

CALL FOR APPLICATIONS FOR CO-FINANCING OF ERASMUS+ SHORT-TERM DOCTORAL MOBILITY FOR THE PURPOSE OF STUDIES or TRAINEESHIPS ABROAD in Programme Countries

Deadline for submitting electronic applications on the website of the University of Maribor
<https://studentexchange.um.si> is until the funds are exhausted.

BASIC CONDITIONS FOR APPLICATION

In the framework of this call, the Erasmus+ programme allows students to complete part of their regular study requirements, practical training, research work or the preparation of a doctoral thesis at the third cycle of studies at a foreign institution in any Erasmus+ programme country instead of at their home institution.

Programme (participating) countries are members of the European Union, United Kingdom, Iceland, Liechtenstein, Norway, Turkey, North Macedonia and Serbia.

The partner institutions abroad, where students can do a mobility period **for the purpose of study** (the student completes part of the study obligations), are those institutions from the programme countries with which an Erasmus+ Interinstitutional Agreement on student exchange has been signed for the relevant academic year, level and field of study.

In case of student mobility **for traineeships**, the receiving organisation can be:

1. 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);
2. a non-profit organisation, association, NGO;
3. a body providing career guidance, professional counselling and information services;

4. a tertiary educational institution that has been granted an ECHE charter.¹

To apply, the student must meet the following basic conditions:

1. **the student must be enrolled in a third-cycle study programme at the home faculty of the University of Maribor for the entire period of study or traineeship abroad;**
2. **the student will not exceed the maximum total duration of mobility (Erasmus+ study and traineeship) during this period of study or traineeship.**

Under Erasmus+, students have the possibility of mobility for up to a total of 12 months at each level of study, during which they can participate in studies and/or traineeship several times. These rules also apply to students without an Erasmus grant (i.e., “zero grant” students).

Short-term doctoral mobility at a partner institution abroad may/must last a minimum of 5 days and a maximum of 30 days.

Students may not carry out the mobility in the country of the sending university and in the country in which they reside during their studies.

The student must reside in the city of the host institution for the entire duration of the Erasmus study or traineeship.

The short-term mobility period must be part of the student's study programme for the completion of the third-cycle studies.

The period of study abroad may also include a traineeship. This combination creates synergies between academic and professional experiences abroad.

The Erasmus+ short-term doctoral mobility abroad must be pre-defined with the Learning Agreement for study or traineeship, which is signed by the student, the Erasmus faculty coordinator and the responsible person at the receiving institution.

After the student returns from the mobility abroad, the home faculty of the UM recognizes successfully completed study obligations abroad, which had been agreed upon and confirmed by the home faculty of the UM and the host institution in the Learning Agreement before the student went abroad. The recognition of successfully completed obligations may only be refused if the student has not reached the level of knowledge or competence required by the host institution or otherwise failed to meet the agreed obligations and conditions for recognition.

It is a minimum requirement of the Erasmus+ programme that all obligations completed during the Erasmus+ study or traineeship abroad must be recognized upon return by at least an entry in the Diploma Supplement.

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

¹ 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_sorganizations); organisations managing EU programmes, such as Erasmus+ National Agencies.

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

APPLICATION PROCEDURE FOR STUDIES

- 1. The student checks the possibility of a study exchange at a partner institution abroad with the Erasmus faculty coordinator.**

The informative list of institutions is published at the following link: [Erasmus+ Inter-institutional Agreements](#).

- 2. The student checks the application procedure required by his faculty (possible additional internal documents required) on the faculty's website.**

In addition to the conditions of the call, the home faculty may set additional criteria. Links to the faculty websites are published [here](#).

- 3. The student must submit an electronic application for Erasmus studies on the studentexchange.um.si website.**

The online application can be accessed with the digital identity of the University of Maribor. It is important to select the "Short-Term Doctoral Mobility" option from the drop-down list. Once the application form is completed, it must be confirmed by pressing the "Confirm Application" button.

The student's application is final when the content is fully coordinated and approved by the Erasmus faculty coordinator and communicated to the International Relations and Mobility Programmes Office of the University of Maribor.

If a partner institution abroad requests an official nomination of the selected students, the Erasmus faculty coordinators nominate the selected students.

The electronic addresses of Erasmus faculty coordinators and contact persons are available on the [COORDINATORS](#) website.

- 4. The student must agree with the partner institution which obligations he will undertake and in which language the short-term study exchange will take place. The student then draws up the corresponding "Learning Agreement" in the OLA online tool: <https://learning-agreement.eu/>.**

The student must ensure that the Learning Agreement is completed and submitted for electronic signature to the Erasmus faculty coordinator in time for it to be forwarded to the partner university by the deadline set by the latter. The home faculty may set an additional deadline for the preparation of the Learning Agreement.

