



**CALL FOR APPLICATIONS
FOR SELECTING CANDIDATES FOR STUDENT MOBILITY WITH THE AIM OF
STUDYING
UNDER THE ERASMUS+ PROGRAMME
in the 2021/2022 academic year**

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 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 young people and so forth). The call for candidate selection concerns the key action KA1 103, 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 faculty 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 cycles of study. 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 2021/2022, but have not taken the entire period of 12 months abroad, may also apply in the call for applications. **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 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,
- improvement of the knowledge of foreign languages,
- enhancing intercultural awareness,
- more active participation in society,
- increased familiarity with EU projects and EU values,

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

Studies abroad under the ERASMUS+ programme must be determined in advance by a **LEARNING AGREEMENT**, which must be signed by the student, the Erasmus+ coordinator at their home institution and the Erasmus+ coordinator at the foreign institution. **The Learning Agreement signed by all three parties is a required condition for entering into an Erasmus+ Grant Agreement between the UL and the selected student. 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 student of the UL must obtain while on the exchange abroad and which will be recognised by their home institution is 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 States, the United Kingdom¹, 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.

The 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 the mobility programme, all selected Erasmus+ students, with the exception of native speakers, must take an online language test via the **OLS** web portal for the main language used in the exchange. If the result of the online test for the main language of the exchange prior to departure on the mobility was C2, the student will not be required to do the online test of the main language of the exchange at the end of the mobility. 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. 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 entitled to a grant for the duration of the course. Such course must be 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 United Kingdom (UK): all mobilities in the UK are eligible for funding under Erasmus+ projects, if they make use of funds from projects approved up until the end of 2020. Since the mobilities under this call are being funded from 2019 and 2020 projects, the mobilities in the UK are also eligible for funding.

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 2021 and 30 September 2022 may be entered in response to the call for applications.

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

3.1 Terms and conditions for applicants

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

- they have active student status at their UL home member faculty during the entire period of the exchange;
- they are attending at least the second year of undergraduate studies during the exchange.

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

3.2 Content and completion of the application form

To respond to the call for applications, the applicant must fill out an on-line application form in accordance with the instructions provided by their faculty by the date set by their home member faculty.

They must also submit the following supporting documents:

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

4 SELECTION CRITERIA AND METHOD

4.1 Application assessment criteria

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

The home university member 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 proper student selection process and an application assessment method in accordance with the call. The member faculty must send decisions on selection, with the possibility of appeal, to all students. Decisions issued by the member faculty's senate regarding an appeal are final.

4.2 Application assessment process

The home member faculty will conduct the selection procedure based on the applications received. Student applications will be assessed by the competent persons at the member faculty, applying the

criteria laid out in point 4.1 of the call for applications, and the student will be informed of the approval by a decision. In the course of selection, priority will be given to candidates 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 International Cooperation Service of the UL of their selection.

5 GRANT FUNDS

Due to the announced delay on the part of the European Commission in publishing the Erasmus+ 2021 call, student mobility under this call will be financed from funds obtained by the UL from the National Agency (Centre for Mobility and European Programmes of Education and Training – CMEPIUS) under the Erasmus+ 2019 and 2020 project, until funds are used up. In this way we will ensure the timely paying out of financial aid to students.

Selected students who will depart for mobility in the first semester of the 2021/22 academic year or will conclude mobility by 31 May 2022 at the latest, and who at the same time will not be eligible for incentives for students from socially vulnerable environments or disadvantaged environments, will receive Erasmus+ financial aid and a Supplement to the Erasmus+ Grant under the 2019 project (until funds are used up). Other students will receive Erasmus+ financial aid, an incentive for students from socially vulnerable environments or disadvantaged environments, and a Supplement to the Erasmus+ Grant under the 2020 project (until funds are used up).

After funds under the Erasmus+ 2019 and 2020 projects have been used up, the remaining selected students will be referred to the new call for applications for the selection of candidates intending to pursue study exchanges in the 2021/2022 academic year, which will be financed from the 2021 project. The level of the monthly amounts for the 2021 project are not yet known.

