UNIPU Office for Partnership and Projects

e-mail: international.office@unipu.hr

Phone: +385 52 377 088

SELECTION PROCEDURE

All applications will be checked for formal eligibility criteria. All formally eligible applications will be evaluated by the UNIPU Committee for Erasmus+ mobility programme. The Committee for Erasmus+ mobility programme applies all rules determined by the European Commission for the Erasmus+ programme and by the Croatian National Agency.

The Committee for Erasmus+ mobility programme will publish the selection results at the web page of the [UNIPU](#), 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 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. **Complaints** have to be prepared in writing in form of a letter and submitted as .pdf document to the e-mail ivona.peternel@unipu.hr. Applicants filling 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 UNIPU as coordinating HEI. By signing of the contract each individual participant agrees to follow Croatian laws and regulations, all valid legal acts of the UNIPU, as well as all regulations determined by the Erasmus+ programme. Office for partnership and projects of the UNIPU is in charge for the administration of all incoming and outgoing mobilities.

Detail procedure of course selection and administrative procedures will be regulated and supported by each HEI institution.

Contact details:

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FINANCIAL SUPPORT

Financial support consists of:

- Monthly scholarship rates
- plus Travel costs approved exclusively according to the distance band calculated by the tool [Distance Calculator](#). 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 = 7.3807 HRK. The exchange rate is fixed and obligatory.

The referential amounts awarded as a mobility grant to each selected participant are overviewed below.

MONTHLY SCHOLARSHIP RATES

Students	From	To	Monthly amount
Incoming	Partner country*	Croatia	800,00 euro
Outgoing	Croatia	Partner country*	700,00 euro

* **Partner country:** Armenia, Bosnia and Herzegovina, Brasil, Canada, Israel, Japan

TRAVEL EXPENSES

EC DISTANCE CALCULATOR [WEB PAGE](#)

Travel distance	Amount in EUR
10 - 99 km	20,00 EUR per participant
100 - 499 km	180,00 EUR per participant
500 - 1999 km	275,00 EUR per participant
2000 - 2999 km	360,00 EUR per participant
3000 - 3999 km	530,00 EUR per participant
4000 - 7999 km	820,00 EUR per participant
8000 km and longer	1.500,00 EUR per participant

FINAL REMARKS:

- * UNIPU 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 Universities 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 institution.
- * 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. UNIPU or any other partner institutions 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 UNIPU, participating partner institutions, 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.

The ERASMUS+ Project 2019-1-HR01-KA107-060757 is supported by the EC Erasmus+ programme and realized in cooperation with the Croatian National Agency for Mobility and EU programmes Zagreb.

APPENDIX 1²

ARMENIA

Activity type	Mobility direction	Country of origin	Country of destination	Number of participants
Student mobility for studying	Incoming	Armenia	Croatia	2 students

BOSNIA AND HERZEGOVINA

Activity type	Mobility direction	Country of origin	Country of destination	Number of participants
Student mobility for studying	Incoming	Bosnia and Herzegovina	Croatia	2 students
Student mobility for studying	Outgoing	Croatia	Bosnia and Herzegovina	2 students

² Number of participants column refers to approximately one semester duration.

BRASIL

Activity type	Mobility direction	Country of origin	Country of destination	Number of participants
Student mobility for studying	Incoming	Brasil	Croatia	1 student

CANADA

Activity type	Mobility direction	Country of origin	Country of destination	Number of participants
Student mobility for studying	Incoming	Canada	Croatia	1 student
Student mobility for studying	Outgoing	Croatia	Canada	1 student

ISRAEL

Activity type	Mobility direction	Country of origin	Country of destination	Number of participants
Student mobility for studying	Incoming	Israel	Croatia	2 students

JAPAN

Activity type	Mobility direction	Country of origin	Country of destination	Number of participants
Student mobility for studying	Outgoing	Croatia	Japan	1 student
Student mobility for traineeship	Incoming	Japan	Croatia	1 student