

Zagreb, 27 March 2023

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

Call for Applications –

for financial support for study visits at foreign higher education institutions

Code: **ERA14ST01**

Project: **2022-1-HR01-KA131-HED-000056502**

Introduction

The Call for Applications is intended for student traineeship. 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 the Erasmus+ mobility for this Call is from 1 June 2022 to 30 July 2024.

Student traineeship funded through the Erasmus+ programme can last for 2 months. Erasmus+ mobility is available to students for up to 12 months for each study level. It is possible to participate in multiple mobilities during studies, but the total physical mobility cannot exceed 12 months per study level. This includes mobility for study stays (SMS), professional practice (SMP), and blended intensive programs (BIP).

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 precondition of concluded Erasmus+ bilateral agreements does not apply (as required for the mobility for the purpose of a study stay) for the realization of mobility for the purpose of the traineeship. The student must find an employer in one of the mentioned countries, and traineeship details are regulated by the Learning Agreement Student Mobility for Traineeships document.

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 a 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 of the institution for the study visit/traineeship: 10

Points awarded to students by the second Commission member based on the written explanation of the institution for the study visit/traineeship: 12

Points awarded to students the third Commission member based on the written explanation of 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 2022-1-HR01-KA131-HED-000056502 will be financed accordingly:

1. For Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, and Sweden – the monthly amount of the grant is **550 €**.
2. For Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal, and Spain – the monthly amount of the grant is **550 €**.

3. For Bulgaria, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, Macedonia, and Turkey – the monthly amount of the grant is **500 €**.

Students and recent graduates with fewer opportunities receive a top-up amount to the individual support of their EU Erasmus+ grant with an amount of **250 EUR per month**. The criteria to be applied are defined at the national level by the National Agencies in agreement with National Authorities.

Students and recent graduates carrying out traineeships will receive an **additional top-up** amount to the individual support of the EU Erasmus+ grant with an amount of **150 EUR per month**. Students and recent graduates with fewer opportunities who take part in traineeships are entitled to receive the top-up amount for students and recent graduates with fewer opportunities and the top-up amount for traineeships.

GREEN TRAVEL TOP-UP

Green travel top-up is a trip where a major part of the journey (more than half of the return journey) uses means of transport with a low level of emissions, such as a bus, train, bicycle, or car-pooling. Car-pooling is not acceptable if only one participant travels by car or if family members or friends drive the participant exclusively on mobility. In case students use the green mode of travel for their trip, they can additionally receive **a one-time financial top-up in the amount of €50**.

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 s/he has 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 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 by 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.

SPECIFIC PROJECT RULES

Project 2022-1-HR01-KA131-HED-000056502 - Students from disadvantaged backgrounds (other than those with special needs)

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(see Annex 2)

1. Students of lower socioeconomic status – students from families with an average income per household member that does not exceed 375,22 € 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. students with support for inclusion (students whose personal, physical, mental, or health condition is such that their participation in the mobility project/activity would not be possible without additional financial or other types of support)
4. 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 250 € per month if they fulfill the formal criteria.

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

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.

Application Process and Deadline

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

Application deadline: applications for the Call for Applications are open until the end of the project or until the funds available for student mobility are fully used up, and applications are possible no later than 6 weeks (30 working days) before the planned start of the mobility.

The application should contain:

- 1) Completed online application form with the letter of motivation, min. 250 words.
- 2) Europass CV (available at <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. Students should apply for traineeships and study mobilities that will end at the latest on 30 July 2024.

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.

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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.