

**CALL FOR APPLICATIONS  
FOR LONG-TERM PHYSICAL/BLENDED TRAINEESHIP MOBILITY  
UNDER THE ERASMUS+ PROGRAMME  
in the 2024/2025 academic year**

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

This call is published by the University of Ljubljana, Kongresni trg 12, 1000 Ljubljana, Slovenia (hereinafter: the 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 highlights **inclusion, environmental protection (Green Erasmus+)** and the **digital transition** as its key topics and activities.

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

The programme enables students to receive, during the course of their studies or within 12 months after completing their studies, practical training at a company or a similar organisation in one of the countries participating in Erasmus+.

**The period of physical mobility abroad may last from 2 to 12 months in each academic cycle. That period can be combined with virtual mobility, up to a maximum total duration 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 a part of their academic requirements abroad by taking part in the 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 duration of Erasmus+ mobility (study and/or traineeship already completed and that applied for) may not exceed 12 months per study cycle, with the exception of integrated programmes where Erasmus+ mobility (study mobility and traineeship) may take a total of 24 months.**

**The objectives of such mobility are as follows:**

- improving learning competencies,
- improving employability and employment opportunities,
- enhancing self-initiative and entrepreneurship,
- increasing self-confidence and self-esteem,
- improving language skills,
- increasing inter-cultural awareness,
- encouraging more active participation in society,

- enabling better knowledge of EU projects and EU values,
- increasing motivation for further education (formal and informal) and post-mobility training.

**The ERASMUS+ traineeship abroad shall be substantively related to the subject of study. This is guaranteed by the student's supervisor or the Erasmus+ co-ordinator at the student's home faculty and the employer, who enter into an Erasmus+ Learning Agreement for Traineeship.**

The minimum traineeship workload amounts to 25 hours per week.

The minimum number of credits a UL student must acquire during the traineeship is not specified and shall not be a condition for traineeship approval. The assignment of credits to be recognised at the home institution shall be decided on by the student's home faculty and then confirmed in the Erasmus+ Learning Agreement for Traineeship.

**The Erasmus+ participating countries include the EU member states, along with 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 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. Terminations and early completions of mobility shall be pre-approved by the UL Central Office of International Relations.**

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

We recommend that all selected Erasmus+ students, except native speakers, complete the Online Language Support (OLS) assessment of the main exchange language through the EU Academy platform before the start of their mobility. They should also take advantage of the online courses available to them on the EU Academy platform.

**The period of eligibility for completing an Erasmus+ mobility for traineeship under this call is from 1 October 2024 to 30 September 2025.**

**The University of Ljubljana will be accepting applications while the funds are available or no later than 1 July 2025.**

### **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:

- the student has an active student status at their UL home faculty for the entire duration of the exchange, **with the exception of graduates who apply in their final year of studies (while they still have student status), compulsorily before the date of completion of their studies, and undertake traineeship after completing their studies, but no later than within one year after completing their (undergraduate or master's) programme or by the end of the period of eligibility – i.e., by 30 September 2025.** The study programme completion date is the date of the final thesis

defence or the last exam (depending on the member institution), and not the last date on which the student still holds a student status,

- 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.

**The condition for the application shall be an already concluded and approved Erasmus+ Learning Agreement for Traineeship signed by the student, the employer and the person in charge at the member faculty (e.g., the Erasmus+ co-ordinator).**

### **3.2. Search for companies and organisations**

**Organisations hosting** the traineeship may include the following:

- public or private, small, medium-sized or large enterprises (including social companies, and local, regional and national public authorities),
- social partners or other representatives from the economic sphere, including the Chamber of Commerce and Industry, small business/professional associations and trade unions,
- research institutes/educational centres,
- non-profit organisations and associations and NGOs,
- bodies providing vocational guidance, expert consulting and IT services.

The following types of organisations **shall not be eligible to act as hosting organisations**:

- o EU institutions and other EU bodies, including specialised agencies. The expanded list of such bodies is available on the website: [http://europa.eu/about-eu/institutions-bodies/index\\_en.htm](http://europa.eu/about-eu/institutions-bodies/index_en.htm);
- o organisations conducting EU programmes (to prevent double financing);
- o representations of Slovenian companies abroad.

## **4. GRANT**

Erasmus+ programme students are not automatically entitled to an Erasmus+ grant. They shall apply for the grant and any additional allowances online, via the UL's VIS portal.

**The Erasmus+ grant shall be paid to the student before the mobility programme begins.**

The day on which the student must be present at an institution/employer abroad, i.e., the first working day, shall be deemed the first mobility day. The day on which the student completes their work at the organisation/employer abroad shall be considered the last mobility day.

