

Zagreb, 4 October 2022

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

Call for Applications – Annex 1

for financial support for traineeships at foreign higher education institutions

Code: **ERA13ST01**

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 the 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, to develop a significant group of European professionals with international experience and to 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, 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.

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 until 31 May 2023.

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 following countries outside the EU: Iceland, Liechtenstein, Norway, Republic of North Macedonia, Serbia and Turkey.

The mobility of students for study visits 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 a 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/international/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 of the Algebra University College 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

M1 – M3 – Points awarded by each of the three members of the Erasmus+ Mobility Commission. Each member will award each candidate a minimum of 10 and a maximum of 50 points.

B1 – B3 – 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 a minimum of 10 and a 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 the 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 and the allocated grant amount in a project.

Mobilities realized from the project 2020-1-HR01-KA103-077125 will be financed accordingly:

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

Students doing a student traineeship within the project 2020-1-HR01-KA103-077125 get an additional sum of 200 € per month during 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. The student will receive the remaining 20% of the amount after the return from the mobility period, and only after they have sent all required documents to the 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 exceed 12 months within one cycle of study (bachelor, master, or doctoral degree).

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 fulfill all the requirements but do not get funding can undertake mobility as **zero grant students**. They do not receive financial support but all other Erasmus rules apply to them.

Note: from 01.01.2019. by amending the Income Tax Act, the amount of the Erasmus+ scholarship no longer affects the achievement of tax relief for the parent of whom the student is a dependent (Erasmus+ scholarship is not taken into account when determining the right to a personal deduction for dependents: Article 17 point 10). More information is on the website of the Tax Administration. Questions or ambiguities related to the interpretation of tax regulations in force can be directed exclusively to the Ministry of Finance of the Republic of Croatia - the Tax Administration, as the only body authorized to provide official interpretation on the issue of taxes and taxation

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.

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SPECIFIC PROJECT RULES

Project 2020-1-HR01-KA103-077125- Students from disadvantaged backgrounds (other than those with special needs)

(see Annex 2)

1. Students of lower socioeconomic status – students from families with an average income per household member that does not exceed HRK 2,827.10 that is, 85% of the base budget, which is determined every year by the corresponding regulation.
2. Students who are migrants, asylum seekers, or refugees
3. Other categories of students from disadvantaged backgrounds (see Annex 2)

For more information on categories of students from disadvantaged backgrounds, please see Annex 2.

Students from disadvantaged backgrounds selected in this Call are entitled to additional financial support in the amount of 200 € per month if they fulfill 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 the Erasmus coordinator and the Head of their study program. It is necessary to pay attention and find out in which language the classes are conducted at the foreign higher education institution and in which period the completed courses will be recognized at the home higher education institution.

Mobility Plan

The 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/international/exchange-programmes-and-erasmus/documents/>.

Students should select as many courses as possible similar to those at the home institution, with the help of the Erasmus Coordinator and the Head of the Study Program.

Whether a course at a foreign university is compatible with a specific course at Algebra University College is decided by the subject teacher in cooperation with the Head of Studies, based on the request made by the Erasmus coordinator. In doing so, they are guided by the principle of maximum flexibility.

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

The Mobility Plan is initially filled in by the student, if necessary supplemented and changed by the Student Office in cooperation with lecturers and the student. The final version of the Mobility Plan is confirmed by the Student Office.

General Rules

When choosing a course, it is obligatory to adhere to the Book of Regulations on Study Programs and Studying, the Book of Regulations on Mobility, and all other regulations of Algebra University College. All documents are publicly available on the website of Algebra University College.

Selected students should undertake their mobility by a certain deadline, i.e. perform all necessary actions that precede the realization of mobility (sign agreements with home and host institution in which the dates and agreed conditions of mobility are defined). If students selected in the Call for Applications do not meet these prerequisites by a certain deadline, Algebra University College may give priority, and thus allocate funds to the next student on the waiting list. If there are more students on the waiting list, the student who has found a suitable institution for student mobility has the advantage.

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 conclusion of the agreement and a possible subsequent conclusion 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 the [Croatian Personal Data Protection Agency](#) for more information on personal data and privacy protection.

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Application Process and Deadline

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

Application deadline: 25 October 2022 at 10 AM

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 2).*

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

The student should submit only one (1) application in which they can apply for mobility at more than one foreign higher education institution. Students should apply for traineeships and study mobilities that will end at the latest on 31 October 2023.

Please submit your signed applications (handwritten or digital signature) with supporting documents to the following email address (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.

Selection Results

The selection results will be posted on the 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 the Infoeduka system.