

Unofficial translation of the Call for information purposes. If there is any conflict or inconsistency between the Slovene and English version, the Slovene shall be the governing and prevailing version.

Št.: 1450 - 02/25
Koper, 21.01.2025

University of Primorska invites all staff to submit its interest for international mobilities for training under the programme Erasmus+ by applying to the

OPEN CALL FOR INTERNATIONAL STAFF MOBILITIES FOR TRAINING UNDER THE PROGRAMME ERASMUS+

INTRODUCTION

The programme Erasmus+ enables staff a chance to visit partner university in another country and learn about their processes and ways of working. These knowledge and skills can then be adapted and introduced at the University of Primorska and improve the services provided by the university for its staff, improve the quality of the work outcomes and improve the university functioning in all fields.

A special emphasis of the project and programme will be given to the achievement of objectives set in the university midterm strategy, published [here](#).

TYPES OF MOBILITIES SUPPORTED

UP will support two types of mobilities:

- 1) Priority will be given to mobilities directly contributing to the achievement of university objectives set in midterm strategy and integration into the European University Transform4Europe (T4EU) – **mobilities of strategic importance**;
- 2) General mobilities of university staff – **general mobilities**.

Mobilities of strategic importance include:

- Long-term staff mobilities for training (ie. 3 – 4 weeks);
- Mobilities that contribute to the integration into the T4EU (beside the training part the staff member participates also at the official events and meeting of the T4EU)
- Mobilities that combine training with international events, where the presence of the university is especially important for international engagement and cooperation of the university as a whole or of its university member (e.g., EAIE, ERACON, EUA events, ACA events, events of the university member networks, etc.);
- Mobilities combining staff training with international university recruiting activities;

- Focused staff weeks on topics related to subject area being developed or revised at the University of Primorska that are aligned with the 2025 - 2030 midterm strategy.

General mobilities are all other mobilities targeting improvement of skills, competencies and knowledge of staff in their respective work fields or in general.

All mobilities should contribute to strengthening the employee's knowledge and skills, in accordance with the goals of the Erasmus+ program and the purpose of the allocated funding.

COUNTRIES OF MOBILITIES

Mobilities can be implemented at institutions in EU member states, Liechtenstein, Turkey, Norway, Iceland, North Macedonia and Serbia.

Destination of physical mobility has to be different from the country of work (Slovenia) and country of residence.

MOBILITY INSTITUTIONS

Mobilities can be implemented at an institution with which a university has an agreement. The list of agreements can be found on the map of agreements under on the Erasmus+ page of the university [here](#).

Participants can also take part in training at any public or private organization active in the labor market or in the field of education, training, youth, research and innovation.

WHO CAN APPLY

Employees of the university with employment contract in line with the Employment Relationship Act can apply.

Staff participating in mobilities have to demonstrate sufficient knowledge of English language or language of the host country to participate fully at the proposed activities.

MOBILITY DURATION

Minimum duration of physical mobilities is 2 days. Maximum duration is 2 months, of which the university will financially support a maximum 1 month. The days of mobility must be consecutive for a minimum duration. In addition, all mobility participants can use 2 more days for the travel (or in the case of a green¹ travel, up to 4 days).

¹ A green travel is defined as a travel that uses low-emission means of transport, such as bus, train or car sharing, for the majority of the travel trajectory.

MOBILITY TIMING

Mobilities can be implemented when the funding is available. After an application to the open call, the selection committee will allocate funding from a specific project and notify the participant about additional limitations.

Generally, the University of Primorska applies and receives funding under Erasmus+ programme each year. The projects enable mobility within the eligible duration of the project (more information in the section AVAILABLE FUNDING).

The selection committee will take into account the agreements participant made with the host institution and allocate appropriate funding, if available.

HOW TO APPLY

Candidates coordinate their mobilities with the host institutions according to the procedures of that institution. If needed, they can contact the International Offices UP for necessary administrative support.

Specifically, for approval of mobility participation and for obtaining funding, candidates apply on-line by filling in the UP application form at the university webpage available [here](#).

Candidates attach a mobility programme draft and estimated costs to the application form (Appendix 1).

Candidates can also submit other information to the committee, they believe are important, e.g. special requests or additional information important for consideration.

For the purpose of further procedures, candidates should submit the Annex 1 in Excel format.

APPLICATION DEADLINE

There is a rolling deadline without a final application deadline. Candidates can apply for funding as soon as they arrange their mobility with the host institution and the selection committee will assess received applications regularly (generally weekly). To allow enough time to process applications and travel orders, we advise all to apply at least 3 weeks prior to their planned departure.

Once the funding is used, the open call will be closed and the information announced on the university webpages.

