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**The University of Dubrovnik**  
announces the following on 20 November 2025

**CALL FOR APPLICATIONS**

**for student mobility for traineeships within the framework of the Erasmus+ Programme, Key Action 1  
(KA131, Project No. 2025-1-HR01-KA131-HED-000324999))**

**GENERAL PROVISIONS**

Based on the awarded Erasmus Charter for Higher Education (ECHE) for the period 2021–2027, the University of Dubrovnik announces a Call for Applications for the selection of students to be awarded financial support for undertaking a traineeship abroad at host organisations or institutions located in Programme Countries, namely the Member States of the European Union, as well as Iceland, Liechtenstein, Norway, North Macedonia, Serbia, and Türkiye. Mobility may also be carried out in third countries not associated with the Programme (partner countries) within Regions 1–14, as defined in the Erasmus+ Programme Guide (pp. 32–34), under the International Opening scheme. Within this project, no more than 20% of the total allocated grant funding may be used for mobility activities in third countries not associated with the Programme (partner countries).

Regular and part-time students enrolled in undergraduate, graduate, or postgraduate programmes at the University of Dubrovnik are eligible to apply for the call.

Students who are expected to complete their studies (graduate) in the coming months may also undertake a traineeship abroad. However, they must apply for this Call for Applications and be selected for mobility before completing their studies, that is, while they are still enrolled as students of the University of Dubrovnik (during their final year of study). Students who have already completed their studies are not eligible to apply under this Call. After being selected and signing the Learning Agreement for Traineeship, the student may complete their studies (graduate). However, the traineeship must be carried out and completed within one (1) year of graduation, and no later than the end date of the Erasmus+ KA131 Project 2025, that is, 31 July 2027.

Doctoral students enrolled at the University of Dubrovnik who are also employees of the University of Dubrovnik are required, when applying under this Call, to obtain written approval co-signed by the Head of the Doctoral Programme and their immediate supervisor.

During the mobility period, students of the University of Dubrovnik shall remain enrolled at their home institution and are required to continue paying tuition fees if they belong to the category of students who fully or partially finance their own studies.

**ELIGIBLE MOBILITY PERIOD**

The traineeship funded under this Call for Applications must be completed by 31 July 2027.

Students who have previously participated in mobility activities under the Erasmus or Erasmus+ Programme, whether for studies or traineeships, are eligible to apply under this Call. However, applicants should note

that the total duration of Erasmus+ student mobility at each study cycle (Bachelor's or Master's level) may not exceed 12 months, regardless of the type of mobility activity undertaken (studies or traineeship). For final-year students planning to undertake a traineeship after graduation, the maximum mobility period of 12 months includes any previous Erasmus+ mobility undertaken during the current study cycle, whether for studies or traineeships.

## **WHERE A TRAINEESHIP MAY BE UNDERTAKEN**

A traineeship may be carried out in companies, institutions, organisations, and other entities with legal personality. The host organisation must be located in one of the Erasmus+ Programme Countries, namely the Member States of the European Union, as well as Iceland, Norway, Liechtenstein, North Macedonia, Türkiye, and Serbia. Traineeships may also be undertaken in third countries not associated with the Programme (partner countries) within Regions 1–14, as defined in the Erasmus+ Programme Guide, under the International Opening scheme.

## **WHERE CAN TRAINEESHIP BE CARRIED OUT**

- European Union institutions, bodies, offices, or agencies
- Organisations managing EU programmes
- Diplomatic missions of the Republic of Croatia abroad

Students may identify a suitable traineeship placement with the assistance of the National Agency, their home institution, or on their own initiative.

The mobility period must be continuous, and students are required to undertake the traineeship on a full-time basis at the host organisation.

## **TYPES OF MOBILITY ACCORDING TO DURATION**

**Long-Term Physical Mobility:** Long-term physical mobility lasts from 2 to 12 months. The entire mobility period takes place physically at the host organisation or institution.

**Long-Term Blended Mobility:** Long-term blended mobility lasts from 2 to 12 months. Part of the mobility period is spent physically at the host organisation or institution (for a minimum of 2 months), while the remaining part is completed virtually. No financial support is provided for the virtual component unless the virtual activities are carried out from the host country. In such cases, supporting documentation (e.g. accommodation invoices and travel tickets) must be submitted.

**Short-Term Blended Mobility:** Short-term blended mobility consists of a physical mobility period lasting 5 to 30 days, combined with a mandatory virtual component. There is no minimum or maximum duration specified for the virtual component.

