Erasmus+

JOB SHADOWING STAFF WEEK

Vukovar, December 10-14, 2018

Croatia

PROJECT 2018-1-HR01-KA107-047219

1. DAY - INTRUDUCTION

Arrival administration

2. DAY - PROJECT MANAGEMENT

Project presentation

Implementation of the project KA107

Workshop – activities before, during and after mobility

3. DAY - INFO-PREZENTATION FOR STUDENTS

INTERNATIONALIZATION AT HOME

4. DAY - INDIVIDUAL MEETINGS

ROUND TABLE DISCUSSIONS

Worm- up Evaluation of the Staff Week results

5. DAY - HANDING OUT OF THE ERASMUS STATEMENTS

Closing administration

JOB SHADOWING

Program overview

Erasmus+
Enriching lives, opening minds.

ERASMUS+

PROJECT 2018-1-HR01-KA107-047219

Erasmus+ program

Key Action 1: Learning Mobility of Individuals

- **KA107- Mobility project between programme and partner countries.**

Programme country- Croatia (VEVU)

Partner countries neighbouring the EU:

region1 – Western Balkan -

Serbia and Bosnia and Herzegovina

region 2 - Eastern Partnership countries – Georgia

Project partners

Project applicant: Croatia

College of Applied Sciences „Lavoslav Ružička" in Vukovar

Partner institutions:

Bosnia and Hercegovina :

UNIVERSITY "VITEZ"

UNIVERSITY HERCEGOVINA Faculty of Social Science Dr Milenko Brkić

Georgia:

GEORGIAN INSTITUTE OF PUBLIC AFFAIRS

Serbia:

UNIVERSITY BUSINESS ACADEMY IN NOVI SAD

MODERN BUSINESS SCHOOL

PROJECT 2018-1-HR01-KA107-047219

STAKEHOLDERS

European Commission - promotes the general interest of the EU (by implementing policies) - the financial support provider.

The Agency for Mobility and EU Programmes is the National Agency responsible for the implementation of the Erasmus+ programme in Croatia. (National authority) - by selecting the applicants, monitoring the realization and consulting .

AGENCY FOR MOBILITY AND EU PROGRAMMES

Higher Education Institutions (HEI)- participating organisations representing the participants - beneficiary of an Erasmus+ grant.

Final beneficiary - higher education students (short cycle, first, second or third cycle), higher education teachers and professors, administrative staff of higher education institutions, trainers and professionals in enterprises.

PROJECT 2018-1-HR01-KA107-047219

IMPACTS

- Institutional internationalization
- Improvement of institutional quality and professional capacity
- Improvement of student/ staff qualifications (knowledge, competences and skills)

Enhancing the international dimension of education and training (wider level – promote European Higher Educational Area.)

Strengthen connections and transfer of knowledge and experience between institutions and raise the quality of education.

PROJECT 2018-1-HR01-KA107-047219

EXPECTED OUTCOMES

IMPLEMENT 26 MOBILITIES:

16 INCOMING : 12 STAFF AND 4 STUDENT MOBILTIY

10 OUTGOINING: 6 STAFF AND 4 STUDETN MOBILITY

DISSEMINATED:

ERASMUS+ PROGRAM

PROJECT ACTIVITIES AND OUTCOMES

PROJECT BUDGET

2018-1-HR01-KA107-047219.

Total project vvalue: 49.910,00 EUR

Organisational support: 8.050,00 EUR

Support for the mobility (travel and individual support): 41.860,00 EUR

Mobility between program and partner country Bosnia and Hercegovina: 20.730,00 EUR
Mobility between program and partner country Georgia: 12.390,00 EUR
Mobility between program and partner country Serbia: 16.790,00 EUR

PROJECT 2018-1-HR01-KA107-047219

Financial support for participants

Individual support:

Staff mobility from partner country* to Croatia: 140,00 EUR per day

Staff mobility from Croatia to partner countries: 180 EUR per day

---

Student mobility from partner country to Croatia: 800 EUR per month

Student mobility from Croatia to partner country: 700 EUR per month

Travel cost:

distance calculator EU (for return directions)

Vukovar – Tbilisi -360,00 Euro

Vukovar – Novi Sad – 20,00 Euro

Vukovar – Beograd – 180,00 Euro

Vukovar – Međugorije – 180,00 Euro

ZERO-GRAND PARTICIPANTS

Zero-grant from EU funds are mobile participants that do not receive an EU grant related to travel and subsistence, but they otherwise fulfil all student and staff mobility criteria and benefit from all advantages of being Erasmus+ student and staff.

