



Erasmus+

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In Koper, 11 November 2019

**Call for Staff Exchange Programme with the University of Primorska (Koper, Slovenia)  
for partner universities from Japan in the frame of the Erasmus+ Programme KA107  
2019**

## **1. Background**

In the frame of the Erasmus+ programme, the UP has obtained funds for enabling staff exchange with partner universities from **Japan**.

Erasmus+ programme is a European programme stimulating mobility between different educational institutions ([http://ec.europa.eu/programmes/erasmus-plus/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/index_en.htm)). The staff exchange programme creates possibilities for sharing knowledge and experiences among partner universities.

University of Primorska (UP) was granted the following incoming E+ mobility from Japan under Erasmus+ programme for:

### **TEACHING**

- **1 incoming professor to the Faculty of Tourism Studies – Turistica (UP FTŠ TURISTICA).**

Faculty offer courses in the following fields:

UP FTŠ TURISTICA
Tourism, travel and leisure

## **2. Mobility types**

Staff exchange programme for **teaching**: targeting professors who teach at the host university.

## **3. Mobility period, duration and obligations**

All mobilities have to be completed by 31 July 2021.

Mobility duration: **5 days**

All visiting staff is entitled to max two (2) days of travelling.

Staff coming to teach at the UP has to lecture at least 8 hours per week.

#### 4. Eligibility

##### (a) Staff Exchange Programme for Teaching

Participants in the Staff Exchange Programme for Teaching shall be academic staff members from partner university from Japan, who work in the area related to the study fields offered at UP FTŠ TURISTICA.

#### 5. Erasmus+ mobility grant

Incurred costs related to mobility will be reimbursed to the visitor. Only incurred costs, which can be proved, will be reimbursed up to the following ceilings:

(a) Subsistence costs (including accommodation, local transfer and per diem in line with Slovene legislation): maximum 140 € / day; max 5 days (140 € / day) and max 2 days for travel (140 € / day) in total 7 days;

(a) Travel costs: Contribution to the travel costs of participants, from their place of origin to the venue of the activity and return: for travel distances of 8000 km or more: 1500,00 €; Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission ([http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)). The applicant must indicate the distance of a one way travel to calculate the amount of the EU grant that will support the round trip.

#### 6. Reimbursement process

There are two possibilities for covering expenses of the visit:

(a) UP organises and pays directly for travel and accommodation to providers in Slovenia. The University will guarantee that all the costs are in line with public procurement and Slovene legislation. No additional work will be expected from the visiting staff. They will, however, have to provide boarding passes.

(b) The UP reimburses incurred expenses.

In the latter case, the following has to be observed:

- The visiting staff will have to hand in to UP all original invoices and supporting documentation, such as boarding passes.
- The reimbursement can be done only directly to the visiting staff. The grant does not allow reimbursement to the home institution. Therefore the visiting staff have to buy their own tickets.

#### 7. Other conditions

The Erasmus+ interinstitutional agreement must be signed before the start of the mobility staff exchange.



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Enclosures:

- Enclosure 1\_Academic Calendar
- Enclosure 2A\_Mobility Agreement for Staff Mobility for Teaching



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Both universities (the participant's sending institution and the UP as participant's hosting institution) have to confirm before the staff exchange the *Mobility Agreement for Staff* that will be carried out by the participant during the exchange period.

Agreement forms used under Erasmus+ are enclosed to this open call.

## 8. Application and selection process

Deadline for nomination of staff for mobility is **15 December 2019**.

**The call is open until there are available places.**

Home institution is responsible for nominating **maximum 1 mobility candidate per mobility** by providing the name of the candidate to the host institution UP FTŠ TURISTICA.

The selection of candidates is left entirely to the home institution.

The home institution (its International Relations Office or other competent department / person) has to provide in its nomination e-mail to UP the following details before the deadline:

- Name and surname of the candidate;
- Position of the candidate;
- Contact details.

Proposed mobility agreements - *Mobility Agreement for Staff* have to be included in the nomination e-mail.

The UP will then review the proposed candidates from all partner universities and prepare the final list of candidates. If more candidates will be nominated, as there are free places, the faculties of the UP will take the mobility programme into account and take the decision on the final list of candidates based on:

- Self-initiative of the candidate (staff who already established contact with the UP and obtained an invitation letter, will have advantage);
- Additionality (Teaching staff - providing relevant content for the students of the UP in line with the study programme and internationalisation strategy as confirmed by the host institution, will have advantage).

## 9. Further information

**University of Primorska, Faculty of Tourism Studies – Turistica**

Obala 11a, 6320 Portorož, Slovenia, EU

**Ms. Nataša Gržinić**

Tel.: +386 5 617 70 07

E-mail: [natasa.grzinic@fts.upr.si](mailto:natasa.grzinic@fts.upr.si)

<http://www.turistica.si>



Prof. Dragan Marušič, PhD  
Rector of University of Primorska