RIT CROATIA

on September 7th, 2015

announces

CALL FOR APPLICATIONS FOR TRAINEESHIPS
FOR THE

ERASMUS+ PROGRAM

IN THE ACADEMIC YEAR
2016/17 and 2017/18

GENERAL PROVISIONS

RIT Croatia announces Call for financial award and mobility in the academic years 2016/2017 and 2017/2018 within Erasmus+ program. The purpose of mobility is traineeship.

This Call will remain open until September 30th, 2016 after which Committee will select the candidates. Final report on the selection will be published on RIT Croatia web site by October 14th, 2017. The chosen candidates will meet with Erasmus Coordinator to complete all remaining documentation after that date.

WHERE CAN YOU GENERATE MOBILITY

In principle, under Erasmus+ program it is possible to realize mobility on higher education institutions and organizations within EU member states (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and Great Britain) and Island, Lichtenstein, Norway, Turkey and Macedonia.

Traineeships are not possible in the European Commission institutions whose activities implement programs of EU or in diplomatic representative body of Republic of Croatia abroad (list of institutions in which traineeships are not allowed is listed here-
Traineeship placements can be found on your own initiative, with help of Croatian National Agency for Mobility or through RIT Croatia Career Service and Study Abroad Office offers.

Before going to mobility students must sign the tripartite Learning Agreement for Traineeships, which is signed between the student, RIT Croatia and the host organization.

**VALID TIME FRAME AND MOBILITY DURATION**

Student mobility can be realized in the length of minimum 2 months and maximum of 12 months. Mobility can be realized from November 1st 2016 until May 31st 2018. Students can realize traineeship within one year from graduating; the condition being that student is selected in the Call while still having a valid student status at RIT Croatia.

**TUITION**

Students will remain enrolled at RIT Croatia for the whole period of mobility. Students are also required to fulfill obligations related to course and semester enrollment.

**INSURANCE**

Students are required to have insurance policy covering health insurance abroad, which can include additional insurance required by the host institution/organization or by the Consular office of the country issuing visa/temporary stay permit. Croatian citizens while residing temporary in any of 27 EU countries as well as in Iceland, Liechtenstein, Norway and Switzerland can use health insurance protection based on European Health Insurance card (EHIC). The prerequisite for the obtaining of the EHIC is to have a regular health insurance with the Croatian Health Insurance Fund (HZZO). EHIC card will be issued without additional cost by regional HZZO office to any insured person upon request. Scope covered by EHIC may not be sufficient, because it does not cover certain medical interventions or medical repatriation. For this reason students are encouraged to purchase additional health or travel insurance.

Students are also required to have accident insurance coverage related to the student’s tasks (covering at least damages caused to the student at the work place) and liability insurance related to student’s tasks (covering damages caused by the student at the workplace), which they can acquire at their own expense from an insurance company.

**FINANCIAL SUPPORT**

Financial support granted by the Erasmus+ program does not necessarily cover all expenses related to mobility. Erasmus + grant is not considered a full scholarship but a support for studying expenses.

Monthly financial support for traineeship for the academic year 2016/2017 is determined by the Croatian Agency for Mobility taking into consideration living expenses in the host country.

Program countries are divided into three groups:
Due to possible increased mobility expenses for students with disabilities, they are entitled to an increased amount of financial support. Application process for additional financing for students with disabilities will be published afterwards.

Students with lower socio economic status can apply for additional financial support in the amount of 200 EUR per month.

Criteria for determining lower socio economic status are derived from Regulation on conditions and procedure on acquiring right to state scholarship. RIT Croatia will inform students selected under this Call about those possibilities and ways by which they can apply for additional financial support.

Students who apply and conform to all the criteria but do not get selected for financial support in this Call can go to mobility on their own expense as Zero grant students.

Students cannot receive financial grant within Erasmus+ program, if their mobility abroad is additionally financed with EU funds.

State scholarships granted to students are not considered as double financing. The same applies to the funds which RIT Croatia allocates to students in the form of scholarships.

