CALL FOR APPLICATIONS
FOR SELECTING CANDIDATES FOR STUDENT MOBILITY WITH THE AIM OF STUDY
AS A PART OF THE ERASMUS+ PROGRAMME
in the 2018/2019 academic year

1. NAME AND REGISTERED OFFICE OF THE ENTITY PUBLISHING THE CALL FOR APPLICATIONS
The entity publishing the call for applications is the University of Ljubljana, Kongresni trg 12, 1000 Ljubljana (hereinafter: the UL).

2. PURPOSE AND GOAL OF THE CALL FOR APPLICATIONS
Erasmus+ is a programme supporting activities related to education, training, the young and sports in all segments of lifelong learning (school education, higher education, continuing education, activities of the young etc.).

The call for candidate selection concerns the key action KA 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 graduation, master’s and doctoral theses but excluding research work not being a part of direct study obligations) at a partner institution abroad instead of the institution of their studies. Partner institutions are those with which the student’s university/member has signed an inter-institutional agreement on student exchange in a given academic year.

The period of studying abroad may be between 3 and 12 months at each level of study. In the first study cycle, students may participate in Erasmus+ exchange from the second year. No such restriction applies to the second and third study cycle.

Students who have already met some of their study obligations abroad by taking part in the programmes Lifelong Learning, ERASMUS+, Erasmus Mundus and ERASMUS+ International Credit Mobility, but have not taken the entire period of 12 months abroad, may also respond to the call for applications. The total period of the studies and the practical training, both already received 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 goals of such mobility are as follows:
- improving learning skills
- improving job skills and job opportunities
- enhancing the taking of initiative and entrepreneurship
- enhancing self-confidence and self-respect
- improving language skills
- enhancing inter-cultural awareness
- improving active participation in society
- increasing the familiarity with EU projects and EU values
- enhancing the motivation for (formal and informal) continuing education and training after the mobility session ends
Studies abroad under the ERASMUS+ programme shall be determined in advance by the document, STUDYING AGREEMENT, which must be signed by the student, the Erasmus+ coordinator at the university member and the Erasmus+ coordinator at the foreign institution. The minimum number of credit points which the student must obtain during the exchange abroad and which will be recognised by the institution of their studies shall be 20 ECTS and 40 ECTS, for one and two semesters respectively.

Students 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.

European Union Member States, Iceland, Liechtenstein, Norway, Macedonia and Turkey are the participating countries in the ERASMUS+ programme.

Erasmus+ mobility for studies may not be carried out in the student’s country of residence during the course of their studies or in the student’s country of permanent residence.

Only mobility sessions aimed at studying abroad, that are to be conducted between 1 June 2018 and 30 September 2019, may be entered in response to the call for applications.

3. MAKING AN APPLICATION

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 an active student status at their UL member during the entire period of the exchange
- they are attending at least the second year of undergraduate studies during the exchange
- No student having overdue financial obligations towards ERASMUS or ERASMUS+ programmes may enter an application to the call for applications.

3.2. Content and preparation of the application form

To respond to the call for applications, an applicant must fill out an on-line form as provided for by the university member by the date set by the member.

The following shall be additionally submitted:

– Certificate of met obligations; the average grade on exams passed in the student’s current study cycle shall be considered. Any student who has not yet passed any exam or exercise in the current study cycle shall submit a certificate of exams passed in the preceding study cycle.
– a letter of motivation of one or two pages in length

4. CRITERIA AND METHOD OF APPLICANT SELECTION

4.1. Application assessment criteria

– Study exam grades; the average grade on exams passed in the student’s current study cycle shall be considered. Any student who has not yet passed any exam or exercise in the current study cycle shall submit a certificate of exams passed in the preceding study cycle.

from 0 to 10 points
– Letter of motivation, 0 to 10 points.

A university member may set additional criteria and publish them on the website alongside the call for applications, and shall independently select suitable candidates for the posts where the student selection method and the application assessment process shall be transparent, public and correct and in accordance herewith. Decisions on selection with the possibility of appeal shall be sent to all students. Appeals shall be decided by the university member’s senate and its decision shall be final.
4.2. Application assessment procedure

The university member shall conduct the selection procedure based on the applications received. Student applications shall be assessed by the competent persons at the university member, applying the criteria laid out in Item 4.1 of the Call for Applications, and the student shall be informed of the approval by a decision.

UL members shall select Erasmus+ students in a transparent, public and correct manner. The selection’s criteria and results shall be made public.

