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The University of Dubrovnik
on 4 September 2023 opens
a **COMPETITION**
for student mobility under the Erasmus+ Traineeship Programme, Key activity 1 (KA131, Project
number: 2022-1-HR01-KA131- HED -000057155)

GENERAL PROVISIONS

On the basis of the awarded *Erasmus Charter for Higher Education - ECHE* for the period 2021-2027, the University of Dubrovnik announces a call for the selection of students who will receive financial support for traineeship in foreign organisations/institutions in the Programme Countries, i.e. in one of the Member States of the European Union, Iceland, Liechtenstein, Norway, Macedonia, Serbia and Turkey. Mobility is also possible in third/partner countries: regions 1 – 4, 5, 6 – 13 and 14 according to the Erasmus+ Programme Guide (p. 32)¹, the so-called *international opening*. The project may not use more than 20% of the total allocated grant for mobility activities in third/partner Countries.

Full-time and part-time undergraduate, graduate and postgraduate students of the University of Dubrovnik can apply for the competition.

Students who will complete their studies (graduate) in the coming months are also eligible for traineeship, but they must apply for the Competition procedure and be selected for mobility before the end of their studies - while they are still studying at the university (in their final year). Students who have already completed their studies CANNOT apply for this Competition. After the selection and signing of the *Learning Agreement for Traineeship*, students can complete their studies (graduate), but the traineeship must be realised and completed within one (1) year after the end of the studies, i.e. not later than the end date of the Erasmus+ KA131 project for 2022 – 30/07/2024.

During the mobility period, students of the University of Dubrovnik remain enrolled at their sending institution and are obliged to continue paying tuition fees if they belong to the category of students who finance all or part of their studies themselves.

VALID MOBILITY PERIOD

Traineeship under this competition must be completed no later than 30 July 2024.

Students who have already participated in the Erasmus or Erasmus+ mobility programme, whether for the purpose of traineeship or a study visit, may apply for this competition procedure. Please note: The total duration of student mobility under the Erasmus+ programme is possible for each study level (undergraduate or graduate) for up to 12 months, regardless of the activity (study visit or traineeship).

¹ <https://erasmus-plus.ec.europa.eu/hr/document/erasmus-programme-guide-2022-version-2>

For final year students wishing to undertake traineeship after graduation, the total duration of the exchange will be credited up to 12 months, together with any previous stay on an Erasmus+ exchange, either for the purpose of study or traineeship, during the course of study they are currently attending.

WHERE CAN TRAINEESHIP BE CARRIED OUT

Traineeship may be carried out in enterprises, institutions, organisations and other entities with the status of a legal person. The receiving institution must be established in one of the Programme Countries, i.e. EU Member States, Iceland, Norway, Liechtenstein, Macedonia, Turkey and Serbia.

It is not possible to carry out a traineeship in:

- the European institutions (list available at <http://europa.eu/agencies/>);
- organisations administering EU programmes;
- diplomatic missions of the Republic of Croatia².

Students can find a place for traineeship with the help of a national agency, the sending institution or on their own.

Mobility should be uninterrupted and the student is obliged to work full time in the organisation/institution.

TYPES OF MOBILITY IN RELATION TO DURATION

Long-term physical mobility: between 2 and 12 months of physical mobility. The entire duration of the mobility phase takes place physically in the receiving institution.

Long-term blended mobility: from 2 to 12 months. Part of the mobility takes place physically (minimum 2 months) at the receiving institution, and part is virtual. No financial support is provided for the virtual part of the mobility, unless the virtual part is carried out in the receiving country (in that case, supporting documents - accommodation invoices and travel tickets - must be attached).

Blended short-term physical mobility: the physical mobility must last between 5 and 30 days and be combined with a compulsory virtual component (at the same time, there is no limit to the compulsory duration of the virtual component).

Note: The mobility of doctoral candidates does not have to include a virtual component.

FINANCIAL SUPPORT - GRANT³

The financial support a student can receive from Erasmus+ funds supplements the costs of living while studying at the sending institution and therefore covers only part of the living costs, leaving the student to cover the possible difference from their own resources. Students must find out about the cost of living abroad before applying for the Competition.

