

Zagreb School of Economics and Management (ZSEM) - Erasmus+ Staff Training Program 2025/26.

Are you a ZSEM employee seeking to enhance your professional development through international training opportunities? Here's an overview of the Erasmus+ Staff Training Program for the academic year 2025/26:

Eligibility:

This program is open to all ZSEM employees.

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 2024/2025.

Financial Support:

Financial support varies and covers mobility and travel expenses. Daily financial support ranges from 118 to 190 Euros, with specific rates for different country groups. Travel expenses are reimbursed based on the distance band calculator. Find the financial support rates for participants within and outside Europe during the academic year 2024/2025 [here](#):

Travel support:

Based on the distance band calculator, participants can receive travel support: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

| Travel Distance (Distance Band) | "Green" Travel | Standard Travel |
|---------------------------------|--------------------------|--------------------------|
| Between 10 and 99 km | 56 EUR per participant | 28 EUR per participant |
| Between 100 and 499 km | 285 EUR per participant | 211 EUR per participant |
| Between 500 and 1999 km | 417 EUR per participant | 309 EUR per participant |
| Between 2000 and 2999 km | 535 EUR per participant | 395 EUR per participant |
| Between 3000 and 3999 km | 785 EUR per participant | 580 EUR per participant |
| Between 4000 and 7999 km | 1188 EUR per participant | 1188 EUR per participant |
| More than 8000 km | 1735 EUR per participant | 1735 EUR per participant |

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.

Criteria for Selection:

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

Application Process:

- [Application form](#)
- Copy/scan of ID card or passport (both pages)
- [Learning mobility agreement](#) (filled and signed)
- Copy of account card
- Filled OIB table ([in Excel format](#)).
- A copy of insurance covering at least health insurance
- If the participant wishes to apply for green travel, they must submit the [completed and signed statement](#) along with their application.
- Employees should complete and submit their applications to ZSEM's International Office. All applications and supporting documentation should be sent electronically to amali@zsem.hr.

PS: Please note that the competition is always open until our funds are depleted.

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.

Publication of Results:

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

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.

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, and the Commission shall decide on the appeal.

Personal Data:

- All personal data provided by the candidates in the application and throughout the subsequent process will be processed to conduct the relevant tender, including evaluating submitted applications. The competition results will be publicly announced to ensure transparency of the procedure. The processing of personal data is necessary for taking actions preceding the conclusion of the contract and for potential subsequent contract conclusions. The European Commission oversees the processing of personal data for the Erasmus+ program. Further information on processing can be found at <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>

Please visit the [Mobility Agency](#) website for more information.

International office, April 1, 2025