

In Rijeka, September 15th 2023

ERASMUS+ PROGRAMME – International Credit Mobility

KEY ACTION 1 – Learning mobility of individuals between programme countries and third countries not associated to the programme

Open call for applications for individual mobility of teaching staff within the Erasmus+ project

No. 2023-1-HR01-KA171-HED-000141162

Within the ERASMUS+ project 2023-1-HR01-KA171-HED-000141162 referring to cooperation with higher education institutions in the partner countries: Albania, Armenia, Bosnia and Herzegovina, Kosovo, Georgia, Ukraine, South Korea, United States of America, and South Africa, PAR University of Applied Sciences, with the official seat in Rijeka, Croatia, Trg Riječke rezolucije 4, (further in the text: PAR), announces the call for applications for awarding financial supports to individual incoming and outgoing staff mobilities, whose objective is teaching or training at a selected partner 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 PAR.

Teaching activity supports **teaching staff to teach** at a selected partner HEI in a specific academic discipline.

Training activity supports **professional development of HEI teaching and non-teaching staff** in the form of scientific work or training events abroad (excluding conferences).

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 teaching and non-teaching staff members of PAR and to teaching and non-teaching staff members of the partner universities as follows:

South Africa:

- University of Johannesburg, Johannesburg

South Korea:

- Kyungpook National University, Daegu

Kosovo

- Universiteti I Gjakoves Fehmi Agani



- Kolegji Universum O.P

Ukraine

- Kiev National University Of Technologies And Design
- National Aviation University
- Odessa State Agrarian University

Bosnia and Herzegovina

- Visoka škola "CEPS - Centar za poslovne studije" Kiseljak

Armenia

- International Scientific-Educational Center of NAS RA

Albania

- Tirana Business University College

Georgia

- Kutaisi University
- European University LLC

United States of America

- Lehigh University Corporation

Individual staff mobilities are to be realized according to the **Mobility Flow Plan** delivered to individual partner organisations.

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

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

31 July 2025

Within this project call, staff can spend a teaching or training period abroad with financial support, in duration specified in the Mobility Flow Plan. 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.

The referential amounts awarded as a mobility grant to each selected participant are consisting of **daily allowance (per diem)** and **travel cost** calculated by the tool EC [Distance Calculator](#) defined according to distance band from the place of official seat of the sending university to the place of official seat of the receiving university.

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 staff mobility realization between PAR 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 interinstitutional agreement, Partner Country HEI agrees to comply with all principles and rules of the Erasmus+ programme. The Erasmus+ interinstitutional agreement has to be in force before the beginning of each mobility period.

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

APPLICATION PROCEDURE AND APPLICATION DOCUMENTS

To apply for mobility under this Call, all applicants have to submit application documents specified hereafter:

1. Application form
2. Curriculum Vitae
3. Confirmation of the employer (home HEI) about the applicant's employment status
4. 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 PAR publishes their personal data on the web page within the selection procedures and further uses their personal data within the administration procedures and reporting.

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@par.hr**

APPLICATION DEADLINE is not fixed. APPLICATION PERIOD is open until all available mobility places are reserved. Applications will be assessed individually by PAR for Erasmus+ Mobility Program, and decision about each application will be communicated in writing (by e-mail) to each applicant.

Incomplete applications will not be accepted for assessment.

SELECTION PROCEDURE

All applications will be checked for formal eligibility criteria.

All formally eligible applications will be evaluated by the PAR 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 main evaluation criteria are the following:

- ✓ Mobility outcomes at personal and institutional level;
- ✓ Sustainability of cooperation;
- ✓ Knowledge of English language (or other foreign language that will be the main language of communication within the mobility).

The Committee for Erasmus+ mobility programme 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 staff, all applicants will have to follow / comply with all the rules / regulations set by the Erasmus+ programme, Croatian National Agency and the PAR as coordinating HEI.

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 Erasmus+ mobility programme (address: PAR University of Applied Sciences, Trg Riječke rezolucije 4, 51000 Rijeka, Croatia). Complaints have to be prepared in writing in form of a letter, and submitted as .pdf document to the e-mail: **international@par.hr**. Applicants filing a complaint will receive a reply by the Committee for Erasmus+ mobility programme within 14 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 PAR as coordinating HEI. By signing of the contract each individual participant agrees to obey Croatian laws and regulations, all valid legal acts of PAR, as well as all regulations determined by the Erasmus+ programme.

The International Office of PAR is in charge for the administration of all incoming and outgoing mobilities.

Contact details:

International Office

PAR University of Applied Sciences

Trg Riječke rezolucije 4

51000 Rijeka, Croatia, EU

Phone: +385 51 327 037

e-mail: international@par.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 (daily allowances + travel cost) awarded as a mobility grant to each selected participant are overviewed below:

Daily allowances (per diems)

Staff	Referential amount 1-14 day / daily
Incoming from partner country HEI to PAR	140,00 EUR
Outgoing from PAR to partner country HEI	180,00 EUR

Travel costs

Distance band	Amount per participant*
od 100 do 499 KM:	180 EUR
od 500 do 1999 KM:	275 EUR
od 2000 do 2999 KM:	360 EUR
od 3000 do 3999 KM:	530 EUR
od 4000 do 7999 KM:	820 EUR
8000 KM i više:	1500 EUR

Applicable amount of financial support is regulated by the Croatian National Agency.

Financial support consists of:

Daily allowance awarded for each day of mobility and including maximum 2 travel days

+



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, and all payments to incoming and outgoing participants will be made in EUR to the selected candidates' personal bank accounts.

Realization of INCOMING STAFF mobilities from partner HEIs to the PAR

Each incoming participant is obliged to take care of their travel arrangements, accommodation, as well as stay at the host faculty within PAR. 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. 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)
- ✓ Regulate personal health insurance (if not prepared in the home country before arrival)

*send or hand-in all above documents to the PAR IC office staff

Financial support, if not agreed otherwise, will be paid to participant's personal bank account in full or in two instalments (70% before the mobility and 30% after the mobility and after approval of the final report within the system Mobility Tool+, or 100% before 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 PAR. 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 Cooperation Office.

Submission of the final report in the Mobility Tool+ is obligatory for all participants. It is also considered as a request to the PAR for payment of the 2nd instalment, if one is due.



Realization **OUTGOING** mobilities from the PAR 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. Participants shall regulate their absence from PAR (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 PAR International 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 PAR International Office. Submission of the final report in the Mobility Tool+ is considered as a request to the PAR for payment of the 2nd instalment.

FINAL REMARKS:

- ✓ PAR 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 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. PAR 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

PAR University of Applied Sciences, and participating partners: University of Johannesburg, Kyungpook National University, Universitesi I Gjakoves Fehmi Agani, Kolegji Universum O.P, Kiev National University Of Technologies And Design, National Aviation University, Odessa State Agrarian University, Visoka škola "CEPS - Centar za poslovne studije" Kiseljak, International Scientific-Educational Center of NAS RA, Tirana Business University College, Kutaisi University, European University LLC, Lehigh University Corporation, 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+ contact points at PAR University of Applied Sciences:

International Office

international@par.hr





PAR

UNIVERSITY OF APPLIED SCIENCES

VELEUČILIŠTE