- 5. The student checks the additional requirements and procedures of the partner institution on the website of the partner institution or at the international office of the host university, completes the**

documents additionally requested by the host institution and ensures that all documents required by the partner institution (host university) are submitted to the coordinator at the home faculty for signature in time and sent to the host institution by the deadline.

6. **After processing the data, partner institutions send Acceptance Letters to accepted students and confirm their Learning Agreements.**

The Learning Agreement must be confirmed by the student, the Erasmus coordinator at the home faculty of the UM and the responsible person at the partner institution before the student leaves for the study exchange abroad. The Erasmus+ grant agreement can only be drawn up after the Learning Agreement has been approved by the UM home faculty and the host university abroad.

7. **Once the student receives an Acceptance Letter and a confirmed Learning Agreement from the host institution and once he is confirmed by the Erasmus faculty coordinator in the studentexchange.um.si application, he can apply for an Erasmus+ grant.**

Under certain conditions, in addition to the Erasmus+ grant, the student can also apply for the following:

- **Top-up for students with fewer opportunities**
- **Integration support for participants with special needs**
- **Travel support**
- **Top-up for green travel**

8. **The student should also check with the partner institution about accommodation options, insurance, visa and residence permit conditions.**

Erasmus coordinators and other contact persons at the faculties are available to help you. The list and contacts are published on the [COORDINATORS](#) page.

Help and useful information is provided by the [Erasmus Student Network Maribor](#) (ESN Maribor), which assists students with preliminary preparation and establishing contacts with students from the city of exchange.

The documents required for the study grant to be approved should be sent by the student to: outgoing.erasmus@um.si.

The grant can only be approved for the duration of the study obligations in accordance with the Acceptance Letter.

- **Acceptance Letter**

A document you receive from the host institution – the notification of acceptance that you receive by e-mail from the host institution is also valid, but it must be clear who is the addressee and who is the sender.

- **Confirmed Learning Agreement – OLA!**

The Learning Agreement must be signed by the student, approved by the coordinator at the home faculty (UM) and by the host institution! The student receives the final signed version from the host institution.

For the duration of **LANGUAGE COURSES** or **OTHER EXTENDED ACTIVITIES** (preparation weeks, intercultural courses, etc.) organised by the host universities before the start of the semester, beneficiaries will only be eligible for an Erasmus+ grant if the host university confirms the start date of the course/activity as the start

date of the Erasmus+ activity on the “Confirmation 1” certificate and issues a corresponding certificate for the activity.

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. This can be e.g. the start date of the first course/first working day, a welcome event organised by the host institution or a language and intercultural course.

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. This can be e.g. the last day of the exam period/lectures/work/compulsory attendance.

APPLICATION PROCEDURE FOR TRAINEESHIPS

- 1. The student finds a company or institution where he will do the traineeship.**
- 2. Once an agreement has been reached with the host institution, the student should do the following:**
 - On the website <https://studentexchange.um.si>, select “Short-Term Doctoral Mobility” from the drop-down list and complete the electronic application.
 - Complete the Learning Agreement for Traineeship.
 - Complete the Statement on Participation in the Erasmus+ Project.
 - Write a motivation letter in which the student must elaborate on how the work he will perform during the traineeship abroad is related to the field of study at the home faculty.

Under certain conditions, in addition to the Erasmus+ grant, the student can also apply for the following:

- **Top-up for students with fewer opportunities**
- **Integration support for participants with special needs**
- **Travel support**
- **Top-up for green travel**

After the data has been processed, the student will receive the Grant Agreement and any annexes for additional funding to the student e-mail address name.surname@student.um.si.

FINANCIAL SUPPORT AND ADDITIONAL FUNDING

- **ERASMUS+ GRANT**

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

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

In accordance with the Guide for Applicants and the Guide for National Agencies, and with the agreement of the European Commission and the Ministry of Education, Science and Sport of the Republic of Slovenia, the CMEPIUS National Agency set the grant amounts as stated below.

Erasmus grants for short-term doctoral mobility depends on the number of days of mobility:

| Duration of mobility | Daily amount (EUR) |
|---|--------------------|
| Up to the 14 th day of physical mobility | 79 EUR/day |
| 15 th to the 30 th day of physical mobility | 56 EUR/day |

If necessary, one day of travel before the activity and one day of travel after the activity can also be included in the individual support.

