



Erasmus+



Class: 605-01/17-01/100

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Pula, November 7, 2018

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

Call for applications for individual mobility of students for the purpose of
studying within the Erasmus+ project No. **2017-1-HR01-KA107-035013**

Within the **ERASMUS+ Project 2017-1-HR01-KA107-035013** referring to cooperation with higher education institutions in the partner countries, Juraj Dobrila **University of Pula** (further in the text: UNIPU) announces the "**Call for applications**" for awarding financial support to **individual incoming and outgoing students**, with objective of spending part of their study period outside home higher education institution (further in the text: HEI), in a partner country. All incoming and outgoing activities supported within this call are coordinated and administered by the Juraj Dobrila University of Pula.

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 students of the Juraj Dobrila University of Pula and to students of the **selected partner universities**, as follows:

1. **Armenian State University of Economics, Armenia (2 places)**
2. **College of Management Academic Studies (COMAS), Israel (2 places)**
3. **Saint Mary's University, Canada (2 places)**

Within this call, applicants can submit one application for one mobility activity.

Eligible period for realization of mobility approved within this call is:

January 2019th – 30.06.2019th

Within this project call, student can spend a study period abroad in duration of approximately **one semester**. Longer period can be approved by Erasmus Project Committee, depending on the quality of the applicant and number of overall applications. Longer stays are possible also on applicant own expense. The grant for students cover monthly living costs without travel cost. Once started, the mobility activity cannot be interrupted.

The referential amounts awarded as a mobility grant to each selected participant are consisting of **monthly rates**.

Signed Erasmus+ inter-institutional agreement between programme and partner countries is a precondition for individual staff mobility realization between UNIPU and each partner HEI. In this inter-institutional agreement, the sending and receiving institutions agree on the options for student mobility. By signing the inter-institutional agreement, Partner Country HEI agrees to comply with all principles and rules of the Erasmus+ programme. The Erasmus+ inter-institutional agreement has to be in force before the beginning of each mobility period.

Students with disabilities or special needs selected for Erasmus+ mobility within this call are entitled to apply for additional financial support. Students with disabilities or special needs is a category of students, whose physical, mental or health conditions presuppose participation in mobility activity with increased costs of living or travelling. Additional financial support is awarded by the Agency for Mobility and EU Programmes Zagreb, Croatia, on a basis of separate application form, which will be communicated to selected students with disabilities or special needs after the completion of the selection process.

APPLICATION PROCEDURE

All application documents shall be typed (not hand-written), in **English language**. By submitting the application to this call, all applicants agree that the UNIPU publishes their personal data on the web page within the selection procedures and further uses their personal data within the administrative procedures and reporting.

Application documents are:

- 1. Application form plus motivation letter**
- 2. Curriculum Vitae (Europass form is advisable)**
- 3. Transcript of records from home institution**
- 4. Proof of citizenship (passport, ID card or similar document)**
- 5. Confirmation of the home HEI about the student's status**
- 6. Cajolement (General Data Protection Regulation - GDPR)**

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 6 documents) should be scanned/converted into one .pdf document and sent electronically to the address: international.office@unipu.hr until the deadline for application:

APPLICATION DEADLINE:

31.12.2018.

In case of leftover places, the deadline extends up to the fulfilment of available places

Incomplete applications will not be eligible for evaluation process.

Contact for further information:

UNIPU Office for partnership and projects

e-mail: ivona.peternel@unipu.hr

Phone: +385 52 377557

SELECTION PROCEDURE

All applications will be checked for formal eligibility criteria. All formally eligible applications will be evaluated by the UNIPU Committee for Erasmus+ mobility programme. The Committee for Erasmus+ mobility programme applies all rules determined by the European Commission for the Erasmus+ programme and by the Croatian National Agency.

The Committee for Erasmus+ mobility programme will publish the selection results at the web page of the UNIPU: www.unipu.hr, and will inform all applicants about the selection results 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. Financial support will be awarded to the best-rated applications.

All applicants can request an insight into the evaluation procedure and selection criteria within 8 working days after public announcement of the selection results.

All applicants have a right to file a complaint against the selection results within 8 working days after public announcement of the selection results. Complaints shall be submitted to the Committee for Erasmus+ mobility programme. Complaints have to be prepared in writing in form of a letter and submitted as .pdf document to the e-mail Ivona.peternel@unipu.hr. Applicants filing a complaint will receive a reply by the Committee for Erasmus+ mobility programme within 14 working days after complaint receipt.

REALIZATION OF INCOMING AND OUTGOING MOBILITY

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 UNIPU as coordinating HEI. By signing of the contract each individual participant agrees to follow Croatian laws and regulations, all valid legal acts of the UNIPU, as well as all regulations determined by the Erasmus+ programme. Office for partnership and projects of the UNIPU is in charge for the administration of all incoming and outgoing mobilities.

Detail procedure of course selection and administrative procedures will be regulated and supported by each HEI institution.

Contact details:

Office for Partnership and Projects

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FINANCIAL SUPPORT

Financial support consists of:

- Monthly scholarship rates
- plus 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. 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 (**one-off payment valid for both directions – to receiving HEI and back to sending HEI**). 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 = 7.4125 HRK. The exchange rate is fixed and obligatory.

The referential amounts awarded as a mobility grant to each selected participant are overviewed below.

MONTHLY SCHOLARSHIP RATES

Students	From	To	Monthly amount
Incoming	Armenia/Israel/Canada	Croatia	800,00 euro
Outgoing	Croatia	Armenia/Israel/Canada	650,00 euro

TRAVEL EXPENSES

EC DISTANCE CALCULATOR WEB PAGE:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Travel distance	Amount in EUR
100 – 499 km	180,00 EUR per participant
500 - 1999 km	275,00 EUR per participant
2000 – 2999 km	360,00 EUR per participant
3000 – 3999 km	530,00 EUR per participant
4000 – 7999 km	820,00 EUR per participant
8000 km and longer	1.100,00 EUR per participant

FINAL REMARKS:

* UNIPU 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+ inter-institutional agreement if intending to support realization of mobilities of their students.

* Financial supports are to be used by individual participants only for realization of mobility activity at the receiving institution.

* Individual participants are required to organize their travel and accommodation 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. UNIPU or any other partner institutions 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

The Juraj Dobrila University of Pula, participating partner institutions, 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.

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