² It is possible to complete the traineeship in other representations of the Republic of Croatia abroad, e.g. in schools, cultural institutes, etc., provided that the mobility period has an international character. This means that a student who completes the traineeship will gain experience that he/she would not be able to gain in a similar traineeship in the Republic of Croatia.

³ From 1 January 2020, pursuant to the Act on Income Tax, Article 9, paragraph 1, item 21, it is established that no income tax shall be paid on grants from European Union funds and programmes by accredited bodies in accordance with the European Union rules in the Republic of Croatia for the implementation of mobility activities under European Union funds and programmes and for the purposes of education and professional development in accordance with the Financial Regulation of the European Commission, up to the prescribed amounts determined by the accredited bodies, i.e. the amount of the Erasmus+ grant will no longer affect the realisation of the tax relief for the student's dependent parent. **This note is informative and does not constitute an official interpretation of the tax rules. An official interpretation can be requested from the Ministry of Finance of the Republic of Croatia - Tax Administration, as this is the only body authorised to issue official interpretations in tax and duty matters.**

The number of grants awarded by the University of Dubrovnik for student mobility traineeship depends on the number of months applied for and the availability of financial resources.

The monthly financial support for **long-term mobility in programme countries** is divided into three categories, depending on the country the student is going to:

| Group | Programme countries | Financial support with included allowance for traineeship (EUR/month) |
|---|--|---|
| Group 1 Programme countries with higher cost of living | Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein, Norway | 700 |
| Group 2 Programme countries with medium-high cost of living | Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain | 700 |
| Group 3 Programme countries with lower cost of living | Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Macedonia, Turkey, Serbia | 650 |

The financial support mentioned **includes** a grant of EUR 150.00 per month for students going on mobility for the purpose of traineeship.

Financial support for **long-term student mobility to third/partner countries**:

| From | To | Amount |
|--|---|-------------------|
| Countries participating in the programme | Partner countries from regions 1- 4 ⁴ and 6 - 13 (for a list of all countries see the 2021 Programme Guide, p. 33 – 35) | 700 EUR per month |
| Countries participating in the programme | Partner countries from regions 5 and 14 | 550 EUR per month |

A grant of EUR 150.00 per month **may be** awarded for mobility to partner countries in Regions 5 and 14. The grant **does not apply** to partner countries in regions 1 - 4 and 6 - 13.

The financial support for **combined short-term physical mobility**⁵ within the Programme and to Third/Partner Countries is EUR 70 per day until the 14th day of the activity and EUR 50 per day between the 15th and 30th day of the activity. It is possible to finance additional days for the trip - 1 day before and 1 day after the short-term student mobility activity.

GREEN TRAVEL

Green travel is defined as a trip in which a large part of the journey (more than half of the round trip in kilometres) is made by low-carbon travel options, such as: bus, train, bicycle or carpooling. If students use green means of transport, they can also receive a one-off grant of €50 and up to 4 days of additional individual support for the journey (if there are justified circumstances for a journey of several days, e.g. a distant destination, a slow train, a journey by bicycle, etc.). Upon return from a mobility activity, the student must provide a declaration of use of the green means of travel and a

⁴ <https://erasmus-plus.ec.europa.eu/hr/document/erasmus-programme-guide-2022-version-2>

⁵ Only the physical component of mobility is funded in such a way that the requested number of mobility days should match the scope of activities planned during the mobility.

ticket (if applicable). This bonus is granted for short-term mobility of students who are not in the category of students with fewer opportunities and for long-term mobility in Programme Countries and Regions 5 and 14.

ADDITIONAL FINANCIAL SUPPORT

The following categories of students are entitled to an additional amount of EUR 250 per month for long-term mobility or a one-off amount of EUR 100 for short-term mobility of 5 to 14 days and EUR 150 for short-term mobility of 15 to 30 days:

1) STUDENTS OF LOWER SOCIO-ECONOMIC STATUS

The conditions for awarding an additional monthly study grant for students of lower socio-economic status for the competition year 2022 are set at national level and refer to an average monthly income per member of a joint household not exceeding 85% of the base budget. This amounts to **EUR 375.25** and is determined each year by a corresponding regulation.

