

Zagreb, 12 October 2020

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: **ERA7ST01**

Project: **2020-1-HR01-KA103-077125**

## Introduction

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

The main aims of 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 student traineeship abroad are to adapt to the specific requirements of the EU labour markets, to develop new specific skills and a 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 must not 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

During their mobility period, students have to be enrolled at Algebra University College and 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. 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.

## Project Duration

The period for the realization of Erasmus mobility for this Call is from 1 February 2020 to 31 May 2021.

Erasmus+ mobility may last a minimum of 3 months and a maximum of 12 months. Funded Erasmus+ traineeship can last for 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.

## Eligible Countries and Participating Organizations

Students can undertake mobility for study visits or traineeships at higher education institutions or in companies in the EU countries (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom) and the following countries outside the EU: Iceland, Liechtenstein, Norway, Republic of North Macedonia, Serbia and Turkey. It is not possible to undertake mobility in Switzerland. Mobilities in the UK can be normally planned and undertaken even after the withdrawal of the United Kingdom from the European Union, 31 January 2020.

The mobility of students for study visit within the framework of the Erasmus+ Programme can be realized at the higher education institution that Algebra University College has signed Erasmus+ bilateral agreements with. Such prerequisite does not exist in terms of student traineeships, which can be done at any company in the EU that offers such a possibility. Traineeship details are defined by the Learning Agreement Student Mobility for Traineeships document.

The list of partner institutions that Algebra University College has signed Erasmus+ bilateral agreements with is available on the following webpage:

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

## Selection Criteria

The selection process for students applying for Erasmus+ Call for Applications is carried out by Algebra University College based on the following criteria:

- grade point average in the previous semester
- number of courses passed in the previous semester
- motivation letter in English, min. 250 words
- written explanation of why they chose the institution/institutions for the study visit/traineeship; min 50 words

Erasmus+ Mobility Commission appointed by the Dean is responsible for conducting the selection process and creating the list of successful candidates who will receive Erasmus+ financial support.

Selection formula:

$$A \cdot 100 + N \cdot 10 + M_1 + M_2 + M_3 + B_1 + B_2 + B_3$$

A – grade point average of all courses in the previous semester rounded to two decimals

N – the total number of courses passed in the previous semester

M<sub>1</sub> – M<sub>3</sub> – Points awarded by each of the three members of Erasmus+ Mobility Commission. Each member will award each candidate the minimum of 10 and the maximum of 50 points.

B<sub>1</sub> – B<sub>3</sub> – Points awarded to students based on the written explanation of why they chose the institution for the study visit/traineeship; min 50 words. Each member will award each candidate the minimum of 10 and the maximum of 30 points.

Example:

GPA: 4.65

Number of courses passed: 4

Points awarded by the first Commission member for motivation letter: 10

Points awarded by the second Commission member for motivation letter: 20

Points awarded by the third Commission member for motivation letter: 30

Points awarded to students by the first Commission member based on the written explanation the institution for the study visit/traineeship: 10

Points awarded to students by the second Commission member based on the written explanation

the institution for the study visit/traineeship: 12

Points awarded to students the third Commission member based on the written explanation the institution for the study visit/traineeship: 15

Points scored:  $4.65 \cdot 100 + 4 \cdot 10 + 10 + 20 + 30 + 10 + 12 + 15 = 602$

## Financial Grant

Students who study abroad in the framework of Erasmus+ Programme are co-financed – this means that the financial grant they receive covers their living costs partially. Financial grant is divided into three categories, depending on the country of mobility.

1. For Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, the United Kingdom, Liechtenstein and Norway the monthly amount of the grant is **EUR 520**.
2. For Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, the Netherlands, Malta and Portugal the monthly amount of the grant is **EUR 520**.
3. For Bulgaria, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Macedonia and Turkey the monthly amount of the grant is **EUR 470**.

**Students doing only a student traineeship get an additional sum of EUR 200 per each month of the mobility period.**

The home institution will give the individual financial support to the student, after the signing of the Grant Agreement in the amount of 80% of the grant in HRK, based on the currency rate defined by the Agency for Mobility and EU Programmes. The student will receive the remaining 20% of the amount after the return from mobility period, and only after s/he has sent all required documents to home institution Erasmus Coordinator, as well as submitted the online EU survey.

