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Zagreb, 10.05.2021.



ZAGREB SCHOOL OF BUSINESS

**based on Erasmus+ inter-institutional agreements with foreign higher education institutions,
announces**

TENDER

**for awarding financial support to members of teaching and non-teaching staff for the purpose of
professional development and teaching in a foreign higher education institution or organization, for programme
countries. (KA107) project: 2020-1-HR01-KA107-077644**

GENERAL PART

**Zagreb School of Business announces a tender for the selection of teaching and non-teaching staff of ZSB
partner institutions who will be awarded financial support for the purpose of teaching (STA) at a partner
higher education institution (only for teaching staff) or professional development (STT) at a foreign institution
(teaching and non-teaching staff) in the academic year 2020/2021.**

**In 2014, Zagreb School of Business was awarded the "Erasmus Charter for Higher Education (ECHE)" (270014-
EPP-1-2015-1-HR-EPPKA3-ECHE - HR ZAGREB21), enabling participation in the Erasmus+ program.**

Teaching and non-teaching staff can apply for mobility for the purpose of:
- teaching (for teaching staff);

- professional development (for teaching and non-teaching staff).
Professional development can include several types of activities:

- **job shadowing**, i.e. monitoring the work of colleagues at a foreign institution during their professional activities and;
- attending a structured course, workshop or language training focused on professional needs of participants.

The number of financial grants that ZSB will award to teaching and non-teaching staff depends on the availability of funds. Candidates who apply to the tender and meet all the conditions of the tender but cannot be financed can go on exchange at their own expense.

**The competition was announced on May 10, 2021 and ends on May 31, 2021.
Mobility must be achieved by the end of the project cycle.**

**More detailed information about Erasmus+ can be found on the website of the Agency for Mobility and EU Programs
(www.mobilnost.hr).**

WHO CAN APPLY?

Candidates must meet the following requirements:

1. Be members of the teaching and/or non-teaching staff of our partner institutions from Erasmus+ programme countries, either permanently employed or external collaborators.
2. Have satisfactory knowledge of the foreign language in which they will be teaching/professionally improving their skills.

WHICH SCHOOLS CAN YOU GO TO?

Mobility for the purpose of teaching as well as for the purpose of professional development is possible towards Zagreb School of Business with which ZSB has signed Erasmus+ inter-institutional cooperation agreement.

Mobility of teaching and non-teaching staff within the Erasmus+ program Key Activity 1 (KA107) for activities:

- teaching (STA) - (teaching staff)
- training (STT) - (teaching and non-teaching staff)

The tender is open to faculty and staff of the following HEIs:

1. CEPS College "CEPS-Center for Business Studies", Kiseljak - Bosnia and Herzegovina,
2. University College of Business, Tirana - Albania
3. ZHYTOMYR POLYTECHNIC STATE UNIVERSITY, Zhytomyr - Ukraine

LENGTH OF STAY

Staff mobility for teaching and professional development purposes may last (excluding travel time) for a minimum of 2 days and a maximum of 2 months. The condition for teaching staff applying for teaching activities is to teach at least 8 hours per week.

The started activity must be maintained in continuity and cannot be interrupted, unless there are objective reasons for this. There must be a balance between the number of days spent on the activity and the hours held teaching.

AMOUNT OF FINANCIAL SUPPORT

To calculate the financial support for each individual (teaching and non-teaching staff), living costs (only for working days spent on mobility, not necessarily including days spent on the road) and travel costs determined by the European Commission are taken into account.

Teaching and non-teaching staff who apply to the tender, provided that their application is accepted, but do not become part of the group of staff that will receive a grant, can go on mobility at their own expense (so-called zero-grant staff). On zero-grant, all rules apply like to grant staff as well as for (non)teaching staff who will receive Erasmus+ financial support.

Teaching and non-teaching staff with special needs are entitled to an increased amount of financial support.

Note: Staff cannot receive financial support under the Erasmus+ programme if mobility is financed in parallel from other funds originating from the European Union.

APPLICATION DOCUMENTATION

The application consists of the following documents:

1. completed and signed mobility application form
2. copy of ID card or valid travel document
3. CV in Croatian or English (on Europass format up to 4 pages)
4. Staff agreement signed and stamped

Applications must be submitted on the official application form with the attached application documentation. Applications received after the specified deadline (the date on the postmark will be taken into account) will not be considered. Applications are filled out and sent electronically to internationaloffice@pvzg.hr.

Each candidate is required to contact the teachers/employees of the relevant institutes/departments/departments/offices at foreign institutions and agree on a plan and method of work, as well as the time and duration of the stay.

CANDIDATE SELECTION CRITERIA AND CANDIDATE SELECTION PROCEDURE

The application and complete documentation must be submitted in the above-mentioned ways by the deadline specified on May 31, 2021. at 12:00 (date of receipt).

The selection of candidates will be carried out by the International Mobility Committee of Zagreb School of Business.

Candidates will be selected based on the following criteria: -

Invitation letter – preference is given to candidates who have already received an invitation for professional development.

- The quality of the work plan - candidates are required to study the websites of foreign institutions in detail and find the department in which they would like to do the mobility, the department where experts from the field in which they are working they want to improve or a professional event at a foreign institution they want to attend. Based on these information candidates should describe in detail how the chosen activity can help in their training, career development and added value for the home institution upon returning from mobility and develop a work plan during mobility.
- Benefit for further work at the home institution – preference is given to candidates whose mobility, according to the opinion of the committee, brings greater benefit to their further work at their home institution, enables more intensive cooperation with the partner institution and serves as a transfer of good practices.
- Language proficiency – preference is given to candidates who have a higher level of proficiency in the language in which they will be working/training will be held.
- Preference is given to candidates who meet the tender requirements and have not yet been on mobility within the framework of Erasmus+ program.

APPLICATION DEADLINE AND METHOD

APPLICATION DEADLINE: May 31, 2021 at 12:00 PM. The candidate completes and submits only one (1) application.

Signed applications with other documents must be submitted in electronic form to the e-mail address internationaloffice@pvzg.hr.

Incorrectly completed application forms, applications with incomplete documentation or applications sent after the specified deadline will not be considered.

ANNOUNCEMENT OF COMPETITION RESULTS

The final results of the tender will be published on the bulletin of Zagreb School of Business.

Selected candidates are required to comply with the prescribed procedure (of which they will be informed) before and upon their return from the foreign institution and to submit the requested documentation to ZSB. By applying to the tender, candidates agree to their name being published on the list of selected/rejected candidates or on the waiting list.

APPEAL PROCEDURE

An appeal against the decision on the selection of candidates may be filed with the Z S B Mobility Committee within 8 days of the announcement of the tender results. The appeal must be submitted in writing and submitted to the PVZG Registration Office (deanery).

FINAL NOTE

Any changes and additions to the tender will be published on the official website of the Zagreb School of business.

By applying to the tender, candidates agree to their name being publicly published for the purpose of the tender for the Erasmus+ program - Key Action 1 in the academic year 2020/2021.

The selected candidates are obliged to comply with the prescribed procedure (of which they will be informed) before going to and upon returning from a foreign higher education institution and to submit the necessary documentation to ZSB.