

**ERASMUS+ PROGRAMME – International Credit Mobility KEY ACTION 1 -**  
Learning mobility of Individuals between programme and partner country

**ZAGREB UNIVERSITY OF APPLIED SCIENCES**  
**ANNOUNCES**

**Call for applications for individual mobility of  
teaching staff for the purpose of teaching and (teaching) staff for the purpose of training  
within the  
Erasmus+ project No.  
2018-1-HR01-KA107-047226  
(cooperation with Serbia, University of Novi Sad)**

Within the **ERASMUS+ Project 2018-1-HR01-KA107-047226** referring to cooperation with higher education institutions in the partner country Serbia, Zagreb University of Applied Sciences, HR ZAGREB 05, with the official seat in Zagreb, Croatia, Vrbik 8, (further in the text: Zagreb University of Applied Sciences, TVZ), announces the call for applications for awarding financial supports to two individual outgoing teaching and one individual outgoing training staff mobility. All incoming and outgoing activities supported within this call and call at partner institution are coordinated and administered by the Zagreb University of Applied Sciences.

Mobility activities refer to:

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

**Training activity** supports both teaching and non-teaching staff to participate in workshop/training/job shadowing at a selected partner HEI.

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 staff members of the Zagreb University of Applied Sciences and to teaching staff members of the partner university, University of Novi Sad, Serbia.

Individual teaching/training staff mobilities are to be realized according to the Mobility Flow Plan specified in the Appendix 1. Within this call, applicants can submit one application for one mobility activity.

Teaching/training 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:  
10 May 2019 – 31 July 2020**

Within this project call, staff can spend a teaching/training period abroad in duration of minimum 5 days (excluding travel), or maximum 14 days (with travel days included) with financial support. In this period, for teaching mobility 8 teaching hours per week are required (proportionally decreased for smaller number of days). 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, p. 5.

Signed Erasmus+ interinstitutional agreement between programme and partner countries is a precondition for individual staff mobility realization between TVZ and each partner HEI. In this interinstitutional agreement, the sending and receiving institutions agree on the options for staff mobility. By signing the inter-institutional agreement, Partner-Country HEI agrees to comply with all principles and rules of the Erasmus+ programme. The Erasmus+ interinstitutional agreement has to be signed before the beginning of each mobility period. **Within the application process, all applicants (staff) need to prepare a Mobility agreement for teaching/training activity.**

Relevant agreements need to be approved / signed by the receiving HEI before the application to this call. Proposed mobility agreement needs to be in line with specific mobility flow and corresponding subject area (as stated in the Mobility Flow Plan). Proposed mobility agreements will be evaluated by the Zagreb University of Applied Sciences Erasmus+ mobility programme Committee. If approved for funding, changes in mobility agreements will be approved only exceptionally. If changes to the approved Mobility agreements will occur with respect to realization of activities and objectives, each participant needs to report those changes to the Zagreb University of Applied Sciences Erasmus+ mobility programme Committee for approval. Extension of mobility will be possible only if additional financial means will be provided, or in the zero-grant status, if additional financial means will not be available.

**APPLICATION PROCEDURE:**

**APPLICATION DOCUMENTS FOR STAFF MOBILITY**

- 1. Application form for staff mobility**
- 2. Staff Mobility Agreement for teaching/training**
- 3. Acceptance Letter of the Inviting HEI**
- 4. Curriculum Vitae (Europass form)**
- 5. Confirmation of the employer (home HEI) about the applicant's employment status**
- 6. Proof of citizenship (copy of passport, 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 Zagreb University of Applied Sciences publishes their personal data on the web page within the selection procedures and further uses their personal data within the administration procedures and reporting.

Curriculum Vitae shall be prepared in the Europass form according to instructions and templates available at <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

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 (all 5 above stated documents) shall be scanned / converted into one .pdf document and sent electronically to the address: [erasmus@tvz.hr](mailto:erasmus@tvz.hr)**

**APPLICATION DEADLINE** is May 3<sup>th</sup> 2019. Applicants have to submit their complete applications to the e-mail: [erasmus@tvz.hr](mailto:erasmus@tvz.hr)

Applications will be assessed individually by the Zagreb University of Applied Sciences Erasmus+ Mobility Program Committee, and decision about each application will be communicated in writing to each applicant.

