



**CALL FOR APPLICATIONS
FOR STUDENT TRAINEESHIP MOBILITY
AS PART OF
THE ERASMUS+ PROGRAMME
in the 2020/2021 academic year**

THE DEADLINE FOR SUBMITTING APPLICATIONS IS 15 NOVEMBER 2020, OR IF ONLY A SMALL NUMBER OF APPLICATIONS ARE SUBMITTED THEN AFTER THAT DEADLINE UNTIL THE FUNDS HAVE BEEN EXHAUSTED, BUT NO LATER THAN 15 OCTOBER 2021

1. NAME AND REGISTERED OFFICE OF THE ENTITY PUBLISHING THE CALL FOR APPLICATIONS

The entity publishing the call for applications is the University of Ljubljana, Kongresni trg 12, 1000 Ljubljana, Slovenia (hereinafter: the UL).

2. PURPOSE AND OBJECTIVE OF THE CALL FOR APPLICATIONS

Erasmus+ is a programme supporting activities related to education, training, youth and sports in all segments of lifelong learning (school education, higher education, continuing education, activities of the young, etc.).

This call for applications concerns the key action KA1; i.e., learning mobility of individuals.

The programme enables students to receive, during the course of their studies or within 12 months after graduation, practical training at a company or a similar organisation in one of the countries participating in ERASMUS+. Traineeship may last between 2 and 12 months for each academic cycle. Students may participate in a traineeship mobility programme as soon as during the first year of their first-cycle programme.

Students who have met some of their academic requirements abroad by taking part in the Lifelong Learning, ERASMUS+, Erasmus Mundus and ERASMUS+ International Credit Mobility programmes by 2020/2021, but have not spent the entire period of 12 months abroad, may also apply to the call. The total period of the studies and traineeship already received and applied for may not exceed 12 months per study cycle, with the exception of fast-track programmes where student mobility and traineeship together may not take longer than 24 months.

The objectives of such mobility are as follows:

- Improving learning skills;
- Improving employability and employment opportunities;
- Enhancing self-initiative and entrepreneurial skills;
- Enhancing self-confidence and self-respect;
- Improving language skills;
- Enhancing inter-cultural awareness;
- Improving active participation in society;
- Increasing familiarity with EU projects and EU values;

- Enhancing the motivation for (formal and informal) continuing education and training after the mobility programme ends.

The ERASMUS+ traineeship abroad shall be substantively related to the subject of study. This is guaranteed by the student's mentor or the Erasmus+ co-ordinator at the student's faculty and the employer, who enter into a LEARNING AGREEMENT for traineeship. The learning agreement signed by all three parties is a condition that needs to be fulfilled to enter into an Erasmus+ grant agreement between the UL and the selected student. The Erasmus+ grant agreement concluded between the UL and student must be concluded before the student leaves to attend Erasmus+ mobility.

The participating countries include the EU member states¹, Iceland, Liechtenstein, Norway, North Macedonia, Serbia and Turkey.

Students may not take part in the mobility programme in the country of the sending university, in the country in which they reside during their studies, in the country of their permanent residence, and in the country of which they are citizens.

UL students who are also employed may apply for the programme only if their employer does not cover the costs they incur during traineeship based on an issued travel order.

Individuals may only apply for student traineeship mobility programmes abroad that will be carried out between 1 January 2021 and 31 December 2021.

The minimum traineeship workload amounts to 25 hours per week.

3. TERMS AND CONDITIONS FOR APPLICANTS AND THE CONTENT AND COMPLETION OF THE APPLICATION FORM

3.1 Terms and conditions for the applicants

Applications may be submitted by UL students who have an active student status at their UL faculty during the entire traineeship abroad, **with the exception of graduates who submit their application in their last year (before the programme completion date) and undertake traineeship after completing their programme, but no later than within one year after completing their (bachelor's or master's) programme or by the end of the eligible period – i.e., by 31 December 2021.** The programme completion date is the date of the final thesis defence or the last exam (depending on the member institution), and not the last date on which the student still holds a student status.

Before and after the mobility programme, all selected Erasmus+ students, with the exception of native speakers, shall take an online language test via the OLS web portal for the main language used in the exchange.

