



## INSTRUCTIONS FOR THE INVITED INCOMING STAFF NOT EMPLOYED BY THE HEIs APPLYING FOR ERASMUS+ GRANT – STAFF TEACHING MOBILITY

Invited incoming staff not employed by the HEIs may apply for the Erasmus+ teaching mobility grant at the University of Zadar by sending the application to the Call for applications published at the University of Zadar's website (<https://international.unizd.hr/erasmus-natjecaji-za-osoblje>).

The invited staff may be employed by any public or private organisation (not awarded with an ECHE) in an EU Member State or third country associated to the Programme or third country not associated to the Programme active in the labour market or in the fields of education, training, youth, research and innovation, including the following organisations: a public or private enterprise, a public body at local, regional or national level, a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions, a research institute, a foundation, a school/institute/educational centre, a non-profit organization, a body providing career guidance, professional counselling and information services.

Minimum duration of invited staff mobility is 1 day. There is no minimum number of teaching hours for invited staff from enterprises.

Erasmus+ grant for invited staff for the mobility period in Croatia is 112 EUR per diem. Financial support for travel cost:

Distance band (km)	Standard travel	Green travel top-up (car-pooling, bus, train, bicycle)
10 - 99 km	28 €	56 €
100 - 499 km	211 €	285 €
500 - 1999 km	309 €	417€
2000 - 3999 km	395 €	535 €
3000 - 3999 km	580 €	785 €
4000 - 7999 km	1188 €	1188 €
more than 8000 km	1735 €	1735 €

Travel cost is calculated according to the distance from the home organization to the University of Zadar, according to the *EU Distance calculator* - [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en).

**Mobility application for Erasmus+ grant consists of the following documents:**

1. **Application form – Invited staff from enterprises** (filled in and signed by the applicant)
2. **Staff Mobility Agreement for Teaching** – (signed by all sides)
3. **Invitation Letter** (issued and signed by the contact person at the host department of the University of Zadar);
4. **Copy of European Health Insurance Card (EHIC) or travel health insurance;**
5. **Employment status certificate** (candidate cannot be employed by a higher education institution);
6. **CV** (in English);

Application with all the documents must be sent to the e-mail address [erasmus@unizd.hr](mailto:erasmus@unizd.hr) no later than 1 May 2026.

The mobility in the framework of this Call for applications must be realized no later than 31 July 2026.

Contact for additional information:

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