



INSTRUCTIONS FOR INVITED INCOMING STAFF Guest lecturer for teaching

In the case of invited staff mobility from a foreign organization to the University of Applied Sciences "Lavoslav Ružička" in Vukovar, the mobility is arranged based on an invitation from the host department to the staff member and the teaching program.

To apply for the internal call of the VEVU host department and be eligible for the Erasmus+ grant, candidates must submit the following documentation to the host department:

1. Application form (in English)
2. Mobility Agreement for Teaching, filled, signed by the candidate and verified by the sending institution
3. Invitation letter from the host department of the University of Applied Sciences "Lavoslav Ružička" in Vukovar
4. Employment status certificate
5. Europass CV (in English)
6. Consent for the processing of personal data

STATEMENT IN CASE OF USING GREEN TRAVEL (ENG) in case of green travel transport.

Candidates selected for the STA mobility will bring the original documentation with them during their mobility at VEVU.

*Choose your host department:

- Administrative Department
- Business Department
- Department for Health Studies

Link to ECTS coordinators at each department.

Mobility can be realized during the duration of lectures in a specific semester.

The lecture topic and the period for mobility are agreed upon by the participant and the Host Department through the Staff Mobility Agreement for Teaching.

The implementation of mobility is possible no earlier than 15 days from the 18th of the month in which the participant's application was submitted.

Mobilities can be realized no later than the end of the semester in 2025.

Selected candidates are required to adhere to the prescribed procedures before and upon their return from the foreign institution, as they will be informed. They must provide the University with the requested documentation and complete the participant report on the realized mobility.

GDPR information:

All personal data provided by the candidates in the application and the subsequent procedure are processed for the purposes of the respective call, including the evaluation of submitted applications. The results of the call are publicly disclosed to enhance the transparency of the process. The legal basis for processing personal data is the candidate's application, as the processing is necessary for actions preceding the conclusion of a contract and for any subsequent contract amendments. The European Commission is the data controller for personal data processing carried out for the purposes of the Erasmus+ program. More information about the processing can be found at https://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en. Application forms and other related documents are an integral part of this Call and are available on the University's website.

By applying to the Call, candidates give their consent for the coordinating organization of the project, University "Lavoslav Ružička in Vukovar," to collect, process, and transmit the same for the purpose of implementing the 2023-1-HR01-KA131-HED-131512 project. They also agree to the use of their personal data in the context of the results of the evaluation process and further reporting on the results of Erasmus+ KA1 individual mobility.

The provided personal data is collected and processed solely for the stated purpose.

At any time, candidates have the right to access and correct their personal data, as well as to request deletion, portability, and objection. Withdrawal of consent for personal data processing during the call period is considered as the candidate's withdrawal from this call.

Note: You can withdraw your consent for the processing of personal data at any time by contacting the Data Protection Officer, at zeljka.borzan@vevu.hr.