No student with outstanding financial obligations arising from an ERASMUS or ERASMUS+ programme may apply to the call.

3.2 Search for companies and organisations

Host organisations may include:

¹ Due to Brexit, the mobility eligibility criteria for the UK may change during this call for applications. The latest updates on the UK's participation in the Erasmus+ programme are available at

<https://www.erasmusplus.org.uk/the-transition-period>.

- Public or private, small, medium-sized or large enterprises (including social companies, and local, regional and national public authorities);
- Social partners or other representatives from the economic sphere, including the Chamber of Commerce and Industry, small business/professional associations and trade unions;
- Research institutes;
- Foundations;
- Schools, institutes and education centres;
- Non-profit organisations and associations and NGOs;
- Organisations providing vocational guidance, expert consulting and IT services.

Host organisations may not include the following:

- EU institutions and other EU bodies, including specialised agencies. A more extensive list of such bodies is available at: http://europa.eu/about-eu/institutions-bodies/index_en.htm
- Organisations conducting EU programmes (in order to avoid potential conflicts of interest and/or double financing).

4. SELECTION CRITERIA AND METHOD

4.1 Application assessment criteria

- Academic performance to date; the average grade on exams and in practical classes in the student's current academic cycle shall be considered. Any student who has not yet passed any exams or practical classes in the current study cycle shall submit a certificate of exams passed in the preceding study cycle.
- Motivation letter

The student's parent faculty may set additional criteria and post them on its website alongside the call for applications, and shall independently select suitable students for the vacancies, whereby it shall ensure a transparent, public and correct student selection process and an application assessment method in accordance with the call. Decisions on selection with the possibility of appeal shall be sent to all students. Decisions issued by the faculty's senate regarding the appeal shall be final.

No restrictions on student traineeship mobility applications are envisaged by the UL.

5. GRANT

Erasmus+ programme students are not automatically entitled to an Erasmus+ grant. They must apply for the grant and any additional allowances online, via the UL's VIS portal.

The Erasmus+ grant must be paid to the student before the mobility programme begins.

The day on which the student must be present at an institution/employer abroad (i.e., the first day of their work placement) shall be deemed the first mobility day. The end date shall be the last day when a student has to be present at the host institution/employer abroad.

The purpose of the Erasmus+ grant is to co-finance traineeship abroad, not to cover the expenses in full. The amount will be defined in the Erasmus+ grant agreement, which the student will sign after submitting the application documentation.

A student who receives an Erasmus+ grant shall remain entitled to receive any national scholarships.

If students participate in the mobility programme remotely (remaining in Slovenia during the exchange), they are not eligible for an Erasmus+ grant.

The number of funded months per student under this call is limited to 12.

The students' rights, obligations and responsibilities concerning the awarding of grants will be specified in detail in the Grant Agreement, which the students shall enter into with the UL before leaving for their traineeship abroad.

In the 2020/2021 academic year, the grant for Erasmus+ traineeship programme amounts to EUR 420–520/month, depending on the host country.

Category 1		
Erasmus+ programme countries with high living costs:	Denmark, Finland, Ireland, Iceland, Luxembourg, Liechtenstein, Norway, Sweden, United Kingdom	EUR 520
Category 2		
Erasmus+ programme countries with medium living costs:	Austria, Belgium, Cyprus, France, Greece, Italy, Malta, Germany, the Netherlands, Portugal, Spain	EUR 470
Category 3		
Erasmus+ programme countries with low living costs:	Bulgaria, the Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, North Macedonia, Poland, Romania, Slovakia, Serbia, Turkey	EUR 420

An additional monthly allowance of EUR 100 shall be added to the monthly amount of the basic Erasmus grant, or an incentive for students coming from disadvantaged backgrounds (only eligible students) in the amount of EUR 200/month.

In addition to the basic Erasmus+ grant, UL students selected in this call for applications will also be able to apply for an additional allowance if the Public Scholarship, Development, Disability and Maintenance Fund of the Republic of Slovenia publishes a call to which the UL will apply.

