CALL FOR APPLICATIONS FOR SELECTING CANDIDATES FOR STUDENT MOBILITY WITH THE AIM OF PRACTICAL TRAINING 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
The Erasmus+ programme supports 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 KA1, learning mobility of individuals.

The programme enables students to receive during the course of their studies or within 12 months after graduation practical training at a company or a similar organisation in one of the countries participating in ERASMUS+. Practical training period may be between 2 and 12 months at each level of study. Students may receive practical training already in their first year of study in the first cycle.

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, 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

Practical training abroad received through the ERASMUS+ programme shall be substantively related to the subject of study. It is to be guaranteed by the student’s mentor at the relevant...
university department or the Erasmus+ co-ordinator, as the case may be, and the employer, who will enter into a Learning Agreement (LA) for Traineeship.

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

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

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

3. MAKING THE APPLICATION
3.1. Terms and conditions for the applicants
An application to the call for applications may be submitted by students of the UL who will have an active student status at a faculty of the UL during the entire period of practical training abroad, with the exception of graduates who enter an application in the last year of their studies (while still having an active student status) and receive practical training after the completion of their studies; however, not later than within one year after their graduation or by the end of the eligible period, i.e. by 30/09/2019, as the case may be.

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
Students who want to receive practical training abroad as “Erasmus+ students” should fill out an online application in line with the instructions provided by their faculty or department and submit it by the date set by the university member.

The following shall be additionally submitted:
- evidence of 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.
- a letter of motivation of one or two pages in length

3.3. Search for companies and organisations
Organisations hosting practical training may include:
- state or privately-owned companies, 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
- foundations
- schools, institutes and education centres
- non-profit organisations and associations and non-governmental organisations
- organisations providing vocational guidance, expert consulting and IT services.

The following may not be hosting organisations:
- EU institutions and bodies, including specialised agencies. An expanded list of such entities is available on-line at:  http://europa.eu/about-eu/institutions-bodies/index_en.htm
- organisations managing EU programmes (aimed at the prevention of conflict of interest and/or
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.
- 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.

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. Erasmus+ financial aid is limited by the amount available.

Students in Erasmus+ programme are not automatically entitled to Erasmus+ financial aid.

**Erasmus+ financial aid covers only some costs of practical training abroad and not full expenses.**

Financial aid may be given only for a set period of practical training abroad as specified in the Agreement on financial aid under the Erasmus+ programme (which the student will sign after the submitting of documents for the application), which falls within the limits for periods specified herein.

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

The number of available posts, the amount of monthly financial aid and the number of approved months per student depend on the amount of funding approved by the national agency.

If the amount approved is insufficient for the entire number of months of practical training abroad applied for, the UL shall reduce the number of months of co-financing and grant to students only one Erasmus+ grant per year.

The granting of Erasmus+ financial aid for practical training shall be made continuously, based on the received (complete) on-line applications for Erasmus+ financial aid, until the funding is exhausted.

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 practical training abroad.

For your information: the monthly 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</th>
<th>€550</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, Sweden and United Kingdom</td>
<td></td>
</tr>
</tbody>
</table>
highest living costs

| Group 2 | Countries of the programme with medium living costs | Belgium, Croatia, the Czech Republic, Cyprus, Germany, Greece, Iceland, Luxembourg, the Netherlands, Portugal, Spain and Turkey | €500 |
| Group 3 | Countries of the programme with low living costs | Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia and Macedonia | €450 |

The amounts of the grant for 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 receive practical training 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 forward the applications of selected candidates to the International cooperation service of the UL by 26 January 2018. Applications submitted past the deadline shall not be considered.

Based on the applications received, the university member performs the selection procedure and informs the student on the approval by a decision. All selected students may apply for Erasmus+ financial aid.