**WHO CAN APPLY**

1. The student applies for traineeship within regular undergraduate study. Non regular students can apply to Call and use financial support only if they conduct traineeship in the full working time during the period of mobility.

2. The student must obtain the acceptance letter from the host organization where the traineeship will be conducted, signed by the responsible person and written on the Confirmation of Acceptance for Erasmus+ Placement form, which is an integral part of this Call.

**BEFORE APPLYING TO CALL**

<table>
<thead>
<tr>
<th>Group</th>
<th>Program country</th>
<th>Financial monthly/EUR support for Traineeship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1 with higher life expenses</td>
<td>Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, Sweden, United Kingdom</td>
<td>560</td>
</tr>
<tr>
<td>Group 2 with middle life expenses</td>
<td>Belgium, Croatia, Czech Republic, Cyprus, Germany, Greece, Island, Luksemburg, Netherland, Portugal, Slovenia, Spain, Turkey</td>
<td>510</td>
</tr>
<tr>
<td>Group 3 with lower life expenses</td>
<td>Bulgaria, Estonia, Hungary, Latvia, Litva, Malta, Poland, Rumunia, Slovakia, Macedonia</td>
<td>460</td>
</tr>
</tbody>
</table>
Before sending application to this Call, the student needs to obtain information about the host organization. The student is obliged to inform the Career Services on the intent on applying to Call, and seek advice from the Erasmus Coordinator.

CRITERIA FOR SELECTION

Criteria for candidate selection are as follows:

1. Required Call documentation is submitted along with the Application form and all is completed accurately until Call closing
2. Academic success- from 20 to 60 points
3. Letter of motivation from 0 to 30 points
4. For participation in Erasmus program from 10 to 30 points
5. Mobility duration from 10 to 30 points
6. Relevance of placement 10 to 20 points

APPLICATION PROCEDURE

Application for student mobility must contain the following documents:

1. Application form for traineeship
2. Letter of motivation- 1 A4 page
3. Europass format CV
4. Student status verification
5. Transcript of grade
6. Confirmation of acceptance letter from international institution where traineeship will take place, signed by person in charge- Confirmation of acceptance for Erasmus+ Placement

APPLICATION DUE DATE: IMMEDIATELY AND NOT LATER THAN September 30th 2016

Application and rest of required documentation should be mailed or personally delivered to the following address:

RIT Croatia
Erasmus Coordinator
(with note: For Erasmus+ Call)
Don Frana Bulića 6
20 000 DUBROVNIK

Related Call documentation is available on the RIT Croatia website including:

1. Application form for traineeship for the academic year 2016/2017
2. Europass CV form
3. Confirmation of Acceptance for Erasmus+ Placement for traineeship
4. Erasmus + programme guide

AFTER THE RESULTS ARE PUBLISHED
All candidates will be notified of the results of the Call, and will have access to a list of chosen candidates, waiting list candidates, and declined candidates. A list of chosen/declined candidates and waiting list will be published on the web site of RIT Croatia.

By applying to this Call candidates agree with their name being published on the above lists.

The selected candidates will be invited to informative meeting where they will receive further instructions.

Students obligations before, during and after mobility for traineeship, will be further defined by Learning agreement for traineeships signed by student, host institution and RIT Croatia.

**APPEAL PROCEDURE**

The student can submit an appeal against the Decision to the Committee within 8 days from the date of the publishing of the results on the RIT Croatia web site. An appeal has to be made in the written form and sent by registered mail or personally delivered to the Erasmus Coordinator, RIT Croatia, Don Frana Bulića 6, 20 000 Dubrovnik, every working day from 8:00 till 16:00. Committee will decide on the appeal within 8 days from receiving the appeal by making a separate Decision.

**ADDITIONAL INFORMATION**

Additional information is available on the web site of RIT Croatia [http://www.croatia.rit.edu](http://www.croatia.rit.edu) or with the Erasmus Coordinator.

**Contact person for additional information:**

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