## **FINANCIAL SUPPORT (GRANT)<sup>1</sup>**

The financial support students may receive from Erasmus+ funds is intended as a contribution to living costs that they would also incur while studying at their home university. It therefore covers only part of the living

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<sup>1</sup> As of 1 January 2020, under the Croatian Income Tax Act, Article 9, Paragraph 1, Item 21, income tax is not payable on funds awarded as non-repayable grants from European Union funds and programmes through accredited bodies, in accordance with European Union rules applicable in the Republic of Croatia for the implementation of mobility activities within EU funds and programmes for education and professional development purposes, and in compliance with the Financial Regulation of the European Commission, up to the amounts determined by the accredited bodies.

expenses, and students must cover any remaining costs from their own funds. Students are required to inform themselves about the cost of living in the host country before applying for the Call for Applications.

The number of financial grants the University of Dubrovnik will award for student traineeships depends on the number of applied months or days of mobility, as well as 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 of destination:

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

The above-mentioned financial support includes an additional amount of **EUR 150 per month** for students undertaking mobility for the purpose of a traineeship.

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

From	To	Amount
Hrvatske	Partner Countries from Regions 1–12 <sup>2</sup> (for the full list of countries, see the Erasmus+ Programme Guide 2025, p. 67)	700 EUR per month
Hrvatske	Partner Countries from Region 13 (Andorra, Monaco, San Marino, Vatican City), and Region 14 (Faroe Islands, Switzerland, and the United Kingdom).	700 EUR per month

An additional amount of EUR 150 per month **is included** in the financial support for mobility activities to Partner Countries in Regions 13 and 14. This top-up **is not applicable** to Partner Countries in Regions 1–12 or to short-term mobility activities.

Financial Support for **Short-Term Blended Mobility**<sup>3</sup> Within Programme Countries and third countries not associated with the Programme (partner countries), the amount is EUR 79 per day for up to the 14th day of the activity and EUR 56 per day from the 15th to the 30th day of the activity.

It is also possible to finance additional travel days, specifically one day before and one day after the short-term student mobility activity. The funded travel days must be immediately before the first day of the activity and/or immediately after the last day of the activity.

<sup>2</sup><https://erasmus-plus.ec.europa.eu/hr/document/erasmus-programme-guide-2025-version-1>

<sup>3</sup> Only the physical component of the mobility is funded, and the requested number of mobility days must align with the scope of activities planned during the mobility period.

Travel costs are awarded according to the distance to the mobility destination. The travel distance in kilometres is calculated using the distance calculator, based on the aerial distance between the point of origin and the destination in one direction, while the contribution to travel costs applies to a round-trip journey: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).

#### Lump-Sum Amounts for Travel Costs

Distance band	Standard travel -amount	Green travel
10 – 99 km	28,00 EUR per participant	56,00 EUR per participant
100 – 499 km	211,00 EUR per participant	285,00 EUR per participant
500 – 1999 km	309,00 EUR per participant	417,00 EUR per participant
2000 – 2999 km	395,00 EUR per participant	535,00 EUR per participant
3000 – 3999 km	580,00 EUR per participant	785,00 EUR per participant
4000 – 7999 km	1.188,00 EUR per participant	1.188,00 EUR per participant
8000 km or more	1.735,00 EUR per participant	1.735,00 EUR per participant

#### **GREEN TRAVEL**

Green travel is defined as a trip where the majority of the journey (more than half of the round-trip distance in kilometres) is completed using low-emission modes of transport, such as bus, train, bicycle, or carpooling. If students choose a green travel option for their trip, they may receive an additional amount as indicated in the table above, as well as up to four extra days of individual travel support (if there are justified circumstances for a multi-day trip (for example, e.g., a distant destination, slow train, cycling, etc.)). Upon returning from mobility, the student must submit a statement confirming the use of green travel and provide travel tickets where applicable.

For trips shorter than 500 km, participants are generally expected to use green modes of transport.

#### **ADDITIONAL FINANCIAL SUPPORT**

The right to an additional EUR 250 per month for long-term mobility, EUR 100 as a one-off payment for short-term mobility lasting 5 to 14 days, and EUR 150 for short-term mobility lasting 15 to 30 days is granted to the following categories of students:

##### **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 2025 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 375.22** and is determined each year by a corresponding regulation.

