

CALL FOR APPLICATIONS for STAFF TEACHING MOBILITY
In framework of ERASMUS+ INTERNATIONAL CREDIT MOBILITY
(ICM 2020) programme
at UNIVERSITY OF LJUBLJANA, FACULTY OF EDUCATION
in study year 2022/2023

1. About the ERASMUS+ INTERNATIONAL CREDIT MOBILITY

For more than 25 years, the European Union has funded the Erasmus programme, enabling over three million European students to spend part of their studies in another institution elsewhere in Europe. Recognising the importance of the extra-European international dimension, especially in higher education, Erasmus+ now also offers opportunities for individuals to study, work or teach in other parts of the world. It also makes the same opportunities available for students from these areas to come to study in ECHE holding higher education institutions in Europe.

Erasmus+ builds on the experience and success of former EU programmes in higher education (Alfa, Edulink, Erasmus Mundus and Tempus) and supports the international exchange of students, academics, ideas and good practice between institutions.

International Credit Mobility is an activity under Key Action 1 (KA107). An institution in a [Partner Country](#) can send its students and/or staff to a partner institution in a [Programme Country](#) and vice versa. Students can study abroad and may benefit from an Erasmus+ grant to help with living costs. Staff can perform teaching and/or training abroad, and they may also benefit from an Erasmus+ grant.

More information:

- [Erasmus+ Programme Guide](#)
- [FAQ about the International Credit Mobility](#)
- [Handbook International Credit Mobility](#)

2. EXCHANGE AT THE UNIVERSITY OF LJUBLJANA

The teaching staff mobility, subject of this Call, was agreed on the basis of cooperation between *University of Ljubljana, Faculty of Education* and *University of Sarajevo, Faculty of Educational Sciences*.

University of Ljubljana will cover the cost of **one teaching staff mobility** from University of Sarajevo, Faculty of Educational Sciences to University of Ljubljana, Faculty of Education in study year 2022/23.

The minimum (and expected) duration of teaching staff mobility is **5 days**, without travel days. The maximum duration is limited by the funding received at the national level, but not more than 60 days.

Staff mobility for Teaching must include at least **8 hours of lectures per week**.

The eligible period for staff mobility is till 31. 7. 2023.

3. CONDITIONS FOR APPLICATIONS

The following conditions apply:

- The applicant must be employed at University of Sarajevo, Faculty of Educational Sciences

4. APPLICATION TO THE CALL

The applicants should apply by e-mail: srustempasic@pf.unsa.ba

Deadline: 4. 10. 2022.

- Motivational letter
- Activity plan

5. SELECTION PROCEDURE

Selection will be made by Faculty of Education – University of Ljubljana.

The applicants will be notified about the results of the Call by Vice-Dean for International Cooperation and quality Faculty.

6. APPLICATION PROCEDURE AT UNIVERSITY OF LJUBLJANA

Once selected on Call and nominated to the University of Ljubljana, at least 10 days before actual mobility, the selected participant's [Staff Teaching Programme](#) must be confirmed and signed. In some case this document is required in the visa process.

Staff participant must also complete the [On-line application](#) of the University of Ljubljana where you will be able to find additional information and all documents for your mobility. All uploaded documents need to be in PDF format.

The participant should plan their mobility and pay attention to all information regarding Visa regulations. For any additional information, you are welcome to contact us at the [University Office for International Relations](#).

Visa and Residence Permit

Staff from non-EU countries need to obtain an appropriate Visa or Permission for Residence before arriving to Slovenia.

Applicants should submit the application personally at the diplomatic mission or consular post. [Visa application forms](#) are available at all [diplomatic missions and consular posts of the Republic of](#)

[Slovenia](#) where you can submit visa applications.

Appropriate **health insurance** is also one of the required documents for issuing your Visa. The University of Ljubljana will arrange your health insurance prior to the mobility after submitting the online application with relevant documents. Your health insurance evidence will be valid for the approved period of mobility and will be sent to your email address.

You can find additional information and applying processes regarding Visa and Residence permit here: https://www.uni-lj.si/international_cooperation_and_exchange/erasmus_plus_international_credit_mobility/visa_and_residence_permit/

7. FINANCING

Staff mobility will be co-financed according to the Erasmus+ Programme's received funds at the national level and Slovenian legislation.

Co-financing includes:

- Subsistence for Staff
- Travel costs
- Visa costs
- Health Insurance costs

Maximum subsistence for staff is **140 EUR/ day**. This amount shall apply from the 1st to the 14th day of mobility. From day 15 onwards the subsistence is 70% of that amount, which is 98 EUR. The subsistence amount already includes **per-diem** which is **21.39 EUR/ day**. The maximum amount of subsistence will be calculated according to Slovenian legislation with respect to the real costs. Please find examples of different calculation for staff mobility [ICM 2018, 2019 and 2020](#).

Important information for signing the grant agreement and financing

Special needs

Erasmus+ International Credit Mobility Programme enables students and staff with special needs to receive additional resources for special needs.

Persons with special needs include individuals with mental disorders, blind and partially sighted, deaf and deaf, with speech linguistic disorders, physically impaired, long-term ill persons, with deficiencies in certain areas of learning, and emotional and behavioural disorders that require the implementation of programs with additional professional assistance or customized programs or special programs.

The special needs **do not** include socially disadvantaged (economic reasons) mobility participants.

The selected participant for mobility in Erasmus+ International Credit Mobility programme shall submit its application on the prescribed [form](#) together with the mandatory attachments no later than 40 days prior to departure for mobility to the contact address of the University of Ljubljana.

We will examine, confirm and forward the application to the National Agency (Cmepius)

8. TRAVEL

Travel costs are limited by the travel distance between host and home institution. Staff also have possibility to co-finance an additional two (2) days for travel. The travel distance is calculated with the [Distance calculator](#), published on the website of the European Commission. The calculation takes into account the distance in one direction.

You should buy travel tickets by yourself. University of Ljubljana will reimburse you the travel cost upon your arrival. They will need the original invoice and a copy of your ticket to do so.

The maximum amount of Travel costs will be calculated with respect to the real costs (invoices), up to the amount defined by the rules of the Erasmus+ Programme (see the table below). For relation Sarajevo – Ljubljana the maximum amount for travel costs is **180 EUR**.

9. ACCOMMODATION

You should book accommodation on your own or with help of Erasmus+ coordinator at University of Ljubljana, Faculty of Education (international@pef.uni-lj.si).

Some links where you can find hotels and hostels in Ljubljana:

- [Hotels Combined](#)
- [Ljubljana Accommodation](#)
- [Slovenia Info](#)
- [Ljubljana Tourist Regional Centre](#)

University of Ljubljana will reimburse your accommodation costs in cash upon arrival. They will need the original invoice to do so. That means you will have to pay for the accommodation beforehand or upon arrival by yourself. As soon as you come to Ljubljana, you should visit the international office of University of Ljubljana and provide them with the original accommodation invoice.