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## **ERASMUS+ INTERNATIONAL CREDIT MOBILITY- KA171 PUBLIC CALL FOR TEACHING STAFF FROM AGRICULTURAL UNIVERSITY OF TIRANA TO UNIVERSITY BUSINESS ACADEMY IN NOVI SAD WITHIN ERASMUS+ FRAMEWORK**

Agricultural University of Tirana (UBT) Faculty of Veterinary Medicine, opens a Call for PhD applicants for Erasmus+ outgoing teaching staff mobility from the Agricultural University of Tirana, UBT, Faculty of Veterinary Medicine, to the University Business Academy in Novi Sad, Republic of Serbia.

**DURATION OF THE CALL: 01.07.2025-08.07.2025**

**APPLICATION DEADLINE: 08.07.2025 (time: 16.00)**

The call is open for the teaching staff of the Agricultural University of Tirana for realizing **staff mobility for teaching** at the following University:

University	Erasmus+ code	Subject area	Country
University Business Academy in Novi Sad	RS NOVISAD07	Agriculture	Republic of Serbia
		Veterinary	
		Management and administration	
		Economics	

NOTE: The working language for the mobility is English.

The total number of funded teaching staff mobility is **one (1)**.

### **APPLICATION PROCESS**

- Read the general information of the Public Call and familiarize yourself with the documentation required for the application
- Determine eligibility for applying to the selected Erasmus+ partner (category, subject area)
- Check whether there are special requirements for Erasmus+ partner along with the regular application documentation
- Prepare complete documentation and submit the application to the authority responsible for conducting the Public Call at the Agricultural University of Tirana.

### **REQUIREMENTS FOR PARTICIPATING IN THE CALL:**

- Only persons employed at the **Faculty of Veterinary Medicine of the Agricultural University of Tirana** can apply for the Call for the mobility of teaching staff.
- The Call participant is obliged to secure the approval of participation in mobility, signed by the Dean.



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- The Call participant is obliged to submit the complete documentation required by the Call in a timely manner. Incomplete and late applications will be rejected.
- The Call participant is obliged to submit the **Teaching Plan**, agreed upon with the receiving institution. Participants are obliged to independently contact colleagues, i.e. members of the teaching staff of the faculty or department at the partner institution, and to agree with them on the plans for holding classes, the method and methodology of conducting classes, as well as the dates and duration of stay. The teaching plan must be approved and signed by the contact person from the appropriate faculty or department at the receiving institution, or competent persons at the receiving institution.

## **ERASMUS+ KA171: APPLICATION DOCUMENTATION FOR TEACHING STAFF MEMBERS AT THE AGRICULTURAL UNIVERSITY OF TIRANA:**

1. **Teaching Staff Application Form**- duly filled in and signed
2. Scan of the first passport page
3. **Notice and consent for the collection and processing of personal data** – signed
4. **CV of the candidate**- Europass form is recommended
5. **Erasmus+ Mobility Agreement for Teaching**
6. Evidence of employment at the Faculty of Veterinary Medicine of the Agricultural University of Tirana
7. Consent to carry out mobility obtained by the academic host at the Erasmus+ partner institution, in the form of an invitation letter addressed to the candidate or in email communication with the candidate (given in free form);
8. Proof of knowledge of the foreign language in which the mobility takes place with a clearly indicated level;
9. Approval of participation in mobility- signed by the Dean of the Faculty of Veterinary Medicine where the candidate is employed
10. **Teaching Plan**- duly filled out
  - \* The Teaching Plan needs to be agreed upon with the colleagues at the partner institution (receiving institution) and signed by the intended persons.
11. Evidence required by the Erasmus+ partner institution to which the candidate is applying - if the partner institution requests additional documents;
12. Evidence of the status of a staff member with a disability (if the candidate meets this criterion and submits the documentation defined in the invitation), along with a filled out and signed **Declaration form for participants in mobility with disability** (given in free form).

In addition to the above, the Call participant (candidate) can submit other documents of importance for the ranking and selection of candidates, such as evidence of international activity (study stay abroad, participation in an international project, award at an international professional, artistic or sports competition, etc.) or on participation in the implementation of the mobility program at the parent institution etc.



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## **SUBMITTING AN APPLICATION:**

The application (documentation in pdf) for the Call needs to be submitted by the Erasmus+ academic coordinator at the member faculty of the University Business Academy in Novi Sad to the Erasmus+ institutional coordinator at the email address **erasmus@privrednaakademija.edu.rs** or brought in person to the Rectorate on weekdays from 09:00 to 15:00 hours.

Additional documentation, if requested by the University Business Academy in Novi Sad, is a mandatory part of the application.

