MOBILITY ARRANGEMENTS UNDER ERASMUS+ FOR STAFF FROM PARTNER COUNTRIES

WELCOME TO THE UNIVERSITY OF PRIMORSKA!

We are happy that you have decided to visit our youthful and vibrant university residing in the charming Mediterranean towns!

The university is situated just a stone's throw from the sea, with a wide horizon in front of us. The University towns tell a story of millennium old stories of the past and of the present moment. A perfect place to explore new possibilities in research activities and craft young minds.

The Erasmus+ mobility support thus gives you a chance to immerse yourself into the endless academic waters with our staff and to build a mosaic of knowledge of our students.

We hope you will enjoy your stay with us!

ARRANGEMENTS BEFORE MOBILITY

There is a number of things that should be taken care of before the mobility and they involve different actors.

Bilateral Erasmus+ agreements

The University of Primorska and your university will have to sign an **interinstitutional bilateral Erasmus+ agreement** before you arrive to Slovenia. The University of Primorska will coordinate the agreement establishment with the relevant departments at your home university.

Petra Zidar (petra.zidar@upr.si) is a designated contact at the University of Primorska for bilateral Erasmus+ agreements.

Defining a mobility program

All staff should prepare the mobility program and arrange the details with the hosting faculty (either UP FAMNIT or UP TURISTICA).

At UP FAMNIT and UP Turistica, all incoming personnel should discuss visit arrangements with their hosting professors. These include content and timing of the mobility. As you will lecture students within an existing subject, you and your host should also arrange this specific and inform the international office about it.

All the arrangements will be finalized in an **Erasmus+ Mobility Agreement**, signed by the sending institution (your university), hosting university (University of Primorska) and yourself.

International offices of both faculties will arrange the specifics regarding the Mobility Agreement.

Delivering information

Before you arrive to Slovenia, you will need to **deliver the following information** for administrative purposes:
- name and surname (as written in a valid travel document),
- date of birth,
- citizenship,
- permanent residence address,
- e-mail and mobile number,
- main employer,
- scan of valid passport or other travel document,
- photo of your choice for your "Visiting professor profile" on UP FAMNIT webpage.

If you already visited the University of Primorska in the past, we already have this information and you are not required to submit it again.

If you will arrange your travel and accommodation yourself, you should also deliver the following information, which enable the reimbursement of your costs:
- bank name,
- bank address,
- bank account number,
- IBAN,
- SWIFT code or routing number.

Planning and arranging travel and accommodation

Useful information regarding travel and accommodation can also be found on Famnit's webpages (for Koper) and Portorož webpages (for Portorož)

There are two possibilities. Either you can book your own travel and accommodation, or the university does it for you.

Flights

The best solution for the flight is to book your own ticket and inform us about your flight arrangements. In this way you can get the most suitable and convenient arrangement.

If you cannot book the flight yourself, the University of Primorska can do it for you. UP has contracts with three travel agencies. When we get the information about your preferred itinerary, we can arrange and purchase your flights for you. Below are some guidelines about the procedure:

1) Inform us (or your hosting professor) about your preferred itinerary and exact dates of flights. Passengers themselves mostly know much better which routes are the most suitable for them in the given situation and this makes it much easier for us to make an inquiry and to handle the reservation.
2) Inform us about any specifics regarding your (oversized) luggage, especially when travelling with low cost airlines (usually for flights within Europe).
3) If you do not have an exact itinerary, we suggest you inform us about the preferred departure time and place (e.g. departure from Atlanta airport not before 10 a.m. due to long travel distance from your home).

Getting from the airport to Koper

There are several airports, which you can consider when travelling to Koper:
- Venice Marco Polo (Italy), which hosts most international flights (approx. 2h drive from Koper);
- Ljubljana airport (Slovenia): approx. 1h 15 min drive from Koper;
- Ronchi airport Trieste (Italy): approx. 1h drive from Koper;
- Other options: Zagreb (2.5h) or Pula (1h 20 min) in Croatia.

Our provider of airport transfers is »GoOpti« and from our experience it is the most convenient and easy to use. You can make the reservation on-line or ask the university staff to arrange it for

you. Before reserving a transfer, airplane tickets should be bought. There is a maximum of a 2-hour waiting at the airport. You will be informed about the departure by the transfer provider via e-mail and SMS one day prior to departure.

Accommodation

Staff visiting us for a short-term period usually live in a tourist apartment or a hotel. Koper, being on the coastline, has a number of different accommodation options for all visitors.

Most commonly, our guests choose one of the following providers for their stay:
- HOSTEL MUSEUM
- HOTEL KOPER
- HOTEL VODIŠEK
- AQUAPARK ŽUSTERNA HOTEL
- GARNI HOTEL PRISTAN
- HOTEL BIO

Portorož is a touristic town offering all kinds of possible accommodation possibilities. Most commonly, the staff stays at:
- HOTEL MARKO
- HOTELI BERNARDIN: Hotel Vile Park***, Hotel Histrion****

More possibilities can be found using the tourist search engines, such as booking.com, AirBnB or similar.

If the University of Primorska will be arranging your accommodation, we have to stick to the established contracts. You are not bound by them and can book your own accommodation wherever you like.


IMPORTANT!

Financial support under the programme is limited and it might not cover all the costs, which you should be aware of.

Under Slovene law, we can reimburse only the actual costs. If the costs will be lower than the ceilings, we will not be able to transfer the whole amount to you.

You will need to supply original invoices and boarding passes, as the university has to keep them in its books and deliver them to the funding agency.

ARRANGEMENTS DURING MOBILITY
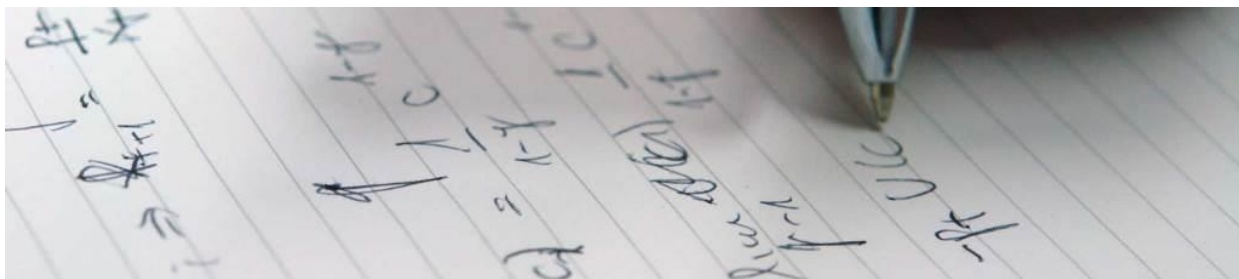
The International offices will prepare all the documents you will have to sign on your first day of arrival. Other than that, you should just take the best of your time, enjoy the area and follow the programme of your visit.

ARRANGEMENTS AFTER MOBILITY

After the mobility, you should **deliver the original travel documents (invoices, boarding passes)** to the University of Primorska, who has to keep them in its books and send them to the funding agency.

Additionally, you will be asked by the European Commission to answer a few questions regarding your mobility. You will receive an e-mail with an invitation to participate in an **on-line survey**. Your participation will be obligatory.

With this, your mobility arrangements will be finished. Just spread the word about your visit. ☺

CONTACT DETAILS:

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