Students who receive an Erasmus+ grant continue to be eligible for any state scholarship, company scholarship, Zois scholarship, etc.

DEADLINE for submitting the Erasmus+ grant application: 30 days before the start of the mobility.

- **TOP-UP FOR STUDENTS WITH FEWER OPPORTUNITIES**

Students who meet the conditions of one of the 8 groups of participants with fewer opportunities (special needs, health problems, cultural differences, barriers related to discrimination, economic barriers, social barriers, barriers related to education and training systems, geographical barriers) will be eligible to apply for additional Erasmus+ funding.

The top-up amount for students with fewer opportunities for short-term doctoral mobility depends on the number of days of mobility:

| Duration of mobility | One-off top-up for students with fewer opportunities (EUR) |
|---|--|
| Up to the 14 th day of physical mobility | 100 EUR |
| 15 th to the 30 th day of physical mobility | 150 EUR |

Participants who will receive the top-up amounts for students with fewer opportunities are also entitled to travel support, the amount of which depends on the distance between the location of the sending organisation and the location of the headquarters of the host organisation and the mode of travel (green travel or not). The distance is calculated using the EU Distance Calculator (<https://erasmus-plus.ec.europa.eu/sl/resources-and-tools/distance-calculator>).

| Distance to destination of mobility (calculation with EU Distance Calculator) | Standard travel | Green travel + up to 4 additional travel days |
|---|--------------------------|---|
| Between 10 and 99 km | 23 EUR per participant | / |
| Between 100 and 499 km | 180 EUR per participant | 210 EUR per participant |
| Between 500 and 1999 km | 275 EUR per participant | 320 EUR per participant |
| Between 2000 and 2999 km | 360 EUR per participant | 410 EUR per participant |
| Between 3000 and 3999 km | 530 EUR per participant | 610 EUR per participant |
| Between 4000 and 7999 km | 820 EUR per participant | / |
| 8000 km or more | 1500 EUR per participant | / |

DEADLINE for submitting applications for a top-up for students with fewer opportunities: 30 days before the start of the mobility.

- **INTEGRATION SUPPORT FOR PARTICIPANTS WITH SPECIAL NEEDS**

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

- **TOP-UP FOR GREEN TRAVEL**

Participants who do not receive travel support can opt for green travel. In this case, they will receive a single contribution of 50 EUR as a top-up amount to the individual support and up to 4 days of additional individual support to cover travel days for a return trip, if relevant.

Green travel is defined as travel that uses low-emission means of transport, such as bus, train or car sharing, for the majority of the travel.

A declaration of honour signed by the participant receiving the travel grant is used as proof of the use of sustainable means of transport.

DEADLINE for submitting applications: there is no submission deadline.

ONLINE LINGUISTIC SUPPORT (OLS)

Students who will participate in the Erasmus+ short-term doctoral mobility for more than 14 days are required to complete the OLS language assessment before or at the start of the mobility if the main language of the mobility is one of the languages available in the OLS system.

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.

More information and the link to the OLS programme can be found on the [OLS LANGUAGE SUPPORT](#) page.

OTHER FINANCIAL PROVISIONS

Students who submit complete documentation will receive an Erasmus+ Grant Agreement, which will specify the rights and obligations. Students will receive the agreement no earlier than 30 days before the scheduled start of the Erasmus activity abroad.

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

All documents and forms are published on the [DOCUMENTS AND FORMS](#) page.

OTHER PROVISIONS

The Erasmus+ partner institution may not charge visiting students for tuition fees, registration fees, exams, library access, use of laboratories, etc.; the student may only be charged small amounts for insurance (basic/essential), membership in a student organisation, small materials (copies, laboratory materials, etc.).

The University of Maribor, as the responsible entity of this call, reserves the right to amend or supplement the funding conditions. Changes to the rules and conditions of participation in the call may be made at any time.

The contact persons for questions related to the content of study or traineeship abroad are the Erasmus faculty coordinators and contact persons at the faculties of the University of Maribor ([ERASMUS COORDINATORS AND CONTACT PERSONS](#)).

Contact for questions related to the Erasmus+ grant and additional funding:

For mobility for the purpose of study:

University of Maribor
International Relations and Mobility
Programmes Office
Urša Segala, Erasmus+ coordinator
T: (02) 23 55 286
E: outgoing.erasmus@um.si

For mobility for the purpose of traineeship:

University of Maribor
International Relations and Mobility
Programmes Office
Tadeja Tement, Erasmus+ coordinator
T: (02) 23 55 247
E: praksa.erasmus@um.si

Maribor, 20 May 2024