



Protocol no: 259/26

Date: 10.3.2026. g.

Pursuant to Article 142 of the Statute and Article 7 of the Book of Rules on International Mobility of Students, Teaching and Non-Teaching Staff within the Erasmus + Program

**University „VITEZ“ Travnik
On date 10. 3. 2026. year, announce**

**INTERNAL CALL
for the award of grants for the outgoing mobility of staff for training purposes
within the Erasmus + KA1 -171 mobility projects between program and partner countries
for project + 2024-1-PT01-KA171-HED-000214142**

A General Terms and Conditions of the Call

University "VITEZ" announces a competition for the selection of non-teaching staff who will be awarded a grant for mobility for training (STT) at the partner university The Polytechnic Institute of Bragança, Portugal, with which the University "VITEZ" has signed Inter-institutional agreement within the project within the Erasmus + program, Key activity 1: Mobility for the purpose of training for individuals' number + 2024-1-PT01-KA171-HED-000214142.

In accordance with the approved funds from the project budget, the financial support that can be awarded is sufficient for 1 (one) candidate who is selected through a competition. Candidates who apply for the Competition, meet all the conditions of the Competition, and are not in the category for the award of grants, can go to the exchange at their own expense as zero-grand staff. They are subject to the same rules as supported staff.

University staff can apply for this Mobility Competition for the purpose of:

training - professional development - STT (for non-teaching staff)

Training may include activities:

- attending a structured course, professional development workshops organized by a foreign higher education institution, language training focused on the professional needs of participants or job shadowing (monitoring the work of employees).

The duration of mobility for the purpose of training under the Erasmus + Program may last from a minimum of 5 days to a maximum of 2 months.

All mobility activities within this Erasmus + project can be completed no later than July 30, 2027.

The realization of the period of mobility for the purpose of training on the project 2024-1-PT01-KA171-HED-000214142, is planned in the summer semester of ac. yr. 2025/2026. The project budget envisages the duration of mobility in the period of 5 days per staff member

Mutual rights, obligations and other issues relevant to mobility for the contracting parties (individual selected mobility participant, home and host institutions) and the defined amount and conditions of financial support will be regulated by the Erasmus + Grant Mobility Agreement. Agreement on mobility for training purposes.

Applicants participating in Erasmus + mobility activities must be covered by health insurance for the duration of the mobility at the host institution. The candidate is obliged to obtain the necessary insurance himself. If a visa is required to stay at the host institution, the user is obliged to obtain a visa for the purpose of professional training at a foreign higher education institution.



More detailed information about the Erasmus + program can be found on the website of the host institution <https://www.us.es/internacional/movilidad/internacional-pdi-pas> as well as on the website of the University "VITEZ" Vitez (<https://sveuciliste.unvi.edu.ba/>)

The Call is open from **10.3.2026 to 24.3. 2026**.

B Conditions for candidates

Candidates must meet the following conditions:

- be part of non-teaching staff or teaching (persons in scientific-teaching, teaching and professional titles and in associate titles of assistants as well as research novices involved in teaching) University / University "VITEZ".
- have the consent of the immediate supervisor on the absence of the candidate from the work
- have a signed and stamped Staff Mobility Agreement (Training Mobility Agreement)

Erasmus + mobility activities must take place in a program or partner country other than the country where the staff member normally resides. It is not necessary to have the citizenship of the country in which the home higher education institution is located, i.e. candidates may have the status of refugees, stateless persons or persons with registered residence in the country from which they come.

C Criteria for selection of candidates:

1. fully and correctly filled Application form and complete documentation required by the Call
2. quality and content of the work plan (from the Agreement)
3. manner of dissemination of experience upon return to the home institution, benefit for further work at the home institution
4. Role of participation - host within the Erasmus + program
5. contribution to the establishment of Erasmus + cooperation
6. encouraging an equal amount of mobility by Departments
7. Preference will be given to candidates who have not yet participated in the Erasmus + program.

A more detailed explanation of the criteria for the selection of teaching / non-teaching staff is published with the text of the Competition in the document Guidelines for the selection of teaching / non-teaching staff within the Erasmus + competition (Annex I), adopted by the Erasmus Commission.

D Application procedure

Application forms are available at: <https://sveuciliste.unvi.edu.ba/>

Send scanned in electronic form (PDF) to the e-mail address: erasmus@unvi.edu.ba

Application form, the Mobility Agreement for training purposes and the dissemination form under the title: Application for Erasmus + KA171-STT. - name and surname of the candidate in envelope.

Then all the documentation listed under H in the Call must be sent by registered post office with a return receipt to the address:

University "VITEZ"

Školska 23

72270 Travnik

For the Erasmus + Call for Proposals - Erasmus Commission

"DO NOT OPEN" – Internal Call + 2024-1-PT01-KA171-HED-000214142 STT



Or hand in the Registry Office in person at the University / University protocol, according to office hours. (except on the last day of registration, no later than 12:00 noon).

Write the name, surname and address of the candidate sending the application on the front of the envelope. Applications for the competition are accepted until **24.3. 2026** to 12.00 (noon).

Improperly completed application forms or applications with incomplete documentation will not be considered.

If sent by post, applications must be sent exclusively by registered post office with a return receipt by the application deadline. The date of the postmark on the application envelope must not be later than the end date set for the application.

Applications received by the University only electronically or applications sent by post after the application deadline will be considered invalid.

