

## INSTRUCTION FOR PARTICIPANTS

### 1. PARTICIPANT APPLICATION

**Interested participants should submit their interest express by MARCH 1, 2024.**

[Link](#) for teaching mobility – STA or combination STA/STT

[Link](#) for training mobility – STT

More information about incoming staff you can get [here](#).

Our three academic departments (Administrative, Business and Health studies), will host teachers from our Erasmus+ partner HEIs and invited guest Lecturers from our international close cooperating institutions, as well as non-teaching staff from HEIs that wish to exchange their working practices through training/or Job- shadowing in one of our supporting organizational units or professional services.

Beside of individual teaching/job shadowing part, the schedule of the week includes one training of VEVU guest lecturer in area of Smart University.

Academics are welcome to propose lectures for students in a variety of subjects (please check the [Course Catalogue](#) list of available subjects in summer semester 2023/2024). The lectures are targeted at Bachelor degree students. or Croatian.

This year, in the same week VEVU will be host of BIP program „Smart University, Smart Campus“ and for that reason incoming teacher can propose topic that are in line with that topics as well both for students and staff audiences. The teaching language is English.

Host ECTS coordinator and vice-deans will analyse the content of each mobility content proposal and confirm if we can provide a receiving host on our side.

Please note that the Erasmus+ program requires visiting lecturers from partner universities to give at least 4 hours of lectures or classes within the regular courses offered by the host university that is required within combination of this teaching and training staff week.

Engaging schedule of face-to-face activities will offer participants a wide variety of presentations, discussions and insights on innovative models and expanding their minds. 5 days of great experience will be an ideal opportunity to discuss hot topics, exchange new insights or trade best practices about issues that form a challenge for 21st century academic internationalization. The participants will have chance to get to know our Slavonian culture and gastronomy as part of the social program and have some time for themselves with a short break from your everyday life.

Minimum stay are: 2 days for KA131 participants, 5 days for KA171 participant and 1 day for invited guest lecturers from non-HEI organizations.

Therefore, we would like to invite you all to share knowledge and good practices with us in Vukovar, the town a city with a diverse cultural history on the bank of the Danube River placed in the East of Croatia.

**Official III. VEVU E+ ISW 2024 Working language:** English.

We highly recommend at least a B2 (according to CEFR) level in communication.

**Group size:** Maximum of 35 participants will be selected for the participation in the III. VEVU ISW. Priority will be given to first time participants.

**Certificates:** All participants who attend the program fully will be awarded Statement of Attendance

**Funding:** No – fee for participation.

The international participants will pay their travel expenses, accommodation and stay costs.

Check the possibility at your Erasmus coordinator, as your accommodation, travel and stay cost can be financed from Erasmus+ funds for staff mobility, which you can inquire about with the Erasmus coordinator at your home university.

## **2. PARTICIPATION NOMINATION**

HEI staff interested in participating in our Erasmus International Week, need to be nominated for mobility by its home (sending) HEI by **March 15, 2024**. for that you need to contact your home institution coordinators.

Experts from non-HEI organizations can also participate as invited guest lecturers based on invitation letter from VEVU as the host institution. Should you be interested in participating in our Erasmus International Week send us your proposal at [erasmus@vevu.hr](mailto:erasmus@vevu.hr).

HEI will use this [link](#) for making nominations.

## **3. PARTICIPANT REGISTRATION**

Only accepted participants need to make final Arrival registration according the instructions got from feedback mail with acceptance letter from VEVU – feedback deadline March 22. 2024

Deadline for registration is April 1, 2024