



## **GUIDELINES**

### **MOBILITY OF TEACHERS/RESEARCHERS**

Type of teacher/research mobility:

- Researcher (uninterrupted stay)
- Researcher and lecturer (uninterrupted stay)
- Guest lecturer (interrupted stay)
- Teaching staff member – Erasmus+ mobility (uninterrupted stay)
- The Staff Member (training) - Erasmus+ mobility (uninterrupted stay)
- Teaching staff member – CEEPUS mobility (uninterrupted stay)

Special types of mobility:

- International course coordinators/associates/assistants on undergraduate, graduate and Ph.D. Programs at FTHM (interrupted stay)

#### **1. CONDITIONS AND CRITERIA FOR MOBILITY**

The mobility of teachers/researchers is primarily encouraged within the CEEPUS and ERASMUS+ mobility program. The bilateral cooperation agreement between the host institution – the Faculty of Tourism and Hospitality Management (FTHM) and home institution (university / faculty) of teacher/researcher is the basis for mobility. The agreement should ensure reciprocity concerning teachers/researcher mobility.

Exceptionally, the mobility can be achieved even if the Faculty of Tourism and Hospitality Management as a host institution and home institution (university / faculty) of a teacher/researcher, have not concluded a cooperation agreement, provided that the proposed research topic contributes both to the strategic goals of the University of Rijeka and the Faculty of Tourism and Hospitality Management.

Mandatory knowledge of English language is minimum level of B2 or higher or the language of instruction at the partner institution (Croatian).

#### **2. FEES AND LENGTH OF STAY**

The costs of stay (accommodation, meals, transport) and all other costs related to the stay in the Republic of Croatia are to be covered by a teacher/researcher. All necessary documents (visa, health insurance etc.) should be individually obtained by a teacher/researcher.

**Length of stay:**

- CEEPUS scholarship holder: min. 5 working days – max. 1 months
- ERASMUS scholarship holder: min. 5 working days – max. 60 days
- All other applicants: min. 1 week – max. 12 months



### **OBLIGATION OF TEACHER/RESEARCHER**

- CEEPUS scholarship holder: min 8 hours of teaching per week
- ERASMUS scholarship holder: min. 6 hours of teaching or supervising per week
- All other applicants: researcher and lecturer should realize the plan of the visit

### **3. APPLICATION FOR MOBILITY**

#### **RESEARCHER/LECTURER (uninterrupted stay)**

##### Before mobility

A researcher/lecturer submits application for mobility to the Faculty of Tourism and Hospitality Management to the e-mail address [international@fthm.hr](mailto:international@fthm.hr). Following documents should be included in the application:

1. Application form (*see Forms*)
2. Europass CV
3. Permission of absence – uninterrupted say (*see Forms*)

Committee (Dean, Vice Dean for Science and Professional Activities, Vice Dean for International Affairs) accept or refuse the submitted application. If the application is accepted, a researcher/lecturer receives a confirmed Invitation Letter.

After receiving the Invitation Letter researcher/lecturer is obligated to fill and send via e-mail the Staff Mobility Agreement for uninterrupted stay (*see Forms*) signed and stamped by home institution. Host institution (FTHM) will confirm the Staff Mobility Agreement and send it back to home institution and the student.

Upon arrival at the Faculty researcher/lecturer will sign the Agreement on Study or Study Visit with the Faculty of Tourism and Hospitality Management (if applicable).

##### After mobility

Upon completion of mobility and at least 5 working days before leaving a researcher/lecturer has to submit the completed and by the academic host staff member certified Final report (*see Forms*) in 3 copies to Vice dean for International Affairs. The finally report will be stamped and signed by the Dean. Researcher/lecturer will receive the Letter of Confirmation and one copy of final report.

*Type of certificate issued by the Faculty:* Letter of Confirmation – uninterrupted stay

#### **GUEST LECTURER (INTERRUPTED STAY)**

Academic host staff member at the faculty is required to have a dean's permission to host a guest lecturer. If the guest lecturer would like to receive the Conformation letter the Final report should be turn in by the academic host staff member to the dean's office with the request for issuing the Letter.



The final report should contain at least the “Personal data” of the guest lecturer and “Details about the lecture carries out at the host institution”.

*Type of certificate issued to the Faculty:* Letter of Confirmation – guest lecture

**INTERNATIONAL COURSE COORDINATORS/ASSOCIATES/ASSISTANTS** on undergraduate, graduate and Ph.D. Programs at FTHM (interrupted stay) - Special types of mobility

International lecturer can, in special circumstances, be a course coordinator/associate/assistant on undergraduate, graduate and Ph.D. Programs at FTHM. The lecturer needs to obtain the Decision on the assignation of the course by the Faculty and University.

If the Decision is obtained and the lecturer would like to have a Letter of confirmation he/she need to turn in the Final report to the dean’s office. The final report should contain at least the “Personal data” of the guest lecturer and “Details about the lecture carries out at the host institution”.

The Final report should be signed (“The academic host staff member”) by: Head of the Postgraduate, Specialist and Doctoral Studies or Vice Dean for Academic Affairs (undergraduate and graduate programs).

*Type of certificate issued to the Faculty:* Letter of Confirmation – guest lecture

**TEACHING STAFF MEMBER – ERASMUS+ MOBILITY (UNINTERRUPTED STAY)**

**THE STAFF MEMBER (TRAINING) - ERASMUS+ MOBILITY (UNINTERRUPTED STAY)**

**TEACHING STAFF MEMBER – CEEPUS MOBILITY (UNINTERRUPTED STAY)**

For more information about this types of mobility see: “INCOMING STAFF MOBILTY”