

**CALL FOR APPLICATIONS
FOR LONG-TERM PHYSICAL/BLENDED MOBILITY FOR PLACEMENT
UNDER THE ERASMUS+ PROGRAMME
Academic year 2025/2026**

1. **NAME AND SEAT OF THE PUBLIC CALL IMPLEMENTER** The implementer of the public call is the University of Ljubljana, Kongresni trg 12, 1000 Ljubljana (here in after UL).

2. **PURPOSE AND OBJECTIVE OF THE PUBLIC CALL** Erasmus+ is a European Union program that addresses international cooperation in the fields of education, training, youth, and sports. The purpose of the Erasmus+ program is to **enhance the quality of education and training**, thereby strengthening **social cohesion and the competitiveness of the EU economy**. Erasmus+ aims to enable the participation of as many individuals as possible, especially those **from disadvantaged backgrounds**, and highlights key themes and activities such as (Green **inclusion, environmental sustainability Erasmus+**), and the **transition to a digital society**.

This call for applications pertains to Key Action KA1 131, individual mobility for practical training.

The Erasmus+ program allows students to undertake practical training in a company or similar organization in one of the program countries participating in Erasmus+ as part of their studies or within 12 months after graduation (considering the eligibility period of the call).

The period of physical mobility abroad is limited to a minimum of 2 and a maximum of 12 months at each level of study. The period of physical mobility abroad can be combined with virtual mobility, up to a total duration of 12 months, with the virtual part of the mobility not being funded by Erasmus+ and not counting towards the Erasmus+ status quota.

Students who have already completed part of their study obligations abroad under the Erasmus+, Erasmus Mundus, and Erasmus+ International Credit Mobility programs by the academic year 2025/2026, but not the full 12 months, can also apply. **The total sum of Erasmus+ mobility (completed studies and/or practical training) and the requested mobility must not exceed 12 months per level of study, except for integrated programs where Erasmus+ mobility (study mobility and practical training) can last up to 24 months.**

The objectives of such mobility are:

- Improvement of learning competencies,
- Increase employability and job opportunities,
- Enhance initiative and entrepreneurship,
- Boost self-confidence and self-esteem,
- Improve language skills,

- Increase intercultural awareness,
- Encourage more active participation in society,
- Better understanding of EU projects and EU values,
- Increase motivation for further education (formal and informal) and training after mobility.

Practical training abroad under the Erasmus+ program must be related to the field of study. This is guaranteed by the mentor or Erasmus+ coordinator at the student's home faculty and the employer, who sign the Erasmus+ LA for traineeship before the mobility begins.

The minimum workload for practical training is 25 hours per week.

Under this call, a student can complete a maximum of 6 months of Erasmus+ practical training with the same employer (up to a total of 12 months with different employers).

The minimum number of credits that a UL student must earn during practical training is not specified and is not a condition for the approval of practical training. The allocation of credits, which will be recognized by the home institution, is decided by the student's home faculty and confirmed in the Erasmus+ learning agreement for traineeship.

Students are not allowed to undertake mobility in the country of the sending university, in the country of their permanent residence, or in the country of which they are citizens.

The entire period of Erasmus+ mobility must be spent abroad (in an eligible Erasmus+ program country where the practical training is carried out). Interruptions and early terminations of mobility must be approved in advance by the IRO at UL. UL students who are also employed, can apply for this call only if their employer will not cover the costs during the practical training. The content of the practical training must be reasonably related to the student's studies. All selected Erasmus+ students, except native speakers, are recommended to complete an online language assessment (OLS) of the main language of exchange via the EU Academy platform before the mobility starts and to use the online courses available on the EU Academy platform.

The eligible period for Erasmus+ mobility for practical training under this call is from October 1st 2025 to September 30th 2026.

The University of Ljubljana will accept applications under this call until July 1st 2026.

