



**CALL FOR APPLICATIONS
FOR LONG-TERM PHYSICAL/BLENDED STUDENT MOBILITY
FOR THE PURPOSE OF STUDY IN PARTNER COUNTRIES OF REGIONS 13 AND 14 AND IN THIRD
COUNTRIES NOT AFFILIATED WITH THE ERASMUS+ PROGRAMME
in the academic year 2024/2025**

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

The call is published by the University of Ljubljana, Kongresni trg 12, 1000 Ljubljana, Slovenia (hereinafter: UL).

2. PURPOSE AND OBJECTIVE OF THE CALL FOR APPLICATIONS

Erasmus+ is an EU programme that supports international cooperation in education, training, youth and sport. Its purpose is to **raise the quality of education and training**, thereby enhancing **social cohesion and the EU's economic competitiveness**. Erasmus+ strives to allow **as many individuals as possible** to take part in the programme, especially those from **disadvantaged backgrounds**, and addresses **inclusion and diversity, the environment and the fight against climate change ([Green Erasmus+](#))**, the **digital transition, participation in democratic life, shared values and civic engagement** as its key topics and activities.

This call for applications concerns the key action KA1 131: learning mobility of individuals.

The Erasmus+ programme allows students to complete a part of their regular academic requirements in any cycle (including the preparation of bachelor's and master's theses and doctoral dissertations, but excluding research that does not constitute a direct academic requirement) at a partner institution abroad instead of their parent institution.

Partner institutions are exclusively those with which the student's parent university/member faculty has concluded an inter-institutional agreement on student exchange in a given academic year.

The period of physical mobility abroad may last from a minimum of two to a maximum of 12 months in each academic cycle. That period can be combined with virtual mobility up to an overall maximum of 12 months, whereby the virtual portion of the mobility is not funded through Erasmus+ and does not count towards the Erasmus+ status quota.

Students who will have completed some of their academic requirements abroad by taking part in the Lifelong Learning, Erasmus+, Erasmus Mundus and Erasmus+ International Credit Mobility programmes by 2024/2025, but have not taken the entire period of 12 months abroad, may also apply to the call. **The total period of the studies and the practical training both already completed and applied for, may not exceed 12 months per study cycle, with the exception of integrated courses where student mobility and practical training may together take 24 months.**

The objectives of such mobility are as follows:

- improving learning competencies;

- improving employability and employment opportunities;
- enhancing self-initiative and entrepreneurial skills;
- enhancing self-confidence and self-respect;
- improving foreign language and digital skills;
- enhancing inter-cultural awareness;
- improving active participation in society;
- promoting positive interactions with individuals from various environments;
- increasing familiarity with EU projects and EU values;
- increasing motivation for further education (formal and informal) and post-mobility training.

Studies abroad under the Erasmus+ programme must be determined in advance by a **LEARNING AGREEMENT**, which must be concluded by the student, the Erasmus+ coordinator at their parent institution and the coordinator at the foreign institution. **The Learning Agreement concluded by all three parties is a required condition for the issuing of an Erasmus+ Grant Agreement. The Erasmus+ Grant Agreement between the UL and the student must be concluded BEFORE the student leaves to attend Erasmus+ mobility.**

The minimum number of credits which a UL student must earn while on the exchange abroad and which will be recognised by their home institution is 20 ECTS for one semester or 40 ECTS for two semesters. However, students are encouraged to complete a full course load during the exchange, which amounts to 30 ECTS per semester or 60 ECTS per year.

UL students preparing their thesis abroad or earning less than 20 ECTS per semester on the exchange may apply for the Erasmus+ grant for a maximum of three months.

Students may not take part in the mobility programme in the country of the sending university, in the country of their permanent residence or in the country of which they are citizens. The student must reside in the city of the hosting university for the entire duration of the Erasmus+ study abroad.

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

Before the mobility programme, all selected Erasmus+ students, with the exception of native speakers, shall take an **online language test (OLS)** on the **EU Academy** platform. Additionally, students are advised to take advantage of the online courses available on the EU Academy platform.

Students are not entitled to a grant to attend foreign language courses that are organised by universities abroad before the beginning of the semester and are simultaneously available in the OLS system. Only in cases where a course is part of a programme of 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, is the student also entitled to a grant for the duration of the course. Such a course must be included in the Learning Agreement.

The period of study abroad may also include traineeship. Such combined mobility creates synergies between the academic and professional 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 to such combinations.

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

Only mobility sessions aimed at studying abroad that are to be conducted between 1 June 2024 and 30 September 2025 may be applied for.

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

3.1. Terms and conditions for applicants

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

- they have active student status at their parent UL faculty for the entire duration of the exchange;
- they have no outstanding financial obligations arising from an Erasmus or Erasmus+ programme;
- they have not been sanctioned in disciplinary proceedings in the course of study in the cycle in which they are applying to this call.

3.2. Content and completion of the application form

To apply to the call, applicants must fill out an online application form in accordance with their faculty's instructions by the deadline set by their faculty.

