

Based on the agreement no 19-107-060269 with the National Agency "The Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes" (CMEPIUS) and the approved funding

The Higher Education Mobility (Accreditation number: KA1-IHE-8/19)

of

Euro-Mediterranean University, Kidričevo nabrežje 2, 6330 Piran

publishes the

CALL FOR APPLICANTS FOR THE CO-FINANCING OF
STAFF MOBILITY FOR THE PURPOSE OF TRAINING

IN THE FRAMEWORK OF THE ERASMUS+ MOBILITY PROGRAMME BETWEEN PROGRAMME AND PARTNER COUNTRIES (KA107) IMPLEMENTED BY EMUNI UNIVERSITY (ACCREDITED UNDER NUMBER KA1-IHE-8/19 BY CMEPIUS DECISION DATED 17.07.2019) FOR THE ACADEMIC YEAR 2019/2020

1. PURPOSE AND GOALS OF THE CALL

Erasmus+ programme is a European programme stimulating mobility between different educational institutions (http://ec.europa.eu/programmes/erasmus-plus/index_en.htm). The staff exchange programme creates possibilities for sharing knowledge and experiences among partner universities.

Erasmus+ Mobility programme between programme and partner countries (KA107) enables staff of an institution to take part in training at the partner higher education institution abroad (Mobility for Training – STT).

This activity supports the professional development of HEI teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI abroad.

Partner Country institutions are higher education institutions from partner countries with which EMUNI University have signed an ERASMUS+ bilateral or multilateral agreement for academic staff mobility.

The purpose of the call is to allow teaching and non-teaching staff from Partner Country Institutions to conduct training mobility at EMUNI University.

The goals of this staff mobility are:

- to enable staff to acquire knowledge or certain practical knowledge from experience and best practice from abroad, as well as practical skills relevant to their current work and professional development;
- to create connections between higher education institutions;
- to motivate staff to become mobile and support them in the preparation of the mobility period.



2. ELIGIBILITY CRITERIA

- Compliance with the application deadline (15 October 2019)
- Submission of required documents/information within the deadline specified in the call text
- Be employed at one of the Partner Country Institutions

3. ELIGIBLE COUNTRIES AND INSTITUTIONS PER MOBILITY

- Lebanon
 - Beirut Arab University
 - Lebanese International University
 - Université Saint-Joseph
 - Lebanese American University
 - University of Balamand

Indicative number¹ of staff mobilities for training at EMUNI University offered for the academic year 2019/2020 per country

- Lebanon (1)

4. MOBILITY PERIOD, DURATION AND OBLIGATIONS

The mobility shall be carried out by the end of the academic year 2019/2020 (i.e. 26 April 2020) at the latest.

Duration of mobility (excluding travel days): 5 days/person

Travel days per mobility: 2 days/person

Obligations of the sending institution:

- sending to the EMUNI University the list of nominees
- informing participants selected by EMUNI University
- pre-departure preparation (linguistic support to their outgoing participants)
- Assistance after mobility (acceptance of all activities indicated in the mobility agreement, provided these have been satisfactorily completed; providing - free-of-charge)

Obligations of the receiving institution:

¹ The total number of mobilities approved for the academic year 2019/2020 depends on the number of eligible applications received and the availability of funds

- preparation on cultural aspects, preparation of necessary documents/agreements,
- assistance related to obtaining visas, assistance related to obtaining insurance and find accommodation, if relevant
- Provide guidance to incoming mobile participants in finding accommodation
- monitoring and assistance during mobility (equal academic treatment and services for home students and staff and incoming mobile participants; integration of incoming mobile participants into the institution's everyday life and providing help and support/mentoring on a regular basis; provision of linguistic support to incoming participants)
- Ensuring equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.