3. CONDITIONS FOR APPLYING TO THE PUBLIC CALL AND CONTENT AND PREPARATION OF THE APPLICATION

3.1. Conditions for applicants

An UL student can apply for the call under the following conditions:

- They have active student status at UL for the entire duration of the mobility, **except for graduates who apply in their final year of study (when they still have student status), necessarily until the date of graduation, and complete practical training after graduation, but no later than one year after graduation (bachelor's or master's) or until the end of the eligible period, which is September 30th 2026.** The date of graduation is considered the defense of the final thesis or the last exam (depending on the faculty) and not the date until which the student has student status,

- They have no outstanding financial obligations under the Erasmus or Erasmus+ program,
- They have not been sanctioned in disciplinary proceedings during the study level for which they are applying for this call.

3.2. Content and preparation of the application

To apply for the public call, the applicant must submit an application in accordance with the instructions of the faculty where they are enrolled, at least one month before the start of the mobility. **To apply, you have to have confirmed Erasmus+ LA for traineeship, signed by the student, the employer, and the responsible person at the faculty (e.g., Erasmus+ coordinator).**

3.3. Finding companies and organizations

Host organizations for practical training can be:

- Public or private, small, medium, or large enterprises (including social enterprises, public authorities at local, regional, or national levels),
- Social partners or other representatives of working life, including Chambers of Commerce, craft/professional associations, and trade unions,
- Research institutes/educational centers,
- Non-profit organizations and associations, non-governmental organizations,
- Bodies providing career guidance, professional counseling, and information services.

The student can undertake practical training in organizations located in Erasmus+ program countries. These are: EU member states, Iceland, Liechtenstein, Norway, North Macedonia, Serbia, and Turkey.

The following types of organizations are **not eligible as host organizations**:

- EU institutions and other EU bodies, including specialized agencies. An extended list is available on the website: https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/search-all-eu-institutions-and-bodies_en;
- Organizations managing EU programs (to avoid double funding),
- Representations of Slovenian companies abroad.

4. FINANCIAL GRANT

A selected Erasmus+ student is not automatically entitled to Erasmus+ financing. For Erasmus+ financing and possible additional grants, they must apply through the online application on VIS UL. **Erasmus+ financing must be paid to the student before the start of mobility.** The first day of mobility is considered the day the student must be present at the foreign organization (employer), i.e., the first working day. The last day is considered the day the student finishes work at the foreign organization (employer).

Erasmus+ financial assistance co-finances practical training abroad and does not cover the costs in full. The rights, obligations, and responsibilities of students in the allocation of financial assistance will be more specifically defined in the Grant Agreement, which the student will conclude with UL before going abroad for practical training.

The number of approved funded months of Erasmus+ mobility (for study and/or practical training) under this call is limited to 12 months. A student can also undertake multiple practical training mobilities, provided they are **not with the same employer/organization and that each practical training mobility lasts at least 2 months and a maximum of 6 months.** In addition to Erasmus+ mobility for practical training, a student can also undertake Erasmus+ mobility for study in the same academic year. A student cannot undertake short-term Erasmus+ mobility for practical training or study for doctoral students immediately before or after long-term Erasmus+ mobility for practical training with the same organization.

Erasmus+ financing approvals will be ongoing until the approved funds are exhausted. We anticipate that the approved funds will be sufficient to finance all mobilities.

4.1. Erasmus+ financing for practical training (depending on the country of mobility) amounts are:

<u>Group 1:</u>	Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden	824 €/month
<u>Group 2:</u>	Cyprus, Greece, Latvia, Malta, Portugal, Slovakia, Spain	756 €/month
<u>Group 3:</u>	Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey	700€/month

The monthly amount already includes an additional €150/month for practical training. All Erasmus+ practical training participants are entitled to this (it is not mutually exclusive with other allowances).

4.2. 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 2025 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 of Erasmus mobility, any scholarship within the public call for applications for scholarships for individual student mobility abroad in the 2024 academic year in the framework of Erasmus (358th 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 2025 project is yet to be announced. In 2024 amount was €33.97 per month.

4.3. 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 €250/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.