They may receive a regional, national or other type of grant to contribute to their mobility costs.

Mobility participants

Students

Student mobility for studies

Student mobility for traineeships

The combination follows

Detailed: erasmus-plus-programme-guide3_en 2018./
pages: 32-33; 35-36.

ANNEX I
d. CONDITIONS OF PARTICIPATION OF STUDENTS -265

Staff

Staff mobility for teaching

Staff mobility for training

The combination follows

Detailed: erasmus-plus-programme-guide3_en 2018./

pages: 32-33; 36-37.

ANNEX I

e. CONDITIONS OF PARTICIPATION OF STAFF - 267

Planned mobilities:

			incoming STA	outgoing STA	incoming STT	outgoing STT	incoming SMP	outgoing SMP	incoming SMS	outgoing SMS	
BIH approved	University Hercegovina	new cooperation									
	University Vitez	continuation of cooperation	1	1	2	1	1	1	1	1	9
BIH reallocated	University Hercegovina	new cooperation	1	1	1	0	0	1	0	1	
	University Vitez	continuation of cooperation	1	1	1	0	1		1		
		Total mobilities	**2**	**2**	**2**	**0**	**1**	**1**	**1**	**1**	**10**

			incoming STA	outgoing STA	incoming STT	outgoing STT	incoming SMP	outgoing SMP	incoming SMS	outgoing SMS	
Serbia approved	Modern Business Scholl	new cooperation									
	Faculty of Economics and Engineering Management in NS	continuation of cooperation	1	1	1	0	1	1	1	1	7
	UNIVERSITY BUSINESS ACADEMY IN NOVI SAD - Faculty of Law	extending cooperation									
Serbia reallocated	Modern Business Scholl	new cooperation	1	1	1	0	0	1	0	1	
	UNIVERSITY BUSINESS ACADEMY IN NOVI SAD	extending cooperation	1		1	0	1		1		
		Total mobilities	**2**	**1**	**2**	**0**	**1**	**1**	**1**	**1**	**9**

			incoming STA	outgoing STA	incoming STT	outgoing STT	incoming SMP	outgoing SMP	incoming SMS	outgoing SMS	
Georgia approved	Georgian institute of public affair	new cooperation	3	2	2	0	0	0	0	0	7
reallocated	Georgian institute of public affair	new cooperation	**2**	**3**	**2**	**0**	**0**	**0**	**0**	**0**	**7**

STA - Staff Mobility for Teaching Assignment **STT** - Staff Mobility for Training
SMS - Student Mobility for Study **SMP** - Student mobility for Traineeship

Management of the mobility program

PROJECT 2018-1-HR01-KA107-047219

Erasmus+
Enriching lives, opening minds.

Project management

Partner institutions responsibilities:

Responsible for implementation of the activities at your own institution.

Provide the legal act and forms for implementation and human resources that will be involved in the implementation.