Students wishing to exercise their right to additional financial support for students from lower socio-economic backgrounds must indicate this on the application form and attach the following documents as proof of status:

1. A certificate issued by the competent Tax Administration confirming the total income of all household members for the previous calendar year.

2. A certificate issued by the competent Pension Insurance Institution confirming the amount of pension paid in the previous calendar year.
3. A declaration of household members (a household is defined as a family or other group of persons living at the same address and sharing living expenses, regardless of kinship). This declaration does not need to be certified by a notary public, and the form is an integral part of this Call for Applications. For international students studying in Croatia, a valid certificate of monthly income of household members issued by the competent tax authority in the home country is accepted.

When selecting students who meet the criteria for additional support for students from lower socio-economic backgrounds, both taxable and non-taxable income are included in the calculation of the average monthly income per household member. In addition to total income, non-taxable income specified in the Ordinance on the Awarding of State Scholarships is also included in the income calculation.

#### **1) STUDENTS WHO HOLD THE STATUS OF REFUGEES, ASYLUM SEEKERS, OR MIGRANTS**

Supporting documentation by which students prove their status as asylum seekers or persons under subsidiary protection includes the decision granting asylum or subsidiary protection, as well as a residence permit.

Students with this status must also prove their identity, which may be done by presenting an asylum seeker travel document, a special travel document for foreigners, or another valid identification document.

#### **2) STUDENTS WITH INCLUSION SUPPORT (STUDENTS WITH SPECIAL NEEDS)**

Supporting documentation includes a certificate issued by a general practitioner or specialist physician (original document, not older than six months), and a decision issued by the competent institution or state authority indicating the percentage and type of disability (if applicable, a copy is sufficient).<sup>4</sup>

#### **3) STUDENTS WHOSE PARENTS HAVE A LOWER LEVEL OF EDUCATION**

The condition for awarding an additional monthly student grant to students whose parents have a lower level of education is that the highest completed level of education of both parents is secondary vocational education. For application purposes, it is necessary to submit proof that both parents or guardians, or one parent or guardian in the case of a single-parent household, do not hold higher education qualifications. This is demonstrated by a record (including an electronic record) issued by the Croatian Pension Insurance Institute (HZMO) containing data from the official registry of the Croatian Pension Insurance System.

#### **4) FEMALE STUDENTS IN TECHNICAL FIELDS OF STUDY, AND STUDENTS IN HUMANITIES FIELDS OF STUDY**

When selecting students with the aforementioned status, technical and humanities fields shall be defined in accordance with the Ordinance on Scientific and Artistic Areas, Fields and Branches (Official Gazette 118/09, 82/12, 32/13, 34/16).

#### **5) OLDER STUDENTS**

Students over 30 may apply for additional financial support. As proof, a copy of an identity card or an extract from the birth register must be submitted.

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<sup>4</sup> Participants whose personal, physical, mental, or health condition means their participation in mobility would not be possible without additional financial or other support, due to potentially increased costs incurred during the mobility period, may apply for inclusion support ("Inclusion Support"). Applicants must complete a special inclusion application form available on the website of the Agency for Mobility and EU Programmes.

## **6) STUDENTS WITH CHILDREN**

Students with children may apply for additional financial support. As evidence, an extract from the children's birth register must be submitted.

## **7) STUDENTS WHO HAVE COMPLETED A VOCATIONAL SECONDARY SCHOOL**

Students who have completed a vocational secondary school may apply for additional financial support. As proof, a copy of the final-year secondary school certificate must be submitted.

## **8) STUDENTS WHO ARE EMPLOYED WHILE STUDYING**

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

## **9) STUDENTS WHO STUDY IN A PLACE OTHER THAN THEIR PLACE OF RESIDENCE**

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

## **10) STUDENTS WHO ARE CHILDREN OF CROATIAN WAR VETERANS**

Students who are children of Croatian war veterans may apply for additional financial support if they belong to one of the following categories: children of Croatian war veterans killed in the Homeland War, children of missing Croatian war veterans from the Homeland War, children of Croatian war invalids from the Homeland War, children of Homeland War volunteers, and children of Croatian war veterans who participated in the Homeland War for at least 100 days as members of combat units.

As proof, certificates confirming veteran status must be submitted, issued by the Ministry of Croatian Veterans. 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 administration authority, namely the Ministry of Croatian Veterans.

