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I. ABOUT THE ERASMUS+ PROGRAM

1. Objective of the program and validity period

The Erasmus+ 2021-2027 program includes all European and international programs and initiatives of the European Union in the field of education, training, youth and sports. The Erasmus+ mobility program encourages academic exchange, cooperation and mobility in Europe and the whole world, gaining new experiences in the field of higher education, language and culture, promoting cooperation between higher education institutions, acquiring new knowledge and skills that are important for carrying out activities in the current workplace and contribution to the creation of the European area of higher education. The purpose of the stay of teaching staff abroad is to teach.

Valid period for teaching staff mobility: **September 1, 2022 - July 31, 2023.**

2. Countries where it is possible to realize mobility

Mobility can be realized at higher education institutions located in countries that have joined the Erasmus+ program, as well as at companies in member states of the European Union.

Program countries are EU member states (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Lithuania, Latvia, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom), and Iceland, Liechtenstein, Norway, the Republic of North Macedonia, Turkey and Serbia and other partner countries according to the list provided on the website https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-a/who-can-participate/eligible-countries_hr.

A condition for realizing mobility in partner countries is the signing of an inter-institutional agreement with a foreign institution (which means that both institutions must be holders of the Erasmus Charter in Higher Education).

If VETU does not have a signed inter-institutional agreement (IIA), the applicant has the option to independently check the possibility of realizing mobility (conditions, deadlines, etc.) on the website of the chosen higher education institution, and with the above, send an inquiry to VETU about the possibility of concluding an IIA with the said institution. VETU does not guarantee that it will be able to conclude an IIA with the selected institution, but will investigate the possibilities and inform the applicant about everything.

VETU partners (signed IIA): Theological University Kampen*
ETF Leuven

*Negotiations are underway with several other higher education institutions, with which the implementation will be published on the VETU website

3. The amount of financial support within the Erasmus+ KA1 activity

Financial support for teaching staff is determined according to the planned activity and the country that is the destination for the mobility, according to the following table:

The destination of mobility		Daily amount per participant in the period 1-14 days (represents the already calculated 80% of the max amount determined by the EC)
GROUP 1 Program countries with higher living costs	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden	144 EUR
GROUP 2 Program countries with a medium-high cost of living	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain	128 EUR
GROUP 3 Program countries with lower living costs	Bulgaria, <i>Croatia</i> , Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, Macedonia, Turkey	112 EUR

The amount of financial support is calculated in Euros and consists of:

1. the total amount of daily allowances according to the number of days of mobility.

Daily allowance amounts are recognized for each day during mobility (weekends, non-working days, holidays) and include a maximum of 2 days for days spent on the road. The amounts of daily allowances are defined by the European Commission, depending on the country that is the destination for mobility.

2. the flat-rate travel cost is calculated according to the mileage determined in the distance calculator of the European Commission (Distance Calculator: <https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator>) and the following table:

Distance	Amount (EUR)	In the case of green travel (EUR per participant)*
10 – 99 km	20	-
100 – 499 km	180	210
500 – 1999 km	275	320
2000 – 2999 km	360	410
3000 – 3999 km	530	610
4000 – 7999 km	820	-
8000 km or more	1500	-

The distance for travel expenses according to the Distance Calculator also applies to the round trip, and is recognized from the place of VETU headquarters to the mobility destination.

Participants of the Erasmus+ mobility program are obliged to organize their own transport. The travel cost, which is determined in a lump sum according to the mileage determined in the European Commission Distance Calculator, includes travel costs from the location of VETU headquarters (Osijek) to destinations abroad and back, as well as all other possible travel costs (payment of road tolls, tunnel tolls, vignettes, etc. .). For the trip, it is possible to use public transport (eg bus, train, plane, boat transport) and private car. The costs of local (urban and suburban) transport, taxi transport, costs incurred as a result of trip cancellation are not considered travel expenses.