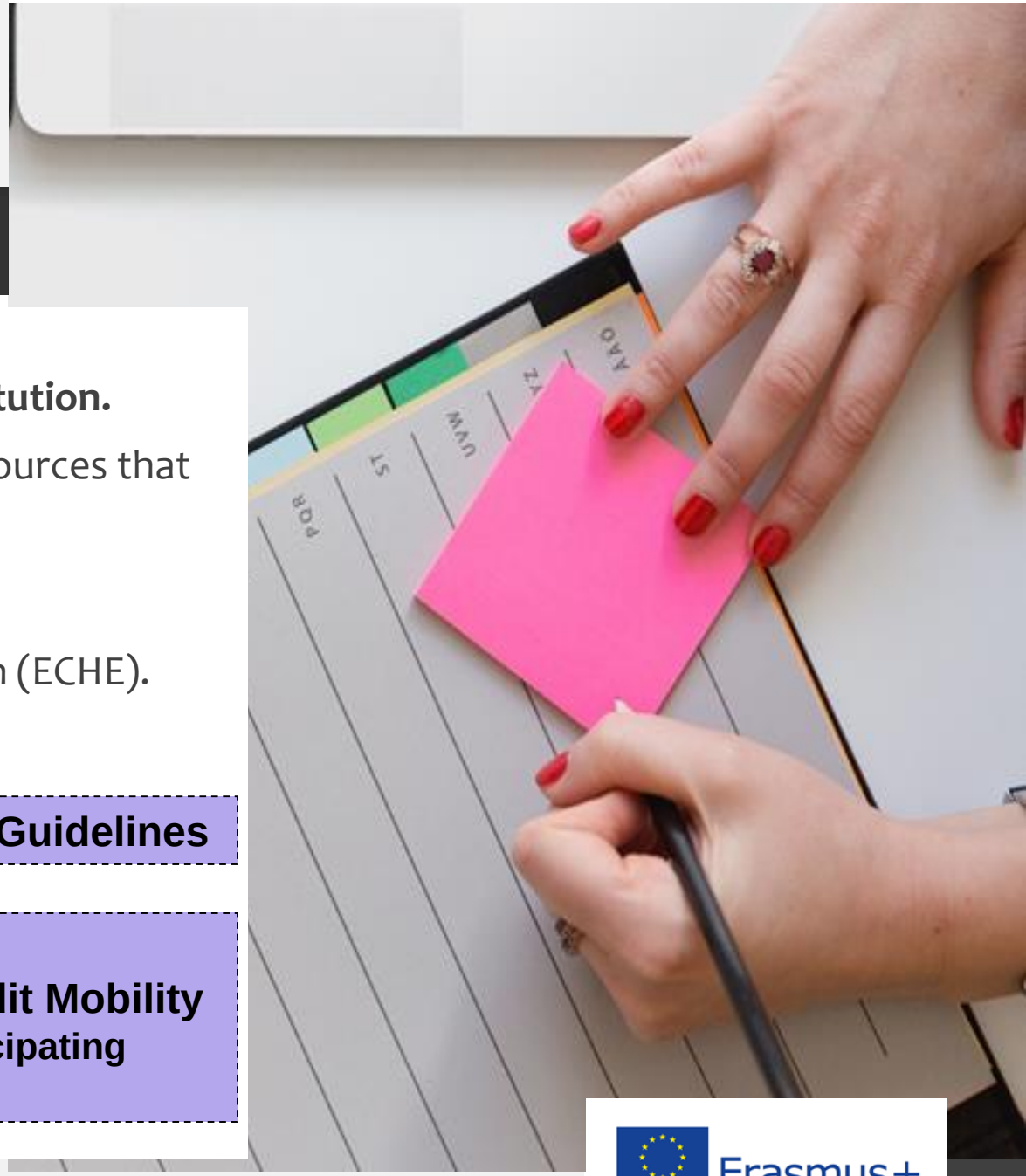
Implementation according to Erasmus Charter for Higher Education (ECHE).

Inter-institutional agreement (part D).

- implementation procedures
- Regulations
- Committee
- Implementation plan timetable
- Criteria….

ECHE Annotated Guidelines

Erasmus+
International Credit Mobility
Handbook for Participating Organisations



Partner HEI

PROJECT PARTNERS ROLE

- **The sending organisation** (from either a Programme or a Partner Country) is responsible for selecting the students and staff and sending them abroad. This includes preparation, monitoring and recognition activities.
- **The receiving organisation** (from either a Programme or a Partner Country) hosts the students and staff from abroad, providing support during their stay.

Students and staff apply directly to their home institution.

The selection criteria for participation in the mobility activities are defined by the HEI in which they study or are employed.

Participating Partner Country HEIs must be recognised as higher education institutions (HEI) by the relevant authority in the Partner Country. They must sign an Inter-Institutional Agreement with their partner in the Programme Country before any mobility can take place.

ICM ACTIVITIES AND ELIGIBLE ORGANISATIONS

MOBILITY FLOWS

	Student mobility for studies (SMS)	Student mobility for traineeships (SMP)	Staff mobility for teaching (STA)	Staff mobility for training (STT)
Sending organisation can be...	Programme or Partner Country HEI	Programme or Partner Country HEI	Programme or Partner Country HEI *or* Programme or Partner Country public or private organisation	Programme or Partner Country HEI
Receiving organisation can be...	Programme or Partner Country HEI	Programme or Partner Country HEI *or* Public or private organisation	Programme or Partner Country HEI	Programme or Partner Country HEI *or* Programme Country public or private organisation

