



ANNEX BASES FOR THE CALL

ERASMUS+ PROGRAMME

KEY ACTION 1: Mobility of people for learning purposes among programme countries and non-associated countries

KA-171: Staff mobility for Teaching/Training (STA/STT) from a non-associated country (Kosovo*) to a programme country (Spain)

2024 Project

Basis 1: Purpose of the call

This mobility programme is based on EU Regulation 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing the "Erasmus+" programme for education, training, youth and sport of the European Union. It covers the period 2021-2027 and applies to all types and levels of education and vocational training.

The purpose of this call is to encourage mobility between professors of the University of Pristina in Kosovska Mitrovica (Kosovo*) and the University of Zaragoza – UNIZAR (Spain) – for better interfacing with Higher Education Institutions in a global setting, to boost and enrich the academic offer, to exchange experience and training on good practices that improve their skills in their current professional tasks, to enhance the exchange of pedagogical knowledge and experience for the mutual strengthening of the Institutions.

This call is intended to select professors from the University of Pristina in Kosovska Mitrovica (Kosovo*) participating in the programme as a non-associated-country Institution, to undertake a period of teaching/training at the University of Zaragoza – UNIZAR (Spain) – within the Erasmus+ Programme.

Staff mobility for teaching/training is part of the KA1 Action in the European Union's ERASMUS+ Programme in the field of higher education. General information on programme objectives, conditions and requirements can be found on the Spanish Service for the Internationalisation of Education (hereinafter SEPIE) website: <http://www.sepie.es/educacion-superior/index.html>

Basis 2: Characteristics of the stays

- **1 grant is** made available for a period of teaching/training at the European University “Universidad de Zaragoza - UNIZAR”. This is based on the grant agreement signed between the mentioned university and the Spanish Service for the Internationalization of Education -SEPIE-, and in accordance with the inter-institutional agreement signed between the University of Zaragoza - UNIZAR - and the University of Pristina in Kosovska Mitrovica, within the framework of the ERASMUS+ Programme with non-associated countries.
- The **mobility period must last 5 consecutive days and consist of a minimum of 8 teaching/training hours.**
- The amount of Erasmus+ aid from the European Commission will cover a maximum of 5 days of teaching/training plus two days of travel, regardless of the length of the stay.
- The beneficiary of this aid will receive a European-funded financial grant for individual support and additional travel expenses to the amount noted in basis 5.
- The professor and UNIZAR will sign a “Grant Agreement” that will determine the obligations between both parties on the matter of administering the funds granted in this call.
- The teaching/training programme to be carried out at the host university (UNIZAR) must be part of an academic programme leading to an official qualification.



- The stay will occur in accordance with the thematic areas agreed at the Interinstitutional Agreement set between both institutions, the University of Pristina in Kosovska Mitrovica and UNIZAR.
- This grant is provided for the 2025/2026 academic year. The stay must take place from the date of the decision to award the grant and it should start no later than 2 May 2026. In case the mobility only entails training, the mobility period should start no later than 25/06/2026 at the host institution (UNIZAR).

Basis 3: Application requirements

Those interested in participating has to:

- Be native to or permanent residents in Serbia.
- Belong to the regular staff of the University of Pristina in Kosovska Mitrovica at the time of submitting their application.
- Have a minimum B2 level of English

Basis 4: Exclusions and incompatibilities

Research activities, attendance to congresses or scientific conferences either as speaker or participant, as well as taking part in research meetings or training activities leading to research results, are excluded of this call.

Basis 5: Aid amount and conditions

The beneficiary of the grant will receive economic aid from European funding as established in the grant agreement signed between UNIZAR and SEPIE for the ERASMUS+ international mobility action with non-associated countries.

There is one grant to be funded. This aid is conditional on the final granting of funds that UNIZAR will receive from SEPIE.

The aid will be granted for an in-person stay at UNIZAR, the host institution, only physical mobility will be granted.

The amount of Erasmus+ aid will cover a maximum of 5 consecutive days, regardless of the length of stay. It shall comprise an amount for **individual support to a maximum of €1.190,00** (€170/day, 5 teaching/training days + 2 travel days) and additional aid for **travel costs (€309,00)**.

The participants will sign a "Grant Agreement" that shall determine the obligations between UNIZAR and the beneficiaries, with respect to administering the funds pursuant to this call.

Basis 6: Applications (place, deadline and documentation)

6.1 Application. Duly completed applications shall be submitted using the form available as Annex I of this call and addressed to the International Relations Office at the University of Pristina in Kosovska Mitrovica

The application form is available on the following website:

<https://pr.ac.rs>

6.2 Documentation. In addition to the application (Annex I), the following documents are to be provided:

- a) Curriculum vitae
- b) Mobility agreement (Annex II)
- c) Copy of a valid national identity document
- d) Certificate of command of language of instruction

6.3 Place. Applications will be submitted to the International Relations Office at the University of Pristina in Kosovska Mitrovica

6.4 Deadline Applications may be submitted from 04/05/2026 to 14/05/2026



Basis 7: Procedural instructions

Under current legislation, the University of Pristina in Kosovska Mitrovica reserves the right to verify at any stage in the procedure the fulfilment of the terms of the call in such situations in which any suggestion of documentary misrepresentation or concealment of data related to the requirements of candidates are detected.