They must also provide the following proof:

- evidence of completed academic requirements; the grade point average in the student's current academic cycle will be considered. Any student who has not yet passed any exams or practical classes during the current academic cycle should submit evidence of requirements completed during the preceding academic cycle;
- a motivational letter of at least one and a maximum of two pages in length.

4. SELECTION CRITERIA AND METHOD

4.1. Application assessment criteria

- academic performance to date; the grade point average in the student's current academic cycle will be considered. Any student who has not yet passed any exams or practical classes in the current academic cycle should submit a certificate of exams passed in the preceding academic cycle;
- a motivational letter.

The faculty must send decisions on selection, with the possibility of appeal, to all students. Decisions issued by the faculty's senate regarding an appeal are final.

4.2. Application assessment process

The student's faculty will conduct the selection procedure based on the applications received. Student applications will be assessed by the competent persons at the faculty, following the criteria laid out in point 4.1 of the call for applications, and the student will be informed of the resulting decision. In the course of selection, priority will be given to applicants who in previous years had not yet cancelled an already approved mobility (except in cases of force majeure). UL member faculties will select Erasmus+ students in a transparent, public and proper manner. Member faculties will inform the UL International Cooperation Service of their selection.

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 **first day** of the mobility programme is the day on which a student must be present at the foreign institution, which may be the first day of lectures, a welcome event, or the first day of linguistic or cultural preparation, which is a component part of the mobility, and not the day of arriving abroad. The **last day** is the last day when a student has to be present at the foreign institution (this may be the last day of lectures or the day of the last exam).

The purpose of the Erasmus+ grant is to co-finance the costs of study abroad, not to cover the expenses in full. The amount will be defined in the Erasmus+ Grant Agreement, which the student will sign with the UL after submitting the application documentation.

The grant may only be awarded for the duration of regular academic obligations in accordance with the academic calendar at the partner institution and for the duration of the periods set in this call. A student who receives an Erasmus+ grant remains entitled to receive any national scholarships (e.g. government scholarship, Zois scholarship and so forth).

The number of months approved to be funded per student depends on the amount of funds the UL will have at its disposal. If the funding proves insufficient to cover all activities applied for, the UL will limit the number of months to be funded.

The students' rights, obligations and responsibilities concerning the awarding of grants will be specified in detail in the Erasmus+ Grant Agreement, which the students enter into with the UL before departing to study abroad.

During the 2023 project year, the Erasmus+ grant amounts by country of mobility were as follows:

Group 1: Partner countries of region 14	Faroe Islands, Switzerland, UK	EUR 674
Group 2: Partner countries of region 13	Andorra, Monaco, San Marino, Vatican City	EUR 674
Other third countries not affiliated with the programme	All other third countries	EUR 700

5.1. In addition to the basic Erasmus+ grant, **students from disadvantaged backgrounds selected** in the call will also receive an additional social inclusion allowance. **This allowance will amount to EUR 250 per month.**

To be eligible for the inclusion allowance, students must meet the following conditions at the time of application (or at the latest by the beginning of mobility):

- **have the status of a student with special needs** or
- **have the status of a student with special status** (status of categorised athlete or recognised artist, be a participant in international competitions, or have parent status) **or**
- **you or one of your family members** (who live in the same household as the student) **have:**
 - a decision issued by the Social Work Centre (**government scholarship, cash social assistance, income support, child benefit or large family allowance**) or
 - a decision issued by the Slovenian Health Insurance Institute or

- a decision issued by the Slovenian National Education Institute or
- a decision issued by the Pension and Disability Insurance Institute, proving disability, for example, or
- **you come from a single-parent family** (*a single-parent family is a community of one parent and one or more children, where the other parent is deceased and the child does not receive maintenance payments from that parent, the other parent is unknown or the child does not actually receive maintenance payments from the other parent*) OR
- **you come from a foster family** or
- **Slovenia is offering you international protection** or
- **you are a member of the Roma community.**

A student proves their entitlement with an appropriate decision/document, which is part of the application documents, when they apply for financial assistance.

5.2. Students with special needs who are confirmed for the Erasmus+ exchange, will be able to apply for additional funds within the call for applications, which they will receive by email. They will also be entitled to a special needs supplement if the allowance for disadvantaged background will not be enough to cover the additional expenses they will have due to the nature of their special needs. A student with special needs must submit a complete application with attachments at least 45 days before the start of the mobility period to USMS.

Students with special needs include those 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 a long-term health condition, students with autistic disorders and students with emotional and behavioural disorders.

Examples of additional costs for students with special needs include 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 and so forth.

5.3. Students selected for mobility to other third countries that are not affiliated with the programme (not applicable to regions 13 and 14) are entitled also to travel expenses, the level of which depends on the distance between the city of the sending institution (Ljubljana) and the city of the host institution, and the method of travel (green travel or not). The distance can be calculated using the EU distance calculator (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>).

