

Based on the agreement with the National Agency »The Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes« (CMEPIUS) and the approved funding

the University of Maribor, Slomškov trg 15, 2000 Maribor (further-on: UM)

publishes the

CALL FOR APPLICANTS

FOR THE CO-FINANCING OF STAFF MOBILITY FOR THE PURPOSE OF TEACHING, TRAINING AND COMBINED TEACHING AND TRAINING MOBILITY IN THE FRAMEWORK OF THE ERASMUS+ MOBILITY PROGRAMME BETWEEN PROGRAMME AND PARTNER COUNTRIES (KA171) FOR THE ACADEMIC YEAR 2026/2027

1. PURPOSE AND GOALS OF THE CALL

The Erasmus+ Mobility Programme between Programme and Partner Countries (KA171) enables academic staff of a partner institution to teach (Mobility for Teaching Assignments – STA) or train (Mobility for Training – STT) at the University of Maribor or combined teach and train (Mobility for Teaching and Training – STA/STT).

The Erasmus+ Mobility programme between programme and partner countries (KA171) enables non-academic staff of an institution to take part in training at the University of Maribor (Mobility for Training – STT).

This activity supports the professional development of HEI academic and non-academic staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI abroad.

Partner higher education institutions are institutions from partner countries with which UM has signed an ERASMUS+ bilateral agreement for academic staff teaching mobility and for which ERASMUS+ funding is currently available. (Annex 1).

Attending scientific or international conferences is not an eligible activity within the Erasmus+ programme.

The **purpose** of the call is to support the framework of the given means:

- mobility of academic staff from partner institutions in partner countries to conduct teaching mobility at UM (STA);
- mobility of academic staff from partner institutions in partner countries to conduct teaching and training mobility at UM (STA/STT) and
- mobility at UM mobility of teaching and non-teaching staff from partner institutions to conduct training mobility at UM (STT).

The **goals** of that staff mobility are:

- to motivate higher education institutions to widen and enrich the range and contents of teaching offered by them;

- to enable students to benefit from the knowledge and experience of academic staff from partner higher education institutions.
- to foster the exchange of expert knowledge and experience on pedagogical methods;
- to create connections between higher education institutions;
- to motivate students and staff to become mobile and support them in the preparation of the mobility period;
- to enable staff from higher education organisation to acquire knowledge or certain practical knowledge from experience and best practice from abroad, as well as practical skills relevant to their current work and professional development.

2. ELIGIBLE APPLICANTS AND CONDITIONS TO BE MET BY APPLICANTS

Applications are open to academic and non-academic staff from partner institutions

The applicant has to be employed at the sending institution (employment for a fixed or indefinite period, full or part-time employment, or contract (service) based relation).

If an applicant is also employed at another higher education institution (or college), he or she has to present a confirmation of that institution that the same mobility is not supported by co-financing of the other employer.

The applicant is not entitled to apply for the call if the country of his residence is the same as the destination's country.

Mobility applied for by the applicant is regarded to be unique and cannot be changed or swapped.

University of Maribor reserves the right to transfer the funding between different mobility types (Mobility for Teaching Assignments – STA and Mobility for Training – STT) as well as different calls in the same project year according to the rules of the Erasmus+ programme.

Only mobilities completed by **31 July 2027** are eligible under this call. Mobilities finishing after 31 July 2027 are not eligible for funding under this call.

The duration of mobility has to be **minimum 5 working days**, which does not include the travel days.

Mobility for the purpose of teaching has to contain at least 8 hours of teaching per week.

If a teaching activity is combined with a training activity during the same mobility period (combined STA/STT mobility), the minimum teaching requirement is reduced to 4 hours per week (lectures delivered by the participant to students at the host institution). If the mobility lasts longer than one week, the minimum number of teaching hours for any incomplete week must be proportional to the duration of that week.

3. ELIGIBLE COUNTRIES AND INSTITUTIONS FOR MOBILITY

The applicant may conduct mobility from any partner institution with which UM has signed an Erasmus+ institutional agreement, whilst the applicant has to respect that the agreement is signed:

- In case of **staff mobility for the purpose of teaching** for the **correspondent academic year and academic field**,
- In case of **staff mobility for the purpose of training** for the **correspondent academic year**.

