

Based on the agreement No. 2024-1-SI01-KA171-HED-000210064, with the National Agency “The Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes” (CMEPIUS), Euro-Mediterranean University, Kidričevo nabrežje 2, 6330 Piran

publishes the

**CALL FOR APPLICANTS FOR THE CO-FINANCING OF
INCOMING STAFF MOBILITY FOR THE PURPOSE OF TRAINING
FOR THE ACADEMIC YEAR 2024/2025**

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.

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

This activity supports the professional development of HEI staff in the form of teaching and training events at a partner HEI abroad.

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

The goals of this staff mobility are:

- To motivate higher education institutions to widen and enrich the range and contents of teaching offered by them.
- To enable students disabled of cooperation in the mobility plan for a use of knowledge and experience of academic staff from higher education institutions and invited staff from higher education institutions from partner countries.
- To foster exchange of expert knowledge and experience on pedagogical methods.
- To motivate staff to become mobile and support them in the preparation of the mobility period.
- 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.

2. ELIGIBILITY CRITERIA

- 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

Indicative number of staff mobilities for training/teaching at EMUNI University offered for the academic year 2024/2025 per country

- **Algeria** (1 mobility available)

Universite de Tlemcen

- **Egypt** (1 mobility available)

Alexandria University

Arab Academy for Science, Technology and Maritime Transport

Alalamein International University

Galala University

Heliopolis University

South Valley University

- **Lebanon** (2 mobilities available)

Antonine University

Beirut Arab University

Diplomax

Lebanese American University

Universite Saint-Joseph

- **Morocco** (2 mobilities available)

Al Akhawayn University Ifrane

Ibn Tofail University

Universite Euro-Mediterraneenne De Fes

Universite Hassan 1er Settat

- **Tunisia** (2 mobilities available)

Institut Supérieur Des Études Technologiques De Bizerte

Sfax University

Universite Virtuelle De Tunis

University Of Tunis

University Of Sousse

- **Palestine** (2 mobilities available)

An-Najah National University

Arab American University Palestine

Hebron University

- **Jordan** (1 mobility available)

German Jordanian University

Philadelphia University

The University of Jordan

4. MOBILITY PERIOD, DURATION AND OBLIGATIONS

Preferable dates for mobility:

EMUNI University will be organizing the Erasmus+ Staff Week from June 9th to June 13th, 2025. This event is designed for staff exchange and collaboration between institutions, offering opportunities for professional development and international networking.

Due to limited funding, priority will be given to participants who announce their mobility during this specific period (June 9th – 13th, 2025).

We invite you to apply for this exceptional opportunity to engage in exchange and collaboration within the international academic environment.

The preliminary program for the Erasmus+ Staff Week is attached, where you can find details about the event, activities, and opportunities for participation.

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

Travel days per mobility: 0-2 days/person

Obligations of the sending institution:

- Sending to the EMUNI University its 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:

- 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 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)

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.
- Each participant is required to provide necessary supporting documents

5. ERASMUS+ MOBILITY GRANT

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

(a) Cost of stay (including accommodation, local transfer and per diem in line with Slovene legislation): maximum 170 €/day

(b) Travel costs: 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)

Travel grant is calculated based on one-way distance length.

Staff coming from Partner Countries will receive the following top-up amounts, to support them in covering their travel costs:

Travel distances	Amount
Between 10 and 99 KM:	28 EUR per participant
Between 100 and 499 KM:	211 EUR per participant
Between 500 and 1999 KM:	309 EUR per participant
Between 2000 and 2999 KM:	395 EUR per participant
Between 3000 and 3999 KM:	580 EUR per participant
Between 4000 and 7999 KM:	1188 EUR per participant
8000 KM or more:	1735 EUR per participant

6. PAYMENT 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 participants with travel and individual support in the form of direct provision of the required costs of travel and stay.
- (b) The participant receives from the institution financial support for travel and/or costs of stay and support in the form of direct provision of the required travel and/or costs of stay.

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

7. APPLICATION PROCEDURE

The partner country institution shall fully complete the [online application form](#) to nominate its candidates by the application deadline as specified below.

Deadline:

[The nomination deadline is 10.3.2025.](#)

In case of available mobilities after nomination deadline, an extra deadline will be open until 31.3.2025.

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

8. SELECTION PROCEDURE AND NOTIFICATION ABOUT DECISION

Preference will be given to staff coming from institutions that are Full members of the EMUNI network.

Aspects to be taken into account when evaluating applications:

- Mobility during the period - June 9th – 13th, 2025
- Academic background and experience
- Knowledge of English Language on B2 level
- Motivation

Institutions will receive information on acceptance of candidates within 14 days from the nomination deadline.

After the acceptance and confirmation by EMUNI of the nominated candidate on the mobility, a participant must supply the following information on e-mail erasmus@emuni.si:

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

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 details:

E-mail: erasmus@emuni.si

Phone number: +386 59 25 00 56

Piran, 7 February 2025

EMUNI University