In 2019/2020, the additional allowance amounted to EUR 27.97/month. Students were eligible for the allowance if they met the following conditions:

- I am a citizen of the Republic of Slovenia with permanent residence in the Republic of Slovenia
or
- I am a citizen of another EU member state, who stayed in the Republic of Slovenia for five years continuously and immediately before leaving for the exchange, within which I claim the allowance
or
- I am a citizen of a third country, who acquired long-term resident status;
- I enrolled for the first time in a state-approved first- or second-cycle higher vocational or higher education programme before the age of 27, which is offered in the Republic of Slovenia by the applicant for the purpose of study or traineeship presented by the applicant;
- I do not simultaneously receive any of the scholarships for study visits from other sources in the Republic of Slovenia or from abroad, except the Erasmus grant;
- I am not in an employment relationship and do not carry out independent registered activity in the Republic of Slovenia or abroad;
- I am not a company manager or a director of a private institution;
- I am not registered in the unemployment records at the Employment Service of Slovenia or any competent institution abroad;
- I meet the conditions for the Erasmus student mobility as determined by CMEPIUS;
- I will attend an Erasmus mobility programme;
- I will have the requirements completed abroad evaluated (recognised) by the educational institution at which I am enrolled in the Republic of Slovenia as part of the educational programme at that institution;

- I did not receive, for the same period as the Erasmus mobility, any scholarship within the public call for applications for scholarships for the Erasmus student mobility abroad in the 2019 academic year (the 280th public call);
- No other applicant has claimed funds on my behalf within this call for applications;
- I am familiar with the fact that, pursuant to the Scholarship Act (Z-štp-1), students without a student status (graduates) and 3rd cycle students are not eligible for funds available from the Call for Applications by the Public Scholarship, Development, Disability and Maintenance Fund of the Republic of Slovenia, and I do not fall into either of these two categories.

In addition to the basic Erasmus+ grant, students from socially disadvantaged backgrounds will also be eligible for an additional incentive in the amount of EUR 200/month. This incentive is available to UL students who, at the time of applying for or leaving for the Erasmus+ exchange, are receiving – either themselves or a member of their joint household – one of the social benefits granted by the Social Work Centre listed below:

- Government scholarship,
- Social assistance in cash,
- Income supplement,
- Child benefit,
- Large family allowance.

If the student's name is not provided on the Social Work Centre's decision, a certificate from the Register of Households attesting that the student is living in a household with a person who is entitled to one of these social benefits must be enclosed with the application. Students can obtain it at the relevant administrative unit.

Students with special needs who will be selected for the Erasmus+ traineeship will be able to apply for additional funds within the call for applications posted on the UL website. Persons with special needs include individuals who require the provision of programmes with additional specialist assistance or adaptations with regard to the nature of their specific needs and who have been issued a special decision for this purpose from the UL. Students with special needs are blind, partially sighted or visually impaired students, deaf and hearing impaired students, students with speech and language disorders, students with reduced mobility, students with protracted illnesses, students with autistic disorders, and students with emotional and behavioural disorders. Students from disadvantaged backgrounds (on economic grounds) are not considered to be among those with special needs. Examples of additional costs for students with special needs are: additional travel expenses, adapted local transportation, additional costs due to adapted accommodation, additional costs due to assistance, costs of health services, costs of special teaching aids, etc.

Students who apply to the University of Ljubljana's call for applications to co-fund student traineeship mobility abroad in Erasmus+ programme countries and who are approved by their parent faculties for traineeship abroad in the 2020/2021 academic year will be **regularly updated on all further procedures, the amount of the Erasmus+ grant and the possibilities of obtaining additional scholarships and the online language preparation course by email.**

6. HOW TO APPLY AND THE DEADLINE FOR APPLICATIONS

Students who want to participate in a traineeship programme abroad as “Erasmus+ students” should fill out the relevant online application form following the instructions provided by their faculty and submit this by the date set by their faculty.

The faculty shall accept applications to the call for least five weeks.

The faculty shall forward the applications of selected applicants to the UL International Cooperation Service by **15 November 2020**. The call shall remain open until funds have been exhausted.