DISEMINATION

PROJECT PREPARATION –
Application on Open Call

SIGNING GRANT AGREEMENT
Preparation for implementation

PROJECT IMPLEMENTATION
Activities before, during and after mobility

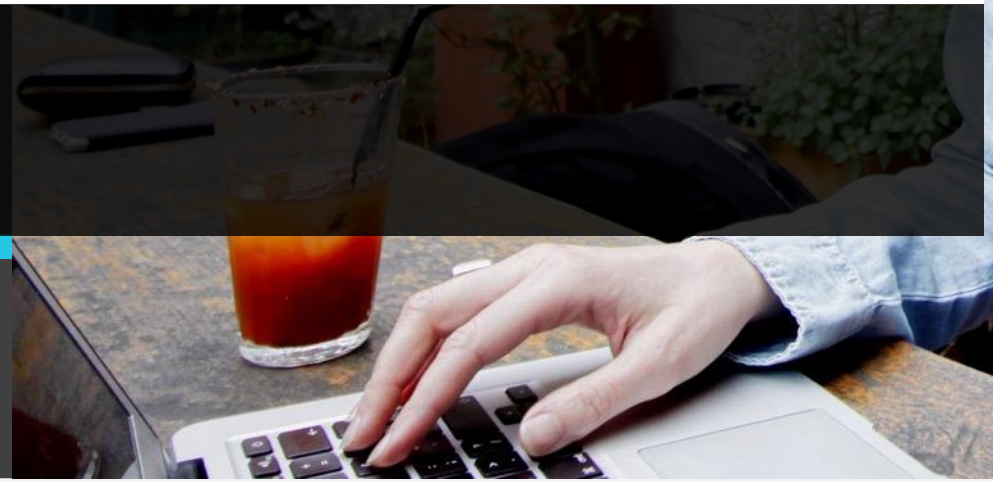
REPORTING
End of the project

CYCLE

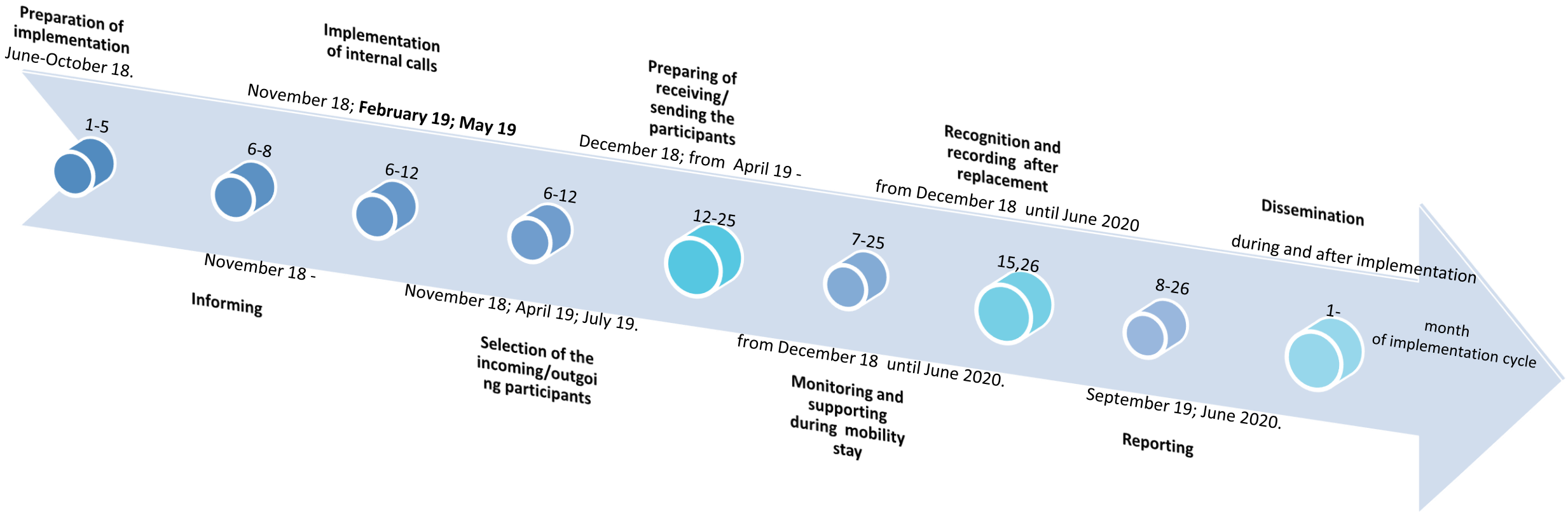
PROJECT MOBILITY

Implementation of project activities

Time table



PROJECT IMPLEMENTATION TIMELINE



PROJECT 2018-1-HR01-KA107-047219

PROJECT ACTIVITIES

- PROJECT MANAGEMENT
- INFORMING (ACADEMIC AND ADMINSTRATION STAFF/ STUDENTS AND STAFF)