E Candidate selection procedure

The selection process takes place in three rounds:

Round 1 - administrative verification of applications

Round 2 - evaluation of the work plan and dissemination from the Agreement

Round 3 - evaluation of candidates for mobility according to the scoring criteria by the Erasmus Commission.

The candidate selection process will be based on the principles of equality, fairness and transparency.

Candidates will be selected in accordance with the set criteria and within the available funds.

F Announcement of the results of the Call

Provisional results of the Competition with the ranking list of accepted staff will be published on the website of the University no later than 8 days after the deadline for applications.

The final results with the ranking list will be published after the deadline for resolving the complaint (8 days from the date of the deadline for submitting complaints).

All candidates will be notified of the results of the Competition by e-mail as well as receive instructions for further procedures.

An objection may be filed against the Decision on the selection of candidates within 8 days from the announcement of the provisional results of the Competition. The objection shall be submitted in writing. The handwritten complaint is submitted exclusively to the protocol of the University, Školska 23, 72270 Travnik on the registration record, every working day during office hours. The complaint is resolved by the Commission for Resolving Complaints related to the results of applications for the competition appointed by the Rector. The deadline for resolving the complaint is no later than 8 days from the day the deadline for submitting the complaint expires.

G Financial support

Budget Call

The amount of approved non-refundable financial support available to staff to go to training under this Call is a total of 1,020.00 euros, provided for 1 candidates for 5 days of stay and a maximum of 2 days spent on the road.

Erasmus + per diem is 204.00 euros per day, and the amount for travel expenses is 395.00 euros per candidate. (Costs and per diems have been calculated in accordance with the Guidelines of the Agency for Mobility and EU Programs from Portugal as the competent authority for the implementation of this project and according to the EC Distance Calculator http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4).



Financial support is paid to staff in euros by the host institution for this project. Payment of financial support will be made according to the model from the Erasmus + grant agreement for staff mobility for teaching and training between program and partner countries after the grant beneficiary signs the grant agreement and submits the bank account number opened in Portugal or is paid by cheque.

Applicants cannot receive financial support from the Erasmus + project if their stay abroad will be additionally funded from the European Union. The staff is obliged to inform the Erasmus coordinator of the program country: filipe.rodriques@ipb.pt ;

Additional financial support for certain categories

Erasmus + shall pay particular attention to guidance, acceptance, physical accessibility, pedagogical and technical support, and in particular the financing of additional costs for staff whose physical, mental or health circumstances are such that their participation in the program would not be possible without additional financial support. (further in text "special needs "). The purpose is to take full advantage of the Erasmus + mobility experience.

People with special needs / disabilities are entitled to an increased amount of monthly financial support due to possible increased mobility costs. University "VITEZ" will subsequently inform the candidates selected in the Competition, who submitted a completed application form for persons with special needs / disabilities and attachments as part of the competition documentation, about the procedure for requesting additional funds from the Agency for Mobility and EU Programs as well as additional documentation that needs to be submitted for the purpose of approving additional funds. In the preparatory phase of your Erasmus + mobility, you need to state your needs and anticipate additional costs related to your specific physical, mental or health circumstances.

Upon receipt of the application and supporting documents, the Erasmus Commission will decide on the award of financial support for people with special needs, depending on the available budget in the requested financial envelope. Please note that the data is confidential and can only be processed in connection with your application and participation in the Erasmus + program in accordance with applicable law of BiH..

H Application documentation:

1. Application form
2. Signed and stamped Mobility Agreement for training purposes
3. Approval of the mobility of non-teaching staff during the application signed by the candidate
4. Dissemination Form of mobility experience after return
5. Proof of employment at the institution from which it is evident that the candidate has concluded an employment contract / employment contract and that the contract is secret, ie that it will be valid for the entire duration of stay at a foreign higher education institution (employer's certificate of duration employment / employment contract)
6. Signed and stamped consent on the absence of the candidate from the position
7. Copy of a valid travel document.

I Materials:

For mobility training

Erasmus + staff mobility application form (with statement, Europass CV and language passport)
Copy of the Mobility Agreement for training purposes - Form
Staff mobility approval form
Mobility experience dissemination form

Materials are available at: <https://sveuciliste.unvi.edu.ba/erasmus> (under category / Erasmus + / Tenders), except for the application documentation from section H under point 5.6. and 7.



J The rest

Before applying for the Competition, each candidate is obliged to contact the Erasmus Coordinator / Dean of the Faculty and inform him / her about the application.

The selected candidates are obliged to follow the prescribed procedures (of which they will be informed) before and after their return from the foreign institution and to submit the requested documentation.

By applying to the Competition, candidates agree: to have their name published on the list of selected / rejected candidates or on the waiting list, to collect and process personal data and pass it on to third parties for project implementation and use their personal data as part of evaluation results and further reporting on the results of Erasmus + KA1 individual mobility.

All personal data will be processed in accordance with the provisions of national law and in accordance with Regulation (EC) No 1907/2006. 45/2001.

The deadline for confirming the departure for mobility and application for withdrawal is no later than 15 days after the publication of the final results, and before signing the contract on financial support for Erasmus + staff mobility for training between candidates and the University.

Any changes and amendments to this Call will be published on the website of the University "VITEZ" Vitez <https://sveuciliste.unvi.edu.ba/>

K Contact person for additional inquiries

Office for International Cooperation: erasmus@unvi.edu.ba

Head of the Office: Boris Jerkovic; boris.jerkovic@unvi.edu.ba