

Based on the agreement 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 University of Maribor, Slomškov trg 15, 2000 Maribor (further-on: UM)

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)  
FOR THE PROJECT YEAR 2018**

**1. PURPOSE AND GOALS OF THE CALL**

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 higher education institutions** are institutions from partner countries with which UM have signed an ERASMUS+ bilateral agreement for academic staff mobility. The list of signed agreements is published at the following website of UM: <http://www.um.si/en/international/credit-mobility/Pages/KA107-STTSTA-2018.aspx>

**Partner countries** cooperating in the ERASMUS+ Mobility Programme between programme and partner countries (KA107) are:

The **purpose** of the call is to support in the framework of the given means:

- mobility of teaching and non-teaching staff from partner states to conduct training mobility at UM.

The **goals** of that staff mobility are:

- to enable staff from higher education organisation 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 students and staff to become mobile and support them in the preparation of the mobility period.

## 2. ELIGIBLE APPLICANTS AND CONDITIONS TO BE MET BY APPLICANTS

Applications are eligible by staff from partner institutions.

Each applicant is entitled to **one** application to the call. Further applications by the same applicant will be put on the waiting list and ranked. Applications from the waiting list will be approved in case that on May 15<sup>th</sup>, 2018, there will still be remaining free means for the related partner country.

In the framework of this call, only **one mobility may be conducted to the same host institution**.

The applicant has to be employed at the sending institution (employment for a certain or indefinite time, full or part-time employment or contract (service) based relation).

If an applicant is employed also at another higher education institution (or college), he or she has to present a confirmation of that institution that the same mobility is not supported by co-financing of the other employer.

The applicant is not entitled to apply for the call, if the state of his residence is the same as the destination's state.

Mobility applied for by the applicant is regarded to be unique and cannot be changed or swapped.

## 3. ELIGIBLE STATES AND INSTITUTIONS FOR MOBILITY

The applicant may conduct mobility at any partner institution with which UM have signed an Erasmus+ bilateral agreement, whilst the applicant has to respect that the bilateral agreement is signed for the **correspondent academic year and academic field**.

The list of signed agreements is published at the following website:  
<http://www.um.si/en/international/credit-mobility/Pages/KA107-STTSTA-2018.aspx>

The project shall finance mobility regarding the partner institution's state and within the framework of following approved financial means from table 1:

Table 1: List of approved states and means

Partner state	Mobility flow	No. of approved mobility	Approved financial means	Approved no. of days for an individual mobility*	Individual support (per day)	Foreseen grant for travel	Approved maximum means per mobility
Belorussia	to Slovenia	3	3.765,00 €	7	140,00 €	275,00 €	1.255,00 €
Ukraine	to Slovenia	2	2.510,00 €	7	140,00 €	275,00 €	1.255,00 €
Egypt	to Slovenia	2	2.680,00 €	7	140,00 €	360,00 €	1.340,00 €
Russia	to Slovenia	1	1.510,00 €	7	140,00 €	530,00 €	1.510,00 €
India	to Slovenia	1	1.800,00 €	7	140,00 €	820,00 €	1.800,00 €
Kazakhstan	to Slovenia	1	1.800,00 €	7	140,00 €	820,00 €	1.800,00 €
Brazil	to Slovenia	2	5.520,00 €	9	140,00 €	1.500,00 €	2.760,00 €
Canada	to Slovenia	1	1.800,00 €	7	140,00 €	820,00 €	1.800,00 €

\*The number of approved days for a mobility includes also two days of travel.

#### 4. ELIGIBLE PERIOD OF MOBILITY

To this call, mobility conducted till **31<sup>st</sup> May 2020** may be applied for. Mobility finished after **31<sup>st</sup> May, 2020** are not eligible for funding under this call. Duration of mobility has to be minimum 5 days which does not include the travel days.

#### 5. GRANT

The selected applicant obtains a grant for travel costs and individual support.