Achieved mobility, i.e. completed travel, is proven by original used transport tickets, invoices for paid road tolls, tunnel tolls, etc. Support beneficiaries from the Erasmus+ program are obliged to keep original travel documents (transportation tickets, boarding passes, copies of visas, etc.), and upon return, attach it to the travel order that they submit to the Accounting Department of VETU.

Per diems and travel expenses are calculated and paid in kuna equivalent according to the exchange rate determined by the Agency for Mobility and EU Programs.

***Fees for green travel:** Participants who use the green way of travel, the so-called green travel (train, boat, car pooling, bicycle) are entitled to an additional financial incentive. In order to be entitled to support for green travel, participants must declare in the application form whether they plan to use a green way of travel.

Participants must sign and deliver the Declaration of Honor (which they also bring to the Erasmus+ coordinator for signature) before the realization of the mobility (at the time when they deliver all other documents for the creation of the Financing Agreement) and after the mobility deliver invoices confirming the green way of travel. The statement of honor does not need to be submitted while the tender is in progress, but it will be submitted together with other documents for the preparation of the Financing Agreement before going on mobility. While the call is open, you only need to state in the application form that you plan to use a green mode of travel.

3.1. *Staff with disabilities and/or special needs (Inclusion support)*

If they are selected to participate in the Erasmus+ mobility program, people with disabilities and/or with special needs are entitled to an increased amount of financial support due to possible increased costs during the realization of the mobility period. When applying for the call, persons with disabilities and/or special needs should attach an additional form and medical documentation stating the degree of disability or proof of special needs. The decision to increase financial support for each person with disabilities and/or special needs is made by the Agency for Mobility and EU Programs Zagreb, based on the documentation submitted by VETU.

Special categories and extras

Staff members - special needs (separate application after selection in the competition and before mobility)	Increased financial support in accordance with special needs of mobility participants.
<i>Extraordinary costs - high travel costs (Exceptional costs)</i>	<p>If, after being selected in the call, the staff member determines that the financing of the travel expenses according to the calculation of the travel distance (the so-called Distance band from the table above) does not cover 70% of the actual cost, then he can obtain increased financial support for the travel cost (up to 80% of the actual travel cost). The request for financial support must be well-founded and well-explained by the Erasmus coordinator informs the Agency and requests approval.</p> <p>Also, it is possible to obtain increased financial support for travel expenses in cases where a staff member opts for cleaner means of transport with lower emissions (e.g. train), which results in expensive travel expenses.</p>

3.2. DOUBLE FINANCING

Applicants cannot receive financial support from the Erasmus+ program if their stay abroad will be additionally financed from funds originating from the European Union budget. Double funding does not include national grants from the state budget.

4. Accommodation abroad

Participants of the Erasmus+ mobility program is obliged to organize their own accommodation abroad. The cost of accommodation abroad is paid from the lump sum of daily allowances.

After the realized mobility, the user is obliged to attach the bill for the accommodation as proof of the realized mobility.

5. Health insurance for the duration of mobility

Staff participating in the Mobility Program must have a valid health insurance policy (European Health Card), and travel health insurance and accident insurance for the entire duration of the mobility, which each staff member takes out on their own, is recommended. The insurance policy can be concluded with any insurance company in Croatia or abroad. The insurance policy must cover the entire period of stay at the reception facility abroad and the time spent on the trip outside of Croatia.

Possibilities for regulating health insurance abroad: **European Health Insurance Card (EHIC)**

Insured persons of HZZO exercise the right to the European Health Insurance Card - abbreviated name EHIC. Based on EHIC, an insured person of HZZO, who during his temporary stay in the territory of another EU member state suddenly falls ill, is injured, or has an accident, has the right to use health care at the expense of HZZO funds, which cannot be postponed until his planned return to Croatia. The EHIC card is free of charge and is valid in EU member states as proof of the right to use health services at contractual health service providers. EHIC is not an alternative to travel insurance. EHIC does not cover the costs of private health care or costs such as rescuing a patient in the event of an accident, air transportation to the Republic of Croatia or stolen/lost luggage. Therefore, it is advisable to have adequate travel insurance for abroad in addition to EHIC.