## **11) STUDENTS BELONGING TO THE ROMA NATIONAL MINORITY**

Students belonging to the Roma national minority may apply for additional financial support. As proof, an extract from the birth register or a copy of an entry in the electoral register must be submitted.

## **12) 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 who were previously under guardianship, or who have been granted the right to a social care residential service, or who were previously granted the right to a social care residential service under social welfare regulations, must submit a decision confirming their entitlement to such a social care service issued by the competent social welfare institution.

## **13) STUDENTS WHO ARE HOMELESS OR AT RISK OF HOMELESSNESS**

Students who are homeless or at risk of homelessness may apply for additional financial support. As proof, a certificate issued by the Centre for Social Welfare must be submitted.

#### **14) STUDENTS FROM RURAL AREAS, SMALL TOWNS, AND ISLANDS**

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

#### **15) STUDENTS WITH ADDITIONAL FAMILY RESPONSIBILITIES**

Students who are parents (including those whose child is deceased). Students from families with a member who has a disability. Students under the age of 26 who have two or more siblings under the age of 26 enrolled in full-time education. As proof, student parents must submit an extract from the children's birth register. If a family member has a disability, students must provide birth certificates of family members and a certificate of registration in the Register of Persons with Disabilities (for students from the Republic of Croatia) or an equivalent document issued by a competent institution (for students outside the Republic of Croatia). For preschool-aged siblings, a birth certificate or kindergarten confirmation must be submitted, while for school-aged children or students, a certificate of enrolment for the current school or academic year is required.

#### **16) STUDENTS FROM SINGLE-PARENT FAMILIES OR WITHOUT PARENTS**

This category includes students who live with only one parent or who do not have one or both parents. This covers cases where a parent is deceased, missing, unknown, where parents are divorced or an extramarital union has been terminated, as well as students who were under guardianship or had the right to accommodation under social welfare regulations. Students in this category must submit appropriate proof issued by the competent authority confirming their status (e.g. death certificate, court decision on divorce or guardianship, proof of guardianship, notarially certified statement, etc.).

#### **17) STUDENTS FROM SINGLE-PARENT FAMILIES OR WITHOUT PARENTS**

This category includes students who live with only one parent or who do not have one or both parents. This covers cases where a parent is deceased, missing, or unknown, when the parents are divorced or the common-law partnership has ended, as well as students who have been under guardianship or were entitled to accommodation under social welfare regulations. Students in this category are required to provide appropriate proof issued by the competent authority confirming their status (e.g. death certificate, court decision on divorce or guardianship, proof of guardianship, notarised statement, etc.).

***Different types of additional support for students with fewer opportunities are mutually exclusive.***

***In cases where there is reasonable suspicion of an attempt to manipulate or misrepresent eligibility for any of the above categories, the University reserves the right to request further documentation.***

**When awarding additional financial support, priority shall be given to students with lower socio-economic status over other categories of students with fewer opportunities.**

**Double Funding: Financial support cannot be granted to students whose stay abroad is simultaneously funded by European Union funds. National or local scholarships are not considered double funding.**

**Zero – grant students** – students are those who apply under this Call, meet all eligibility criteria, but are not selected for financial support. These students may still undertake mobility at their own expense while maintaining Erasmus+ student status.

## INSURANCE

Stud The student must obtain **health insurance coverage** for the entire duration of the mobility period.

Basic insurance is usually provided through the student's national health insurance and, during their stay in another EU country, by the European Health Insurance Card (EHIC) (European Health Card<sup>5</sup>). However, insurance cover provided by the European Health Insurance Card or private insurance may not be sufficient, particularly for repatriation and certain medical interventions. In such cases, additional private insurance may be advisable.

For traineeship mobility, the student is required to obtain **accident** and **liability** insurance. The insurance policy must be arranged before departure and remain valid for the entire duration of the mobility period.

## FOREIGN LANGUAGE PROFICIENCY

Students must inform themselves about the working language of the traineeship. The University of Dubrovnik will organise a foreign language proficiency assessment in the language in which the traineeship will be conducted, which all applicants must attend unless they possess a valid certified language certificate not older than one year, or are native speakers of the language in which the traineeship will take place. The language proficiency level stated on the certificate must correspond to the Common European Framework of Reference for Languages (CEFR).

English language proficiency will be assessed using a computer-based application selected by the University of Dubrovnik for testing candidates applying for Erasmus+ mobility. The application will assess three components of English language proficiency: vocabulary and grammar, listening, and speaking. Exceptionally, for candidates applying under the Inclusion Support category, the University of Dubrovnik may organise a tailored assessment of these language components.