The purpose of the Erasmus+ grant is to co-finance traineeship abroad, not to cover the expenses in full. The students' rights, obligations and responsibilities concerning the awarding of grants will be specified in detail in the Grant Agreement, which the students shall enter into with the UL before leaving for their traineeship abroad.

**Under this call, the number of Erasmus+ mobility months approved for funding (for study and/or traineeship) is limited to 10 months.** Students may also undertake more than one traineeship mobility programme, **provided that they do not involve the same employer and that each traineeship mobility lasts at least two months, or that they undertake an Erasmus+ study mobility in addition to the Erasmus+ traineeship mobility programme.** However, immediately before or after a long-term Erasmus+ traineeship mobility, the student cannot also undertake a short-term Erasmus+ traineeship mobility for doctoral students with the same organisation.

The Erasmus+ grants will be approved on a rolling basis until the funds are used up. It is expected that the approved funds will be sufficient to finance all the mobilities.

During the 2024 project year, the Erasmus+ traineeship grant amounts (by country of mobility) are as follows:

<b>Group 1:</b> Erasmus+ programme countries with a higher and medium cost of living	<b>Denmark, Finland, Ireland, Iceland, Luxembourg, Liechtenstein, Norway, Sweden</b>	<b>EUR 824/month</b>
<b>Group 2:</b> Erasmus+ programme countries with a medium cost of living	<b>Austria, Belgium, Cyprus, France, Greece, Latvia, Italy, Malta, Germany, The Netherlands, Portugal, Spain</b>	<b>EUR 756/month</b>
<b>Group 3:</b> Erasmus+ programme countries with a low cost of living	<b>Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, North Macedonia, Poland, Romania, Slovakia, Serbia, Turkey</b>	<b>EUR 700/month</b>

**The monthly amount includes a traineeship allowance of EUR 150/month.** All Erasmus+ traineeship participants shall be eligible for this allowance (applies even with other allowances).

Under this call, students are also eligible for a travel allowance, the amount of which depends on the distance between the location of the sending organization (Ljubljana) and the location of the host organization, as well as the mode of travel (green travel or not). The EU Distance Calculator (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>) is used to calculate the distance. A one-way distance to the mobility location is considered.

A higher amount from the table below will be granted to students who travel to and from the mobility location using green travel, such as by bus, train, boat, and/or other group transportation (e.g., GoOpti, etc.). The difference between standard travel and green travel will be disbursed to the student after the mobility period, upon submission of appropriate proof of the mode of travel and a signed declaration of honor. Students may be awarded up to an additional maximum of 6 funded days (up to 3 in each direction of travel) for undertaking green travel, provided that the proof shows that additional days were indeed needed for green travel (as evidenced by the submitted tickets).

Students are encouraged to use green transportation for journeys shorter than 500 km. There is a special Erasmus+ Interrail pass offer available for Erasmus+ students.

Distance to Mobility Location (Calculated with EU Distance Calculator)	Standard Travel (Payment per Participant)	<b>Green Travel + Up to 6 Additional Days for Travel (Payment per Participant)</b>
med 10 in 99 km	28 €	<b>56 €</b>
med 100 in 499 km	211 €	<b>285 €</b>
med 500 in 1999 km	309 €	<b>417 €</b>
med 2000 in 2999 km	395 €	<b>535 €</b>
med 3000 in 3999 km	580 €	<b>785 €</b>
med 4000 in 7999 km	1188 €	<b>1188 €</b>

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**4.1.** In addition to the basic Erasmus+ grant, UL students selected in this call for applications will also be able to apply for the **Supplement to the Erasmus+ Grant** if the Public Scholarship, Development, Disability and Maintenance Fund of the Republic of Slovenia publishes a call for the individual mobility of students abroad as part of the Erasmus+ programme for 2023, and the UL is successful in its application. Students have so far been eligible for the allowance if they met the following conditions:

- ☐ I am a citizen of the Republic of Slovenia with 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, as part of which I claim the grant
- Or**
- ☐ I am a citizen of a third country who has 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 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 Slovenia or from abroad, except the Erasmus grant;
- ☐ I am not employed and do not carry out an independent registered activity in Slovenia or abroad;
- ☐ I am not a company manager or a director of a private institution;
- ☐ I am not registered as unemployed at the Employment Service of Slovenia or any competent institution abroad;
- ☐ I meet the conditions for the Erasmus mobility programme within the study period 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 Slovenia as part of the educational programme at that institution,
- ☐ I did not receive, for the same period as the Erasmus mobility, any scholarship within the public call for applications for scholarships for individual student mobility abroad in the 2023 academic year in the framework of Erasmus (343<sup>th</sup> 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 Fund for Personnel Development and Grants of the Republic of Slovenia, and I do not fall into either of these two categories.