Students who wish to claim the right to financial support for students of lower socio-economic status must indicate this on the application form and attach the following documents to the application to prove their status:

1. Proof issued by the competent tax administration of the amount of income of all members of the joint household for the previous calendar year,
2. Proof issued by the competent pension insurance institution of the amount of the pension paid for the previous calendar year,
3. A declaration by the members of a household (a household is a family or other group of persons living together at the same residential address and providing for their subsistence regardless of their relationship). This form does not need to be certified by a notary public and is the attached document of this Competition.

When selecting students who meet the criteria for additional support for students of lower socio-economic status, both taxable and non-taxable income (earnings) are included in the calculation of the average monthly income per member of the household.

2) STUDENTS WITH REFUGEE, ASYLUM SEEKER OR MIGRANT STATUS

The supporting documentation to prove the status of asylum seekers/aliens with subsidiary protection consists of a decision granting asylum or subsidiary protection and a residence permit. In addition, students with the above-mentioned status must prove their identity, which can be done with an asylum seeker passport, a special alien passport or other identification.

3) STUDENTS WITH INCLUSION SUPPORT (STUDENTS WITH DISABILITIES)

The supporting documentation consists of a proof issued by a general practitioner or specialist (must be original and not older than 6 months) and a notice from a competent institution/governmental body stating the percentage and nature of the disability (a copy if applicable).⁶

4) STUDENTS WHOSE PARENTS HAVE A LOWER LEVEL OF EDUCATION

The condition for awarding additional monthly grant to students whose parents have a lower level of education is that the highest level of education of both parents corresponds to secondary vocational

⁶ Applicants whose personal, physical, mental or health condition is such that their participation in the mobility would not be possible without additional financial or other types of support, and due to possible increased costs during the implementation of the mobility period, may apply for the inclusion support. A specific application form for inclusion, available on the website of the European Union Agency for Mobility and Programmes, needs to be filled in.

education. The application requires proof that both parents/guardians or one in case of one parent/guardian do not have a higher level of education, based on the records (including electronic records) of the Croatian Pension Insurance Institution (HZMO) of the data recorded in the register of the HZMO.

5) FEMALE STUDENTS IN THE TECHNICAL AREA, MALE STUDENTS IN THE HUMANITIES AREA

In selecting students who have the above-mentioned status, technical and humanities areas are defined in accordance with the Ordinance on Scientific and Artistic Areas, Fields and Branches (Official Gazette 118/09, 82/12, 32/13 and 34/16).

6) OLDER STUDENTS

Students over the age of 30 may apply for additional financial support. A copy of the identity card or an entry from the Register of births must be submitted as proof.

7) STUDENTS WITH CHILDREN

Students with children may apply for additional financial support. An entry from the Register of births must be submitted as proof.

8) STUDENTS WHO HAVE COMPLETED VOCATIONAL SCHOOL

Students who have completed vocational school may apply for additional financial support. A copy of the secondary school leaving certificate must be submitted as proof.

9) STUDENTS WHO WORK ALONGSIDE THEIR STUDIES

Students who are employed may apply for additional financial support. An electronic certificate from the pension system (HZMO) must be submitted as proof.

10) STUDENTS STUDYING OUTSIDE THEIR PLACE OF RESIDENCE

Students whose residence is more than 30 km from the place of study (including students who travel more than 30 km to study) may apply for additional financial support. A copy of the identity card and a printout showing the distance (HAK travel planner) must be submitted as proof.

11) STUDENTS WHO ARE CHILDREN OF CROATIAN VETERANS

Students who are children of Croatian veterans may apply for additional financial support if they fall into the following categories: children of Croatian veterans who died in the Homeland War, children of missing Croatian Homeland War Veterans, children of disabled Croatian Homeland War Veterans, children of Croatian Homeland War volunteers, and children of Croatian Homeland War veterans who were members of the combat sector for at least 100 days. Certificates of veteran status, which may be obtained from the Ministry of Veterans, must be submitted as proof. Proof of the status of a Croatian Homeland War veteran or the status of a child of a Croatian Homeland War veteran is issued by the competent state administrative body, i.e. the Ministry of Croatian Veterans.