NOTE: The final decision on the Erasmus+ candidate chosen for the grant is made by the Erasmus+ Commission of the University of the Economic Academy in Novi Sad, while the Rector of the University decides in the second instance, after the acceptance certificate issued by the recipient institution.

All candidates are reminded that untimely, incomplete, and unauthorized applications will not be considered.

## **INTERIM RESULTS**

An appeal against the interim results of the Call for the selection of candidates can be submitted to the Committee within 8 days from the date of publication of the results.

Appeals are submitted in writing according to the procedure specified in the Call, to the Mrs. Erinda Lika, Erasmus Institutional Coordinator in AUT on every working day during regular working hours. The appeal is decided by the Mrs. Erinda Lika, Erasmus Institutional Coordinator in AUT. The deadline for resolving an appeal is no later than 8 days from the day of its receipt.

Candidates will be informed about the results of the Call and further instructions by electronic means.

## **PERIOD OF THE REALIZATION OF THE MOBILITY**

The planned realization of KA171 mobility is the summer semester of the academic year 2024/2025.

## **EXPECTED DURATION OF THE MOBILITY**

The duration of teaching staff mobility should be in accordance with the Mobility Agreement. The expected duration of staff mobility is five (5) days, with one additional day for traveling (one day before mobility activity or after the end of the activity).

## **NOTICE:**



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**Number of hours of teaching** - According to the rules of the Erasmus+ program, the mobility participant for the purpose of teaching must hold at least 8 hours of teaching per week at the partner institution (8 hours of teaching is mandatory even if the mobility lasts less than a week, and if the mobility lasts more than a week, then the minimum number of teaching hours in an incomplete week must be proportional to the number of days in that week).

## **HEALTH INSURANCE:**

Health insurance for teaching staff during mobility is mandatory, but insurance costs are not covered by Erasmus+ KA171 program funds. Mobility participant is obliged to independently provide adequate international travel health insurance in the insurance company of the participant's choice.

## **ONLINE LINGUISTIC SUPPORT- OLS- EU Academy**

**Online Linguistic Support (OLS)**, which has existed under the name [EU Academy](#) since July 1, 2022, is a portal for testing the language abilities of selected candidates, primarily students for Erasmus+ mobility for the purpose of study or professional practice at partner universities from the program countries and for attending a language course during the mobility period. Online language support only applies to mobilities for which the main teaching or working language is currently available on the platform. Teaching staff are enabled to attend a language course (or more) available on the platform. The contact for online language support is Sidita Dushaj at the Agricultural University of Tirana, which will send applicants an email with instructions for the language course.

## **PARTICIPANT SUPPORT INFORMATION AND OTHER NOTES**

In accordance with the Grant Agreement, the University Business Academy in Novi Sad will provide reimbursement of transportation costs and individual support for the costs of staying in the place of mobility activity for the teaching staff on mobility in the program countries.

- A teaching staff member is entitled to **travel costs** depending on the distance of the mobility destination, i.e. the maximum Erasmus+ amount allocated for it. According to the rules of the Erasmus+ Program and the [travel distance calculator](#) teaching staff member is entitled to **180 EUR for travel costs (Albania - Serbia)** for a round trip.

- **Amount of the individual support** for the costs of staying in the place of mobility activity (Serbia) for teaching staff member during the whole period of the mobility is **140 EUR per day**, including individual support for one travel day in the same amount per day.

## **PROVING THE STATUS OF A PERSON WITH DISABILITY:**

**Persons with disabilities or chronic conditions** as well as persons accompanying them, may exercise the right to reimbursement of eligible real costs incurred during the mobility period, by submitting additional documentation, namely:



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- **Declaration form for participants in mobility with disability-** it is submitted at the time of registration of participants to the Call;
- A document issued by the National Employment Service or another government authority that confirms the health condition. If not applicable, it is necessary to provide a report of a specialist (a doctor, psychologist, etc.) confirming the health condition- it is submitted at the time of registration of participants to the Call;
- Invoices for the real costs incurred, with the indicated description of the service/goods, amount, currency, invoice date, as well as proof of payment- **they are delivered after the approved and realized mobility;**

\*The medical documentation from the previous paragraph must be issued by the competent health institution and must not be older than six months. It is necessary to be able to conclude on the basis of the medical report how the disability/health condition affects the learning outcomes and daily functioning of the candidate.

**Note on taxation:** Based on the Amendments to The Law on Personal Income Tax, which entered into force in the Republic of Serbia on December 14, 2019, personal income tax is not paid, among other things, on incomes received on the basis of "reimbursement of residence expenses natural persons who participate in the programs of the European Union and other international organizations in the field of education, training, sports, work with young people, science, research, and innovation, paid in accordance with the mentioned programs, up to the amount of 100,000 dinars for monthly expenses". The aforementioned supplement also refers to the reimbursement of the costs of living that natural persons receive within the Erasmus+ KA171 mobility projects. This year, the stated non-taxable amount of funds has been increased to 101,900 dinars by harmonizing with the annual consumer price index in the previous calendar year. Fees above this amount are taxed at a rate of 20%.

