

## Zagreb School of Economics and Management (ZSEM) - Erasmus+ Staff Training Program 2023/24

Are you a ZSEM employee looking to enhance professional development through international training opportunities? Here's a concise overview of the Erasmus+ Staff Training Program for the academic year 2023/24:

### 1. Eligibility:

This program is open to ZSEM employees.

### 2. Duration:

Mobility applications should not exceed a total of 60 days. The Erasmus+ exchange can last at least 2 days within program countries and 5 days within partner countries during the academic year 2023/2024.

### 3. Financial Support:

Financial support varies and covers mobility and travel expenses. Daily financial support ranges from 112 to 180 Euros, with specific rates for different country groups. Travel expenses are reimbursed based on the distance band calculator. The financial support rates for participants within and outside Europe during the academic year 2023/2024 are [here](#):

### 4. Special Support:

Employees with disabilities may receive increased financial support, subject to the degree of disability. Certificates of disability must be provided with the application.

### 5. Criteria for Selection:

Candidates are selected based on their proposed mobility's quality and alignment with ZSEM's international cooperation strategy. The institution's Selection Committee carries out the selection.

### 6. Application Process:

- a) [Application form](#)
- b) Copy/scan of ID card or passport (both pages)
- c) [Learning mobility agreement](#) (filled and signed)
- d) Copy account card
- e) [Filled OIB table](#) (in Excel format)
- f) A copy of insurance covering at least health insurance

Employees should complete and apply to ZSEM's International Office. Applications and supporting documentation should be sent electronically to [amali@zsem.hr](mailto:amali@zsem.hr).

### 7. Required documents:

The application should include the application form, a copy of the ID or passport, the learning mobility agreement, a copy of the current account, an OIB table, and proof of health insurance. Participants with disabilities should include the disability certificate.

### 8. Publication of Results:

Results will be published within one month after the application submission on our website.

### 9. Application Open Until Funds Are Depleted:

Please note that the competition is continuously open until the allocated funds are exhausted. Aspiring participants can submit their applications at any time, and the selection process will continue until the available financial support is fully utilised.

**1. Appeal Process:**

If you disagree with the selection decision, you can file an appeal within 8 days of the announcement of the results. The appeal shall be submitted in writing. The Commission shall decide on the appeal

**2. Data Privacy:**

All the personal data of the candidates given in the application and the process that follows the application will be processed to carry out the relevant tender, including the evaluation of submitted applications. The results of the competition are publicly announced to raise the transparency of the procedure itself. The basis for the processing of personal data is the application of the applicant - processing of personal data is necessary for taking the actions preceding the conclusion of the contract and for the possible subsequent conclusions of the contract. The European Commission is the head of personal data processing in the part where processing is carried out for the Erasmus + program. More information on the processing can be found at [http://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement\\_en](http://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en). Also, visit [Mobility Agency website](#)

This program offers ZSEM employees a valuable opportunity to enrich their professional development through international training experiences.

International office, April 1, 2023