

INFORMATION ON PARTICIPATION APPLICATION

BIP: AI in Education and Research III.

HOST HEI: VEVU, Croatia

✂ 1. Registration – Expression of Interest (CLOSED)

Registration period: 📅 20 October 2025 – 1 January 2026 (or until full capacity is reached; late applicants will be placed on a waiting list)

★ 2. Selection & Acceptance Procedure

- Selection is based on a first-come, first-served basis, with consideration for institutional and geographical diversity
- Applicants exceeding capacity → placed on a waiting list
- The provisional list (accepted + waiting list) will be published in this announcement
- Acceptance notification feedback by VEVU will be sent by **30 January 2026**.

After submitting the signed Staff Mobility Agreement and receiving the Acceptance Letter, participants will receive further instructions regarding online sessions. An information package will be published shortly to support preparation and arrival at VEVU.

3. Erasmus+ Staff Mobility Procedure

To participate on-site, participants must:

At home HEI

- Be nominated by their home higher education institution (HEI) under Erasmus+ Staff Mobility for Training (STT) for BIP Attendee or STA (for BIP facilitators) and as grant or zero grant staff mobility participant.
- **Nomination [Link](#) for sending HEI /Deadline for Nomination February 27, 2026.**
- Check spots and internal deadlines for staff mobility applications with their International Relations/Erasmus+ Office

At VEVU:

- Request an Acceptance Letter/other form - if needed for Erasmus+ grant application at Home HEI

Accepted participants by VEVU:

- Submit Arrival registration
- Finalize Mobility Agreements

Mobility Requirements Overview

Participant Role	Mobility Type	Requirements	Staff Mobility Agreement Required	IIA Required
Lecturer / Facilitator	STA	8 teaching hours, minimum 2 days on-site	Yes – <i>for Teaching</i>	Yes
Mixed Role/ Facilitator	STA + STT	Participation including 4 teaching hours	Yes – <i>for Teaching</i>	Yes
Training Participant	STT	Full 5-day BIP + online sessions	Yes – <i>for Training</i>	No (optional)

4. Preparation before arrival

All participants will receive an email with instructions tailored to their acceptance status to ensure smooth preparation.

Arrival registration (deadline: **27 February 2026**)

- STT participant [registration link](#)
- STA facilitator [registration – link](#)

Staff Mobility Agreement completed and verified by participant and sending HEI

- Draft templates:
 - [STT Mobility Agreement - draft](#)
 - [STA Mobility Agreement - draft](#)
 - STA/ STT Mobility Agreement draft at request

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5. Communication & Updates

All communication will be delivered via email, including:

- Acceptance status
- Waiting list updates
- Required documents
- Erasmus+ instructions
- Program updates and materials

A general information email (BCC) will include:

- Live updated participant list
- Next steps and deadlines

6. Contact

For any questions or assistance, please contact:  erasmus@vevu.hr