A higher amount from the table below will be allocated to students who travel to and from the mobility location using environmentally friendly means such as buses, trains, boats, and/or other group transportation (e.g., GoOpti). The difference between standard travel and green travel will be reimbursed to the student upon completion of the mobility, submission of appropriate evidence of the mode of travel and a Declaration of Honour. Students may be allocated up to an additional maximum of 6 funded days (3+3) for the implementation of green travel if it is evident from the documentation that additional days were actually needed. Students are encouraged to use environmentally friendly means of transportation for journeys shorter than 500 km.

DISTANCE TO HOST CITY (CALCULATED USING THE EU DISTANCE CALCULATOR)	STANDARD TRAVEL (PAYMENT PER PARTICIPANT)	GREEN TRAVEL + UP TO 6 ADDITIONAL DAYS (PAYMENT PER PARTICIPANT)
10–99 km	EUR 28	EUR 56
100–499 km	EUR 211	EUR 285
500–1,999 km	EUR 309	EUR 417
2,000–2,999 km	EUR 395	EUR 535
3,000–3,999 km	EUR 580	EUR 785
4,000–7,999 km	EUR 1188	EUR 1188
8000 km or more	EUR 1735	EUR 1735

Students who apply to this call and who are approved by their parent faculties for study abroad in the 2024/2025 academic year and are listed among the selected students, **will be regularly informed of all subsequent procedures, the amount of the Erasmus+ grant and the possibilities of obtaining supplements, and the online language preparation course (OLS) by email.**

6. HOW TO APPLY AND DEADLINE FOR APPLICATIONS

Students who want to participate in mobility abroad as Erasmus+ students should fill out an online application form following the instructions provided by their faculty and submit it by the date set by their faculty.

The student's faculty will forward the information on the selected applicants in the prescribed Excel table to the UL International Cooperation Service via SharePoint by 14 February 2024. Incomplete applications or applications submitted after the set deadline will not be considered.

More information is available from the **Erasmus+ contact persons at the UL member faculties:**

UL MEMBER FACULTY	ERASMUS+ CONTACT PERSON	EMAIL
Academy of Music	Nina Podlipnik	nina.podlipnik@ag.uni-lj.si
Academy of Theatre, Radio, Film and Television	Pia Mikolič	international@agrft.uni-lj.si
Academy of Fine Arts and Design	Jasmina Zajc	jasmina.zajc@aluo.uni-lj.si
Faculty of Biotechnology	Katarina Rihtaršič	international@bf.uni-lj.si
School of Economics and Business	Darja Saksida Bogataj	outgoing@ef.uni-lj.si
Faculty of Architecture	Matevž Juvančič	matevz.juvancic@fa.uni-lj.si
Faculty of Social Sciences	Maša Kolenbrand	int.office@fdv.uni-lj.si
Faculty of Electrical Engineering	Katarina Erjavec Drešar	international@fe.uni-lj.si
Faculty of Arts	Anja Golec	anja.golec@ff.uni-lj.si
Faculty of Pharmacy	Urban Jernejčič	international@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	erasmus@fmf.uni-lj.si

Faculty of Maritime Studies and Transport	Tamara Pukšič	erasmus@fpp.uni-lj.si
Faculty of Computer and Information Science	Vesna Gračner	izmenjave@fri.uni-lj.si
Faculty of Mechanical Engineering	Davorin Kramar	international@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	international@fu.uni-lj.si
Faculty of Medicine	Ajda Rudel	outgoing@mf.uni-lj.si
Faculty of Natural Sciences and Engineering	Alenka Šalej Lah	alenka.salejlah@ntf.uni-lj.si
Faculty of Education	Igor Repac	mednarodna@pef.uni-lj.si
Faculty of Law	Luka Tičar	erasmus@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	Mihaela Selak-Petković	mihaela.petkovic@zf.uni-lj.si

7. NOTIFICATION OF SELECTION

Students will be informed whether they have been selected or not by a decision issued by their faculty.

8. APPEAL

Applicants may appeal against the decision under the previous point to the competent committee within eight days of receiving the decision. The competent committee will issue a decision on the appeal. An appeal must 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 an appeal.

9. CALL DOCUMENTS

- The **documentation related to the call for applications** is available at: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:C2022/444/07>
- A **guide for applicants** is available at: <https://erasmus-plus.ec.europa.eu/erasmus-programme-guide>
- The **UL call for applications** is available at: https://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/erasmus_plus_mobilnost_studentov_za_studij/razpisi/

Any additional criteria and other specific information will be provided by individual UL member faculties on their respective websites.

10. CHANGE OF THE CALL'S TERMS AND CONDITIONS AND FUNDING

As the entity publishing this call for applications, the University of Ljubljana reserves the right to amend the funding terms and conditions 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 will post any changes and updates on the following website: https://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/erasmus_plus_mobilnost_studentov_za_studij/razpisi/.

11. ADDITIONAL INFORMATION

For further information please contact the International Cooperation Service.

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Ljubljana, 14 December 2023

Bibi Ovaska
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