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In Koper, 21 November 2016

Call for Staff Exchange Programme with the University of Primorska (Koper, Slovenia) in the frame of the Erasmus+ Programme

1. Background

The University of Primorska (UP) is a public university in Slovenia. In the frame of the Erasmus+ programme, the UP has obtained funds for enabling staff exchange with partner universities from Bosnia and Herzegovina.

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.

University of Primorska was granted 6 incoming mobilities from Bosnia and Herzegovina under Erasmus+ programme:

- **2 incoming professors to the Faculty of Humanities (UP FHŠ) for 5 days each;**
- **1 incoming professor to the Faculty of Mathematics, Natural Sciences and Information Technologies (UP FAMNIT) for 5 days;**
- **1 incoming professor to the Faculty of Tourism Studies – Turistica (UP FTŠ TURISTICA) for 5 days;**
- **1 incoming mobility for the purpose of training (primarily targeting exchange of administrative / supporting staff) to the Faculty of Humanities (UP FHŠ) for 5 days;**
- **1 incoming mobility for the purpose of training (primarily targeting exchange of administrative / supporting staff) to the Faculty of Tourism Studies (UP FTŠ TURISTICA) for 5 days.**

UP FHŠ (<http://www.fhs.si/en>), UP FAMNIT (<http://www.famnit.upr.si/en/>) and UP FTŠ TURISTICA (<http://www.turistica.si/>) offer courses in the following fields:

UP FHŠ	UP FAMNIT	UP FTŠ TURISTICA
Geography and Intercultural Communication	Mathematics	Tourism, travel and leisure
	Mathematics in Economics and Finance	
	Computer Science	
	Bioinformatics	
	Biodiversity (Mediterranean)	
	Agriculture	
	Biopsychology	



2. Mobility types

Visiting staff to the University of Primorska can come for 2 reasons:

(a) Staff exchange programme for **teaching**: targeting professors, who teach at the host university;

(b) Staff exchange programme for **training**: targeting primarily administrative staff, who visit the host university with an aim to become acquainted with the functioning of the institution and to share experiences and knowledge. Job shadowing is a common form of staff exchange for training, while additional cooperation is usually discussed during the visit as well.

3. Mobility period, duration and obligations

All mobilities have to be completed by 31 May 2018.

Mobility duration of exchange: 5 days.

All visiting staff is entitled to max two (2) days of travelling.

Staff coming to teach at the University of Primorska has to lecture at least 8 hours per week.

4. Eligibility

(a) Staff Exchange Programme for Teaching

Participants in the Staff Exchange Programme for Teaching shall be academic staff members from partner university from Bosnia and Herzegovina, who work in the area related to the study fields offered at UP FHŠ, UP FAMNIT or UP TURISTICA.

(b) Staff Exchange Programme for Training

Participants in the Staff Exchange Programme for Training shall be staff members from partner university from Bosnia and Herzegovina.

5. Erasmus+ mobility grant

Incurred costs related to mobility will be reimbursed to the visitor. Only incurred costs, which can be proved, will be reimbursed up to the following ceilings:

(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 up to 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 100 and 499 km: 180 €; 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)



6. Reimbursement process

There are two possibilities for covering expenses of the visit:

(a) The University of Primorska organises and pays directly for travel and accommodation to providers in Slovenia.

The University will guarantee that all the costs are in line with public procurement and Slovene legislation. No additional work will be expected from the visiting staff. They will, however, have to provide boarding passes.

(b) The University of Primorska reimburses incurred expenses.

In the latter case, the following has to be observed:

- The visiting staff will have to hand in to the university all original invoices and supporting documentation, such as boarding passes.
- The reimbursement can be done only directly to the visiting staff. The grant does not allow reimbursement to the home institution. Therefore, the visiting staff have to buy their own tickets.

7. Other conditions

The Erasmus+ interinstitutional agreement must be signed before the start of the mobility (staff exchange).

Both universities (the participant's sending institution and the University of Primorska as participant's hosting institution) have to confirm before the staff exchange the *Mobility Agreement for Staff Mobility for Teaching* or *Mobility Agreement for Staff Mobility for Training* defining the activities that will be carried out by the participant during the exchange period.

Agreement forms used under Erasmus+ are enclosed to this open call.

8. Application and selection process

Deadline for nomination of staff for mobility is **20 December 2016**.

Home institution is responsible for nominating **maximum 2 mobility candidates per mobility type (teaching and training)** by providing the name(s) of the candidates to the host institution (either UP FHŠ, UP FAMNIT or UP TURISTICA, depending on the field of work).

The selection is left entirely to the home institution.

The home institution (its International Relations Office or other competent department /person) has to provide in its nomination e-mail to UP the following details before the deadline:

- Name and surname of the candidate;
- Position of the candidate;
- Contact details.

Proposed mobility agreements (*Mobility Agreement for Staff Mobility for Teaching* or *Mobility Agreement for Staff Mobility for Training*) have to be included in the nomination e-mail.



The University of Primorska will then review the proposed candidates from all partner universities and prepare the final list of candidates. If more candidates will be nominated, as there are free places, the faculties of the University of Primorska will take the mobility programme into account and take the decision on the final list of candidates based on:

- Self-initiative of the candidate (staff who already established contact with the University of Primorska and obtained an invitation letter, will have advantage);
- Additionality (staff providing relevant content for the students of the University of Primorska in line with the study programme and internationalisation strategy, as confirmed by the host institution, will have advantage).

Before the start of their mobility the selected candidates will have to supply also the following information and documents:

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

9. Further information

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Enclosures:

- Enclosure 1_Academic Calendar
- Enclosure 2A_Mobility Agreement for Staff Mobility for Teaching
- Enclosure 2B_Mobility Agreement for Staff Mobility for Training