12) ROMA MINORITY STUDENTS

Roma minority students may apply for additional financial support. An entry from the Register of births or a copy of the printout from the electoral roll must be submitted as proof.

13) STUDENTS FROM ALTERNATIVE CARE

Students who are children without parental care and children without adequate parental care may apply for additional financial support. Students who are under guardianship or were under guardianship as children or were granted the right to social housing or were granted the right to social housing as children, on the basis of regulations in the field of social welfare, shall submit a decision recognising their right to social housing issued by the competent institution in the field of social welfare.

14) HOMELESS STUDENTS AND THOSE AT RISK OF HOMELESSNESS

Homeless students and students at risk of homelessness may apply for additional financial support. Proof from the Centre for Social Welfare must be submitted.

15) STUDENTS FROM RURAL AREAS, SMALLER TOWNS AND ISLANDS

Students from rural areas, smaller towns and islands listed in the Areas of Special State Concern Act (Official Gazette 86/08, 57/11, 51/13, 148/13, 76/14, 147/14, 18/15, 106/18) may apply for additional financial support. A certificate of residence and domicile showing that the student lives in a municipality (not a city) located in areas of special state concern must be submitted as proof.

Different types of grants for students with fewer opportunities are mutually exclusive.

In the event that there is a reasonable suspicion of attempted manipulation in determining belonging to one of the above categories, the University reserves the right to request additional documentation.

When granting additional financial support, preference will be given to students of lower socio-economic status over other categories of students with fewer opportunities.

Double funding: Students whose stay abroad is financed in parallel by European Union funds cannot receive financial support. National/local scholarships do not count as double funding.

ADDITIONAL TRAVEL SUPPORT FOR STUDENTS WITH FEWER OPPORTUNITIES FOR ALL SHORT-TERM AND LONG-TERM MOBILITIES TO THIRD/PARTNER COUNTRIES

| Distance | Standard travel - amount | Green travel - amount |
|-----------------|--------------------------|-----------------------|
| 10 – 99 km | 23 EUR | - |
| 100 – 499 km | 180 EUR | 210 EUR |
| 500 – 1999 km | 275 EUR | 320 EUR |
| 2000 – 2999 km | 360 EUR | 410 EUR |
| 3000 – 3999 km | 530 EUR | 610 EUR |
| 4000 – 7999 km | 820 EUR | - |
| 8000 km or more | 1500 EUR | - |

Zero-grant students - Students who apply for the Competition and meet all the conditions, but do not receive a grant, can go on mobility at their own expense with the status of Erasmus+ student.

INSURANCE

Students are obliged to take out health insurance for the entire period of mobility.

The basic insurance usually provides the student's national health insurance for their stay in another EU country via the European Health Card⁷. However, the cover provided by the European Health Card or private insurance may not be sufficient, especially for repatriation and certain medical procedures. In this case, additional private insurance may be useful.

In order to engage in traineeship, the student is required to take out accident and liability insurance. The insurance must be taken out before departure for mobility and must be valid for the entire duration of the mobility.

KNOWLEDGE OF A FOREIGN LANGUAGE

The student is obliged to find out about the traineeship working language. The University of Dubrovnik shall test the foreign language skills required for traineeship, which all registered candidates must take, unless they have a valid, certified certificate of foreign language proficiency not older than one year or they are native speakers of a foreign language in which they will carry out traineeship. The level of foreign language proficiency according to the Common European Framework of Reference for Languages must be indicated on the certificate.

English language skills are tested using a computer application selected by the University of Dubrovnik to test candidates registered for Erasmus+ mobility. This application tests 3 components of English language skills: Vocabulary and Grammar, Listening Comprehension and Speaking. Applicants whose knowledge of English in any of the components tested is below level B1 of the Common European Framework of Reference for Languages will be deemed not to have the minimum level of foreign language proficiency required for traineeship abroad and their application will be rejected.