The beneficiary of the financial support should attach the insurance policy or a copy of the EHIC card to the final report after the realization of the mobility.

6. Duration of mobility – length of stay abroad

Mobility for the purpose of teaching can last a minimum of 2 days, and a maximum of 2 months, with the condition of holding at least 8 hours of classes per week. Days spent on the road are not included in the mobility period.

The started activity must be maintained continuously, interruption is not allowed, unless there are justified reasons for doing so.

7. Curriculum

When applying for a call for a teaching activity, lecturers attach a lesson plan. The curriculum must include a lecture plan agreed with the foreign higher education institution. The lecturer is obliged to hold at least 8 hours of classes per week or at least 8 hours of classes during mobility of less than one week.

The curriculum is evaluated by the Commission for the Erasmus mobility program. Candidates selected for Erasmus+ mobility should complete the activities listed in the curriculum accepted at the call at the foreign host institution. After the tender, changes in the mentioned documents are not possible. If, during the implementation of Erasmus+ mobility, there are deviations from the curriculum approved by the Commission, they must be described in detail in the final report. VETU is obliged to request the return of all or part of the financial resources if large deviations from the planned and implemented curriculum are established for which there are no objective reasons..

II. APPLICATION PROCEDURE

The call application should contain:

- 1. Application form for teaching staff (completed and signed correctly)**
- 2. Curriculum form**
- 3. Invitation letter from a foreign institution**
- 4. CV (Europass CV format:**
<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp?loc=hr>**)**
- 5. Copy of ID card or valid travel document (as proof of citizenship)**
- 6. Certificate of employment at VETU, which shows that the candidate has an employment contract or a valid employment contract during the entire period of stay at a foreign higher education institution**
- 7. Signed consent of the superior person (employer) for the candidate's absence from the workplace during the planned Erasmus+ mobility**
- 8. Form for persons with special needs (if necessary)**

Send the electronically completed and manually signed application form with all the specified documentation via e-mail to the address: erasmus@evtos.hr.

Note: The mentioned forms are submitted in .pdf format. After sending the application, within 24 hours from the moment of sending, you should receive a confirmation of receipt of the call application to your e-mail address.

Incorrectly completed application forms, unsigned forms, applications with incomplete documentation or late applications will not be considered!

As proof of timely application for the call, the candidate receives a confirmation of receipt of the application for the call, electronically via e-mail.

By applying for the Call in question, the candidate gives consent to VETU for the public publication and use of personal data within the framework of the results of the evaluation procedure, and further reporting on the results of the Erasmus+ KA1 individual mobility.

DEADLINE FOR APPLYING:

**September 16, 2022
until 11:59 p.m.**

III. SELECTION OF TEACHING STAFF REGISTERED TO THE COMPETITION

The procedure for selecting candidates registered for the Erasmus+ call is carried out by VETU. A commission for the Erasmus mobility program was established to carry out the selection process. The committee carries out the application evaluation procedure based on the Ordinance on international cooperation and mobility of VETU, and the call. Based on the committee's proposal, the Erasmus+ coordinator decides on the selection of candidates registered for the call. The basic criteria are:

- completely and correctly filled application form and complete documentation required by the Call
- knowledge of the language in which the teaching will be conducted
- motivation to go on mobility and suitability of the candidate
- the expected effect on the candidate's further professional development at the home institution
- the expected benefit in terms of improving the teaching process and pedagogical competencies of the candidate
- the expected contribution to the internationalization strategy of the parent as well as the host institution
- the method of disseminating experiences upon returning to the home institution

Self-assessment of knowledge of a foreign or foreign languages should be based exclusively on the Common European Framework of Reference for Languages, which is available at <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/hr> .

All applicants will be informed by e-mail about the results of the evaluation procedure. They will be published on the VETU website.

