

Zagreb, 29 March 2019

In the framework of the Erasmus+ programme Algebra University College issues a

Call for Applications

for financial support for study visits or traineeships

at foreign higher education institutions

Code: **ERA5ST01**

Introduction

The aim of the exchange at the foreign institution is study visit, student traineeship or the combined mobility type (study visit + student traineeship).

The main aims of going on Erasmus+ study visit are to gain new experiences in the areas of education, language and culture, furthermore, to encourage cooperation between different higher education institutions and organizations, develop a significant group of European professionals with international experience and simplify the recognition of mobility periods using the ECTS credit system.

The main aims of doing a student traineeship abroad are to adapt to the specific requirements of the EU labour markets, to develop new specific skills and better understanding of the economy and society by gaining work experience.

Erasmus+ students are exempt from paying tuition fees at foreign higher education institutions. Students remain enrolled at their home university for the entire duration of their mobility period, which means that they mustn't graduate during their mobility period. Throughout the duration of their mobility, they are obliged to continue paying tuition fees to their home university.

Formal Criteria

When they leave for mobility exchange, students have to be enrolled at Algebra University College. During the entire mobility period, students should retain their student status.

Part-time students can get financial support under Erasmus+ programme on condition that they pursue regular studies or do a full-time traineeship during the mobility period.

Regarding study visits, undergraduate students must be enrolled in the second year of their studies when they leave for mobility exchange. On the other hand, students can do traineeships at any time during their studies. Students can also do a traineeship within a year after the date of graduating, under the condition that they submitted their application before graduating.

Mobility Period

The period for the realization of Erasmus mobility for this call is from 1 June 2018 to 31 May 2020.

Erasmus+ exchange may last a minimum of 3 months and a maximum of 12 months. Erasmus+ traineeship lasts 2 months.

The student has to complete his or her mobility period in continuity, without interruptions. It is possible to interrupt the mobility period only if there are justified reasons to do that.

Financial Grant

Students who study abroad under Erasmus+ are co-financed – this means that financial grants cover their living costs partially. Financial grant is divided into three categories, depending on the country of exchange.

1. For Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, the United Kingdom, Liechtenstein and Norway the monthly amount of the grant is **EUR 500**.
2. For Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, the Netherlands, Malta and Portugal the monthly amount of the grant is **EUR 450**.
3. For Bulgaria, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Macedonia and Turkey the monthly amount of the grant is **EUR 400**.

Students doing a student traineeship get an additional sum of EUR 100 per each month.

Students are not advised to go on an exchange to the UK during the period of Brexit.

The home institution shall reimburse the individual financial support in the amount of 80% of the grant upon the arrival of the student and the remaining 20% after the student's return from mobility

period, and only after the student has sent all relevant documentation and submitted the online EU survey.

The number of grants awarded by Algebra University College for student mobility depends on the number of months applied for, as well as on the amount of the awarded funds. Under Erasmus+ Programme, the student can benefit from an exchange abroad multiple times either for a study visit or a traineeship but the total time abroad may not exceed 12 months within one cycle of study (bachelor, master or doctoral degree). Previous participation in the Lifelong Learning Programme is also included in the total of the 12 months for each cycle of study. Students are not eligible for a financial grant if their stay is financed from the EU funds at the same time. National or local grants are not considered double funding. Students who fulfil all the requirements but do not get funding can go on an exchange as **zero grant students**. They do not receive financial support but all Erasmus rules apply to them as well.

Students with disabilities may be entitled to extra funding to cover associated costs, but this must be applied for before departure, through their home institution Erasmus+ office.

Data Protection Notice

Personal data included in the application form or in the grant agreement/decision shall be processed for the purpose of the application procedure. The results of the application procedure are publicly announced for the purposes of transparency. The basis for the processing of personal data is the candidate's application and the processing is vital for the actions preceding the concluding of the agreement and a possible subsequent concluding of the agreement. The European Commission is in charge of the processing of personal data regarding the Erasmus + programme. For more information on data processing please follow this [link](#).

We suggest you consult [Croatian Personal Data Protection Agency](#) for more information on personal data and privacy protection.

Application Process and Deadline

Application deadline: 12 April 2019

The application should contain:

- 1) Completed application form and the letter of motivation
 - a. online application
 - b. signed print copy of the online application and the letter of motivation
- 2) The transcript of records
- 3) Europass CV (available on <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>)

- 4) For students with physical, mental or health-related conditions – proof of disability documentation
- 5) For students from disadvantaged socio-economic backgrounds – relevant documentation

The student submits only one application in which s/he can apply for mobility at more than one foreign higher education institution. Students should apply for traineeships and study visits that will end at the latest on 31 May 2020.

By submitting their application, students agree that their name is announced on the list.

Please send your signed applications with supporting documents to the following email address (erasmus@algebra.hr) and the following postal address:

**Algebra University College
For ERASMUS+ Call for Applications
242 Ilica
10000 Zagreb**

Incomplete applications, applications with no supporting documentation or applications that do not meet the application deadline will not be considered.

Selection Results

The selection results will be posted on InfoEduka system and on the webpage of Algebra University College.

The list of partner institutions that Algebra University College has signed Erasmus+ bilateral agreements with can be found on the following webpage.

<https://www.algebra.hr/visoko-uciliste/en/for-students/international-cooperation/partners/>

Final Provision

The Call for Applications can be further amended, since the European Commission has not published all the relevant documents yet. Any such amendment will be posted on the official webpage of [Algebra University College](https://www.algebra.hr) and on InfoEduka system.