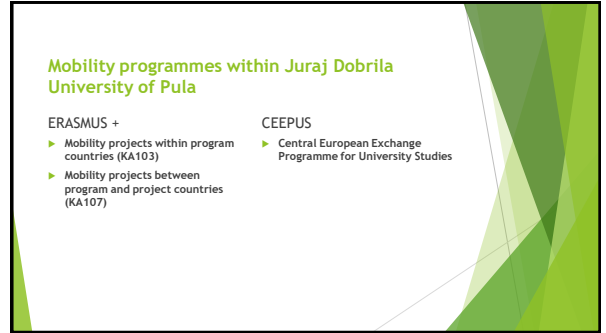




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### Job division

**dr. sc. Ivona Peternel**  
Head of the Office for Partnership and Projects

**Izabela Del Vecchio, mag. turism. cult.**  
Assistant

**Emina Lehkec, mag. oec**  
Expert Associate for International Cooperation and Mobility

- ▶ In charge of marketing activities
  - ▶ Official webpage of Office for Partnership and Projects
  - ▶ Facebook page
  - ▶ Promotion materials
- ▶ Administrative support for students and (non)teaching staff
- ▶ Administrative support for incoming and outgoing students, (non) teaching staff (before, during and after mobility)
- ▶ In charge of writing and publishing Calls for Application
- ▶ Representing Office for Partnership and Projects, as well as Calls for Application at local TV and radio stations
- ▶ In charge of organizing Welcome Day for incoming students

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### Procedure for incoming students to Croatia (KA103 and KA107)

#### BEFORE MOBILITY

- ▶ Application documents
- ▶ Personal identification document (ID card/Passport)
- ▶ European Health Insurance Card (EHIC) for EU citizen students
- ▶ Travel health insurance policy for non EU citizen students
- ▶ Help provided by Office for Partnership and Projects
  - ▶ Issuing Visa (if needed)
  - ▶ Finding private accommodation

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#### DURING THE MOBILITY

- ▶ Welcome Day
  - ▶ First official day that students are mandatory to be present at
- ▶ Administrative procedure
  - ▶ Non EU citizen students - Issuing VAT number and opening bank account
  - ▶ (non)EU citizen students - application procedure for regulation of temporary stay in Pula
- ▶ Students who took part in Erasmus+ programme within KA107 project will receive scholarship from Juraž Dobriša University of Pula
  - ▶ Scholarship payment procedure - 80% upon arrival, 20% before departure
- ▶ Learning Agreement
  - ▶ Official document that confirms the amount of enrolled courses and ECTS credits that each student will realize during their mobility period
  - ▶ Document must be correctly filled and signed by all three parties (student, home institution coordinator, receiving institution coordinator)
- ▶ Extracurricular activities
  - ▶ Croatian Language Course (confirmation/diploma for Croatian language proficiency)
  - ▶ Other social activities (sport, field work...)

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#### AFTER THE MOBILITY

- ▶ Certificate of Attendance
- ▶ Transcript of Records
- ▶ Erasmus+ Final Report



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### Certificate of Attendance

Official document that confirms the exact period of stay at Juraj Dobrila University of Pula




The form includes fields for: Host name, Address, City, Postal code, Country, Date of arrival, Date of departure, Name of the student, and Name of the institution.

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### Transcript of Records

Official document that confirms the successful attendance of enrolled courses



The form includes a table for course details with columns: Course, ECTS, Grade, and Date. It also includes sections for the student's declaration and the host institution's confirmation.

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### Grant support - incoming/outgoing students (KA107)

#### TRAVEL SUPPORT

Distance Calculator

[https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

Travel Distance	Amount
Between 10 and 99 km	20 € per participant
Between 100 and 499 km	100 € per participant
Between 500 and 1 999 km	275 € per participant
Between 2 000 and 2 999 km	360 € per participant
Between 3 000 and 3 999 km	530 € per participant
Between 4 000 and 7 999 km	820 € per participant
8 000 km and more	1 500 € per participant

#### INDIVIDUAL SUPPORT

- Scholarship for Incoming students - 800,00 EUR/per month and 26,67 EUR per extra day (in case of incomplete month)
- Scholarship for Outgoing students - 700,00 EUR/per month and 23,33 EUR per extra day (in case of incomplete month)

