

CALL FOR APPLICATIONS FOR CO-FINANCING ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS FOR THE 2024 CONTRACT YEAR

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

The responsible entity for this call for applications is the University of Maribor, Slomškov trg 15, 2000 Maribor (hereinafter: UM).

2. PURPOSE AND OBJECTIVE OF THE CALL FOR APPLICATIONS

Erasmus+ is the EU's programme to support education, training, youth and sport for the period 2021–2027.

The purpose of the call for applications is to encourage students to engage in **international mobility**, which:

- has long-term positive effects on their personal and professional development,
- exposes them to different perspectives, knowledge, teaching and research methods and working practices in their field of study in a European and international context,
- facilitates the development of communication skills, language skills, critical thinking, problem-solving, intercultural skills and research skills,
- enables the development of future-oriented skills, such as digital and green skills, which will enable the students to meet current and future challenges; and
- fosters their personal development, adaptability and self-confidence.

The programme offers **traineeships** for:

- **students** during their studies at the UM and/or
- **recent graduates** during the 12 months following their graduation.

The traineeships can be carried out in one of the countries participating in the Erasmus+ programme: **European Union Member States, the United Kingdom, Switzerland, Iceland, Liechtenstein, North Macedonia, Norway, Serbia and Turkey.**

The objectives of such mobility are:

- improved academic achievement,
- improved employability and career prospects,
- enhanced self-initiative and entrepreneurship,
- increased independence and self-confidence,
- improved foreign language skills and digital competences,
- enhanced intercultural awareness,
- more active participation in society,
- increased positive interaction with people from different backgrounds,
- increased awareness of the European project and EU values,
- increased motivation to participate in future (formal/informal) education or training after the mobility period abroad.

3. WHO CAN APPLY

To apply, students must fulfil the following basic conditions:

- **UM students** who are enrolled in a study programme at their home UM faculty for the entire duration of the practical training abroad.
- **UM graduates** who apply in their final year of studies or during their additional year (when they still have active student status) and complete their traineeship after the completion of their studies, but no later than 12 months after the said period. The date of completion of studies is the date of the defence of the final thesis or the last exam (depending on the faculty) and not the date until which the student has student status.

Students may not carry out mobility in the country of the sending university, in their country of residence and in the country of which they are a national.

Students who have not yet done **12 months** of Erasmus+ and Erasmus Mundus exchanges during their studies at the same level are eligible to apply. Students on one-cycle study programmes are entitled to **24 months** of mobility.

These rules also apply for students without an Erasmus grant (i.e., zero grant students).

The Erasmus+ traineeship abroad must be related to the student's field of study, as this is professional training abroad, which is guaranteed by the student, the supervisor at the home faculty and the Erasmus+ faculty coordinator by signing the "Learning Agreement for Traineeships". The Erasmus coordinator at the home faculty cannot be the supervisor. It is recommended that the traineeship is an integral part of the student's study programme whenever possible.

The students' traineeships must be recognised by the home faculty of the UM upon completion by at least an entry in the Diploma Supplement.

The students must reside in the city of mobility abroad for the entire duration of the traineeship. The students must provide the UM with a copy of the rental agreement or receipts for the payment of rent for the entire duration of the traineeship, otherwise they will not be eligible for a financial grant under this call for applications.

Students with outstanding financial obligations from the Erasmus+ programme are not eligible to apply for this call.

Students who are employed may apply for this call only if their employer will not cover their expenses during the traineeship based on an issued travel order.

4. HOST ORGANISATION

The receiving organisation can be:

- any public or private organisation active in the labour market or in the fields of education, training, youth, research and innovation. For example, such organisation can be:
 - a public or private small, medium or large enterprise (including social enterprises);
 - a public body at local, regional or national level;
 - embassies or consular offices of the sending EU Member State or third country associated to the Programme;

- a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
- a research institute;
- a foundation;
- a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational and adult education);
- a non-profit organisation, association, NGO;
- a body providing career guidance, professional counselling and information services;
- a tertiary educational institution that has been granted an ECHE charter.

