



University of Zadar  
Universitas Studiorum  
Jadertina | 1396 | 2002 |

**Erasmus+**  
Enriching lives, opening minds.

## UNIVERSITY OF ZADAR

**CALL FOR APPLICATIONS FOR AWARDING  
FINANCIAL SUPPORT TO STAFF MOBILITY  
WITHIN THE ERASMUS+ PROJECT  
2023-1-HR01-KA131-HED-000113708  
International Credit Mobility KEY ACTION 1  
Mobility of teaching and non-teaching staff from Ukraine  
published on the 31<sup>st</sup> of January 2025**

### GENERAL PROVISIONS

Within the ERASMUS+ project 2023-1-HR01-KA131-HED-000113708, referring to cooperation with higher education institutions in the partner countries, the University of Zadar, holding [Erasmus Charter for Higher Education](#) (2021-2027), announces Call for applications for awarding financial supports to **individual incoming teaching and non-teaching staff mobility**. All incoming and outgoing activities supported within this call are coordinated and administered by University of Zadar, Croatia.

**Mobility activities refer to Teaching activity (STA)** supporting teaching staff to teach at a selected partner HEI in a specific academic discipline.

**Mobility activities refer to Training activity (STT)** supporting professional development of HEI teaching and non-teaching staff in the form of scientific work or training events abroad (excluding conferences).

Financial supports are awarded to teaching staff members of the partner universities for the mobility period **realised at the University of Zadar on a first-come, first-served basis**.

Teaching and non-teaching staff members have to be employed by the sending HEI throughout the whole process of application and realisation of mobility. Within this Call, applicants can submit **one application for one mobility activity**.

Longer stays are possible only without financial support. The grant for staff will provide funding for maximum two additional days of travel (one before and one after the mobility). **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 of **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. 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.

### **WHO CAN APPLY**

Teaching and non-teaching staff can participate in the Erasmus+ in the form of following activities:

1. Teaching periods which allow academic staff to teach at a partner higher education institution abroad (from 2– 5 days – to 2 months, minimum 8 hours of teaching per week).
2. Training periods which supports the professional development of HEI teaching and non-teaching staff as well as the development of involved institutions (from 2 days – 5 for partner countries – to 2 months).

### **INDIVIDUAL SUPPORT, TRAVEL AND GREEN TRAVEL TOP-UP**

Overview of referential amounts and travel costs is available in the document [Table Travel and Individual Support](#).

Participants using green travel to reach the University of Zadar (e.g. train, bus, car-pooling, and bike) can receive a top-up to their travel grant, if this type of travel is used in both directions. Participants shall sign a Statement on green travel (and present proof on green travel upon arrival) and it shall be included in the grant agreement.

### **INCLUSION SUPPORT**

Staff members with disabilities selected for Erasmus+ mobility period at this Call for applications are eligible to apply for additional financial support. Additional financial support is awarded by the Agency for Mobility and EU Programmes in Zagreb, based on data indicated in a separate application form. The selected staff with disabilities or special needs will be informed about this procedure after the completion of the selection process.

### **ERASMUS+ INTERINSTITUTIONAL AGREEMENT**

The University of Zadar and partner higher education institutions need to sign Erasmus+ interinstitutional agreement as a precondition for individual teaching mobility (STA). By signing the inter-institutional agreement, partner higher education institutions agree to comply with all the principles and rules of the Erasmus+ programme. The Erasmus+ inter-institutional agreement has to be in force before the beginning of each mobility period.

Interinstitutional Erasmus+ agreement is not precondition for training mobility (STT).

### **DURATION OF THE CALL AND ELIGIBLE PERIOD**

This Call is open from 31<sup>st</sup> of January 2025 until 31<sup>st</sup> of May 2025. Eligible period for realisation of mobility approved within this call is from the end of the selection procedure till 31<sup>st</sup> July 2025 (last possible day of the mobility period).

### **INSURANCE**

It is the obligation of the candidates to regulate the travel and health insurance policy valid for the period spent abroad. The cost of the insurance will be covered by the applicant and the University of Zadar, or any other partner university involved in this project cannot cover any aspect of medical emergencies, damages or any other conditions imposed on individual participant during the mobility period.

The candidate must deliver the proof of payment of the travel insurance at least one week before the planned arrival to the University of Zadar. Otherwise, the planned mobility will be cancelled.

### **DISCLAIMER**

The University of Zadar, 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 realisation of activities financed by the EU funds.

### **VISA REQUIREMENTS**

It is the obligation of the candidates to obtain visa for entering Croatia (if required). Visa requirements can be found at [here](#). Costs for visas will be covered by the candidates.

### **APPLICATION FOR THE FUNDING UNDER ERASMUS+ PROGRAMME**

#### **Documents for the application\*:**

- [Application Form for Staff Mobility](#),
- [Staff Mobility Agreement for Teaching / Staff Mobility Agreement for Training](#),
- [Invitation letter](#) from the host department/office of the University of Zadar,
- CV ([Europass form](#)), Knowledge of foreign languages reported in the CV and in the application form will be based on the self-assessment with reference to the Common European [Framework of Reference for Languages](#).
- Proof of citizenship (copy of passport).

\*All the documents must be in English.

Incomplete applications or applications received after the deadline set by this Call for applications will not be accepted for assessment.