AVAILABLE FUNDING

Total obtained budget for staff mobilities for training at the University of Primorska is:

Project year	Project year duration	Total funding for staff mobility for training
2023	01.06.2023 - 31.07.2025	17.385 EUR
2024	01.06.2024 - 31.07.2026	14.742 EUR

Each interested candidate can obtain information on available (uncommitted) funding at the Project office or Sector for internationalisation (international@upr.si).

CO-FINANCING OF MOBILITIES

In line with Slovene legislation, the university can only reimburse direct costs documented on the travel order. Therefore, the mobility income for the university does not equal to the allocated funding for mobilities.

Candidates are asked to complement different funding schemes and thus enable the largest number of quality mobilities as possible.

The selection committee can approve the proposed budget by the participant or limit it in line with available funding, Erasmus+ rules of funding, previous costs of similar trips and overview of existing costs at the destination. A mid-range travel will be considered.

For all mobilities, the budget will cover at least travel costs from home to host country and mid-range accommodation (including rent for apartment for longer mobility) at the destination. An additional amount of support can be allocated for expensive travel expenses (from the place of origin to the venue of the activity and return), if these costs are well justified. Inclusion support may be allocated to persons with fewer opportunities².

SELECTION PROCESS

A permanent committee seats at the university and regularly (generally weekly) evaluates received proposals:

- Prof. Michaël Mrissa, PhD, Vice Rector for Internationalisation,
- Andreja Pobega Bizjak, Sector for internationalisation,
- Aleš Oven, Senior Advisor to the Rector.

All applications are evaluated at the first meeting after they are received.

The committee evaluates the relevance of the agreed programme, taking into account:

- Benefits for the individual;
- Benefits for the university (including university member).

All candidates must demonstrate that their programme guarantees the development of their general or specific skills, competences and knowledge, which will be used in their work at the university.

Candidates for mobilities of strategic importance also have to prove that they will adequately transfer their knowledge and ideas into the functioning of their departments, university members or university as a whole or prove the interest of a university for their participation at the specified event (for example staff week directly targets a specific action of the midterm strategy, knowledge targets development of a new office or services, which has already been defined in development documents, etc.).

² A person with fewer opportunities is a potential participant whose personal circumstances or circumstances related to a physical, mental or health condition are such that his/her participation in the mobility project would not be possible without additional financial or other support.

Generally one person per mobility destination is foreseen. Candidates who want to travel in groups of 2 or more have to write a specific request and describe how having multiple employees attending the same mobility brings added value to UP.

In the case of several participants participating at the same program, a diverse composition (different jobs, different international experiences) is taken into account, as this ensures the best involvement and the greatest benefits for the mobility participants and the institution.

The committee will carefully read the programme and decide whether it meets the desired standards or not. Mobilities meeting the minimum standards will be supported, if the funding is still available. A committee can also advise alternative funding for a specific activity.

Before its final decision, a committee can ask for additional information / changes to the programme or meets with the candidate to clarify certain aspects of the mobility.

The funding is primarily intended for employees in administrative services. Employed higher education teachers and researchers can obtain funding for training only in exceptional, very precisely described cases.

ADDITIONAL INFORMATION

Candidates can obtain additional information from staff focusing on university internationalisation:

Faculty of Humanities

Valentina Bertok

T: 05/663 77 60

E: international@fhs.upr.si

<http://www.fhs.upr.si/>

Faculty of Management

Marisol Pribac

T: 05/610 20 27

E: international@fm-kp.si

<http://www.fm-kp.si/>

Faculty of Mathematics, Natural Sciences and Information Technologies

Tanja Labus

T: 05/611 76 75

E: international@famnit.upr.si

<http://www.famnit.upr.si/sl/>

Faculty of Tourism Studies – Turistica

Marko Samarin

T: 05/617 70 07

E: international@fts.upr.si

<http://www.turistica.si>

Faculty of Health Sciences

Andreja Brecelj, Karmen Zazijal

T: 05/662 64 77

E: international@fvz.upr.si

<http://www.fvz.upr.si/>

Faculty of Education

Mag. Maja Bratuš Vidmar

T: 05/663 12 67

E: international@pef.upr.si

<http://www.pef.upr.si/>

Project office of the University of Primorska

Petra Zidar

T: 05/ 611 76 35

E: international@upr.si

<http://www.upr.si>

Sector for internationalisation of the University of Primorska

Nina Fabe, Andreja Pobega Bizjak

T: 05/ 611 75 10 ; 051 671 959

E: international@upr.si

<http://www.upr.si>

Prof. Klavdija Kutnar, PhD
Rector of the University of Primorska