

In the framework of the ERASMUS+ programme and on the basis of the Project Grant Agreement (Agreement No. 2023-1-SI01-KA131-HED-000114194; Case No. A131-HED-0063/2023) (hereafter referred to as the Agreement) between the Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes - CMEPIUS and the Faculty of Information Studies in Novo mesto (hereafter referred to as FIŠ), the following call is hereby published:

CALL FOR STAFF MOBILITY FOR TRAINING PURPOSES (STT) FOR THE ACADEMIC YEAR 2024/2025

1. Basic information

Deadline for applications: 31st October 2024 or until the funds available are used up

The call is open to applications for staff mobility abroad to be carried out until 31st July 2025.

Staff mobility for training purposes refers to staff mobility for training purposes in a foreign institution (training mobility).

The call is open to FIŠ staff. The Faculty has 2 approved staff training mobilities for the academic year 2024/25.

Duration of training mobility: The mobility must last at least 2 working days and no more than 2 months, excluding travel time. It is recommended that the mobility lasts at least 5 days in order to ensure a significant contribution to the teaching programme and international cooperation at the host institution.

2. Eligibility criteria for mobility

Eligibility criteria for staff mobility:

- The host organisation must be from the Programme Countries.
- In the case of teaching mobility, the HEI must be a holder of the ECHE Charter (strict and rigorous adherence to the principles of the ECHE Charter) and have a signed bilateral agreement with FIŠ. A list of FIŠ faculties which FIŠ has signed a bilateral agreement with is available on the FIŠ website at the [following link](#).
- Employees can also propose a higher education institution for mobility which FIŠ will sign a bilateral agreement with if it is in the interest of both institutions.
- In the case of mobility for training purposes, the host organisation may be a higher education institution (in which case the same applies as in the previous indent) or another organisation organising courses, training, etc.
- Teaching must be at least 8 hours/week or in proportion to the duration of the mobility.

Mobility can take place **in all EU Member States, North Macedonia, Iceland, Norway, Liechtenstein, Serbia, Turkey, Region 14 and Region 13 partner countries.**

The host institution must agree to the training programme before the start of the mobility period.

3. Mobility grant

The Erasmus+ mobility grant is intended to cover travel and subsistence expenses abroad. The maximum amount of the grant is the sum of the living grant and the travel grant. In accordance with Slovenian legislation, the grant will be paid to the applicant in the amount of the actual costs incurred, in accordance with the travel order invoiced. Applicants will be informed of the amount of the grant on the e-mail address provided in the application form.

The [Erasmus distance calculator](#) (airline) will be used to calculate the travel grant. The final calculation will be based on the actual costs (as shown in the financial file) up to the maximum amount.

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

Individual support for mobility of staff from Programme countries. The table below shows the maximum amounts for Erasmus+ mobility grants per country of mobility.

Host country	Amount per day (€)
Group 1 - Programme countries with high costs of living	
Denmark, Finland, Iceland, Ireland, Luxembourg, Liechtenstein, Norway, Sweden	180 €
Group 2 - Programme countries with medium costs of living	
Austria, Belgium, Cyprus, France, Germany, Greece, Greece, Italy, Malta, Netherlands, Portugal, Spain	160 €
Group 3 - Programme countries with lower costs of living	
Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, North Macedonia, Slovakia, Slovenia, Serbia, Turkey	140 €

Eligible costs:

- **Subsidy for the stay** - daily subsistence allowance, accommodation, local transport and health insurance for abroad.
- **Travel grant** - public transport or private car transport from the place of stay to the mobility destination on the day of arrival and departure.

4. Application and selection criteria

Applications are to be sent via the application form available on the following [link](#).

Applications can also be submitted in person at the Faculty Office or sent by an email to: erasmus@fis.unm.si with "Erasmus mobility for training 2024/2025" in the subject line.

The call is open from the date of publication until the vacancies are filled. If more applications are received than there are places available, candidates who apply and who meet the eligibility criteria will be placed on a reserve list.

Staff Training Mobility (STT) is implemented on the basis of the [Rules on International Mobility](#).

Priority for selection:

- colleagues who have not been on mobility before. If a project or programme requires different criteria (e.g. Erasmus+), the project rules will be followed. In accordance with the rules of the individual programmes and projects, mobility of participants from less advantaged backgrounds is further encouraged.

The following criteria are also considered when selecting candidates:

- evidence of the candidate's activity at universities or research institutes abroad for the purpose of election to a title, in accordance with the Criteria for the election to the titles of teachers, researchers and higher education associates; preference will be given to those nearest to the end of their current title,
- the development of joint projects and research to continue collaborations and new collaborations with a foreign institution.

The selection criteria are defined on the basis of the European Commission's recommendations for the Erasmus+ programme and on the basis of the Faculty's orientations in the light of the Faculty's development and strategic documents.

The selection is decided by the Dean on the proposal of the International Mobility Committee (IMC).

Staff are advised not to wait until the last day of the application period, as applications will be considered on a regular basis.

5. Staff obligations and duties

Prior to the mobility, the selected candidate, in cooperation with the sending (FIŠ) and the host institution, must draw up a Mobility Agreement (Staff mobility for training).

After the mobility, each participant is obliged to fill in a final report (questionnaire), which will be sent to him/her by e-mail. If the participant fails to submit the report, the sending institution (the FIŠ) may be required to reimburse a part or all of the EU grant received. If the participant was unable to complete the planned activity abroad due to an emergency or force majeure, the sending institution (the FIŠ) will report this to the National Agency. In this case, upon written approval of the National Agency, the FIŠ will not be reimbursed by the participant.

More information: erasmus@fis.unm.si

Novo mesto, 15th March 2024

Prof. Dr. Matej Makarovič
Dean