**Training mobility**

This type of mobility must take place at the higher education institution with which the University of Split has signed Erasmus+ inter-institutuonal agreement.

For valid Erasmus+ inter-institutuonal agreements please check [here](file:///I:\U%20radu\International%20office-official%20page%20KIFST\International\International%20partners\Programme%20countries_Agreements.docx).

A training period between two Programme countries must last a minimum of 2 days and a maximum of 2 months. This excludes travelling time.

A training period between a Programme country and a Partner country must last a minimum of 5 days and maximum of 2 months. This excludes travelling time.

Needed documents for your mobility:

* [Application form](../../../Documents/Application%20form_Teaching%20&%20Training%20staff%20mobility.doc) (Prijavni obrazac za osoblje)
* [Staff mobility agreement for training](../../../Documents/Training%20Agreement.docx) (Sporazum o mobilnosti u svrhu podučavanja)
* [Statement of host institution](../../../Documents/Statement%20of%20host%20institution.docx) (Potvrda o sudjelovanju)
* [Agreement on the financial support for Erasmus + staff mobility for training](../../../Documents/Ugovor%20o%20%20dodjeli%20financijske%20potpore%20za%20Erasmus+%20mobilnost%20osoblja%20u%20svrhu%20osposobljavanja.docx)

(Ugovor o dodjeli financijske potpore za erasmus+ mobilnost osoblja u svrhu osposobljavanja)

* [Statement of withdrawal](../../../Documents/Izjava%20o%20odustanku%20mobilnosti.docx) (Izjava o odustanku)

Staff mobility agreement for training

Before the beginning the teaching period, beneficiary, sending institution and the receiving institution sign Staff mobility agreement for training document. This document sets out learning goals, rights and responsibilities and also how the training period will be recognised.

Once you have initiated contact with faculty/department of your choice and agreed on general details of your visit, please send the documents your home university requires to be signed.

Statement of host institution

For the purpose of proof that the mobility actually took place, you are required to have the Statement of the host institution document signed and stamped by the authorised person at the faculty/department of the University you are having you mobility on at the end of your mobility. The document confirms you arrival and departure from the faculty/department of the University you are having you mobility on.

EU grants provide a contribution to your costs for travel and subsistence during your time abroad:

* [Subsistence costs](http://www.unist.hr/Portals/0/adam/Content/RyWMlWbHXkKqbB8yBqEd9Q/Text/iznosi%20financijske%20potpore%20staff-1.pdf)
* Travel costs

Substances costs

Substance costs depend on the country you are visiting.

|  |  |  |
| --- | --- | --- |
|  | Mobility country | Daily amount per participant for a period of 1-14 days  (represents already calculated 80% of the max amount determined by the EC) |
| Group 1 | Denmark, Finland, Iceland,  Sweden, Norway, United  Kingdom, Ireland, Luxembourg,  Liechtenstein | 144 EUR |
| Group 2 | Austria, Belgium, Germany,  France, Italy, Greece,  Spain, Cyprus, Netherlands,  Malta, Portugal | 128 EUR |
| Group 3 | Bulgaria, Croatia, Czech Republic,  Estonia, Latvia, Lithuania, Hungary,  Poland, Romania, Serbia,  Slovakia, Slovenia, Macedonia,  Turkey | 112 EUR |

Daily costs are calculated in the following way:

* Up to the 14th day of activity, the daily amount per participant is calculated as indicated in the table above.
* From the 15th to the 60th day of activity, 70% of the daily amount per participant is calculated as stated in the table above.

Travel costs

Travel costs are calculated in accordance with the [Distance Calculator](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en), starting point Split.

|  |  |
| --- | --- |
| 10-99km | 20 EUR |
| 100-499km | 180 EUR |
| 500-1 999km | 275 EUR |
| 2 000-2 999km | 360 EUR |
| 3 000-3 999km | 530 EUR |
| 4 000-7 999km | 820 EUR |
| 8 000km or more | 1500 EUR |

For more information, please visit: [European Commision](https://ec.europa.eu/programmes/erasmus-plus/opportunities/individuals/staff-training/higher-education_en)

For more information of Staff weeks, please visit: <http://staffmobility.eu/>

Please consult ours [Erasmus Data Sheet](file:///I:\U%20radu\International%20office-official%20page%20KIFST\International\Documents\Erasmus%20Data%20Sheet%202019_2020.pdf) for general information on the Institution and list of contact persons / Erasmus coordinators at faculty/department levels.

Should you experience any troubles finding what you need, please contact:

[erasmus@kifst.hr](mailto:erasmus@kifst.hr)

[erasmus@unist.hr](mailto:erasmus@unist.hr)