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### Grant support - incoming/outgoing students (KA103)

Group	Mobility Destination	Financial Support (EUR/year/month)
GROUP 1	Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Liechtenstein, Norway	500
GROUP 2	Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	450
GROUP 3	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Northern Macedonia, Turkey	400

**Special categories**

- Traineeship programme - additional 100 € per month
- Students with a lower socioeconomic status - additional 200€ per month (traineeship and studies programme)

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### Procedure for incoming and outgoing (non) teaching staff (KA103 and KA107)

**BEFORE MOBILITY**

- ▶ Application documents
- ▶ Scholarship payment procedure
  - ▶ Incoming (non) teaching staff, coming within KA107 project (non EU citizens) will receive 100% of total grant amount
  - ▶ Outgoing (non) teaching staff who applied for mobility within KA103 project will receive 80% of total grant amount

**AFTER THE MOBILITY**

- ▶ Certificate of Attendance
  - ▶ Official document that confirms the exact period of stay at JuraJ Dobrila University of Pula
- ▶ Erasmus+ Final Report
- ▶ Scholarship payment procedure
  - ▶ Outgoing (non) teaching staff who applied for mobility within KA103 project will receive 20% of total grant amount

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### Grant support - staff mobility (KA103)

**TRAVEL SUPPORT**

- ▶ Distance Calculator  
[https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

Travel Distance	Amount
Between 10 and 99 km	20 € per participant
Between 100 and 499 km	180 € per participant
Between 500 and 1 999 km	275 € per participant
Between 2 000 and 2 999 km	360 € per participant
Between 3 000 and 3 999 km	430 € per participant
Between 4 000 and 7 999 km	820 € per participant
8 000 km and more	1 500 € per participant

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### Grant support - staff mobility (KA103)

**INDIVIDUAL SUPPORT**

mobility destination	Financial Support (€) per month
GROUP 1 Program countries with higher living costs Denmark, Finland, Ireland, Luxembourg, Sweden, United Kingdom, Liechtenstein, Norway	144
GROUP 2 Program countries with medium living costs Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	128
GROUP 3 Program countries with lower living costs Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Northern Macedonia, Turkey	112

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### Grant support - staff mobility (KA107)

**TRAVEL SUPPORT**

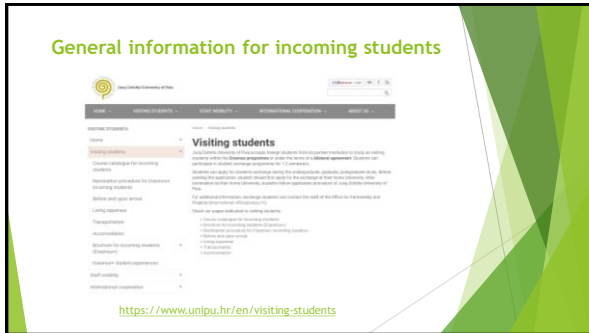
- ▶ Distance Calculator  
[https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

**INDIVIDUAL SUPPORT**

- ▶ Incoming staff: 140 EUR per day
- ▶ Outgoing staff: 180 EUR per day

Travel Distance	Amount
Between 10 and 99 km	20 € per participant
Between 100 and 499 km	180 € per participant
Between 500 and 1 999 km	275 € per participant
Between 2 000 and 2 999 km	360 € per participant
Between 3 000 and 3 999 km	430 € per participant
Between 4 000 and 7 999 km	820 € per participant
8 000 km and more	1 500 € per participant

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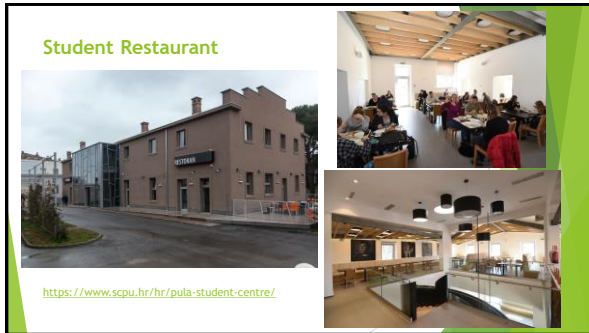
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