**The grant for travel costs** is depending on the distance between the seat of the home institution of the applicant and the location **of the activity and is granted based on actual costs, but limited to the maximum of the amounts in table 2.**

Table 2: Travel Costs – maximum amounts regarding the distance between the seat of the home institution of the applicant and the location of the activity

Distance	amount
For a distance of 100 and up to 499 km:	180 EUR per participant
For a distance of 500 and up to 1999 km:	275 EUR per participant
For a distance of 2000 and up to 2999 km:	360 EUR per participant
For a distance of 3000 and up to 3999 km:	530 EUR per participant
For a distance of 4000 and up to 7999 km:	820 EUR per participant
For a distance of 8000 km or more:	1500 EUR per participant

The distance is set by the distance calculator supported by European Commission ([http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_sl.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_sl.htm)). The distance of a one way travel has to be used for the calculation of the EU grant for cover of the round trip.

In case of a travel from a place that is not equal to the seat of the sending institution to a place that is not equal to the seat of the host institution, the actual travel is to be proven by tickets or other invoices containing the place of departure and arrival.

**Individual support** covers costs of stay in time of mobility (accommodation, meals, local transport, insurance...) **based on actual costs determined via the number of days of mobility**, where in case of need one additional day before the start and one after the end of mobility may be respected, but to the maximum of the daily allowances from table 3:

Table 3: Amount of individual support

Sending state	Host state	Amount of grant (EUR/day)*
Partner state	Slovenia	140
Slovenia	Partner state	180

\*till 14<sup>th</sup> day of mobility it is the mentioned amount, from day 15 to 60, 70% of this amount are eligible per day

The selected applicant is entitled to individual support up to the amount of the approved means from table 1. From eventually unconsumed means, applicants may obtain a grant for other days of mobility in a way that all such applicants shall obtain a grant for an equal number of additional days of mobility.

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

A zero-grant mobility for academic staff from EU is allowed, whilst the benefits of the Erasmus+ status may be used.

Applicants with special needs may apply at 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.

## 6. APPLICATION PROCEDURE

Before applying, the applicant has to reach an agreement on the mobility programme with the sending and the host institution – »**Mobility Agreement**«.

The application to the call has to contain following documents:

1. **Application Form** (Annex 1)
2. Originally filled mobility programme in the »**Mobility Agreement**«, signed by the applicant and confirmed by the home and host institutions (Annex 2). It has to reflect the purpose and argumentation for mobility (goals, added value), the content of pedagogical work and the expected results.

The complete application has to be sent to:

**Univerza v Mariboru**  
**International Relations Office**  
**Slomškov trg 15**  
**2000 Maribor**

with the remark "Application for the Erasmus+ KA107 Call".

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.

## 7. SELECTION CRITERIA

There is no limitation period for applications. UM shall accept application till **consumption of available places or means, respectively**. If there will be more timely equal applications than available means, advantage will be given to those, where:

1. application will be done from a department or partner institution with less prior applications than others;
2. mobility will be conducted earlier than others;
3. mobility will be conducted to a farther destination than others.

Selection of applicants shall be in a just and transparent.

## 8. OBLIGATIONS OF THE APPLICANT AFTER MOBILITY

Within 30 days after the finished or realised mobility the applicant has to:

1. fill the **online questionnaire** obtained after mobility to the given electronic address by the reporting system »Mobility Tool«. UM might request from applicants, who do not fill their report, to partly or totally return the obtained Erasmus+ grant.
2. Send following documents to the address of UM (University of Maribor, International Relations and Mobility Programmes Office, Slomškov trg 15, 2000 Maribor):
  - The original **Letter of confirmation for Erasmus+ Training Mobility in the Project Year 2018** (Annex 3) with all requested data filled, the signature of a responsible person on the side of the host institution and its official stamp.

After reception of these documents, UM shall transfer the eligible funds calculated in line with this call and the rules of Erasmus+ Programme.

## 9. OTHER PROVISIONS OF THE CALL AND DOCUMENTATION

The terms used in the call in a male grammatical form are to be used neutrally for female and male gender.

The documentation on the call and all additional information are located on the homepage of UM: <http://www.um.si/en>

All information in connection to the Erasmus+ Programme are available under following link: [http://www.erasmusplus.si/wp-content/uploads/2017/09/erasmus-plus-programme-guide2\\_en.pdf](http://www.erasmusplus.si/wp-content/uploads/2017/09/erasmus-plus-programme-guide2_en.pdf)

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Annexes:

Annex 1 - Application Form

Annex 2 - Mobility Agreement

Annex 3 - Letter of confirmation