Incomplete applications will not be accepted for assessment.

All applications will be checked for formal eligibility criteria. All formally eligible applications will be assessed by the Zagreb University of Applied Sciences Erasmus+ Mobility Program Committee. The Committee for Erasmus+ Mobility Program applies all rules determined by the European Commission for the Erasmus+ program and by the Croatian National Agency. The main assessment criteria for applications for staff mobility are the following:

- Quality (academic excellence) of proposed Mobility Agreement for Teaching/Training
- Mobility outcomes at personal and institutional level
- Sustainability of cooperation
- Dissemination of mobility results
- 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 publish the assessment results on the Zagreb University of Applied Sciences web page [www.tvz.hr](http://www.tvz.hr) and will inform all applicants about the assessment 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 (in Appendix). Financial support will be awarded to the best-rated applications. All other positively assessed applications will be approved for realization without financial support (so called zero-grant status). In the status of zero – grant staff all applicants will have to follow / comply with all the rules / regulations set by the Erasmus+ program, Croatian National Agency and Zagreb University of Applied Sciences as coordinating HEI. All applicants can request an insight into the assessment procedure within 8 working days after public announcement of the results.

All applicants have a right to file a complaint against the assessment results within 8 working days after public announcement of the results. Complaints shall be submitted to the Committee for Erasmus+ mobility program (address: Zagreb University of Applied Sciences, Vrbik 8, HR-10000 Zagreb). Complaints have to be prepared in writing in form of a letter, and submitted as .pdf document to the e-mail [erasmus@tvz.hr](mailto:erasmus@tvz.hr) . Applicants filing a complaint will receive a reply by the Committee for Erasmus+ mobility program within 14 working days after complaint receipt.

## REALIZATION OF INCOMING AND OUTGOING MOBILITY

### REALIZATION OF INCOMING AND OUTGOING MOBILITY OF STAFF

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 the Zagreb University of Applied Sciences as coordinating HEI. By signing of the contract each individual participant agrees to obey Croatian laws and regulations, all valid legal acts of the Zagreb University of Applied Sciences, as well as all regulations determined by the Erasmus+ programme.

The International Relations Office of the Zagreb University of Applied Sciences is in charge for the administration of all incoming and outgoing mobilities. Contact details:

International relations office  
Zagreb University of Applied Sciences  
Vrbik 8, HR-10000 Zagreb,  
Croatia  
Phone: +385 5603 9365  
e-mail: erasmus@tvz.hr

All applicants that will be participating in realization of 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.

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: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

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, however, all payments to incoming and outgoing participants will be made in Croatian currency (HRK) by applying the exchange rate: 1.00 EUR = 7.4405 HRK. The exchange rate is fixed and obligatory.

Realization of OUTGOING STAFF mobilities from the Zagreb University of Applied Sciences to partner HEIs:

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. General information about mobility preparation will be provided to each participant by the TVZ IR Office staff. Participants shall regulate their absence from the TVZ home faculty (employer) within the official travel order.

At least few days before the mobility start, participants need to sign the agreement for award of the financial support. The data that will be requested by the IR Office staff 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 (80% before the mobility and 20% after the mobility and after approval of the final report within the system Mobility Tool+). Cash payments are not allowed.

After the 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 TVZ International Relations Office. Submission of the final report in the Mobility Tool+ is considered as a request to TVZ for payment of the 2nd instalment.

#### FINAL REMARKS:

Zagreb University of Applied Sciences 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 and students.

Financial supports are to be used by individual participants (staff) only for realization of mobility activity at the receiving HEI.

Individual participants are required to organize their travel 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. TVZ or any other partner University 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 Zagreb University of Applied Sciences, participating partner Universities, 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.

Appendix: Mobility Flow Plan within the Erasmus+ project No. 2018-1-HR01-KA107-047226;  
No. 1458864  
(cooperation with Serbia, University of Novi Sad)

Outgoing:

2 mobility for teaching (duration 12 days + 2 travel days) from Zagreb to Novi Sad

1 mobility for training (duration 12 days + 2 travel days) from Zagreb to Novi Sad

Incoming:

1 mobility for teaching (duration 12 days + 2 travel days) from Novi Sad to Zagreb

1 mobility for training (duration 12 days + 2 travel days) from Novi Sad to Zagreb