Procedure of appeal – complaint

Complaints or objections to the evaluation procedure and the selection of candidates in the Call in question must be submitted to the Committee for the Erasmus mobility program of VETU within 8 working days from the date of publication of the ranking list on the university's website. The complaint is submitted in writing and sent by registered mail to the address: Evangelical Theological Seminary in Osijek, Commission for the Erasmus mobility program; Cvjetkova 34, 31000 Osijek. The Committee for the Erasmus mobility program of VETU decides on the justification of the appeal or objection. Against the decision on the appeal, the appeal to the VETU cannot be repeated. Applicants dissatisfied with the decision on the appeal can submit a complaint to the Agency for Mobility and EU Programs in Zagreb for further action and mediation.

IV. IMPLEMENTATION OF ERASMUS+ MOBILITY

Erasmus+ mobility is implemented according to the application for the call and according to the individual curriculum. According to the agreement with the receiving foreign institution, the candidates selected for mobility determine the period in which they will realize the mobility. The period of realization of mobility may be different from the period specified in the call application.

Invitation letter (*Acceptance letter*)

If the dates of the mobility implementation differ from the dates initially stated in the Invitation Letter that the candidate submitted to the call, after defining the details of the implementation of the activities within the Erasmus+ program with the host institution abroad, the candidate selected for mobility is obliged to have a new Invitation Letter from the foreign institution in which submit the specified exact period of mobility and the new Invitation Letter to the Team for Mobility and International Cooperation.

Agreement between VETU and beneficiaries of financial support

Prior to the start of the mobility, the mutual rights and obligations between the lecturers selected to participate in the Erasmus+ program, the host foreign organization/institution and VETU will be regulated. Selected candidates will sign a contract before mobility:

1. Mobility agreement (agreement that defines the activity plan and – the staff member concludes this agreement with VETU and the institution to which he goes on mobility),

2. Agreement between VETU and lecturers regulating mutual rights and obligations arising from mobility financing.

Travel order

According to the concluded contract with the beneficiary of the grant, VETU issues a travel order to the beneficiary of the Erasmus+ grant. The beneficiary of the grant is obliged to return the travel order and original travel documents to the accounting department at VETU upon return.

Payment of financial support

Financial support from the Erasmus+ program is paid after the signing of the VETU Agreement and the member of the teaching staff no earlier than 2 weeks before the start of the mobility period. VETU pays financial support to the user's personal accounts before the start of the mobility period in the amount of 80% of the total amount of financial support. The remaining 20% of the support amount is paid to the beneficiary after the realization of the mobility and receipt of the final report and other documents. All payments to users must be made exclusively by bank transfer.

All mobilities must be completed by July 31, 2023.

V. AFTER IMPLEMENTATION OF ERASMUS+ MOBILITY

At the latest 3 (three) days after returning from abroad, beneficiaries of the Erasmus+ grant must submit to VETU:

- **Declaration of the receiving foreign institution** (certificate issued by the foreign institution stating the exact period of stay for the beneficiary of the Erasmus+ grant)
- **Certified Mobility Agreement for Teaching**
- **Final report**
- **Travel order and original travel documents** (travel tickets, toll receipts, etc.) **and an invoice for accommodation abroad**
- **Original health insurance policy for abroad or copy of EHIC card, original accident insurance policy and original liability insurance policy**

NOTICE ON THE PROCESSING OF PERSONAL DATA

All the candidate's personal data given in the application as well as in the procedure that follows the application are processed for the purposes of implementing the call in question, including the evaluation of submitted applications. The results of the call are publicly announced in order to increase the transparency of the procedure itself. The basis for the processing of personal data is the application of the candidate - the processing of personal data is necessary for taking actions that precede the conclusion of a contract as well as for any subsequent conclusion of a contract. The European Commission is the manager of personal data processing in the part where the processing is carried out for the needs of the Erasmus+ program. You can find out more information about the processing itself here: https://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en