The following types of organisations **are not** eligible as receiving organisations for student mobility for traineeships:

- EU institutions and other EU bodies, including specialised agencies (their exhaustive list is available at http://europa.eu/european-union/about-eu/institutions-bodies_sl);
- organisations managing EU programmes, such as Erasmus+ National Agencies.

It is up to the students to find the company or institution where they will do the Erasmus+ traineeship and to agree with their representative on the start date of the traineeship.

To find an organisation to do an Erasmus+ traineeship, you can use the website <https://erasmusintern.org/>, where traineeship offers abroad are published, as well as the following UM websites:

<https://www.erasmusplus.um.si/praksa/novice/>, <https://www.erasmusplus.um.si/praksa/zgodbe/>.

5. MOBILITY PERIOD

The traineeship period is limited to a **minimum of 2 months** (min. 60 days) up to a **maximum of 12 months**. Students may receive an Erasmus+ grant for a mobility period of a maximum of 12 months in total per cycle of study (or 24 months for one-cycle study programmes), regardless of the number or type of mobilities.

The mobility can be done during the first, second and third cycle studies or within a maximum of 12 months after the student graduates.

Students are advised to record the mobility period on their CV.

6. ERASMUS+ FINANCIAL GRANT (SUPPORT)

Erasmus+ funding of student mobility for traineeships abroad has been awarded to the UM by the national agency Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes (hereinafter CMEPIUS). The Erasmus+ grant is limited to the funds available.

An Erasmus+ student is not automatically entitled to an Erasmus+ grant, but must apply for one in accordance with this call for applications.

The Erasmus+ grant only co-finances the costs of living abroad and does not cover the full costs.

The grant can only be awarded for the duration of the mobility at the host institution abroad.

THE START DATE OF THE ERASMUS ACTIVITY (which the student must enter in the application and grant application) is the first day the student must be present at the host institution.

THE END DATE OF THE ERASMUS ACTIVITY (which the student must enter in the application and grant application) is the last day the student must be present at the host institution.

The TRAVEL TIME under the terms of the Erasmus+ programme must not be included in the duration of the period for which the student is eligible to receive a financial grant, except in the case of green travel.

Students who receive an Erasmus+ grant continue to be eligible for any **state scholarship**.

6.1 INDIVIDUAL SUPPORT

In accordance with Erasmus+ rules, programme countries are divided into three groups according to the level of the cost of living. The CMEPIUS National Agency has set the financial grant for each group of countries as follows:

Group 1 Countries with higher living costs	Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, the Netherlands, Norway, Sweden, the United Kingdom, Switzerland	674 EUR/month
Group 2 Countries with medium living costs	Cyprus, the Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Spain	606 EUR/month
Group 3 Countries with lower living costs	Bulgaria, Croatia, Lithuania, Hungary, Poland, Romania, North Macedonia, Serbia, Turkey	550 EUR/month

Students may apply for this call until the funds are exhausted or places are filled. Students who submit complete documentation and are accepted, will receive an Erasmus+ Grant Agreement for Traineeships, which will specify the rights, obligations and responsibilities as an Erasmus+ student.

The University of Maribor is only obliged to disburse the funds received from the CMEPIUS National Agency.

6.2. ERASMUS+ TOP-UP AMOUNT FOR TRAINEESHIPS

All students and recent graduates carrying out Erasmus+ traineeships will receive an additional top-up amount to the individual support of the EU Erasmus+ grant of **150 EUR per month**. The student is automatically entitled to this top-up amount and does not need to apply for it.