Selected Erasmus+ programme students are not automatically entitled to Erasmus+ financial aid. They must apply for such aid and any additional allowances online, via the UL's VIS portal. The Erasmus+ financial aid must be paid to the student BEFORE the mobility programme begins.

The **first day** of the mobility will be counted 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 cultural preparation, which is a component part of mobility, and not the day of arriving abroad. The **last day** will be counted as the last day when a student has to be present at the foreign institution (this might be the last day of lectures or the day of the last exam).

The purpose of the Erasmus+ financial aid is to co-finance study 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.

The grant funds 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 in this public call. A student who receives an Erasmus+ grant remains entitled to receive any national scholarships (e.g. state scholarship, Zois scholarship).

The number of approved financed months per individual student will depend on the level of funds the UL has at its disposal. If the funding proves insufficient to cover all activities applied for, the UL will finance a maximum of five 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.

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

In the 2021/22 academic year, financial aid for students who will be funded under this call will amount to EUR 420 to EUR 520/month, depending on the country in which the mobility is taking place.

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

In addition to the basic Erasmus+ financial aid, students of the UL selected under this call for applications who will be funded under 2019 and 2020 projects will also be able to apply for a **Supplement to Erasmus+ financial aid**, if they meet 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 has lived 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
and
- prior to reaching the age of 27 I enrolled for the first time in a state-approved first- or second-cycle higher vocational or higher education programme 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 employment 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 in the period of study as defined by CMEPIUS;
- I will take part in the 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 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 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 student status (graduates) and 3rd cycle students are not eligible for funds available under the call for applications from the Public Scholarship, Development, Disability and Maintenance Fund of the Republic of Slovenia, and I do not fall into either of these two categories.

Selected students who will receive Erasmus+ financial aid under the 2019 project will receive a Supplement to Erasmus+ financial aid in the amount of EUR 27.97/month. Selected students who will receive Erasmus+ financial aid under the 2020 project will receive a Supplement to Erasmus+ financial aid in the amount of EUR 40.69/month. The level of the Supplement to Erasmus+ financial aid for the 2021 project is not yet known.

In addition to the basic Erasmus+ financial aid, selected students from socially vulnerable or disadvantaged backgrounds will be funded under the 2020 project and will also be eligible for an additional incentive. This incentive will amount to EUR 200/month. The condition for obtaining the incentive is that either the student or a member of the common household receives one of the following social transfers from a Social Work Centre:

- state scholarship,
- child supplement,
- extraordinary social benefit,
- care supplement or
- large family allowance.

The level of incentive for students from socially vulnerable or disadvantaged environments for the 2021 project is not yet known.

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 should receive by e-mail in the summer of 2021.

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 have 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 in the UL call for applications for co-funding of student mobility with the aim of studying abroad in Erasmus+ programme countries and who are approved by their member faculties for study abroad in the 2021/2022 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 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 online application form following the instructions provided by their home institution and submit it by the date set by their home institution (**the deadline at Faculty of Pharmacy : 7 March 2021**).

The home member faculty will forward the information on the selected and any backup candidates in the prescribed Excel table to the International Cooperation Service of the UL via a Sharepoint deposit box by 15 March 2021. Incomplete applications or applications submitted after the set deadline will not be considered.

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

UL MEMBER 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	Klavdija Besednjak	outgoing@ef.uni-lj.si
Faculty of Architecture	Matevž Juvancič	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	Mateja Terčič	mateja.tercic@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	nina.rogelja@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 Rabelj	darja.rabelj@pf.uni-lj.si

Faculty of Theology	Urška Jeglič	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 decision issued by their home faculty.

8 APPEAL

Applicants may appeal against the decision under the previous point to the competent committee within 8 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 a subject of appeal.

9 CALL DOCUMENTS

- The documentation related to 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 is available at: https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en
- The UL call for applications is available at: <http://www.uni-lj.si/aktualno/razpisi/>.

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

11 CHANGE OF CONDITIONS OF CALL AND FUNDING

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 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/.

10 ADDITIONAL INFORMATION

International Cooperation Service
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Ljubljana, 29 January 2021

Bibi Ovaska
Erasmus+ KA 103 Institutional Coordinator