University members shall inform the International Cooperation Service of the UL of the selection.

5. FINANCIAL GRANT

Funding will be approved to the University of Ljubljana by the national agency (Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes – CMEPIUS) based on the funding granted by the European Commission and the applications received.

Students in Erasmus+ programme are not automatically entitled to Erasmus+ financial aid. Erasmus+ financial aid covers only some costs of studying abroad and not full expenses. The amount is set in the Agreement on the granting of financial aid under the Erasmus+ programme, which the student will sign after the submitting of documents for the application. A grant 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 periods set herein.

Students abroad will continue to receive the full amount of any national scholarship.

The amount of monthly financial aid and the number of approved months per student depend on the amount of funding obtained by the UL at a call for applications. If the funding is insufficient to cover all activities applied for, the UL shall finance a maximum of five months for student mobility for one semester of studies and 10 months of mobility for two semesters, and give students only one Erasmus+ grant per year.

If the number of candidates selected and approved by university members is greater than the available number of foreign study places available to the University of Ljubljana, priority in the granting of Erasmus+ financial aid shall be given to those students who score higher in the assessment of applications by university members and those candidates who had not previously submitted an application to Erasmus+ studies abroad or those who later cancelled their application in preceding years.

Rights, obligations and responsibilities of students concerning the granting of financial aid shall be specified in detail in the Agreement on financial assistance, which the student shall make with the UL before departing for studying abroad.

For your information: the financial grant in the 2017/2018 academic year was as follows, by country:

<table>
<thead>
<tr>
<th>Group 1</th>
<th>Countries of the programme with the highest living costs</th>
<th>€450</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Austria, Denmark, Finland, France, Ireland, Italy,</td>
<td></td>
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<tr>
<td></td>
<td>Liechtenstein, Norway, Sweden and United Kingdom</td>
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<tr>
<th>Group 2</th>
<th>Countries of the programme with medium</th>
<th>€400</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Belgium, Croatia, the Czech Republic, Cyprus, Germany,</td>
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<tr>
<td></td>
<td>Greece, Iceland, Luxembourg, the Netherlands, Portugal,</td>
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<td></td>
<td>Spain and Turkey</td>
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</table>
living costs

<table>
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<tr>
<th>Group 3</th>
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</thead>
<tbody>
<tr>
<td>Countries of the programme with low living costs</td>
</tr>
<tr>
<td>Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia and Macedonia</td>
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<tr>
<td>€350</td>
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</tbody>
</table>

The amounts of the grant for the respective groups of countries have not yet been determined for the 2018/2019 academic year.

6. HOW TO APPLY AND DEADLINE FOR APPLICATIONS

Students who want to study abroad as “Erasmus+ students” should fill out an on-line application in line with the instructions provided by the university member and submit it by the date set by the university member.

The university member shall accept applications to the call for applications for a period of at least five weeks.

The university member shall apply the application assessment criteria (Item 4.1) to rank the applications of selected candidates (in descending order from the highest score) and forward the list in an Excel spreadsheet to the International Cooperation Service of the UL by 26 January 2018. Incomplete applications and those submitted past the deadline shall not be considered.

More information is available from contact persons for the Erasmus+ programme at university members:

<table>
<thead>
<tr>
<th>UL MEMBER</th>
<th>ERASMUS+ CONTACT PERSON</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
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Veterinary Faculty  Petra Gruden  petra.gruden@vf.uni-lj.si
Faculty of Health Sciences  Barbara Babnik  barbara.babnik@zf.uni-lj.si

7. INFORMATION ON SELECTION

Students shall be informed of the selection by a decision issued by a university member.

8. OBJECTION

Any objection against the decisions referred to in the previous item hereof may be raised by applicants to the competent committee within 8 days following the serving of the decision. The committee shall issue a decision on such objection. An objection shall contain an explanation in writing with detailed reasoning for the objection. The terms and conditions for student applications and the application assessment criteria may not be objected to.

9. DOCUMENTATION OF THE CALL FOR APPLICATIONS

The documentation for the Call for Applications is available on the website of CMEPIUS:  
http://www.erasmusplus.si/razpis/razpis-2018/


and the Call for Applications of the UL on the website of the UL:http://www.uni-lj.si/aktualno/razpisi/

Any additional criteria and other specific information shall be provided on the respective websites of university members.

10. ADDITIONAL INFORMATION

Contact:
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Bibi Ovaska Presetnik
e-mail: student.office@uni-lj.si
Phone: 01 2418 594