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Call for Staff Exchange in the frame of the Erasmus+ Programme (KA171) Incoming Staff

1. Background

In the frame of the Erasmus+ programme under the action KA171 the UP has obtained funds for enabling staff exchange with [partner universities](#) from **Albania, Algeria, Bosna and Hercegovina, Botswana, Brazil, Montenegro, India, Israel, Japan, Jordan, South Africa, Kenya, China, Mexico, Namibia, Uzbekistan**. (For up-to-date information on available mobilities, see the [table on the University of Primorska website](#)).

[Erasmus+ programme](#) is a European programme stimulating mobility between different educational institutions. The staff exchange programme creates possibilities for sharing knowledge and experiences among partner universities.

2. Mobility types

- Visiting staff to the University of Primorska can come for staff exchange programme for **teaching**: targeting professors who teach at the host university.
- Staff exchange programme for **training**: targeting primarily administrative staff, who visit the host university with an aim to become acquainted with the functioning of the institution and to share experiences and knowledge. Job shadowing is a common form of staff exchange for training, while additional cooperation is usually discussed during the visit as well.

3. Mobility period, duration and obligations

All mobilities have to be **completed by 31 July 2026**.

Mobility duration of exchange is **5 days**. All visiting staff is entitled to **max two (2) days for travelling or max four (4) days for green travel**.

Staff coming to **teach** at the UP has to **lecture at least 8 hours per week**.

4. Eligibility

Participants in the Staff Exchange Programme for Teaching shall be academic staff members from partner university who work in the area related to the following study fields offered at University of Primorska.

Faculty of Humanities

- 022: Humanities
- 023: Languages
- 0532: Earth Sciences
- 0314: Sociology and cultural studies
- 03: Social sciences journalism and Information

Faculty of Management

- 0410 business and administration

Faculty of Mathematics, Natural Sciences and Information Technologies

- 0540: Mathematics and statistics
- 0610: Information and Communication Technologies (ICTs)
- 0510: Biological and related sciences



- 0810: Agriculture
- 0313: Psychology
- 0730: Architecture and construction
- 0710: Engineering and engineering trades

Faculty of Tourism Studies-Turistica

- 1015: Travel, tourism and leisure

Faculty of Health Sciences

- 0913: Nursing and midwifery
- 0915: Therapy and rehabilitation
- 1014: Sports
- 091: Health – Nutrition

Faculty of Education

- 011: Education
- 21: Art

5. Partner universities

COUNTRY	INSTITUTION
Albania	Marin Barleti University
Algeria	University of Tlemcen
Bosna and Hercegovina	University of Tuzla University of Banja Luka University of Sarajevo University of Dzemal Bijedic in Mostar University of Modern Sciences - CKM Mostar
Botswana	University of Botswana
Brazil	Federal University of Mato Grosso University of São Paulo
China	Beijing Jiaotong University Shanghai University of International Business and Economics
India	Banaras Hindu University The Bhopal School of Social Sciences
Israel	Ben Gurion University of the Negev
Japan	Japan Advanced Institute of Science and Technology Nara Institute of Science and Technology Soka University Tokyo International University
Jordan	University of Jordan
Kenya	Maseno University
Mexico	Autonomous University of Baja California

Montenegro	University of Montenegro
Namibia	The University of Namibia
South Africa	Stellenbosch University
Uzbekistan	Urgench State University

6. Erasmus+ mobility grant

Incurred costs related to mobility will be reimbursed to the visitor. Only incurred costs, which can be proved, will be reimbursed up to the following ceilings:

- **Subsistence costs** will be covered for **max 5 days of mobility and 2 days of travel** (including accommodation, local transfer and per diem in line with Slovene legislation) up to **140€/day**
- Contribution to the **travel costs** will be covered from the participant's institution to the host institution according to the [distance calculator supported by the European Commission](#) **up to the amount found in table 1.** (The reimbursement will cover only actually occurred cost based on proof of purchase in line with the Slovenian legislation.)

Table 1: contribution to the travel costs

DISTANCE	STANDARD TRAVEL (per person)	GREEN TRAVEL (per person)
from 10 to 99 km	23 €	
from 100 to 499 km	180 €	210 €
from 500 to 1999 km	275 €	320 €
from 2000 to 2999 km	360 €	410 €
from 3000 to 3999 km	530 €	610 €
from 4000 to 7999 km	820 €	
over 8000 km	1500 €	

7. Reimbursement process

There are two possibilities for covering expenses of the visit:

- The University of Primorska organises and pays directly for travel and accommodation to providers in Slovenia. The University will guarantee that all the costs are in line with public procurement and Slovene legislation. No additional work will be expected from the visiting staff. They will, however, have to provide boarding passes.
- The University of Primorska reimburses incurred expenses.

In the latter case, the following has to be observed:

- The visiting staff will have to hand in to the university all original invoices and supporting documentation, such as boarding passes.
- The reimbursement can be done only directly to the visiting staff. The grant does not allow reimbursement to the home institution. Therefore, the visiting staff have to buy their own tickets.

8. Other conditions

The Erasmus+ interinstitutional agreement must be signed before the start of the mobility (staff exchange). Both universities (the participant's sending institution and the University of Primorska as participant's hosting institution) have to confirm before the staff exchange the Mobility Agreement for Staff that will be carried out by the participant during the exchange period.

Agreement forms used under Erasmus+ are enclosed to this open call.

9. Application and selection process

The call is open until there are available places

The home institution is responsible for **nominating 2 mobility candidates per mobility** by providing the name of the candidates to the host institution.

The selection of candidates is left entirely to the home institution.

The home institution (its International Relations Office or other competent department /person) has to provide in its nomination e-mail to UP the following details before the deadline:

- Name and surname of the candidate;
- Position of the candidate;
- Contact details.

Proposed mobility agreements - *Mobility Agreement for Staff* have to be included in the nomination e-mail.

The University of Primorska will then review the proposed candidates from all partner universities and prepare the final list of candidates. If more candidates will be nominated, as there are free places, the faculties of the University of Primorska will take the mobility programme into account and take the decision on the final list of candidates based on:

- Self-initiative of the candidate (staff who already established contact with the University of Primorska and obtained an invitation letter, will have advantage);
- Additionality (Teaching staff - providing relevant content for the students of the University of Primorska in line with the study programme and internationalisation strategy, as confirmed by the host institution, will have advantage).

Before the start of their mobility the selected candidates will have to supply also the following information and documents:

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

10. Further information

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