

GUIDELINES FOR INCOMING STAFF MOBILITY

STEPS BEFORE MOBILITY

Step 1: ENQUIRE ABOUT THE MOBILITY OPTION AT THE HOME INSTITUTION

All staff members should contact the ERASMUS coordinator at their home institution to enquire about the number of available scholarships, available destinations and the selection procedure. When the respective ERASMUS coordinator and the head of your institution have approved your mobility, you should fill and send the Application form.

Prerequisite for the mobility: Higher Education Student and Staff Mobility Inter-institutional agreement between institution and Faculty/University

There are two types of mobility: Staff Mobility for Teaching and Staff Mobility for Training. Staff Mobility For Teaching: faculty members shall carry a workload of at least 8 teaching hours a week (i.e. a stay of 5 workdays) at the host faculty.

Duration of Mobility: Staff Mobility for Teaching (min. 5 workdays days - max. 60 days); Staff Mobility for Training (min. 5 workdays days - max. 60 days).

Date of mobility visit: Staff Mobility for Teaching can be carried out only during the lecture period at the faculty (see Academic calendar).

Deadline for application: at least 30 days before the mobility date

Step 2: APPLICATION FOR MOBILITY TO FTHM (host institution)

In order to apply for the mobility at the Faculty you should send your Application via e-mail to international@fthm.hr.

The following documents should be included in your application: Application form (see Forms) and Europass CV.

The Erasmus coordinator/the Vice Dean for International Affairs at FTHM will inform you whether the submitted application was accepted or refused. If your mobility is approved you should send the following documents via e-mail to international@fthm.hr:

1. Mobility Agreement Staff Mobility for Training (*fill out, signed, stamped by home institution*) OR
2. Mobility Agreement Staff Mobility for Teaching (*fill out, signed, stamped by home institution*)
3. Letter of invitation (*filled out; if needed by the home institution*)

The coordinator will return to you signed and stamped documents approving that way your mobility.

Note:

- Teacher mobility longer than 2 weeks (15 days): Applicant is required to find ACADEMIC HOST STAFF MEMBER AT THE FTHM who will be willing to be there host and secure the necessary requirement (teaching hours).
- If the teacher has already secured teaching hours with staff member at the faculty please provide the details in the application.

STEP 3: FINAL PLAN OF ACTIVITIES AT FTHM

One month prior to your arrival you should contact the Vice dean/Erasmus coordinator via e-mail (international@fthm.hr) announcing your arrival. You will receive an e-mail with your Plan of mobility (details about your activities) and some general information concerning your stay at the Faculty.

Note: Class schedule for the winter semester is available after 15 of September and for the summer semester after 15 of February. The detailed plan of visit can be sent to the staff member only after the class schedule for the semester is available.

Other useful links regarding your stay in Opatija: <http://www.fthm.uniri.hr/index.php/ia-staff-info>
Accommodation: <http://www.fthm.uniri.hr/index.php/ia-staff-erasmus/ia-staff-accommodation-erasmus>

STEPS DURING THE MOBILITY

STEP 4: INCOMING WELCOME AND ACTIVITIES AT FTHM (host institution)

You should carry out planned activities in accordance with your Plan of Activities that was sent to you. The welcome meeting at the faculty is usually planned for the first day of mobility.

Prior to departure you should pick up your Confirmation Letter from the Erasmus coordinator/Vice Dean.

STEPS AFTER THE MOBILITY

STEP 5. SHARING YOUR MOBILITY EXPERIENCE (optional)

Erasmus grant holders are invited to share their experience by filling out the Form - MOBILITY EXPERIENCE AT FTHM.

Contact:

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Office for International Affairs**

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