- **ACTIVITIES BEFORE MOBILTIY**

INTERNAL CALL FOR SELECTING THE PARTICIPANTS
PREPARING THE DEPARTURE

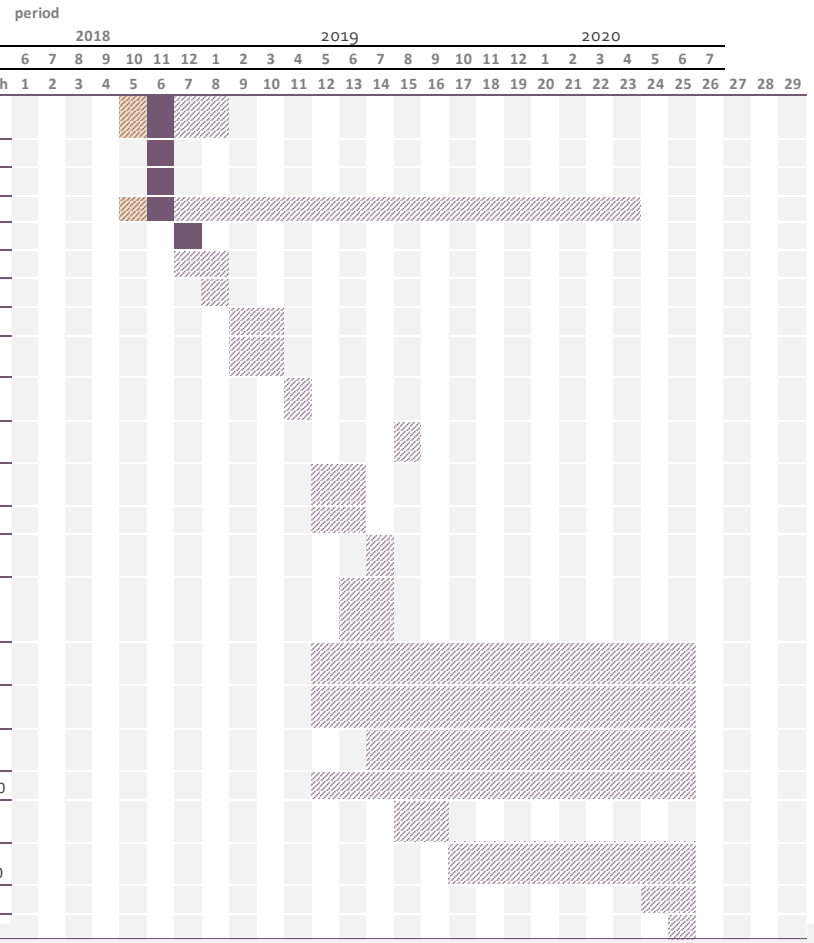
- **ACTIVITIES DURING THE MOBILITY STAY**
- **ACTIVITIES AFTER THE MOBILITY**

- REPORTING
- DISSEMINATION ACTIVITIES

PROJECT 2018-1-HR01-KA107-047219

PROJECT ACTIVITIES IMPLEMENTATION TIMETABLE

ACTIVITY	PLAN	PLAN	START	DURATION	PRECENTAGE	DEADLINE
A1-1-PLANING AND PREPARATION OF NEW APPLICATION 2019	6	3	6		20%	NOVEMBER18
A4-2 CALL STT- IMPLEMENTATION	6	1	6	1	100%	NOVEMBER18
A4-3-SELECTION OF CANDIDATES STT	6	0,5	6	0,5	100%	NOVEMBER18
A4-1- INFORMING OF PROJECT USERS	6	18	6		20%	JANUARY 19
A4-4-PREPARATION FOR DEPARTURE STT	7	0,5	7	0,5	100%	DECEMBER 19
A1 PROJECT APPLICATION 2019	7	2				JANUARY 19
A4-7 AFTER RETURNING ACTIVITES STT	8	1				JANUARY 19
A4-2 1. CALL STA-IMPLEMENTATION	9	2				MARCH 19
A4-2. 1.CALLSMS/SMP IMPLEMENTATION	9	2				APRIL 19
A4-3 SELECTION OF THE 1. CALL PATICIPANTS SMS/SMP/STA	11	1				MARCH 19
A2 NEW PROJECT RESULTS 2019 / CONTRACT CONCLUSION	15	1				AUGUST 2020
A4-2 2. CALL SMS/SMP IMPLEMENTATION	12	2				JUNE 19
A4-2 2.CALL STA -IMPLEMENTATION	12	2				JUNE 19
A4-3 SELECTION OF THE PARTICIPANTS 2. CALL SMS/SMP/STA	14	1				JUNE 19
A3 PREPARATORY FOR IMPLEMENTATION OF NEW 2019 PROJECT	13	2				JUNE/ AUGUST 19
A4-4 PREPARATORY ACTIVITES FOR DEPARTURE SMS/SMP	12	14				MAY 19/ JUNE 2020
A4-4 PREPARATORY ACTIVITES FOR DEPARTURE STA	12	14				MAY 19/ APRIL 2020
A4-6 SUPERVISION AND SUPPORT DURING THE MOBILITY SMS/SMP/STA	14	12				JUNE /JULY 2020
A4-7 ACTIVITES AFTER RETURN STA	12	14				MAY 19/ JULY 2020
A5 PREPARIN AND SUBBMITION OF THE INTERIM REPORT	15	2				SEPTEMBER 19
A4-7 FINAL ACTIVITES AFTER RETURN FORM THE MOBILITY	17	9				JULY 19/JULY 2020
A6 FINAL PROJECT ACTIVITES	24	2				JULY 2020
A7 FINAL PROJECT REPORD	25	1				AUGUST 2020



NOTES

The basic programme document:
Erasmus+ Programme Guide 2018 (version 2 -15.12.2017.)

Attention:

Respect of the Erasmus Charter for Higher Education (support for the participants).

Adherence to nomination deadlines.

Collection and processing of personal data according to Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 (GDPR) and your national regulations.