Students selected for mobility in previous Erasmus+ competitions must also take the test, unless they have already been tested in previous competitions at the University of Dubrovnik using a computer application.

APPLYING FOR A SELECTION PROCEDURE

Students applying for mobility for the purpose of traineeship should submit the following documents:

1. Application Form (Form 1);
2. *Acceptance confirmation* (Letter of acceptance from a receiving organisation);
3. Motivation letter in English (Form 2);
4. The transcript of records with associated ECTS points - weighted average (certified by Student Services/Department secretariat)⁸;
5. Proof of knowledge of a foreign language - the traineeship working language. At least B1 level according to the Common European Framework of Reference is required.
6. Proof of membership in the organisation Erasmus Student Network Dubrovnik (if applicable)⁹.

Present all the above documents **in person** or **send them by registered mail** to the following address:

University of Dubrovnik
International Relations and Research Projects Office

⁷ The regional office of the HZZO is responsible for issuing the European Health Card.

⁸ If a student applies for mobility at graduate or postgraduate level, he/she must submit transcripts of all passed subjects at undergraduate, graduate and postgraduate levels.

⁹ The signed certificate is issued by the president of Erasmus Student Network Dubrovnik.

Branitelja Dubrovnika 41, 20 000 Dubrovnik

noting "for the Competition for student mobility under the Erasmus+ Traineeship Programme, Ka 131 2022".

Application deadline: **The Competition is open permanently until the available financial resources are exhausted, but no later than 1 May 2024.**

CANDIDATE SELECTION PROCEDURE

Candidates are selected by the Committee appointed by the Rector of the University of Dubrovnik.

The criteria for the selection of candidates are:

- submission of complete documents required for the Competition;
- knowledge of a foreign language - the working language for traineeship, minimum requirement B1 level of proficiency according to the European Framework of Reference for Languages;
- priority for students who have not yet participated in a mobility during their studies,
- motivation letter in English;
- academic success (weighted grade point average)¹⁰;
- active membership in the Erasmus Student Network Dubrovnik association.

If there are applications received, the committee meets twice a month, usually on the 1st and 15th of the current month or on the first following working day if the dates mentioned are non-working days. The results of the Competition will be published on the website of the University of Dubrovnik (www.unidu.hr) usually no later than 8 days after the end of the Competition. By registering for the Competition, candidates agree that their name will be published in the ranking list. All candidates will be informed about the results of the Competition by e-mail.

AFTER THE PUBLICATION OF THE COMPETITION RESULTS

Selected applicants:

1. conclude a *Learning Agreement for Traineeships* (agreement on the implementation of the traineeship, which specifies the schedule of activities and the connection of the traineeship with the studies - the student concludes this agreement with the sending university and the receiving institution/enterprise);
2. conclude the student grant agreement with the University of Dubrovnik;
3. take out an insurance policy with the chosen insurance company¹¹;
4. submit a copy of the EU health card and accident and liability insurance policy to the International Relations and Research Projects Office;

APPEAL PROCEDURE

Appeals against the Decision on the results of the Competition may be lodged with the Selection Committee within 8 days from the date of publication of the results on the University's website. Appeals are submitted in writing by registered mail or in person to the University's Protocol Service at the address: Branitelja Dubrovnika 41, 20 000 Dubrovnik.

¹⁰ Weighted grade point average rounded to two decimal places

¹¹ In addition to health insurance, accident insurance and liability insurance are also compulsory for traineeship

FINAL REMARKS

By registering for the Competition, candidates agree that their name will be published on the ranking list and that their personal data will be used for the purpose of conducting the Competition.

Terms used in this Competition that have a gender-specific meaning are used neutrally and apply equally to men and women.

The University of Dubrovnik reserves the right to change and amend the Competition. All changes and additions to the Competition will be published on the official website of the University.

CONTACT

For all further information, please contact the International Relations and Research Projects Office:

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