More information is available from the Erasmus+ **contact** persons at the individual faculty:

UL FACULTY	ERASMUS+ CONTACT PERSON	E-MAIL
Academy of Music	Nina Podlipnik	nina.podlipnik@ag.uni-lj.si
Academy of Theatre, Radio, Film and Television	Darja Markoja	darja.markoja@agrft.uni-lj.si
Academy of Fine Arts and Design	Jasmina Zajc	jasmina.zajc@aluo.uni-lj.si
Faculty of Biotechnology	Teja Šušteršič	international@bf.uni-lj.si
School of Economics and Business	Andreja Turman	andreja.turman@ef.uni-lj.si
Faculty of Architecture	Matevž Juvančič	matevz.juvancic@fa.uni-lj.si
Faculty of Social Sciences	Danila Rijavec	int.office@fdv.uni-lj.si
Faculty of Electrical Engineering	Katarina Erjavec Drešar	katarina.erjavec.dresar@fe.uni-lj.si
Faculty of Arts	Anja Golec	anja.golec@ff.uni-lj.si
Faculty of Pharmacy	Mojca Lunder	mojca.lunder@ffa.uni-lj.si
Faculty of Civil and Geodetic Engineering	Romana Hudin	romana.hudin@fgg.uni-lj.si
Faculty of Chemistry and Chemical Technology	Stojka Oman Vučkowska	stojka.oman@fkkt.uni-lj.si
Faculty of Mathematics and Physics	Nina Rogelja	fizika@fmf.uni-lj.si
Faculty of Maritime Studies and Transport	Tamara Pukšič	tamara.puksic@fpp.uni-lj.si
Faculty of Computer and Information Science	Ksenija Rozman	izmenjave@fri.uni-lj.si
Faculty of Mechanical Engineering	Davorin Kramar	davorin.kramar@fs.uni-lj.si
Faculty of Social Work	Borut Petrović Jesenovec	office@fsd.uni-lj.si
Faculty of Sport	Jožef Križaj	jozef.krizaj@fsp.uni-lj.si
Faculty of Public Administration	Marija Sušnik	marija.susnik@fu.uni-lj.si
Faculty of Medicine	Ajda Rudel	outgoing@mf.uni-lj.si
Faculty of Natural Sciences and Engineering	Majda Štrakl	majda.strakl@ntf.uni-lj.si
Faculty of Education	Igor Repac	mednarodna@pef.uni-lj.si
Faculty of Law	Darja Rabzelj	darja.rabzelj@pf.uni-lj.si
Faculty of Theology	Urška Jeglič	erasmus@teof.uni-lj.si
Veterinary Faculty	Alenka Jezeršek	vfinternational@vf.uni-lj.si
Faculty of Health Sciences	Natalija Plankl	natalija.plankl@zf.uni-lj.si

7. INFORMATION ON SELECTION

Students will be informed of the selection by a decision issued by their faculty.

8. APPEAL

Applicants may appeal against the decision under the previous point to the competent committee within 8 days after receiving the decision. A competent committee shall issue a decision on the appeal. The appeal shall be filed in writing, explaining in detail the reasons for lodging it. The application terms and conditions and the application assessment criteria may not constitute the subject of the appeal.

9. CALL FOR APPLICATIONS DOCUMENTATION

The documentation related to the call for applications is available at:

https://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/program_erasmus_plus/erasmus_plus_mobilnost_studentov_za_prakso/

A guide for applicants: https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/erasmus-plus-programme-guide-2020_en.pdf

and the UL Call for Applications on the UL website: <http://www.uni-lj.si/aktualno/razpisi/>

Any additional criteria and other specific information shall be provided by individual member institutions (faculties) on their respective websites.

10. SUBSEQUENT CHANGES TO THE CALL FOR APPLICATIONS OR ITS TERMS AND CONDITIONS

As the entity publishing this call for applications, the University of Ljubljana reserves the right to amend the funding terms in the event of changes to the financing conditions or force majeure. It may change the rules and conditions for participating in the call at any time. The University shall post all changes and updates at https://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/program_erasmus_plus/erasmus_plus_mobilnost_studentov_za_prakso/.

11. ADDITIONAL INFORMATION

Contact:

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Ljubljana, 28 August 2020



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