Recommendation: each participant of project activities should allow the collection and processing of personal data for the purpose of implementation of the project with an expressly approved approach.

IMPLEMENTATION OF THE MOBILITY

Activities before, during and after mobility

PROJECT MOBILITY IMPLEMENTATION PHASES

	Before departure	During the stay	After return	Management and dissemination
Activities	• survey • Informing • internal Call • preparation for departure/arrival	• acceptance • Monitoring/Agreement changes • Outcomes valuations • issuing statements and transcripts of records	• Recognition and recording • Data delivering	• Project publication • Informing abut possibilities • Implementation monitoring • Reporting • Result and output dissemination
Outcomes	• Opened call • Participants selected/DECISIONS • AGREEMENTS concluded	• mobility records • Transcripts of the record and statements	• ECTS recorded • Submitted an MT+ report by beneficiary	• PR materials • Interim/progress reports • Final report …

SELECTION OF PARTICIPANTS

- Internal Call publication
- Selection procedures
- Nomination by Home Institution.
- Acceptance from the Host Institution.

INTERNAL OPEN CALLS

GENERAL RULES

Sending HEI carries out the selection of all participants

- Selection must be done in a fair, transparent, coherent and documented way (5 years)
- Public call (web page)
- Selecting HEI have to take the necessary measures to prevent any conflict of interest (COMMITTEE)
- Selection process and selection criteria - available to all parties involved in selection process (public)

General conditions

- it is not possible to limit the application to the competition to candidates who have already participated

- priority have staff/students going abroad for the first time

- the competition must contain all relevant information for the realization of mobility

Mandatory provision: all applicants agree that (the HEI) publishes their personal data on the web page within the selection procedures and further uses their personal data within the administration procedures and reporting for the purpose of project implementation.