The project shall fund mobility regarding the partner institution's country and within the framework of the following approved financial means from Table 1:

Table 1: List of approved mobilities per partner country with mobility flow to Slovenia.

Country	STA	STT
Albania	1	1
Argentina	2	2
Armenia	2	2
Australia	1	1
Bangladesh	1	1
Bosnia and Herzegovina	3	3
Canada	1	2
China	2	2
Egypt	4	4
Georgia	2	1
Japan	2	1
Kazakhstan	1	3
Kenya	4	4
Kosovo*	2	1
South Africa	2	2
Taiwan	/	1
Tanzania	2	2
UAE	/	2
Ukraine	/	3
USA	2	2

For all mobilities, funding is provided for up to 7 days, including 2 travel days. If a participant wishes to undertake a mobility period longer than 7 days, they must first check whether sufficient funding is available.

4. GRANT

The selected applicant obtains a grant for travel costs and individual support.

The **grant for travel costs** depends on the distance between the seat of the home institution of the applicant and the location of **the activity and is granted based on actual costs but limited to the maximum of the amounts** in Table 2.

Table 2: **Travel Costs** – maximum amounts regarding the distance between the seat of the home institution of the applicant and the location of the activity

Distance	In case of standard travel (EUR/per participant)	In case of green travel (EUR/per travel)
For a distance of 10 and up to 99 km:	28	56
For a distance of 100 and up to 499 km:	211	285
For a distance of 500 and up to 1999 km:	309	417
For a distance of 2000 and up to 2999 km:	395	535
For a distance of 3000 and up to 3999 km:	580	785
For a distance of 4000 and up to 7999 km:	1188	/
For a distance of 8000 km or more:	1735	/

Travel distances must be calculated using the distance calculator supported by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). The distance of a one-way travel must be used to calculate the amount of the EU grant that will support the round trip.

In case of a travel from a place that is not equal to the seat of the sending institution to a place that is not equal to the seat of the host institution, the actual travel is to be proven by tickets or other invoices containing the place of departure and arrival.

A trip is green if more than half (more than 50%) of the journey, expressed in kilometres and measured with a distance calculator, has been made using green means of transport - this is means of transport with lower emissions, such as bus, train or car sharing (car, van).

Individual support covers subsistence costs (accommodation, local transport, insurance, etc.) **based on actual costs determined via the number of days of mobility**, one additional day before the start and one day after the end of mobility may be considered, but to the maximum of the daily allowances from Table 3 and number of days in Table 1:

Table 3: Amount of individual support

Sending state	Host state	Amount of grant (EUR/day)*
Partner state	Slovenia	170

*till 14th day of mobility it is the mentioned amount, from day 15 to 60, 70% of this amount are eligible per day

The selected applicant is entitled to individual support up to the amount of the approved means from Table 1. From eventually unconsumed means, applicants may obtain a grant for other days of mobility in a way that all such applicants shall obtain a grant for an equal number of additional days of mobility.

The grant must not be conveyed retrospectively for an activity already finished on the day of application to the call.

The grant is reimbursed on the basis of actual costs. Eligible expenses include accommodation, travel, visa costs, insurance, etc.

Zero-grant mobility is possible, while participants retain all Erasmus+ status benefits.

Applicants with special needs may apply for co-financing of additional costs they might have in time of mobility.

A person with special needs is a potential participant whose circumstances related to physical, mental or health conditions are such that his participation in the mobility would not be possible without additional financial support. A person with special needs, together with the application for this call, can submit an application for an additional grant to cover the additional costs of participating in mobility activities. The additional expenses for people with special needs can, therefore, be supported in an amount higher than the maximum individual Erasmus grant. Documentation for application is published together with this call. Beneficiaries must submit the application at the latest 30 days before the scheduled start of the mobility.

Each mobility is entitled to only one grant from the EU budget. The grant must not be used for the profit of the beneficiary.

5. APPLICATION PROCEDURE

Before applying, the applicant has to reach an agreement on the mobility programme with the sending and the host institution – »**Mobility Agreement**« for teaching or training purposes.