7.1. Provisional list of those admitted and excluded from the selection process

A provisional resolution of candidates will be made public through the University of Pristina in Kosovska Mitrovica website after the deadline for the submission of applications. It shall detail those candidates admitted and excluded from the selection process, including reasons for exclusion:

<http://pr.ac.rs>

This publication should be considered the official notification to the concerned persons.

7.2. Rectification

Candidates who have been excluded for not complying with the terms of the call, or for not completing the documentation or whose documentation contains errors that may be corrected, will have a maximum of 5 working days (starting from the day following the publication date) to rectify the fault that has led to their exclusion or to submit the required documentation to the International Relations Office at University of Pristina in Kosovska Mitrovica, according to the procedure detailed in the sixth basis. Likewise, admitted applicants will have the same period and method to correct any faults detected.

Submitted applications may not be reformulated in the rectification process.

7.3. Admitted and excluded Final list from the selection process

A final list will detail the admitted and excluded candidates from the selection process and will be published within a maximum of 10 days after the rectification period on the University of Pristina in Kosovska Mitrovica website (<http://pr.ac.rs>). This publication will be considered the official notification to the concerned persons.

Basis 8: Valuation criteria

The procedure for awarding the grant provided in this call will be conducted on a competitive basis and in accordance with the principles of publicity, objectivity, transparency, equality and non-discrimination.

8.1 Evaluation committee

- Composition: Applications will be assessed by a committee comprising the following members:

- Legal representative of the University of Pristina in Kosovska Mitrovica in the agreement with Unizar
- Administrative coordinator, responsible for the agreement at the University of Pristina in Kosovska Mitrovica
- Member of International Relations Office at the University of Pristina in Kosovska Mitrovica

- Agreements: The Evaluation Committee should adopt its decisions by majority vote.

- Advisers: The Committee may rely on such support or advice as it deems appropriate.

8.2. Valuation criteria



Applications will be evaluated according to the following merit system (to a maximum of 100 points):

- a) Mobility agreement (Annex II): the quality of the teaching/training programme proposed [maximum 50 points].
- b) Curriculum vitae: [maximum 20 points]
- c) The impact and contribution of the visit in the daily work of the participant and in her/his professional improvement, as described in the mobility agreement (Annex II) [maximum 30 points].

Only the merits expressed in the application file will be considered. The evaluation committee may require additional credentials in case clarification of merits was necessary.

A reserve list will be drawn up based on the selection results and in order of score. This may be used in case of the beneficiary rejecting the offer.

When a beneficiary withdraws or rejects the grant, this may be reassigned to those listed in the waiting list strictly based on the score order.

The Committee reserves the right to not allocate the grants to the submitted applications if they do not meet the minimum criteria scores.

8.3. Notification and Publication

The list of the resulting award, including both beneficiaries and reserve candidates, will be published on the University of Pristina in Kosovska Mitrovica website (<http://pr.ac.rs>). This publication must be considered the official notification to the concerned candidates.

9. Obligations of the beneficiary

The beneficiary is responsible for taking out an insurance policy that covers illness, accidents, repatriation and common risks, plus any other mandatory requirements.

Upon joining the University of Zaragoza, the beneficiaries must present the following documents to the International Relations Office within 3 days of arriving to start their stay:

- **Original mobility agreement (Annex II)** signed and stamped by their home organisation.
- **Original Grant agreement**
- **Supporting documents, detailed below, that clearly identify the beneficiary:**
 - Electronic reservations or tickets from the means of transport used
 - Boarding passes.
 - Insurance policy

During the stay, the beneficiary undertakes to pursue the activity in accordance with the provisions of the previously agreed mobility agreement.

At the end of the stay, the beneficiary will receive the original certificate for his/her stay from the International Relations Office of the University of Zaragoza.

In addition, **the online EU Survey must be completed**. This will be sent via email to the beneficiary 30 days prior to the end of the stay. The beneficiary has to complete the survey within a period of 30 days from the receipt day on.

Boarding passes from the return trip must be sent to the International Relations Office of UNIZAR as supporting documentation **Within a maximum of 10 days of returning to** Kosovo*



The mentioned obligations and rules are mandatory, to the contrary, the beneficiary must reimburse the full provided grant.

10. Data protection

The personal data provided by applicants will be processed by the universities participating in the ERASMUS+ Project to manage the awarding of the aid available. This will be done in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

The personal data provided will only be retained for the time necessary for the purposes of the treatment for which they have been collected.

The University of Zaragoza and the University of Pristina in Kosovska Mitrovica are responsible for processing the data and, as such, guarantee the rights of access, rectification, opposition, deletion, portability and limitation of processing of the data provided. Exercise these rights by writing to:

- Universidad de Zaragoza - UNIZAR, Legal Services, FAO Data Protection Delegate, Edificio Paraninfo, Pza. Paraíso, 50005 Zaragoza.
- University of Pristina in Kosovska Mitrovica, Legal Services, Filip Visnjic Stree, 38220 Kosovska Mitrovica

Likewise, the universities involved undertake to respect the confidentiality of the data provided, using them in accordance with the purpose for which the data were collected.

Basis 12: Timetable of actions (approximate dates):

Actions	Time frame
Submission of applications	from 04/05/2026 to 14/05/2026
Provisional resolution of admitted and excluded candidates	May of 2026
Deadline for rectification	5 days from Provisional lists resolution date
Final resolution of admitted and excluded candidates	May of 2026
Final resolution on grant award	May of 2026