

School of Economics and Business, University of Sarajevo

Open call for applications

For STAFF

For mobility exchange programme in 2018/2019 academic year
Under ERASMUS+ programme

A. General Information

School of Economics and Business Sarajevo, University of Sarajevo, has signed inter-institutional agreement with *Sofia University ST. KLIMENT OHRIDSKI* based on KA-107 ERASMUS+ programme. We are proud to open application call for teaching staff mobility in 2018/19 academic year. Sofia University ST. KLIMENT OHRIDSKI provides financial support for the realization of **2 outgoing mobilities** at the international academic institution Sofia University ST. KLIMENT OHRIDSKI –, <https://www.uni-sofia.bg/eng>.

Number of open places for the mobility is specified as following:

Two (2) grants for Staff Mobility for Teaching - 5 days

Teaching staff can apply for mobility for the purpose of teaching (in English) and Training.

Mobility must be organized and carried out solely for the period from 1 October 2018 to 15 January, 2019. The mobility of staff for the purpose of teaching lasts **5 days** (excluding days spent on the road) and the requirement is to maintain a minimum of 8 hours of lectures.

Application Deadline: April 25th 2018

More detailed information about Erasmus programme can be found on the BiH National Erasmus+ website <http://www.erasmusbih.com>.

B. Application Requirements

Candidates must meet following requirements:

1. They must be member of teaching staff at School of Economics and Business, University of Sarajevo, full time employees at SEBS (Professors, Assoc. Professors and Ass. Professors, as well as Teaching assistants).
2. They need to have Dean's approval of the absence of candidate from workplace.
3. They need to have excellent English knowledge of foreign language in which classes are held.

C. Selection Criteria

1. Correctly filled application form and properly delivered application documentation;
2. Quality and content of curriculum (length of stay in accordance with the scope of activities that are going to be carried out, the method of dissemination of experiences upon returning to the SEBS, the benefits for further work at home institution);
3. Knowledge of language for professional training or the language in which classes are held;
4. Additional Engagement at School;
5. Advantage would be given to applicants who did not use ERASMUS+ programme in the past.

D. How to Apply?

Fully filled applications are sent to the SEBS International Office: cms@efsa.unsa.ba

Application Deadline: April 25th 2018

Incomplete and late applications would not be taken in consideration.

E. Application Documentation:

REQUIRED DOCUMENTS:

- Application form (Syllabi for Teaching/ Syllabi for Training);
- CV (Europass form) in English language;
- Staff Mobility Agreement filled and signed by home and host HEI;
- Signed and verified Dean's approval of the absence of candidate from the workplace for agreed period.

F. Selection Process

The election procedure is carried out in three main steps at SEBS:

Step 1 – administrative check of applications

Step 2 – evaluation of curriculum

Step 3 – the selection of candidates for mobility by the Selection Committee (consisted of Vice-Dean for Academic Affairs and International Cooperation, Head of Staff Development Center and Head of International Office).

Sofia University ST. KLIMENT OHRIDSKI has right to reject application if there is no possibility of providing terms for classes of the above areas. In this case, the University will submit the first following candidate from the list.

Deadline for application at Wroclaw University of Economics is 31th May 2018

G Announcement of application results

Final results of the Application Call will be communicated to all candidates through e-mail. By entering the competition, candidates agree to have their name published on the list of selected/rejected candidates or on the waiting list.

H. Financial support

For the calculation of financial support for each person following costs are taken into account: cost of living (for working days spent on mobility including 2 days spent on the road) and travel expenses defined by the European Commission. Candidates cannot be financed within Erasmus program if their stay abroad is going to be supported from the funds coming from the European Union.

I. Other

Chosen candidates are required to follow prescribed procedures before and after their return from international institution, as well to submit requested documentation to School of Economics and Business and SEBS International Office.

Per diem for Bulgaria is 140,00 EUR, plus travel costs (please see the table below).

Distance	Amount*
between 100 and 499 km:	180 € per participant
between 500 and 1999 km:	275 € per participant
between 2000 and 2999 km:	360 € per participant
between 3000 and 3999 km:	530 € per participant
between 4000 and 7999 km:	820 € per participant
8000 km and more:	1.100 € per participant

*Amount covers travel costs according to the venue of activities.

For all further questions regarding your application for nomination, please do not hesitate to contact **SEBS International Office (Business Academy, Skenderija 70, II floor)** via:

e-mail: cms@efsa.unsa.ba

Tel: +387 33 564 364

Web page: www.efsa.unsa.ba/international

Facebook: <https://www.facebook.com/SEBS.IO/>