The application must contain the following documents:

1. **Application Form** – fill in the form <https://forms.office.com/e/XHf8bBqdSC>
2. Filled mobility programme in the »**Mobility Agreement**« for teaching or training or combined teaching and training mobility signed by the applicant and confirmed by the home and host institutions (Annex 2 , Annex 3 or Annex 4). It has to reflect the purpose and argumentation for mobility (goals, added value), the content of pedagogical work in case of teaching mobility, and the expected results.
3. Short description of the planned acquired knowledge and experience within completed mobility as well as dissemination of mobility impact and exploitation plan. (Annex 5).

The complete and signed application has to be sent to icm@um.si.

Participants with incomplete applications will be requested to complete it. Such an application will be rejected if it will not be completed within 15 days from the receipt of the request for completion.

By the presented application and the programme confirmed by signatures of all parties, participants oblige to respect the rules of Erasmus+ Programme and this call.

6. SELECTION CRITERIA

There is no deadline for applications. UM shall accept application till the **consumption of available places or means, respectively**. If there will be more simultaneously received applications than available means, the advantage will be given to those, where mobility will be conducted earlier than others.

The selection of applicants shall be performed in a just and transparent way.

7. OBLIGATIONS OF THE APPLICANT AFTER MOBILITY

Within 30 days after the finished or completed mobility, the applicant has to:

1. Fill in the online questionnaire obtained after mobility to the given electronic address by the reporting system »Beneficiary Tool«. The UM might request from applicants, who do not complete their report, to return the obtained Erasmus+ grant (in part or full).
2. Send following documents to **icm@um.si**:
 - The **Letter of confirmation for Erasmus+ Teaching Mobility or Letter of confirmation for Erasmus+ Training Mobility or Letter of confirmation for Erasmus+ Combined teaching and training Mobility Activity** (Annex 6, Annex 7 and Annex 8)) with all requested data filled, the signature of a responsible person on the side of the host institution and its official stamp and
 - **Erasmus+ Incoming Staff Expenses and supporting document** with all the invoices, tickets, receipts and other supporting documents (Annex 9).

Participant of the mobility is obligated to **report about the implementation of dissemination and use of mobility results** in his further work through an online survey. The survey will be sent to participant's e-mail address in a few months after the end of mobility.

After the reception of documents in sections 1. and 2. of this article, UM shall transfer the eligible funds calculated in line with this call and the rules of the Erasmus+ Programme.

8. DISSEMINATION AND EXPLOITATION OF PROJECT RESULTS

The Erasmus + program is implemented as part of an international program dedicated to lifelong learning and support of European policies in the fields of education, training, youth, and sport.

With the dissemination activities and exploitation of project results, it is necessary to present the impact of individual mobility within the Erasmus+ project for the participants' development, as well as involved institutions and other stakeholders. It is expected that based on the exchange of results, gained knowledge, and findings during the mobility, the individuals, will increase their personal and professional development as well as discover benefits for participating organisations and beyond for the regional and wider community.

Erasmus + participants are obliged to ensure the dissemination and use of Erasmus+ mobility results.

Mobility participants must:

1. Prepare and send, together with the application, a plan for the dissemination and exploitation of Erasmus + mobility results mobility in their further work.

2. Report on the implementation of dissemination and use of mobility results in further work through an online survey on disseminating the effects and use of mobility results, which will be sent to participant's e-mail address a few months after the end of his mobility.

9. OTHER PROVISIONS OF THE CALL AND DOCUMENTATION

The terms used in the call in a male grammatical form are to be used neutrally for the female and male gender.

The documentation on the call and all additional information are located on the homepage of UM: <https://www.erasmusplus.um.si/international-staff/application/application-for-partner-countries/>

All information in connection to the Erasmus+ Programme are available under following link:

https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en

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Annex 1 – List of institutions,

Annex 2 – Mobility Agreement for staff mobility for teaching,

Annex 3 – Mobility Agreement for staff mobility for training,

Annex 4 – Mobility Agreement for combined teaching and training staff mobility,

Annex 5 – Dissemination of mobility impact and exploitation plan, Annex 4 - Letter of confirmation for staff mobility for teaching,

Annex 6 – Letter of confirmation for staff mobility for teaching,

Annex 7 – Letter of confirmation for staff mobility for training,

Annex 8 – Letter of confirmation for staff mobility for combined teaching and training and

Annex 9 – Erasmus+ Incoming Staff Expenses and supporting document.