



**CALL FOR APPLICATIONS
FOR SELECTING CANDIDATES FOR STUDENT MOBILITY WITH THE AIM OF
STUDYING
AS PART OF THE ERASMUS+ PROGRAMME
in the 2020/2021 academic year**

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 (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.).

The call for candidate selection concerns the key action KA1 103; i.e., learning mobility of individuals.

The Erasmus+ programme enables students to perform a part of their regular study obligations at any level of study (including the preparation of diploma, master's and doctoral theses, but excluding research work that is not a direct part of study obligations) at a partner institution abroad instead of at the institution of their studies. Partner institutions are those with which the student's university/member has signed an inter-institutional agreement on student exchange in a given academic year.

The period of mobility abroad may be from 3 to 12 months at each level of study. In the first cycle, students can participate in the Erasmus+ student exchange from the second year. No such restriction applies to the second and third study cycle.

Students who have met some of their study obligations abroad by taking part in the programmes Lifelong Learning, ERASMUS+, Erasmus Mundus and ERASMUS+ International Credit Mobility by 2020/2021, but have not taken the entire period of 12 months abroad, may also respond to the call for applications. The total period of the studies and the practical training, both already received and applied for, may not exceed 12 months per study cycle, with the exception of unified courses where student mobility and practical training may both take 24 months.

The objectives of such mobility are as follows:

- improving learning skills
- improving employability and employment opportunities
- enhancing self-initiative and entrepreneurship
- enhancing self-confidence and self-respect
- improving one's command of foreign languages
- 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 session ends.

Studies abroad under the ERASMUS+ programme shall be determined in advance by a document called a **LEARNING AGREEMENT**, which must be signed by the student, the Erasmus+ coordinator at the university member and the Erasmus+ coordinator at the foreign institution. **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 the student must be concluded before the student leaves to attend Erasmus+ mobility.**

The minimum number of credits which a student of the UL must obtain while on the exchange abroad and which will be recognised by the institution of their studies shall be 20 ECTS and 40 ECTS, for one and two semesters, respectively.

Students of the UL preparing their thesis abroad or obtaining less than 20 ECTS per semester on the exchange may apply for Erasmus+ financial aid for a period not exceeding three months.

The ERASMUS+ participating countries are the European Union Member States¹, Iceland, Liechtenstein, Norway, North Macedonia, Serbia and Turkey.

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

A student must reside in the city of the hosting university during the entire Erasmus+ study abroad.

The period of study abroad must be part of the student's study programme, which leads to a degree in the first, second or third cycle.

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

Students are not entitled to a grant to attend foreign language courses which are organised by universities abroad before the beginning of the semester and are simultaneously available in the OLS system. In cases where a course is part of a programme of inter-cultural preparations or a preparation week; where the foreign language course concerns specialist terminology pertaining to the recipient's field of study; or where the course is a general language course conducted at a level that is higher than that of the courses available in the OLS system, the student is entitled to a grant for the duration of the course. It is compulsory that the course is included in the Learning Agreement.

The period of study abroad may also include practical training. Such combined mobility creates synergies between the academic and specialist experience abroad and may be organised in a variety of ways, depending on the circumstances: activities may take place one after another or simultaneously. The rules regarding the granting of funds and minimum duration that apply for mobility with the aim of studying abroad also apply for such combinations.

¹ Regarding the United Kingdom (UK), the Member States must meet the eligibility criteria throughout the entire period for which the grant funds were given. Should the UK exit the EU during the period for which the grant funds were given without concluding an agreement with the EU on its continued eligibility for funds, the institutions from the programme countries will no longer be able to allocate grant funds for mobility in the UK – i.e. mobility sessions in the UK will no longer be deemed as eligible.

Students of the UL who are also employed may respond to the call for the applications only if their employer will not cover the costs they incur during the study exchange based on an issued travel order.

Only mobility sessions aimed at studying abroad that are to be conducted between 1 June 2020 and 30 September 2021 may be entered in response to the call for applications.

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

3.1 Terms and conditions for the applicants

The call for applications is intended for students of the UL subject to the following terms and conditions:

- they have an active student status at their UL member during the entire period of the exchange
- they are attending at least the second year of undergraduate studies during the exchange
- no student having overdue financial obligations towards ERASMUS or ERASMUS+ programmes may enter an application to the call for applications.

3.2 Content and preparation of the application form

To respond to the call for applications, the applicant must fill out an on-line application form in line with the instructions provided by their faculty or department and do so by the date set by the university member.

They must also submit the following supporting documents:

- evidence of study exam grades; the average grade on exams passed in the student's current study cycle shall be considered. Any student who has not yet passed any exam or practical classes during the current study cycle shall submit a certificate of exams passed during the preceding study cycle.
- a letter of motivation of one or two pages in length.

4. CRITERIA AND METHOD OF APPLICANT SELECTION

4.1 Application assessment criteria

- Study achievements thus far; the average grade on exams passed during the student's current study cycle shall be considered. Any student who has not yet passed any exam or exercise in the current study cycle shall submit a certificate of exams passed in the preceding study cycle.
- Letter of motivation.

A university member may set additional criteria and publish them on the website alongside the call for applications, and shall independently select suitable candidates for the posts, whereby the student selection method and the application assessment process shall be transparent, public and correct and in accordance herewith. The university member shall send decisions on selection with the possibility of appeal to all students. Decisions issued by the university member's senate regarding the appeal shall be final.

4.2 Application assessment process

The university member shall conduct the selection procedure based on the applications received. Student applications shall be assessed by the competent persons at the university member, applying the criteria laid out in Item 4.1 of the call for applications, and the student shall be informed of the approval by a decision.