6.3 TRAVEL SUPPORT

The participant is entitled to travel support on the basis of their application for an Erasmus+ traineeship. The amount of the support depends on the distance to the place of the traineeship according to the following table:

Travel distance	Green travel – amount	Non-green travel – amount
From 10 to 99 km	56 EUR per participant	28 EUR per participant
From 100 to 499 km	285 EUR per participant	211 EUR per participant
From 500 to 1 999 km	417 EUR per participant	309 EUR per participant
From 2 000 to 2 999 km	535 EUR per participant	395 EUR per participant
From 3 000 to 3 999 km	785 EUR per participant	580 EUR per participant
From 4 000 to 7 999 km	1188 EUR per participant	1188 EUR per participant
8 000 km or more	1 735 EUR per participant	1 735 EUR per participant

“Travel distance” means the distance between the place of origin and the venue of the activity, and “amount” includes travel support to and from the venue of the activity.

All participants eligible for green travel **are entitled to the Green Travel Amount and, if applicable, to an additional Erasmus financial grant for travel time before and after the traineeship, with a maximum of six travel days.**

Green travel is defined as travel that uses low-emission means of transport, such as bus, train or vehicle sharing. Travel distances must be calculated using the distance calculator supported by the European Commission:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_sl.

The green travel amount will be paid if more than half (more than 50%) of the journey measured in kilometres with the Erasmus+ distance calculator was defined as green travel.

All participants who do not meet the conditions for green travel are entitled to the “non-green” travel amount and, if applicable, **to an additional Erasmus financial grant for travel time before and after the traineeship, with a maximum of two travel days.**

8. TOP-UP FOR STUDENTS WITH FEWER OPPORTUNITIES

Students who meet the conditions set out in the *Call for applications for additional funding for mobility participants with fewer opportunities* for the 2024 project year are entitled to an additional monthly grant of **250 EUR**.

The call and application form are attached to the call. The application for the additional funding for mobility participants with fewer opportunities must be sent together with the application for the Erasmus+ grant.

9. ADDITIONAL FUNDING FROM THE PUBLIC SCHOLARSHIP, DEVELOPMENT, DISABILITY AND MAINTENANCE FUND OF THE REPUBLIC OF SLOVENIA

In addition to the Erasmus+ grant, students who meet the conditions set by the Public Scholarship, Development, Disability and Maintenance Fund of the Republic of Slovenia will be able to apply for an additional Ad futura grant. The amount of the grant for the new project year is not yet known and will be announced by the Public Fund of the Republic of Slovenia at the end of 2024.

Recent graduates carrying out an Erasmus+ traineeship are not eligible for this funding.

10. INTEGRATION SUPPORT FOR PARTICIPANTS WITH SPECIAL NEEDS

Students with special needs who will be awarded an Erasmus+ grant can apply for additional funding.

Under Erasmus+, participants with special needs are entitled to special consideration not only in determining the conditions for co-financing, but also in providing and offering comprehensive support in the decision to go on mobility, monitoring during mobility and integration upon return. Persons with special needs include individuals who need the implementation of programmes with additional professional support or adaptations based on the nature of their specific special needs.

An Erasmus+ mobility participant with special needs submits the application on the prescribed form together with the required attachments to the International Relations Office of the University of Maribor and does not send it directly to the CMEPIUS National Agency.

The additional funding for participants with special needs is based on real costs, which must be supported by receipts. 100% of eligible costs actually incurred will be reimbursed.

DEADLINE for submitting applications: 40 days before the start of the mobility of the participant with special needs.

12. APPLICATION PROCEDURE

The students find a company or institution where they will do the traineeship.

Once an agreement has been reached with the host institution, the student should do the following:

1. Complete the **online application form** on the studentexchange.um.si website under the “Erasmus+ student traineeship” tab. The completed application must be printed and signed by the student and the student’s supervisor at the home faculty.
2. Provide the signed and stamped or digitally signed **Learning Agreement for Traineeships**, which is attached to this call.
3. Provide a **Certificate of Enrolment** valid for the academic year in which the student is carrying out the traineeship.
4. Complete the **Statement on Participation in the Erasmus+ Project, Key Action 1, call for 2024 project year**.
5. Write a **motivation letter**, which must include the following information:
 - how the work to be carried out during the traineeship abroad is related to the student's field of study at the home faculty of the UM;
 - how the traineeship abroad will contribute to further education and/or employability;
 - a detailed description of the host institution/company and a description of the service/department (field of work, number of employees, year of establishment, etc.).