- after the completion of the selection process, the committee is obliged to compile a record and a list of selected candidates

- it is recommended that a selection committee be established
(conflict prevention statement – each member)

NEXT INTERNAL CALLS FOR PROJECT 2018-1-HR01-KA107-047219

1. **Call – February 2019 – Student mobility SMA/SMP**
(University in Novi Sad and University Vitez)
Nominations for study at winter semester 2019/2020 and the next semester until summer semester 2019/2020

1. **Call – February 2019 – staff mobility STA -**
(All partner HEI)
Nominations for teaching from may at summer semester 2018/ 2019, winter semester 2019/2020 and the next semester until summer semester 2019/2020

2. Call – May 2019 - Student mobility/staff mobility
(As agreed according to available resources - MBS and Hercegovina University)
Nominations for study at summer semester 2019/2020 and next semester by 31.7.2020.

2. Call – May 2019 – Staff mobility STA
As needed

SELECTION OF THE PARTICIPANTS

ELIGIBLE PARTICIPANTS

STUDENTS

- Full-time and part-time students **enrolled in HEI**

- first cycle (Bachelor or equivalent), second cycle (Master or equivalent) and third or doctoral cycle (compatible with the student's degree level at home HEI)

The recently graduate student traineeship does not apply on the students from Partner Country.

1. Selection

ERASMUS+ PROGRAMME GUIDE 20118, ANNEX I
d. CONDITIONS OF PARTICIPATION OF STUDENTS -265

SELECTION OF THE PARTICIPANTS

ELIGIBLE PARTICIPANTS

STAFF

- Staff working in a Programme or Partner Country HEI.

- Staff from enterprises invited to teach at an HEI in a Programme or Partner Country from any enterprise working in a programme or partner country, public or private organisation (not awarded with an ECHE) active in the labour market or in the fields of education, training and youth (including employed doctoral candidates).

1. Selection

ERASMUS+ PROGRAMME GUIDE 20118, ANNEX I
d. CONDITIONS OF PARTICIPATION OF STUDENTS -267

In application – complete documentation
(application form, mobility program, acceptance confirmation, ...)

NOMINATION OF THE PARTICIPANTS

- **Nomination Letter for selected participants by sending institution**

(who, what, how, host department, mobility duration, participants contact)

Confirmation for students: academic level and language level

- **Application of participants at host HEI**

Welcome e-mail whit the registration instruction
Web: Information for incoming students/staff

- **Acceptance by host institutions**

Acceptance Letter/ Refusal Letter with the explanation to participant
Feedback letter to sending institution

DEADLINES FOR NOMINATIONS

Winter semester: 10 May
Spring semester: 10 October

DEADLINES FOR STUDENT APPLICATIONS

Winter semester: 10 May
Spring semester: 10 October

PREPARATION OF DEPARTURE

Before the mobility

- **INFORMATION PACKAGE**

ECTS guide

Course Catalogue
Academic calendar
Insurance
Visa
Mobility arrangements (travel, accommodation…)

ECTS Users' Guide

- **ERASMUS+ STUDENT CHARTER**
- **GRANT AGRREMENT**
- **MOBILITY AGREEMENT/LEARNING AGREEMENT**

SENDING HEI ASSISTANCE
In providing information and preparing the departure.

RECIVING HEI ASSISTANCE
In providing information and preparing arrival.

- **PRE-DEPARTURE MEETING**

APPON ARRIVAL

- Accommodation
- Check in at HEI – confirmation of arrival

- Residence permit or equivalent (48 hours from arrival for third-country nationals)

- Enrolment at Student Affairs Office
- Incoming students PIC
- Opening a non-resident bank account (if applicable)

During mobility/semester

DURING THE MOBILITY

SUPPORT AND MONITORIN

No later than 30 days from arrival- Changing LA
No later then 30 days from ending - Extension of the students' mobility

Interruption of the mobility
Early termination of the mobility (*force majeure*)

Erasmus+ International Credit Mobility
Handbook for Participating Organisations
Version 2.0 – November 2017page: 26 and 27.

International Credit Mobility
Handbook for Participating Organisations

Feedback from host HEI members (ECTS host and host mentors)
Feedback from incoming participants

PRE-DEPARTURE FROM HOST TO HOME INSTITUTION

DURING THE MOBILITY

Staff/Student evidential sheet – Internal document (not obligatory)

Confirmation of the stay
Certificates of attendance/completion (if applicable)
Transcript of the records /traineeship certificate ('transcript of work')
Europass mobility (on request)

EU participant report (MT+ application)
Payment of final instalment

General departure reminder: cancelation of accommodation, closing bank account, residence permit, returning the Student X Card...