By submitting this application the candidates give their consent to the University of Zadar, acting as a coordinating institution, to publicly disclose their personal information and their mobility activity data before, during and after the mobility period.

## SELECTION CRITERIA:

Formal requirements:

- Meet the deadline
- The application form duly completed, signed and endorsed
- All the required documents enclosed

If an application does not meet the formal criteria it will be marked as **non-eligible**. In the case an application will be rejected from the selection process at 1. Step, the candidate will be notified via e-mail and will have the opportunity to appeal within 8 days against the rejection reason by providing well justified reasons.

### **APPLICATION DEADLINE IS 31<sup>st</sup> May 2025**

The application should be sent as scanned copy by e-mail to: [erasmus\\_ka171@unizd.hr](mailto:erasmus_ka171@unizd.hr)

Contact person for the additional information:

Rafaela Segarić  
Tel.: 00385 23 200-787  
E-mail: [erasmus\\_ka171@unizd.hr](mailto:erasmus_ka171@unizd.hr)

Documents enclosed to this Call for applications:

1. [Incoming Staff Application Form](#),
2. [Invitation letter](#),
3. [Staff Mobility Agreement for Teaching](#),
4. [Staff Mobility Agreement for Training](#),
5. Link to [Europass CV format](#),
6. [Table – Travel and Individual Support](#),
7. [Erasmus+ Programme Guide](#),
8. [Short instructions for applicants](#)

### **AFTER THE ANNOUNCEMENT OF RESULTS:**

All the applicants will be notified of the results of the Call for applications, and they will be given access to the list of candidates who have been selected, on the waiting list and / or rejected. The lists of selected and rejected candidates, as well as waiting lists will be published on the website of the University of Zadar and on the website of the candidate's home university. Selected and rejected candidates will be informed by the University of Zadar of the results in writing. All applicants can request an insight into the selection procedure within 8 working days after public announcement of the results.

By submitting the application to this call, all the applicants give their consent to the University of Zadar and to their home universities to publish their personal data on the web page during the selection procedure as well as to use them in the administration procedures and reporting.

The selected candidates are required to comply with the prescribed procedures before

and after their mobility period at the institutions abroad and to submit all the requested documents to both universities (home and host universities). The selected candidates will be informed about all the procedures and required documents in direct communication with the University of Zadar.

#### **FILING A COMPLAINT:**

All the applicants have a right to file a complaint against the selection results within 8 working days after public announcement of the results. Complaints shall be submitted to the University of Zadar, Ulica Mihovila Pavlinovića 1, 23000 Zadar, Croatia. Complaints have to be prepared in writing in form of a letter and submitted as .pdf document to the e-mail [iro\\_unizd@unizd.hr](mailto:iro_unizd@unizd.hr). Applicants filing a complaint will receive a reply within 14 working days after complaint receipt.

#### **REALISATION OF THE INCOMING STAFF MOBILITY FROM PARTNER HEIs TO THE UNIVERSITY OF ZADAR:**

It is the obligation of each incoming participant to take care of their **visa and travel arrangements, travel and health insurance and accommodation** during the mobility period at the University of Zadar.

**After the arrival**, and within 2 working days, each incoming participant will:

- 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 International Relations Office of the UNIZD

Financial support awarded to each selected participant, as well as all the rules and obligations with respect to the agreed mobility will be determined in a contract that the participant will sign with the University of Zadar after arrival and, 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 (100% of the support at the beginning of mobility) or in two instalments (70% during the mobility and 30% after the mobility and after approval of the final report within the system Beneficiary Module). Model of payment will be determined in the contract between the participant and the University of Zadar.

**After the end of the mobility period**, the participants will receive the certificate of attendance issued by the University of Zadar. It is the obligation of the participants to submit the online final report in the Mobility Tool+ system to the International Relations Office of the University of Zadar. **The submission of the final report in the Beneficiary module system is obligatory for all participants.** It is also considered as a request to the University of Zadar for payment of the 2<sup>nd</sup> instalment, if one is due.

**OTHER PROVISIONS:**

Staff members are selected according to the above criteria and according to the provisions from the Erasmus+ Programme Guide. The selection procedure must be consistent and transparent and any form of the conflict of interest must be excluded. Persons involved in the selection procedure must sign the Statement on the prevention of conflicts of interest and confidentiality.

University of Zadar is the coordinating institution for the stated project and it is responsible for financial management and overall administration of all activities to be realised within this call.

Financial supports are to be used by individual participants only for realisation of mobility activity at the receiving HEI, and it will be awarded in EUR.

The payment of the financial support is regulated according to the Croatian law and regulations in force at the time of mobility realisation.

The information about the accommodation and other practical arrangements will be provided by the University of Zadar as the receiving HEI.

Additional information is available at the request from the officers in the International Relations Office of the University of Zadar, as well as the application forms and related documents which are an integral part of this Call for application. The contact e-mail address is: [erasmus\\_ka171@unizd.hr](mailto:erasmus_ka171@unizd.hr)

The ERASMUS+ Project 2023-1-HR01-KA131-HED-000113708 is supported by the EC [Erasmus+ programme](#) and realised in cooperation with the [Croatian National Agency for Mobility and EU programmes Zagreb](#).

**Contact person for the additional information:**

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