Applicants who achieve a level below B1 in any of the assessed English language components, according to the Common European Framework of Reference for Languages, will be considered not to have the minimum required language proficiency for undertaking a traineeship abroad, and their applications will be rejected.

Students who have previously been selected for mobility under earlier Erasmus+ calls are also required to take the test, unless they have already been assessed at the University of Dubrovnik using the same computer-based application in previous calls.

## APPLICATION TO THE CALL FOR APPLICATIONS

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

1. Application form;
2. Acceptance confirmation (letter of acceptance from the host organisation abroad);
3. Motivation letter in English;
4. Transcript of records with corresponding ECTS credits and weighted grade average (certified by the Student Services Office or Department Secretariat);
5. Proof of foreign language proficiency in the working language of the traineeship. A minimum level of B1 according to the Common European Framework of Reference for Languages is required;
6. Certificate of membership in the Erasmus Student Network Dubrovnik (if applicable);
7. Consent for absence from the workplace due to participation in the Erasmus+ mobility programme for doctoral candidates (if applicable).

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<sup>5</sup> The competent regional office of the Croatian Health Insurance Fund (HZZO) is responsible for issuing the European Health Insurance Card (EHIC).

All the above-mentioned documentation must be submitted **either in printed form in person to the Office for International Cooperation and Mobility, Branitelja Dubrovnika 41, 20000 Dubrovnik**, or in electronic form via email to [international@unidu.hr](mailto:international@unidu.hr).

The Call for Applications **will remain open on a rolling basis until all available financial resources have been exhausted, and no later than 1 May 2027**.

## **SELECTION PROCEDURE OF CANDIDATES**

The selection of candidates shall be carried out by a Committee appointed by the Rector of the University of Dubrovnik.

The criteria for the selection of candidates are:

- Submission of complete documentation required under the Call for Applications;
- Proficiency in the foreign language, i.e. the working language of the traineeship, with a minimum level of B1 according to the Common European Framework of Reference for Languages; *prioritet studentima koji još nisu odlazili na mobilnost tijekom studija*,
- Priority given to students who have not previously participated in mobility during their studies<sup>6</sup>;
- Motivation letter in English
- Academic achievement (weighted grade point average – GPA)
- active membership in the Erasmus Student Network Dubrovnik.

If applications are received, the Committee will meet twice a month, usually on the 1st and 15th of each month, or on the next working day if these dates fall on a non-working day. The results of the Call for Applications will be published on the University of Dubrovnik website ([www.unidu.hr](http://www.unidu.hr)), usually no later than 8 days after the end of the Call. By applying to the Call, candidates agree to the publication of their names on the ranking list. All candidates will also be informed of the results of the Call by email.

## **AFTER THE PUBLICATION OF THE CALL RESULTS**

Selected candidates:

1. conclude the Learning Agreement for Traineeships (the agreement defining the traineeship plan and its relation to the study programme – the student signs this agreement with both the home university and the host organisation/company);
2. conclude a Grant Agreement with the University of Dubrovnik;
3. take out an insurance policy with a selected insurance provider;
4. submit a copy of the European Health Insurance Card (EHIC) and the accident and liability insurance policies to the Office for International Relations and Research Projects.

## **APPEAL PROCEDURE**

An appeal against the decision on the results of the call for applications may be submitted to the Selection Committee within eight (8) days from the date of publication of the results on the University's website.

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<sup>6</sup> Weighted grade point average rounded to two decimal places

The appeal must be submitted in writing by registered mail or in person to the University Registry Office at the following address: Branitelja Dubrovnika 41, 20000 Dubrovnik.

## **FINAL PROVISIONS**

By applying to the Call for Applications, candidates consent to the publication of their names on the ranking list and to the use of their personal data for the purpose of implementing the Call.

Terms in this Call that have gendered meanings are used in a gender-neutral manner and apply equally to both male and female individuals.

The University of Dubrovnik reserves the right to amend and supplement this Call. Any amendments or supplements will be published on the official website of the University.

## **CONTACT**

For all additional information, please contact the Office for International Cooperation and Mobility by email at: [international@unidu.hr](mailto:international@unidu.hr) or in person at the Campus building every working day from 10:00 to 13:00.

Rektor

prof.dr.sc. Nebojša Stojčić, v.r.