**The amount of the Supplement to the Erasmus+ grant for the 2024 project is yet to be announced. In 2023 it amounted to EUR 50.43 per month.**

**4.2.** 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 until 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**:
  - o a decision issued by the Social Work Centre (**government scholarship, cash social assistance, income support, child benefit or large family allowance**) or
  - o a decision issued by the Slovenian Health Institute or
  - o a decision issued by the Slovenian National Education Institute or
  - o 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.

- 4.3. **Students with special needs** who are approved for Erasmus+ exchange can apply for additional financial support through a specific call they will receive via email. They will be eligible for the special needs allowance if the allowance for fewer opportunities does not suffice to cover the extra costs incurred due to the nature of their special needs. The complete application with attachments must be submitted by the student with special needs to the USMS at least 45 days before the start of the mobility period.

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, etc.

## **5. HOW TO APPLY AND DEADLINE FOR APPLICATIONS**

**Students who want to participate in a traineeship programme abroad as Erasmus+ students should apply at their home faculty at least one month before the mobility starts. A student may only submit an application for a period of mobility for which they**

can attest upon applying that they have a student status for the entire duration of the mobility, which shall be verified upon submitting the application to the call by the coordinator at the home faculty. An exception to this shall be students who are to attend the mobility as young graduates; the only condition for them is that they shall submit their application and any attachments required before they complete their studies (i.e., the date of the last exam or the date of their final thesis defence, rather than the date by which the student holds the student status). The student shall decide already upon applying whether they will carry out their traineeship as a student with a status for the entire period of the mobility or as a young graduate (performing the traineeship within 12 months after completing studies and no later than 30 September 2025). This status may not change during the mobility (i.e. the student must not complete their studies during the mobility).

The application shall contain:

1. **an application form for the Erasmus+ traineeship (in online or physical form)**, which the student shall complete in line with the instructions provided by their home faculty,
2. **the originally confirmed (signed and stamped) Erasmus+ Learning Agreement for Traineeship**,
3. **a motivational letter** (which can be written in Slovene) that contains the following information:
  - how the work the student is to undertake within their traineeship abroad relates to their field of study at the home faculty;
  - how the professional traineeship abroad will contribute to their further education and/or employability;
  - a description of the hosting institution/company, along with a description of the job/department (field of work, number of employees, year of foundation, etc.).

The home member institution imports data about the selected candidates into the VIS UL in the prescribed table on a weekly basis. The UL Central Office of International Relations will inform the student of their application to the call being approved and will provide instructions on how to submit the online application to the VIS portal for the Erasmus+ grant and for the online language preparation course. Application approval shall only apply for the implementation of traineeship at an employer and for the term confirmed in the Erasmus+ Learning Agreement for Traineeship, which the student shall enclose upon applying to the call. **The student shall submit a complete VIS online application for the Erasmus+ grant for traineeship at least 10 working days before the start of the mobility, which shall constitute a condition for the Erasmus+ grant approval.** After submitting their VIS online application for the Erasmus+ grant, the student shall receive at their email address the Erasmus+ Grant Agreement, which they shall return, signed, in accordance with the instructions received to the UL Central Office of International Relations at least five working days before the start of the mobility. After receiving the signed Erasmus+ Grant Agreement, the UL shall pay out the first instalment (80%) of the Erasmus+ grant. The remainder of the grant shall be paid out after the mobility is completed and final documentation is submitted via the VIS online application for the Erasmus+ grant.

In accordance with the rules set out for the Erasmus+ programme, the UL Central Office of International Relations shall ensure the quality of the mobility, and shall thus be entitled to reject an application if it assesses that the mobility planned does not meet the qualitative conditions for mobility. The Commission for International and University Cooperation shall be competent to handle any complaints.

