

Based on the agreement no 2017-1-SI01-KA107-035449 with the National Agency »The Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes« (CMEPIUS) and the approved funding

The Higher Education Mobility Consortium (Accreditation number: AKR-HE-2/17)

composed of

Euro-Mediterranean University, Kidričevo nabrežje 2, 6330 Piran

University of Maribor, Slomškov trg 15, 2000 Maribor

University of Primorska, Titov trg 4, 6000 Koper

(further-on: The Consortium)

publishes the

CALL FOR APPLICANTS FOR THE CO-FINANCING OF

**STAFF MOBILITY FOR THE PURPOSE OF TRAINING**

IN THE FRAMEWORK OF THE ERASMUS+ MOBILITY PROGRAMME BETWEEN PROGRAMME AND PARTNER COUNTRIES (KA107) IMPLEMENTED BY HIGHER EDUCATION MOBILITY CONSORTIA (ACCREDITED UNDER NUMBER AKR-HE-2/17 BY CMEPIUS DECISION DATED 25.04.2017) FOR THE ACADEMIC YEAR 2017/2018

**1. PURPOSE AND GOALS OF THE CALL**

Erasmus+ programme is a European programme stimulating mobility between different educational institutions ([http://ec.europa.eu/programmes/erasmus-plus/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/index_en.htm)). The staff exchange programme creates possibilities for sharing knowledge and experiences among partner universities.

Erasmus+ Mobility programme between programme and partner countries (KA107) enables staff of an institution to take part in training at the partner higher education institution abroad (Mobility for Training – STT).

This activity supports the professional development of HEI teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI abroad.

Partner higher education institutions are institutions from partner countries with which the Consortium has signed an ERASMUS+ bilateral or multilateral agreement for academic staff mobility.

The purpose of the call is to allow teaching and non-teaching staff from any of the member institutions of the Consortium to conduct training mobility at Partner Country Institutions.

The goals of this staff mobility are:

- to enable staff to acquire knowledge or certain practical knowledge from experience and best practice from abroad, as well as practical skills relevant to their current work

and professional development;

- to create connections between higher education institutions;
- to motivate staff to become mobile and support them in the preparation of the mobility period.

## 2. ELIGIBILITY CRITERIA

- Compliance with the application deadline (30 October 2017)
- Submission of required documents/information within the deadline specified in the call text
- Be employed at one of the Consortium Member Institutions

## 3. ELIGIBLE COUNTRIES AND INSTITUTIONS PER MOBILITY

- Egypt
  - The American University in Cairo
  - Alexandria University-Faculty of Science
  - Arab Academy for Science and Maritime Transport
  - Cairo University
  - Heliopolis University Association
  - Pharos University
- Israel
  - Galilee International Management Institute
  - The Hebrew University of Jerusalem
  - Tel Aviv University
  - University of Haifa
- Jordan
  - German Jordanian University
  - Philadelphia University
  - University of Jordan
- Lebanon
  - American University of Beirut
  - Beirut Arab University
  - Lebanese International University
  - Université Saint-Joseph
- Morocco
  - Universite Al Akhawayn D'ifrane
  - Universite Euro-Mediterraneenne De Fes
  - Universite Internationale De Rabat
- Tunisia
  - University of Sousse
  - University of Tunis
  - Universite Virtuelle De Tunis

Indicative number<sup>1</sup> of staff mobilities for training at Partner Country institutions offered for

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<sup>1</sup> The total number of mobilities approved for the academic year 2017/2018 depends on the number of eligible

the academic year 2017/2018 per country

- Egypt (4)
- Israel (2)
- Jordan (2)
- Lebanon (4)
- Morocco (2)
- Tunisia (1)

#### **4. MOBILITY PERIOD, DURATION AND OBLIGATIONS**

The mobility shall be carried out by the end of the academic year 2017/2018 (i.e. 30 September 2018) at the latest.

Duration of mobility (excluding travel days): 5 days/person

Travel days per mobility: 2 days/person

Obligations of the sending institution:

- informing the receiving institution from the Partner Country on the selection of participants.
- pre-departure preparation (linguistic support to outgoing participants, preparation on cultural aspects, preparation of necessary documents/agreements, assistance related to obtaining visas, assistance related to obtaining insurance and find accommodation, if relevant)
- monitoring and assistance during mobility
- Assistance after mobility (acceptance of all activities indicated in the mobility agreement, provided these have been satisfactorily completed; giving participants the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers; ensuring that staff are given recognition for their teaching and training activities undertaken during the mobility period)

Obligations of the receiving institution:

- preparation on cultural aspects, preparation of necessary documents/agreements, assistance related to obtaining visas, assistance related to obtaining insurance and find accommodation, if relevant
- Provide guidance to incoming mobile participants in finding accommodation
- Ensure equal academic treatment and services for home staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.