- **Double funding:** The participant cannot receive financial support from the funds of the Erasmus+ mobility program if the participant's stay abroad is additionally financed by funds originating from other programs and/or projects of the European Union.

## SELECTION CRITERIA

Candidates are ranked according to the number of points achieved. The total number of points is obtained by adding up the number of points achieved based on the assessment of knowledge of the foreign language in which the mobility takes place, evaluation of the adequacy and concreteness of the mobility plan, the previous use of Erasmus+ grant and participation in the internationalization process. In case of the same number of points of several candidates, an additional criterion related to work experience and teaching title will be applied.

A candidate who unjustifiably gives up the approved mobility cannot exercise the right to a new mobility during the current and next year. Giving up mobility due to force majeure, illness, etc. will be considered justified if the candidate submits the appropriate documentation to the University. The right to mobility can be denied for a longer period of time if it is established that the candidate has submitted false information or documentation that is suspected to be unreliable.



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## EVALUATION AND SCORING OF TEACHING STAFF CANDIDATES

### Assessment of knowledge of the foreign language

The university determines whether the candidate has submitted proof of knowledge of the foreign language in which the mobility takes place.

Scoring of the English language criteria is done as follows:

Assessment of knowledge of the foreign language	Number of points
A certificate without a clear indication of the level of foreign language proficiency	1
A1-A2	1
B1	2
B2	3
C1	4
C2	5

Internationally recognized exams, certificates from accredited foreign language schools and a certificate issued by the faculty within the University where the candidate is employed are accepted as appropriate proof of knowledge of a foreign language.

### Adequacy and concreteness of the Mobility Plan

Scoring criteria for the adequacy and concreteness of the mobility plan (based on the mobility plan) is done as follows:

Adequacy of the Mobility Plan	Number of points
The candidate plans mobility within an area different from his/her scientific field and there is no clear connection between mobility and improvement of his/her work at the University	0
The candidate plans mobility within a field that differs from his/her scientific field, but there is a reasoned connection between mobility and the improvement of his/her work at the University	2
The candidate plans mobility within his scientific field and exists a direct link between mobility and improvement of his/her work at the University	4

Concreteness of the Mobility Plan	Number of points
The mobility plan does not contain clearly specified posture activities teaching during mobility (generic)	0



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The mobility plan contains clearly specified teaching activities during mobility, but does not show wider implications for individual mobility to the home institution upon return	2
The mobility plan contains clearly specified teaching activities during mobility, and shows the wider implications of individual mobility on the home institution, i.e. the sustainability of cooperation through specific activities after returning to the home institution	4

### Previous use of Erasmus+ grant

Scoring of the criteria for previous use of the Erasmus+ grant is done as follows:

	Number of points
The employee used the Erasmus+ grant 7 or more times	0
The employee used the Erasmus+ grant 4-6 times	1
The employee used the Erasmus+ grant 1-3 times	2
The employee did not use the Erasmus+ grant	3

### Participation in the internationalization process

The criterion for participation in the internationalization process includes the following types of activities:

- holding classes in a foreign language (mentored or regular) to incoming students at the University who come through the mobility program and/or to complete studies at the University, i.e. holding classes at universities abroad
- host (host professor) to a foreign professor at the University (Erasmus+ and other programs)
- participation in international projects at the University

In order for the activities from the previous paragraph to be scored, in addition to those listed in the candidate's resume, appropriate evidence must be submitted for them (eg certificate, confirmation, etc.).

Scoring of the criteria for participation in the internationalization process is done as follows:

	Number of points
The employee did not participate in any type of activity	0
The employee participated in one type of activity	3
The employee participated in two types of activities	5
The employee participated in all three types of activities	8

NOTE: In case there are candidates with the same total number of points, work experience, and



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teaching title are introduced as additional criteria.

Scoring of the criteria of work experience and teaching title is done as follows:

	<b>Number of points</b>
Full professor or equivalent title	5
Associate professor or equivalent title	4
Assistant professor or equivalent title	3
Teaching fellow with a PhD or equivalent	2
Teaching fellow or equivalent title	1

NOTE: In the event that, despite the application of the additional criterion from the previous paragraph, there are candidates with the same total number of points, preference is given to the candidate with a higher number of points obtained for the criterion according to the following order:

- adequacy and concreteness of the mobility plan
- participation in the internationalization process
- previous use of Erasmus+ scholarships
- work experience and teaching title
- knowledge of the foreign language in which the mobility takes place.