

**ERASMUS+ PROGRAMME – International Credit Mobility KEY ACTION 1 - Learning mobility  
of Individuals between programme and partner country  
Sveučilište VERN (VERN Univeristy) – HR ZAGREB10**

**ANNOUNCES**

**Call for applications for individual mobility of  
teaching staff for the purpose of teaching  
within the Erasmus+ project No.**

**2022-1-HR01-KA171-HED-000076399**

**(cooperation with Wakayama University, Japan)**

Within the ERASMUS+ Project **2022-1-HR01-KA171-HED-000076399** referring to cooperation with higher education institutions in the partner country Japan, Sveučilište VERN, HR ZAGREB10, with the official seat in Zagreb, Croatia, Palm Palmotičeva ulica 82/1, (further in the text: VERN), announces the call for applications for awarding financial supports to individual outgoing and incoming training staff mobilities, with the objective of training at a selected partner higher education institution (further in the text: HEI) in a partner country. All incoming and outgoing activities supported within this call and call at partner institution are coordinated and administered by the Sveučilište VERN.

Mobility activities refer to:

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

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 staff members/professors of the partner university, Wakyam University, Japan.

Staff members/professors have to be employed by the sending HEI throughout the whole process of application and realization of mobility. Once started, the mobility activity cannot be interrupted.

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

**September 27th 2022 – 1 July 2024**

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.

Signed Erasmus+ interinstitutional agreement between programme and partner countries is a precondition for individual staff mobility realization between VERN and 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 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. Proposed mobility agreements will be evaluated by the VERN 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 VERN 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
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 VERN 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@vern.hr](mailto:erasmus@vern.hr) or [dubravko.kraus@vern.hr](mailto:dubravko.kraus@vern.hr)

**APPLICATION DEADLINE: The call is open until the funds are used up.** Applicants have to submit their complete applications to the e-mail: [erasmus@vern.hr](mailto:erasmus@vern.hr) or [dubravko.kraus@vern.hr](mailto:dubravko.kraus@vern.hr)

Applications will be assessed individually by the VERN Erasmus+ Mobility Program Committee. 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 VERN 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 VERN web page and will inform all applicants about the assessment. Applicants, whose mobility proposals will be declined for realization, shall be informed in writing about the reasons of rejection.

Number of applicants / participants that will be awarded financial support within this call for realization of mobility is determined by the Croatian National Agency,. 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 VERN 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: Sveučilište VERN, Palmotićeva 82/1, 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@vern.hr](mailto:erasmus@vern.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 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 VERN as coordinating HEI. By signing of the contract each individual participant agrees to obey Croatian laws and regulations, all valid legal acts of the VERN, as well as all regulations determined by the Erasmus+ programme.

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

International office, VERN

Palmotićeva 82/1, HR-10000 Zagreb, Croatia

Phone: +385 1 4881 837 e-mail: [erasmus@vern.hr](mailto:erasmus@vern.hr)

All applicants that will be participating in realization of incoming and 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 and all the payments will be awarded in EUR.

Realization of INCOMING STAFF mobilities from partner HEIs to VERN.

Each incoming participant is obliged to take care of their travel arrangements, accommodation, as well as stay at the host faculty within the VERN.

Before arrival, participants shall obtain visa for entering Croatia (if required). Overview of visa requirements: <http://www.mvep.hr/en/consular-information/visas/visarequirements-overview/>

Participants shall also regulate personal travel and health insurance policy that will be valid in Croatia during their stay.

General information about preparation of stay in Croatia will be provided to each participant by the VERN Office staff. Participants are also advised to regulate their absence from the work place within the official travel order issued by the employer.

After arrival, within 2 working days, each incoming participant shall:

- Report the arrival to the nearest Police Department (if having private accommodation)
- Obtain the Personal Identification Number in Croatia (so called OIB)
- Activate personal (non-residential) bank account in any bank in Croatia
- Regulate personal health insurance (if not prepared in the home country before arrival) Send or hand-in all above documents to the VERN office staff

Financial support awarded to each selected participant, as well as all rules and obligations with respect to agreed mobility will be determined in an agreement that the participant will sign with VERN after arrival to host faculty, if possible, within 2 working days.

Financial support, if not agreed otherwise, will be paid to participant's personal (non-residential) bank account (active in any Croatian bank) in full or in two instalments (80% during the mobility and 20% after the mobility and after approval of the final report within the system Mobility Tool+, or 100% during the mobility). Model of payment will be determined in the agreement. Cash payments are not allowed. After the mobility end, participants will be issued certificate of attendance by VERN. Participants are obliged to submit the online final report in the Mobility Tool+ system and to submit travel documents (tickets, boarding passes, copy of visa, etc.) to the International Relations Office. Submission of the final report in the Mobility Tool+ is obligatory for all participants.

**FINAL REMARKS:** VERN 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. VERN 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: VERN, 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.

Zagreb, 10.10.2022.