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Unofficial translation of the "Call" for information purposes. If there is any conflict or inconsistency between the Slovene and English version, the Slovene shall be the governing and prevailing version.

**OPEN CALL FOR APPLICATIONS FOR CO-FINANCING¹ OF THE MOBILITY
FOR TEACHING
WITHIN THE ERASMUS + (KA131) PROGRAM IN THE CONTRACT YEAR 2021**

1. Introduction

On the basis of the European Commission's approved funding, the Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes (CMEPIUS) has granted to the University of Primorska (UP) funds for co-financing the mobility for teaching ("Staff mobility for teaching") in the amount of € 36.000,00.

The mobility activities are expected to produce the following outcomes:

- Sharing of the expertise;
- get to know new teaching environments;
- acquired new innovative pedagogical skills, skills in the field of curriculum design and digital skills;
- connect with colleagues abroad in order to develop joint activities to achieve the goals of the program;
- exchange of good practices and strengthening of the cooperation between higher education institutions;

In addition, it aims to promote the development of transnational and transdisciplinary curricula and innovative ways of learning and teaching, including online collaboration, inquiry-based learning and challenge-based approaches, with the aim of solving societal challenges.

The host organization must be a higher education institution holding the ECHE² charter. The participants can undergo the mobility **in the Program countries, i.e. all Member States of the European Union, in Liechtenstein, Turkey, Serbia, the Republic of Northern Macedonia, Norway**

¹ In the event that the candidate does not receive an EU grant under the Erasmus+ program for travel or stay, but meets all the criteria for staff mobility, can take advantage of all the benefits provided to staff by the Erasmus+ program and participate in the mobility as a person with zero grants from the funds EU within the Erasmus+ program.

² Erasmus Charter for Higher Education



and Iceland, at the higher education institutions with which UP or an UP member has an Erasmus+ bilateral agreement.

The list of bilateral agreements (BA) is published as an Annex to the Call for Applications (**Annex No. 1 - List of Erasmus+ bilateral agreements for teaching**) on the UP website.

Staff must carry out their physical mobility activity in any Programme Country different from the country of the sending organization and the staff country of residence (temporary or permanent).

The host institution must agree with the mobility program of the visiting teacher (Erasmus+ Mobility agreement for Staff mobility for teaching) before the start of the mobility period.

2. Period of the duration of the mobility

Mobility can last at least 2 days up to 2 months maximum, which does not include travel time (up to 2 days for a return trip can be added as mobility days). The days of mobility must be consecutive for a minimum duration.

A teaching activity must comprise **a minimum of 8 hours of teaching per week (or any shorter period of stay)**.

It is also possible **to combine the teaching activity with the training activity**, which must be clearly evident from the mobility program for the purpose of teaching (in point I. Proposed mobility program the option »Training activity to develop pedagogical and/or curriculum design skills" must be chosen and the section " Content of the teaching program " must define both teaching and training content); in such case, **the minimum number of teaching hours per week (or any shorter period of stay) shall be reduced to 4 hours**. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week.

The mobility should end by **30. 09. 2023** at the latest.

3. GRANT SUPPORT FOR TEACHING

The selected candidate will receive an EU grant as a contribution to her/his costs for travel and subsistence during the period abroad as follows:

- **Individual Support: the co-financing is up to a maximum of 4 days of mobility and a maximum of 2 days for travel, in accordance with the table "Individual Support per person in the case of UP staff mobility" (Table 1), and**
- **Travel: the co-financing is up to the maximum calculated by the European Commission's distance calculator (Table 2),**

for the final payment the actual eligible costs of subsistence and travel, as stated in the documentation submitted, are taken into account in accordance with the Slovenian legislation.

Table 1: Individual Support per person in the case of UP staff mobility

Receiving country	EUR/ day (for physical mobility days up to 14 days of duration)	EUR/ day (amount per day for physical mobility days between 15 and 60 days of duration), that is 70% of the amount defined for mobility days up to 14 days of duration.
Norway, Denmark, Luxembourg, Iceland, Sweden, Ireland, Finland, Liechtenstein	180	126
Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	160	112
Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, North Macedonia, Turkey	140	98

Table 2: Support for Travel per person in the case of UP staff mobility

It is a contribution to the travel expenses of the participants from their place of origin to the place of the activity and back. Support for Travel is calculated using the distance calculator supported by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en). The actual mode of transport used is not relevant. The following chart must be considered:

Travel distance (km) ³	STANDARD TRAVEL - Amount (EUR/person)	GREEN TRAVEL - Amount (EUR/person)
0 - 99 km	23	/
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	/

A green travel is defined as a travel where low-emission means of transport are used, such as bus, train or car sharing, for the majority of the trip. UP will be able to claim a green travel contribution for those routes where the participants will travel green and allocate up to an additional maximum of 4 financed days of the amount of individual support (for a standard trip up to a maximum of 2 days), if necessary for the implementation of the green travel.

Most of the selected mobilities must be within 2999 km by the distance calculator.

UP will be able to claim a contribution for expensive travel expenses (from the place of origin to the place of performance of the activity and back), if these expenses are well justified. Funding for expensive travel expenses is based on actual costs and replaces standard travel grants (unit contribution). Funding requires the following conditions:

- the general funding rule (unit contribution) does not cover at least 70% of the eligible costs;
- the beneficiary may apply for up to 80% of the eligible actual costs for expensive travel expenses,
- eligible costs are the costs of the most economical, but also the most efficient way of traveling.

The additional amount of support is approved by the national agency CMEPIUS. For more information the selected candidates shall contact the Project Office of the University of Primorska at least two months before the mobility.

Eligible costs

Within the Individual Support the following shall be included: subsistence costs, accommodation, local transport and health insurance for abroad. These are costs directly related to the stay of the participants during the activity.