Obligations of the beneficiary (participant):

- Each participant is required to submit a publishable travel report to its sending

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applications received and the availability of funds

institution within 2 weeks after the end of the mobility period

- Each participant has to fill in the participant report survey via the Mobility Tool+ within 30 days after the end of the mobility period. Failure to filling in the survey may lead to the partial or total return of the obtained Erasmus+ grant.
- Each participant is required to provide necessary supporting documents for reimbursement of costs incurred during their mobility period according to the procedures of their home country institution

## 5. ERASMUS+ MOBILITY GRANT

Participants are entitled to receiving financial support in form of a grant which needs to be used to cover subsistence and travel costs which would not have been incurred if participant did not undertake the mobility. For the calculation of the total grant participant is eligible for the following ceilings will be considered:

(a) Subsistence costs (including accommodation, local transfer and per diem in line with Slovene legislation): maximum 160 € / day; max 5 days (160 € / day) and max 2 days for travel (160 € / day) in total 7 days;

(b) Travel costs: contribution to the travel costs from participant's place of origin to the venue of the activity and return:

For travel distances between 500 and 1999 km: 275,00 €

for travel distances between 2000 and 2999 km: 360,00 €;

Travel distances must be calculated using the distance calculator supported by the European Commission ([http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm))

In case of a travel from a place that is not the seat of the sending institution to a place that is not the seat of the host institution, the actual travel needs to be proven by corresponding supporting documents (such as tickets or other invoices clearly stating the place of departure and arrival).

Calculation and payment of the final amount of the participant grant is subject to the submission of all necessary supporting documents by the participant as specified by the individual grant agreement signed with the participant prior to the mobility.

## 6. REIMBURSEMENT PROCESS

There are two possibilities for covering expenses of the visit – the form of payment/reimbursement will be determined by each institution:

- (a) The Consortium provides the participant with travel and individual support in the form of direct provision of the required travel and individual support services ensuring that the provision of services meets the necessary quality and safety standards.
- (b) The participant receives from the institution a financial support for travel and/or subsistence and support in the form of direct provision of the required travel or subsistence services. In such case, the Consortium ensures that the provision of

services will meet the necessary quality and safety standards.

The grant must not be conveyed retrospectively for an activity already finished on the day of application to the call.

A zero-grant mobility for academic staff from EU is allowed, whilst the benefits of the Erasmus+ status may be used.

Applicants with special needs may apply at Center Republike Slovenije za mobilnost in evropske programe izobraževanja in usposabljanja (CMEPIUS) for co-financing of additional costs they might have in time of mobility.

Each mobility is entitled to only one grant from the EU budget. The grant must not be used for profit of the beneficiary.

## 7. APPLICATION PROCEDURE

Before applying, the applicant has to reach an agreement on the mobility programme with the sending and the host institution – »Mobility Agreement«.

The application to the call has to contain following documents:

- Application Form (Annex 1) – filled in, signed and scanned
- Originally filled mobility programme in the »Mobility Agreement«, signed by the applicant and confirmed by the home and host institutions (Annex 2). It has to reflect the purpose and argumentation for mobility (goals, added value), the content of pedagogical work and the expected results. – filled in, signed and scanned
- Motivation letter (no template provided) – filled in, signed and scanned

**You can find the on line application on UP web side ([www.upr.si](http://www.upr.si))  
(zavihek:mednarodno/Mednarodna\_mobilnost/Erasmus+/razpis-erasmus-ka108-konzorcij\_zaposleni)**

The deadline indicated as follows:

**15 June 2018 17:00 CET**

And indicating "Application for the Erasmus+ KA107 Call – 2017/2018" in the subject field.

Incomplete applications will be returned for completion. Such an application will be rejected, if it will not be completed within 15 days from the receipt of the request for completion.

By the presented application and the programme confirmed by signatures of all parties, participants oblige to respect the rules of Erasmus+ Programme and this call.

## 8. SELECTION PROCEDURE AND NOTIFICATION ABOUT DECISION

The Consortium will review the applications received by the deadline specified-above. Only complete applications complying with the above eligibility criteria will be considered.

Aspects to be taken into account when evaluating applications:

- Previous mobility experiences
- Proven B1 level of English and/or the official language spoken at the receiving institution

In addition to the above, preference will be given to staff not having benefitted from mobility yet/coming from a department with fewer mobilities implemented in the past/planned mobility will be earlier than others/planned mobility will be a farther destination than others/clearly added value of the mobility in terms of increasing cooperation with the Southern Mediterranean.

Based on each institution's internal procedures, the selected candidates might have to supply also the following information and documents before the start of their mobility<sup>2</sup> (if their institution does not already have this information):

- o Permanent residence;
- o Copy of passport;
- o Bank details (bank account, routing number, bank branch address), if the costs will be reimbursed to them.

## 9. OTHER PROVISIONS OF THE CALL AND DOCUMENTATION

The documentation on the call and all additional information are located on the homepage of institutions forming the Consortium:

EMUNI: <http://www.emuni.si/>

UM: <http://www.um.si/en>

UP: <http://www.upr.si/en>

All information in connection to the Erasmus+ Programme is available at the following link:  
[http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide_en.pdf)

Contact person of the Coordinator:

Name: Kinga Kónya

Address: Kidričevo nabrežje 2, 6330 Piran, Slovenia

Phone number: +386 59 25 00 59

E-mail: kinga.konya@emuni.si

Contact person at University of Maribor:

Name: Damir Mlakar

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<sup>2</sup> In such case, selected participants will be contacted individually by the Erasmus+ Coordinator at their institution

Address: Slomškov trg 15, 2000 Maribor, Slovenia

Phone number: +386 2 23 55 380

E-mail: damir.mlakar@um.si

Contact person at University of Primorska:

Name: Maja Bratuš Vidmar

Address: Titov trg 4, 6000 Koper, Slovenia

Phone number: +386 5 61 17 634

E-mail: maja.vidmar@upr.si

List of Annexes:

Annex 1 - Application Form

Annex 2 - Mobility Agreement