Obligations of the beneficiary (participant):

- Each participant is required to submit a publishable travel report to its sending institution within 2 weeks after the end of the mobility period
- Each participant has to fill in the participant report survey via the Mobility Tool+ within 30 days after the end of the mobility period. Failure to filling in the survey may lead to the partial or total return of the obtained Erasmus+ grant.
- Each participant is required to provide necessary supporting documents for reimbursement of costs incurred during their mobility period according to the procedures of their home country institution

5. ERASMUS+ MOBILITY GRANT

Participants are entitled to receiving financial support in form of a grant which needs to be used to cover subsistence and travel costs which would not have been incurred if participant did not undertake the mobility. For the calculation of the total grant participant is eligible for the following ceilings will be considered:

(a) Subsistence costs (including accommodation, local transfer and per diem in line with Slovene legislation): maximum 100 € / day; max 5 days (100 € / day) and max 2 days for travel (100 € / day) in total 7 days;

(b) Travel costs: contribution to the travel costs from participant's place of origin to the venue of the activity and return:

For travel distances between 500 and 1999 km: 275,00 €

for travel distances between 2000 and 2999 km: 360,00 €;

Travel distances must be calculated using the distance calculator supported by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

In case of a travel from a place that is not the seat of the sending institution to a place that is not the seat of the host institution, the actual travel needs to be proven by corresponding supporting documents (such as tickets or other invoices clearly stating the place of departure

and arrival).

Calculation and payment of the final amount of the participant grant is subject to the submission of all necessary supporting documents by the participant as specified by the individual grant agreement signed with the participant prior to the mobility.

6. REIMBURSEMENT PROCESS

There are two possibilities for covering expenses of the visit – the form of payment/reimbursement will be determined by each institution:

- (a) EMUNI University provides the participant with travel and individual support in the form of direct provision of the required travel and individual support services ensuring that the provision of services meets the necessary quality and safety standards.
- (b) The participant receives from the institution a financial support for travel and/or subsistence and support in the form of direct provision of the required travel or subsistence services.

The grant must not be conveyed retrospectively for an activity already finished on the day of application to the call.

Applicants with special needs may apply at Center Republike Slovenije za mobilnost in evropske programe izobraževanja in usposabljanja (CMEPIUS) for co-financing of additional costs they might have in time of mobility.

Each mobility is entitled to only one grant from the EU budget. The grant must not be used for profit of the beneficiary.

7. APPLICATION PROCEDURE

The Partner Country Institution sends its list of nominees to EMUNI University by the deadline for applications as specified below.

The list of nominees has to contain the following information for each staff member:

- Name and surname of the candidate;
- Position of the candidate;
- Contact details
- Application Form (Annex 1) – filled in, signed and scanned
- Proposed Mobility Agreement
- Motivation letter (no template provided)
- CV in English (preferably Europass or similar)

The complete application has to be sent by the Partner Country Institution by email to:

Mrs Enisa Musai

Euro-Mediterranean University (Coordinator of the ERASMUS+ programme)

enisa.musai@emuni.si

before the deadline indicated as follows:

15 October 2019 17:00 CET

And indicating "Application for the Erasmus+ KA107 Call - 2019/2020 - Training" in the subject field.

Incomplete applications will be returned for completion. Such an application will be rejected, if it will not be completed within 15 days from the receipt of the request for completion.

By the presented application and the programme confirmed by signatures of all parties, participants oblige to respect the rules of Erasmus+ Programme and this call.

8. SELECTION PROCEDURE AND NOTIFICATION ABOUT DECISION

EMUNI University will review the applications received by the deadline specified-above. Only complete applications complying with the above eligibility criteria will be considered.

Aspects to be taken into account when evaluating applications:

- Academic performance
- Motivation
- Previous mobility experiences
- Proven B1 level of English and/or the official language spoken at the receiving institution

In addition to the above, preference will be given to staff not having benefitted from mobility yet/coming from a department with fewer mobilities implemented in the past/planned mobility will be earlier than others/planned mobility will be a farther destination than others/clearly added value of the mobility in terms of increasing cooperation with the Southern Mediterranean.

In the application form, candidates will have to supply also the following information and documents:

- o Permanent residence;
- o Copy of passport;
- o Bank details (bank account, routing number, bank branch address), if the costs will be reimbursed to them.

9. OTHER PROVISIONS OF THE CALL AND DOCUMENTATION

The documentation on the call and all additional information are located on the homepage of EMUNI University

<http://www.emuni.si/>

All information in connection to the Erasmus+ Programme is available at the following link:
http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide_en.pdf

Contact person of the Coordinator:

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