In the course of selection, priority shall be given to candidates who had not already been approved for mobility but cancelled it (except in cases of force majeure).

UL members shall select Erasmus+ students in a transparent, public and correct manner.

University members shall inform the International Cooperation Service of the UL of their selection.

5. FINANCIAL GRANT

Funding will be approved for the University of Ljubljana by the national agency (Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes – CMEPIUS) based on the funding granted by the European Commission and the applications received.

Students in the Erasmus+ programme are not automatically entitled to Erasmus+ financial aid. They must apply for the financial aid and any additional allowances online, via the VIS website of the UL.

Erasmus+ financial aid must be paid to the student before the mobility session begins.

The first day of mobility shall be deemed as the day on which a student must be at the foreign institution, which may be the first day of lectures, a welcome event, or the first day of linguistic or inter-cultural preparation, which is a component part of mobility, and not the day of arriving abroad.

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

A grant may only be given for the period of regular study obligations in accordance with the academic calendar at the partner institution and within the limits for the periods set herein.

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

The amount of monthly financial aid and the number of approved months per student depend on the amount of funding obtained by the UL at the call for applications. If the funding proves insufficient to cover all activities applied for, the UL will finance a maximum of 5 months for student mobility with the aim of study for one semester and 10 months of mobility for two semesters, and give students only one Erasmus+ grant per year.

Rights, obligations and responsibilities of students concerning the granting of financial aid will be specified in detail in the Grant Agreement, which the student shall enter into with the UL before departing to study abroad.

For your information: in the 2019/2020 academic year, the basic Erasmus+ financial assistance was from 420 EUR to 520 EUR as follows, by country:

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

The amounts of the Erasmus+ financial aid for respective groups of countries have not yet been determined for the 2020/2021 academic year.

In addition to the basic Erasmus+ financial aid, students of the UL selected from this call for applications will also be able to apply for an additional allowance to complement Erasmus+ financial aid. The UL will obtain the necessary funds at the tender published by the Public Scholarship, Development, Disability and Maintenance Fund of the Republic of Slovenia.

In 2019/2020, the additional allowance amounted to EUR 27,97/month. Students were eligible if they met the following conditions:

- I am a citizen of the Republic of Slovenia with a 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 scholarship or
- I am a citizen of a third country, who acquired long-term resident status,
- I enrolled for the first time to the officially recognised short-cycle higher vocational education or higher education programme of the first or second cycle before the age of 27, which is implemented in the Republic of Slovenia by the applicant for the purpose of study or practical training presented by the applicant,
- I do not simultaneously receive any of the scholarships intended for study visits from other sources in the Republic of Slovenia or from abroad, except Erasmus financial aid,
- 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 pertaining to Erasmus mobility for students in the study period as determined by CMEPIUS,
- I will attend Erasmus mobility sessions,
- 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 of Erasmus mobility, any scholarship within the public call for applications for scholarships for individual student mobility abroad in the 2019 academic year in the framework of Erasmus (280th PC),
- 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 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+ financial aid, students from socially weaker backgrounds will also be eligible for an additional incentive.

In 2019/2020, the incentive amounted to EUR 200/month. The amounts and conditions of incentives for students from weaker social backgrounds have not yet been determined for the 2020/2021 academic year.

Students with special needs who are confirmed for the Erasmus+ exchange programme will be able to apply for additional funds within the call for applications, which they are expected to receive by e-mail in the summer of 2020. 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. 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 mobility with the aim of study abroad in Erasmus' programme countries and who are approved by their member faculties for study abroad in the 2020/2021 academic year and are listed among the selected students, will be **regularly informed of all subsequent procedures, the amount of the Erasmus+ financial grant and the possibilities of obtaining additional scholarships, and the online language preparation course** via e-mail.

6. HOW TO APPLY AND DEADLINE FOR APPLICATIONS

Students who want to participate in mobility abroad as "Erasmus+ students" should fill out **an on-line application form in line with the instructions provided by their faculty or department** and submit this by the date set by the university member.

The university member shall accept applications to the call for applications for a period of at least five weeks.

The university member shall upload the data on the selected candidates in a prescribed Excel table to a designated space on SharePoint UL by **31 January 2020**. Incomplete applications or applications submitted after the set deadline will not be considered.

More information is available from **contact** persons for the Erasmus+ programme at university members:

UL MEMBER	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	Davorin Gazvoda	international@bf.uni-lj.si
Faculty of Economics	Lara Lovše	outgoing@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@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	Jasmin Anžiček	jasmin.anzicek@fmf.uni-lj.si
Faculty of Maritime Studies and Transport	Tamara Pukšič	international@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 Petrovič Jesenovec	office@fsd.uni-lj.si
Faculty of Sport	Jožef Križaj	jozef.krizaj@fsp.uni-lj.si
Faculty of 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 Flisar	erasmus@teof.uni-lj.si
Veterinary Faculty	Petra Gruden	petra.gruden@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 notice of the decision issued by a university member.

8. OBJECTION

Any objection to the decisions referred to in the previous item may be raised by applicants to the competent committee within 8 days following the notice of the decision. A competent committee shall issue a decision on such objections raised. An objection shall contain an explanation in writing with detailed reasoning for the objection. The application conditions and the application assessment criteria may not constitute the subject of a complaint.

9. DOCUMENTATION OF THE CALL FOR APPLICATIONS

The documentation for the call for applications is available at:

<https://eur-lex.europa.eu/legal-content/SL/TXT/PDF/?uri=CELEX:C2019/373/06&from=EN>.

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

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

Any additional criteria and other specific information shall be provided by university members on their respective websites.

10. ADDITIONAL INFORMATION

International Cooperation Service
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