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>
<tr>
<td>Academy of Music</td>
<td>Nina Podlipnik</td>
<td><a href="mailto:aginter@ag.uni-lj.si">aginter@ag.uni-lj.si</a></td>
</tr>
<tr>
<td>Academy of Theatre, Radio, Film and Television</td>
<td>Darja Markoja</td>
<td><a href="mailto:darja.markoja@agrft.uni-lj.si">darja.markoja@agrft.uni-lj.si</a></td>
</tr>
<tr>
<td>Academy of Fine Arts and Design</td>
<td>Jasmina Zajc</td>
<td><a href="mailto:jasmina.zajc@aluo.uni-lj.si">jasmina.zajc@aluo.uni-lj.si</a></td>
</tr>
<tr>
<td>Biotechnical Faculty</td>
<td>Marjeta Stevanovič</td>
<td><a href="mailto:marjeta.stevanovic@bf.uni-lj.si">marjeta.stevanovic@bf.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Economics</td>
<td>Tina Vujaškovič</td>
<td><a href="mailto:tina.vujaskovic@uni-lj.si">tina.vujaskovic@uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Architecture</td>
<td>Matevž Juvančič</td>
<td><a href="mailto:matevz.juvancic@fa.uni-lj.si">matevz.juvancic@fa.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Social Sciences</td>
<td>Irena Brinar</td>
<td><a href="mailto:irena.Brinar@fdv.uni-lj.si">irena.Brinar@fdv.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Electrical Engineering</td>
<td>Katarina Erjavec Drešar</td>
<td><a href="mailto:katarina.erjavec@fe.uni-lj.si">katarina.erjavec@fe.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Arts</td>
<td>Anja Golec</td>
<td><a href="mailto:anja.golec@ff.uni-lj.si">anja.golec@ff.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Pharmacy</td>
<td>Iztok Grabnar</td>
<td><a href="mailto:iztok.grabnar@ffa.uni-lj.si">iztok.grabnar@ffa.uni-lj.si</a></td>
</tr>
<tr>
<td>The Faculty of Civil and</td>
<td>Romana Hudin</td>
<td><a href="mailto:romana.hudin@fgg.uni-lj.si">romana.hudin@fgg.uni-lj.si</a></td>
</tr>
<tr>
<td>Field of Study</td>
<td>Contact Person</td>
<td>Email Address</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-------------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>Geodetic Engineering</td>
<td>Stojka Oman Vučkovska</td>
<td><a href="mailto:stojka.oman@fkkt.uni-lj.si">stojka.oman@fkkt.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Chemistry and Chemical Technology</td>
<td>Dušica Frank</td>
<td><a href="mailto:international@fpp.uni-lj.si">international@fpp.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Mathematics and Physics</td>
<td>Anka Čižman</td>
<td><a href="mailto:erasmus@fmf.uni-lj.si">erasmus@fmf.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Maritime Studies and Transport</td>
<td>Majda Štrakl</td>
<td><a href="mailto:international.erasmus@mf.uni-lj.si">international.erasmus@mf.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Computer and Information Science</td>
<td>Ksenija Rozman</td>
<td><a href="mailto:ksenija.rozman@fri.uni-lj.si">ksenija.rozman@fri.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Mechanical Engineering</td>
<td>Davorin Kramar</td>
<td><a href="mailto:davorin.kramar@fs.uni-lj.si">davorin.kramar@fs.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Social Work</td>
<td>Borut Petrovič Jesenovec</td>
<td><a href="mailto:office@fsd.uni-lj.si">office@fsd.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Sport</td>
<td>Jožef Križaj</td>
<td><a href="mailto:jozef.krizaj@fsp.uni-lj.si">jozef.krizaj@fsp.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Administration</td>
<td>Marija Sušnik</td>
<td><a href="mailto:marija.susnik@fu.uni-lj.si">marija.susnik@fu.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Medicine</td>
<td>Jerneja Čelofiga</td>
<td><a href="mailto:international.erasmus@mf.uni-lj.si">international.erasmus@mf.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Natural Sciences and Engineering</td>
<td>Majda Štrakl</td>
<td><a href="mailto:majda.strakl@ntf.uni-lj.si">majda.strakl@ntf.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Education</td>
<td>Igor Repac</td>
<td><a href="mailto:igor.repac@pef.uni-lj.si">igor.repac@pef.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Law</td>
<td>Darja Rabzelj</td>
<td><a href="mailto:darja.rabzelj@pf.uni-lj.si">darja.rabzelj@pf.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Theology</td>
<td>Helena Cupin</td>
<td><a href="mailto:helena.Cupin@teof.uni-lj.si">helena.Cupin@teof.uni-lj.si</a></td>
</tr>
<tr>
<td>Veterinary Faculty</td>
<td>Petra Gruden</td>
<td><a href="mailto:petra.gruden@vf.uni-lj.si">petra.gruden@vf.uni-lj.si</a></td>
</tr>
<tr>
<td>Faculty of Health Sciences</td>
<td>Barbara Babnik</td>
<td><a href="mailto:barbara.babnik@zf.uni-lj.si">barbara.babnik@zf.uni-lj.si</a></td>
</tr>
</tbody>
</table>

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 objections raised. Any objection raised shall not delay the signing of agreements with the selected applicants. 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/

A guide for applicants at:
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: International Cooperation Service, Urška Ravnik; Urska.Ravnik@uni-lj.si
Phone: 01/2418572
Ljubljana, 08/11/2017

Katja Cerjak
ERASMUS+ KA 103 Coordinator