All the documents referred to in the previous paragraph must be sent by e-mail to: praksa.erasmus@um.si.

There is no deadline for applications – the UM will accept applications until places are filled and funds are exhausted.

If more applications are received at the same time than the number of places available on that day, priority will be given to applicants who have not previously participated in a traineeship abroad under the Erasmus Mundus and Erasmus+ programmes.

Students must submit their application before the start of the activity abroad.

The International Relations and Mobility Programmes Office is to ensure the quality of the mobility and has the right to reject the application if it considers that the planned mobility does not meet the qualitative conditions of the mobility. Any appeals will be dealt with by the Erasmus+ Project Decision Committee.

13. ONLINE LINGUISTIC SUPPORT (OLS)

Online Linguistic Support (OLS) offers online language assessments and language courses for Erasmus+ mobility participants to help students improve their knowledge of the languages they will use during their studies.

Students participating in Erasmus+ mobility are required to take the OLS online language assessment before or at the start of the mobility if the main language of mobility is one of the languages available in OLS.

What is OLS?

Online Linguistic Support (OLS) is a free online language learning platform for Erasmus+ participants. With OLS you can check your current level of proficiency in the language you will be using abroad. The results will not prevent you from participating in Erasmus+ mobility, but will give you access to OLS language courses! Students have the possibility to access OLS language courses.

What does it offer?

OLS complements direct teaching and allows you to develop your language skills outside the classroom. It offers opportunities to collaborate and learn with peers. It offers students online language assessments and courses. The flexibility of the tool allows you to work at your own pace and tailor the learning experience to your needs. OLS offers a wide range of opportunities to improve your language skills. You can follow thematic “Massive Open Online Courses” (freely available online learning programmes) or take part in online lessons with native speakers and other OLS participants.

Find out more about this online language tool at <https://academy.europa.eu/>.

14. END OF MOBILITY

At the end of the mobility, the student must submit the following documents to the University of Maribor:

- **Traineeship Certificate** confirming the period of the traineeship with a certified signature (original or digital) and the stamp of the institution and the signature of the Erasmus+ faculty coordinator at the home institution.
- **Proof of the stay abroad.** The students must live abroad for the entire duration of the traineeship. They must attach a copy of the rental agreement or proof of the transaction to the tenant's account.

- **Traineeship report**, in which they write a short article about their exchange. A GDPR declaration is also attached, so it is advisable to send pictures with the form. The report should be sent in digital format to the e-mail address of the responsible person.
- **Proof of travel:** in the case of travel by air, a copy of the boarding pass must be provided. In the case of travel by train or bus, a copy of the ticket must be provided. In the case of travel by car, all receipts must be provided, such as copies of payment of tolls, tunnel fees, any overnight stays en route and other receipts proving the date of travel.

At the end of the mobility, the student will also receive an Erasmus+ Mobility Report from the European Commission system to the student's e-mail address. The report must be completed online.

Contact:

International Relations and Mobility Programmes Office

Tadeja Tement, Erasmus Coordinator

E-mail: praksa.erasmus@um.si

Tel.: (02) 23 55 247

Erasmus coordinators and contact persons at UM faculties:

<https://erasmusplus.um.si/studij/koordinatorji/>.

Traineeship offers abroad:

<https://erasmusintern.org/>

<https://www.erasmusplus.um.si/praksa/novice/>

<https://www.erasmusplus.um.si/praksa/zgodbe/>

Maribor, 12 September 2024