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

UL FACULTY	ERASMUS+ CONTACT PERSON	EMAIL
Academy of Music	Nina Podlipnik	<a href="mailto:nina.podlipnik@ag.uni-lj.si">nina.podlipnik@ag.uni-lj.si</a>
Academy of Theatre, Radio, Film and Television	Pia Mikolič	<a href="mailto:international@agrft.uni-lj.si">international@agrft.uni-lj.si</a>
Academy of Fine Arts and Design	Rok Korenčan	<a href="mailto:rok.korencan@aluo.uni-lj.si">rok.korencan@aluo.uni-lj.si</a>
Faculty of Biotechnology	Katarina Rihtaršič	<a href="mailto:international@bf.uni-lj.si">international@bf.uni-lj.si</a>
School of Economics and Business	Andreja Turman	<a href="mailto:andreja.turman@ef.uni-lj.si">andreja.turman@ef.uni-lj.si</a>
Faculty of Architecture	Matevž Juvancič	<a href="mailto:matevz.juvancic@fa.uni-lj.si">matevz.juvancic@fa.uni-lj.si</a>
Faculty of Social Sciences	Maša Kolenbrand	<a href="mailto:int.office@fdv.uni-lj.si">int.office@fdv.uni-lj.si</a>
Faculty of Electrical Engineering	Katarina Erjavec Drešar	<a href="mailto:international@fe.uni-lj.si">international@fe.uni-lj.si</a>
Faculty of Arts	Anja Golec	<a href="mailto:anja.golec@ff.uni-lj.si">anja.golec@ff.uni-lj.si</a>
Faculty of Pharmacy	Martina Gobec	<a href="mailto:martina.gobec@ffa.uni-lj.si">martina.gobec@ffa.uni-lj.si</a>
Faculty of Civil and Geodetic Engineering	Romana Hudin	<a href="mailto:romana.hudin@fgg.uni-lj.si">romana.hudin@fgg.uni-lj.si</a>
Faculty of Chemistry and Chemical Technology	Stojka Oman Vučkowska	<a href="mailto:stojka.oman@fkkt.uni-lj.si">stojka.oman@fkkt.uni-lj.si</a>
Faculty of Mathematics and Physics	Nina Rogelja	<a href="mailto:nina.rogelja@fmf.uni-lj.si">nina.rogelja@fmf.uni-lj.si</a>
Faculty of Maritime Studies and Transport	Tamara Pukšič	<a href="mailto:tamara.puksic@fpp.uni-lj.si">tamara.puksic@fpp.uni-lj.si</a>
Faculty of Computer and Information Science	Vesna Gračner	<a href="mailto:izmenjave@fri.uni-lj.si">izmenjave@fri.uni-lj.si</a>
Faculty of Mechanical Engineering	Davorin Kramar	<a href="mailto:davorin.kramar@fs.uni-lj.si">davorin.kramar@fs.uni-lj.si</a>
Faculty of Social Work	Borut Petrović Jesenovec	<a href="mailto:office@fsd.uni-lj.si">office@fsd.uni-lj.si</a>
Faculty of Sport	Jožef Križaj	<a href="mailto:jozef.krizaj@fsp.uni-lj.si">jozef.krizaj@fsp.uni-lj.si</a>
Faculty of Public Administration	Rosvita Ahčin	<a href="mailto:rosvita.ahcin@fu.uni-lj.si">rosvita.ahcin@fu.uni-lj.si</a>
Faculty of Medicine	Ajda Rudel	<a href="mailto:outgoing@mf.uni-lj.si">outgoing@mf.uni-lj.si</a>
Faculty of Natural Sciences and Engineering	Alenka Šalej Lah	<a href="mailto:alenka.salejlah@ntf.uni-lj.si">alenka.salejlah@ntf.uni-lj.si</a>
Faculty of Education	Igor Repac	<a href="mailto:mednarodna@pef.uni-lj.si">mednarodna@pef.uni-lj.si</a>
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Faculty of Theology	Urška Jeglič	<a href="mailto:erasmus@teof.uni-lj.si">erasmus@teof.uni-lj.si</a>
Veterinary Faculty	Karin Bokal	<a href="mailto:VFinternational@vf.uni-lj.si">VFinternational@vf.uni-lj.si</a>
Faculty of Health Sciences	Mihaela Selak-Petković	<a href="mailto:mihaela.petkovic@zf.uni-lj.si">mihaela.petkovic@zf.uni-lj.si</a>

## 6. APPEAL

Applicants may appeal to the competent committee at a member faculty within eight days of having their application rejected. 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 conditions may not constitute the subject of the applicants' complaint.



## 7. CALL DOCUMENTS

- The documentation related to the call for applications is available at: <https://www.uni-lj.si/univerza/javne-objave>
- A guide for applicants: <https://erasmus-plus.ec.europa.eu/sl/programme-guide/erasmus-programme-guide/>

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

## 8. SUBSEQUENT CHANGES TO THE CALL FOR APPLICATIONS OR ITS TERMS AND CONDITIONS

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/univerza/javne-objave>

## 9. ADDITIONAL INFORMATION

Central Office of International Relations  
Urška Ravnik  
email: [Urska.Ravnik@uni-lj.si](mailto:Urska.Ravnik@uni-lj.si)  
Tel.: 01 241 85 72

Ljubljana, 20 June 2024

Bibi Ovaska  
ERASMUS+ KA 131 Institutional Coordinator