RECOGNITION

- The transcript of records or traineeship certificate ('transcript of work') confirming the results of the agreed programme.

Recognition of the learning outcomes by home institution.

Feedback to VEVU of ECTS credit that are recognized to student.
(for evidential in MT+application)

AFTER THE MOBILITY

REPORTING

- The participant report
- The interim report – PROJECT IMPLEMENTATION
- The final beneficiary report

Partner institution reports to HEI project coordinator about:

- publishing the Internal Calls
- dissemination activities
- report on difficulties in implementation
- reports on changes at partner institutions

Student file

- Application form of participant
- Grant Agreement –
- Learning Agreement for Study/Traineeships
- Insurance prove
- Statement of the Host institution (spent mobility period)
- Transcript of the records / traineeship certificate ('transcript of work') confirming the results of the agreed programme
- a copy of bank statements on the payment

On request additional documentation

NOTE: INSURENCE!
Mandatory for all: health insurance
Optional for studies, mandatory for traineeships:

- liability insurance coverage (covering damages caused by the student at the workplace.
- accident insurance coverage related to the student's tasks (covering at least damages caused to the student at the workplace.

Staff file

- Application form of participant
- Grant Agreement –
- Staff Mobility Agreement for Teaching /Training
- Insurance prove
- Statement of the Host Institution (mobility period)
- Transcript of the records / traineeship certificate ('transcript of work') confirming the results of the agreed programme
- a copy of bank statements on the payment

On request additional documentation

Project dissemination

Erasmus+ programme guide, version 3 2018; page 307
ANNEX II – DISSEMINATION AND EXPLOITATION OF RESULTS A practical guide for beneficiaries

PROJECT DISEMINATION PLAN 2018-KA107

Partner HEI – send to project coordinator (link)

- with a published call (for each call)
- Promotional activities
- about media releases
- Other dissemination activities

TIPS

Integration of credit mobility into programmes

Structuring credit mobility in the curricula facilitates recognition, institutions can:

1. Identify the semester or year when a period of study abroad would best fit into the programme (mobility window);

2. Schedule in that semester/year the educational components with learning outcomes that can be easily achieved abroad (e.g. international or comparative courses, supplementary/ elective courses, preparation of dissertation, language courses, work placements);

3. Identify partner institutions, where compatible/complementary learning outcomes could be achieved.

Recommended project team on partner institution:

- Committee for selection of the participant/mobility recognition
- Project coordinator at the partner institution
- ECTS/academic coordinator – evaluation / recognition of ECTS credits / outcomes from mobility
- Mentors for incoming student practice
- Course holders, Lecturers / mentors for final assignments

Internal services support – legal service, students´ affairs office, web administrator.

NOTIFICATION

DEADLINES:
FOR CALLS, NOMINATION, STUDENT REGISTRATION AT HOST HEI, REPORTING

KEY: INSERT IN OWN PROCEDURES AND FRAMEWORKS

Prevent dabbled financing

ERASMUS STAY AT VEVU –SPECIAL NEEDS

KEEP THE INFORMATION UPDATED

sources:

ERASMUS+ programme guide
Version 3 (2018)

ECTS Users' Guide – 2015

ERASMUS CHARTER FOR HIGHER EDUCATION2014-2020 - Annotated Guidelines
Version 1st February 2016

Erasmus+ International Credit Mobility Handbook for Participating Organisations
Version 2.0 – November 2017

Erasmus+ International Credit Mobility ICM Handout
2018-1

Erasmus+
Enriching lives, opening minds.

VEVU ERASMUS+ 2018-1-HR01-KA107-047219

VEVU – IIA - Erasmus+ Partnerships

Incoming staff – information

Incoming students

Course catologue

www.wevu.hr

INTERNATIONAL CONFERENCE DEVELOPMENT OF PUBLIC ADMINISTRATION

IInternational Scientific and Professional Conference
“Physiotherapy in Sports, Recreation and Wellness”

Erasmus+
Enriching lives, opening minds.

Thank you for your attention!

Karolina Novinc, struč. spec. oec.
Erasmus coordinator
Certified Project Management Associate (IPMA D LEVEL)

+385914446931

karolina.novinc@vevu.hr

www.vevu.hr

Erasmus+
Enriching lives, opening minds.