Within the Support for Travel the following shall be included: public transport or travel by car from the place of origin to the venue of the activity on the day of arrival and departure.

People with special needs may apply for additional co-financing. For more information they shall contact the Project Office of the University of Primorska.

³ "travel distance" represents the distance between the place of origin and the place of performance of the activity, while the "amount" covers the contribution for travel to and from the place of performance of the activity.



4. Application Procedure

Employees of the University of Primorska (UP) who are employed by the UP in accordance with the Labour Relations Act (full-time or part-time employees) may apply to the Call.

Mobility can be carried out only between institutions - holders of the Erasmus+ University Charter (ECHE) and must always be based on an interinstitutional agreement.

A prerequisite for attending the mobility for teaching is that the candidate has an active knowledge of the English language or the language of the country of destination.

The application must contain:

- **application form:** online application is available at UP web page (Zaposleni/Mobilnost zaposlenih/Odhodne mobilnosti),
- **proposal for the mobility program for teaching** must be fulfilled in English language (Annex No. 3: Mobility agreement for teaching); in the application phase the mobility program does not have to be signed.

SUBMISSION OF THE APPLICATION

Candidate submits the application by filling in the online application form and submitting it online together with the required supporting documents **by 05 September 2022**.

Only the complete applications will be valid. The application is complete, if it contains a fulfilled application form and a fulfilled mobility program proposal for teaching in English language.

Selected candidates are eligible for EU grants under this Call, provided that they are accepted for mobility by the host institution and their mobility is implemented. EU grants must not be intended or used to generate a profit for the recipient. Financial transfers must be transparent, traceable and provable.

An individual may apply for only one ERASMUS+ KA131 mobility for the purpose of teaching.

5. Selection of candidates

If there are more applications than places/funds available submitted in due time, preference in selection will be given to applicants who:

- 1) **the chosen host institution invites them to mobility (enclosed scan of the invitation letter or other relevant correspondence):**
 - enclosed scan of the invitation letter or other relevant correspondence from which follows the invitation to the applicant for mobility: 2 points;
 - no invitation letter or other relevant correspondence from which follows the invitation to the applicant for mobility: 0 points;

2) who in the frame of their lectures hosted in the study year 2019/20, 2020/21 or 2021/22 lecturers from foreign higher education institutions and other institutions:

- UP lecturers, who (in the frame of their lectures) hosted lecturers from foreign higher education institutions and other institutions: 1 point;
- UP lecturers, who (in the frame of their lectures) did not host lecturers from foreign higher education institutions and other institutions: 0 point;

3) have not participated in the Erasmus+ KA103 mobility for teaching yet:

- have not participated in the Erasmus+ KA103 mobility for teaching by the date of submission of the application to this Call: 1 point;
- have already participated in the Erasmus+ KA103 mobility for teaching by the date of submission of the application to this Call: 0 point.

Each faculty may define additional criteria (each additional criterion is scored with a maximum of 2 points) for the selection of candidates in the Annex to the Call for Applications published on the UP member's/faculty website. In case that the Annex "Additional Criteria and Documentation" for a particular UP faculty is not published on its website, it is considered that the UP member does not have additional criteria.

The received applications will be evaluated by the appointed committee at each UP faculty. Candidates will be informed in writing about the selection.

6. Additional information

The candidates can obtain more detailed information on the conditions and possibilities for mobility from the coordinator at their faculty or on the UP member's website:

Fakulteta za humanistične študije (Titov trg 5, 6000 Koper) – Faculty of Humanities

Valentina Bertok

T: 05/663 77 60

E: valentina.bertok@fhs.upr.si

<http://www.fhs.upr.si/>

Fakulteta za management (Cankarjeva 5, 6000 Koper) – Faculty of Management

Marisol Pribac

T: 05/610 20 27

E: erasmus@fm-kp.si

<http://www.fm-kp.si/>

Fakulteta za matematiko, naravoslovje in informacijske tehnologije (Glagoljaška 8, 6000 Koper) – Faculty of Mathematics, Natural Sciences and Information Technologies

Tanja Labus

T: 05/611 76 75

E: international@famnit.upr.si

<http://www.famnit.upr.si/sl/>



Fakulteta za turistične študije – Turistica (Obala 11a, 6320 Portorož) – Faculty of Tourism Studies - Turistica

Nataša Gržinić

T: 05/617 70 07

E: natasa.grzanic@fts.upr.si ali international@fts.upr.si

<http://www.turistica.si>

Fakulteta za vede o zdravju (Polje 42, 6310 Izola) – Faculty of Health Sciences

Andreja Brecelj

T: 05/662 64 77

E: erasmus@fvz.upr.si

<http://www.fvz.upr.si/>

Pedagoška fakulteta (Cankarjeva 5, 6000 Koper) – Faculty of Education

Tina Kadunec

T: 05/663 12 67

E: tina.kadunec@pef.upr.si

<http://www.pef.upr.si/>

Information is also available at the **Project office** of the University of Primorska

Titov trg 4, 6000 Koper

Petra Zidar

T: 05/ 611 76 35

E: erasmus@upr.si

<http://www.upr.si>

and at the **Sector for internationalization** of the University of Primorska:

Titov trg 4, 6000 Koper

Maja Bratuš Vidmar

T: 05/ 611 76 34

E: maja.vidmar@upr.si

<http://www.upr.si>



Annexes:

Annex Nr. 1 - List of Erasmus+ bilateral agreements for teaching

Annex Nr. 2 – online application is available at UP web page (Zaposleni/Mobilnost zaposlenih/Odhodne mobilnosti)

Annex Nr. 3: Mobility agreement for teaching