The number of grants awarded by Algebra University College for student mobility depends on the number of study months applied for, as well as on the amount of the funds awarded by the EU. Under Erasmus+ Programme, students can benefit from an exchange abroad multiple times either for a study visit or a traineeship but the total time abroad for each student cannot 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 as double funding. Students who fulfil all the requirements but do not get funding undertake mobility as **zero grant students**. They do not receive financial support but all other Erasmus rules apply to them.

## ADDITIONAL FINANCIAL SUPPORT FOR SPECIFIC TARGET GROUPS (IF SELECTED)

**Students with special needs** may be entitled to extra funding to cover associated costs, due to possibly higher costs incurred during their mobility period. This has to be in line with the special needs of the students and the degree of disability. Students with disabilities cannot apply for mobility outside this Call and they belong to the same student quota as other students, as defined by the Agency for mobility and EU Programmes.

**Students from disadvantaged backgrounds** (other than those with special needs)  
(see Annex)

1. Students of lower socio-economic status – students from families with average income per household member does not exceed HRK 2,827.10
2. Students who are migrants, asylum seekers or refugees
3. Other categories of students from disadvantaged backgrounds (see Annex)

**For more information on categories of students from disadvantaged backgrounds, please see Annex.**

Students from disadvantaged backgrounds selected in this Call are entitled to additional financial support in the amount of EUR 200 per month, if they fulfil the formal criteria.

Zero grant students are not entitled to additional financial support for students from disadvantaged backgrounds.

## Selection of Courses at Foreign Higher Education Institution

**All students who would like to participate in mobility should compare study programs of the foreign higher education institution and the home institution** and find the most adequate courses with the help of Erasmus coordinator and the Head of their study program.

## Mobility Plan

Erasmus Coordinator and the Head of Study Program define Mobility Plan for students who will participate in student mobility. The Plan defines possible additional tasks the student will have to complete during the mobility period, so as to make up for the difference between home and host

institution study programs. The document is available on the following web page of Algebra University College: <https://www.algebra.hr/visoko-uciliste/en/for-students/international-cooperation/erasmus/documents/>

When selecting courses at the host institution, students should take into account Book of Regulations on Study Programs and Studying, Book of Regulations on Erasmus+ International Mobility Programme and other books of regulation of Algebra University College, which are available on the website of Algebra University College.

Students should select as many courses as possible similar to those at the home institution, with the help of Erasmus Coordinator and the Head of the Study Program. The Head of the Study Program and lecturers will decide about the compatibility of courses at the host institution, being as flexible as possible.

If the student fails to pass courses at the host institution defined by his/her Mobility Plan, the student will have to pass the equivalent courses at the home institution, as defined by Mobility Plan and after the return from the mobility period.

## Other Requirements

Students selected in this Call will have to undertake their mobility period during the defined timeframe and fulfil all the mobility prerequisites (sign Learning agreement, Mobility Plan and Grant Agreement). If they fail to do so until the deadline defined by Algebra University College, the precedence for mobility will be given to other students on the reserve list, especially to those who have already found a compatible host institution.

## Data Protection Notice

Personal data included in the application form or in other documents will be processed for the purpose of the application process. The results of the application process 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 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: 25 October 2020**

The application should contain:

- 1) Completed online application form with the letter of motivation, min. 250 words.
- 2) Europass CV (available on <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>)
- 3) Written explanation of why you chose the institution/institutions for the study visit/traineeship; min 50 words.
- 4) For students with special needs – proof of disability documentation.
- 5) For students from disadvantaged backgrounds – relevant documentation (See Annex).

***\*\*Students don't need to include transcript of records in their application.***

The student should submit 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 2022.

Please submit your signed applications (handwritten or digital signature) with supporting documents to the following email address ([erasmus@algebra.hr](mailto:erasmus@algebra.hr)) only! **Paper versions won't be accepted.**

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

**\*By submitting their application, students agree that their name is announced in the results.**



## Selection Results

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

## Final Provisions

Any amendment to this Call for Applications will be posted on the official webpage of [Algebra University College](#) and on Infoeduka system.