

Zagrebačka škola Ekonomije i Managementa**Erasmus ID Code: HR ZAGREB06**

on the basis of the concluded Erasmus + bilateral agreements with foreign higher education institutions, calls for proposals

Competition for Financial Support for Training (STT) under the Erasmus + Non-EU Program for 2021-2022. academic year.

The competition is related to the training of ZSEM staff at a foreign partner institution for the academic year 2020./21.

Applications for candidates' mobility should not exceed a total duration of 60 days.

The Erasmus + exchange can last for at least 5 days.

1. Who can apply?

Staff members of ZSEM Undergraduate or Graduate Studies may apply.

2. How much is financial support for training mobility?

The financial support that a staff member can receive from Erasmus + funds does not have to cover all the costs, although they often do. Daily support for living expenses is 180 Euros a day for outgoings and 170 Euros per day for Incomings (up to 14 days of mobility; that is, 70% of that amount for longer mobility).

Support for travel expenses is as follows:

10-99 Km	= 20 EUR
100-499 km	= 180 EUR
500 – 1999 km	= 275 EUR
2000-2999 km	= 360 EUR
3000-3999km	= 530 EUR
4000-7999km	=820 EUR
8000km ili više	= 1500 EUR

To calculate distances, use this tool:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Employees who apply for the competition and meet all the requirements of the competition, but do not enter the circle of candidates receiving financial support, can perform mobility without the same and perform mobility as Zero-grant (without financial support). They are subject to the same rules as other Erasmus + mobilities.

Candidates with disabilities are entitled to receive an increased amount of financial support, depending on the degree of disability. The application must be accompanied by a certificate from an authorized institution showing the degree of disability (more detailed instructions will be published with the results of the competition).

3. Candidate selection criteria

The criteria for selecting candidates is the quality of the proposed mobility and its compliance with the strategy of the faculty in connecting and improving its employees, programs and inter-institutional cooperation at the international level.

The selection of candidates is carried out by the Selection Committee at the level of the higher education institution, in accordance with the funds available.

the advantage is for candidates who have not gone before via Erasmus.

4. Application procedure

Candidate should fill in, sign and submit the application to the ZSEM International Office. In case all the allocated funds are not used, the Contest remains open .

The application can be accessed on the website <http://international-office.zsem.hr/>

All necessary documentation should be submitted electronically to: amali@zsem.hr

1. The application must be accompanied by

- a) Erasmus application form (na web stranici International Office-a)
- b) Copy/Scan ID or passport (both pages)
- c) Copy/Scan private health insurance (policy that covers all the mobility period)
- d) Mobility agreement (filled and signed)
- e) Copy/Scan of the current account
- f) Filled OIB table (u excel form)

For candidates with disabilities - with all of the above and a certificate from an approved institution showing the degree of disability..

5 Announcement of the results of the competition

The results of the competition will be announced one week after the closing date of the competition on the website of the International Bureau and on the bulletin board at ZSEM premises in accordance with the notification of the Agency for Mobility and EU Programs on the number of approved places, ie months for teacher mobility.

Selected candidates are obliged to comply with the regulations given in the International Mobility Regulations for Acad. 2020./21.

By applying for the competition, candidates agree to have their name published on the list.

6. Appeal procedure

The decision on the selection of candidates may be appealed to the ZSEM Legal Service within 8 days of the announcement of the results of the competition. The appeal shall be submitted in writing. The Commission shall decide on the appeal.

Information about the processing of personal data

All personal data of candidates submitted in the application as well as in the procedure following the application shall be processed for the purpose of conducting the competition, including the evaluation of the applications submitted. The results of the competition shall be made public in order to increase the transparency of the procedure. The basis for processing personal data is the submission of candidates - the processing of personal data is necessary for taking actions that precede the conclusion of the contract and for any subsequent conclusion of the contract. The European Commission is the manager of the processing of personal data in the part where the processing is carried out for the purposes of the Erasmus + program. More information on the processing itself can be found at http://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en . "

Zagreb, 20. 09. 2020.

International Office ZSEM