4.4. 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 allocated to students who travel to and from the mobility destination using low-emission modes of transportation, such as buses, trains, or other group transportation (e.g., GoOpti, Nomago, etc.) and/or bicycles. Cars or carpooling, motorcycles, airplanes, and boats are not considered low-emission modes of transportation. 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 low emission means of transport for journeys shorter than 500 km. There is a special Erasmus+ Interrail pass offer available for Erasmus+ students. More information available: <https://www.interrail.eu/en/interrail-passes/erasmus>

Distance to Mobility Location (Calculated with EU Distance Calculator)	Standard Travel (Payment per Participant)	Green Travel + Up to 6 Additional Days for Travel (Payment per Participant)
med 10 in 99 km	28 €	56 €
med 100 in 499 km	211 €	285 €
med 500 in 1999 km	309 €	417 €
med 2000 in 2999 km	395 €	535 €
med 3000 in 3999 km	580 €	785 €
med 4000 in 7999 km	1188 €	1188 €
8000 km ali več	1735 €	1735 €

4.5. Students with special needs who are confirmed for the Erasmus+ mobility will be able to apply for additional funds within the call for applications, which they should receive by email in the summer of 2025. They will also be entitled to a special needs supplement if the allowance for fewer opportunities will not be enough to cover the additional expenses, they will have due to the nature of their special needs. A complete application with attachments must be submitted by a student with special needs to the USMS at least 45 days before the start of the mobility.

Students with special needs include those who require the provision of programmes with additional specialist assistance or adaptations regarding 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. Students who apply to the UL call for applications to co-fund student mobility with the aim of studying abroad in Erasmus+ programme countries and who are approved by their faculties for study abroad in the 2025/2026 academic year and are listed among the selected students, **will be regularly informed of all subsequent procedures, the amount of the Erasmus+ grant and the possibilities of obtaining additional scholarships, and the online language preparation course by email.**

5. APPLICATION PROCEDURE AND DEADLINE FOR SUBMISSION

A student who wishes to go abroad for practical training as an Erasmus+ student must submit an application to their home faculty at least one month before the start of mobility. The student can only submit an application for the mobility period for which they demonstrate at the time of application that they have student status for the entire mobility period, which is verified by the coordinator at the home faculty when submitting the application. The exception is students who will undertake mobility as recent graduates, where the only condition is that they submit the application and required attachments before graduation (i.e., the date of the last exam or defense of the final thesis, not the date until which the student has student status). The student must decide at the time of application whether they will undertake practical training as a student with status for the entire mobility period or as a recent graduate (undertaking practical training within 12 months after graduation and no later than September 30, 2026). This status cannot change during the mobility (the student must not complete their studies during the mobility).

The application must include:

1. **An application for Erasmus+ practical training**, completed by the student according to the instructions of their UL faculty,
2. **A confirmed (signed and stamped by all parties) Erasmus+ Learning Agreement for Traineeship**,
3. **A motivation letter** (can be in Slovenian), which must include the following information:
 - A description of the work to be performed during the professional practical training abroad, related to the student's field of study at the home faculty;
 - How the professional practical training abroad will contribute to further education and/or employability;
 - A description of the host institution/company and a description of the department (field of work, number of employees, year of establishment, etc.).

The home faculty imports the data of approved candidates into the prescribed table in VIS UL weekly. USMS will notify the student of the approval of the application and provide instructions for submitting the VIS online application for Erasmus+ financial assistance and online language preparation. The approval of the application is valid only for the implementation of practical training with the employer and in the period confirmed in the Erasmus+ Learning Agreement for Traineeship, which the student attaches to the application.

The complete online application for obtaining Erasmus+ financial assistance for practical training must be submitted by the student at least ten working days before the start of mobility.

After submitting the online application for Erasmus+ financial assistance, the student will receive the Erasmus+ Financial Assistance Agreement by email, which they must digitally sign and upload to the online application for receiving Erasmus+ financing at least five working days before the start of mobility. Upon receipt of the signed Erasmus+ Financial Agreement, UL will disburse the first installment (80%) of the Erasmus+ financing. The remaining financial assistance will be disbursed after the completion of mobility and submission of the final documentation in the VIS online application.

USMS must ensure the quality of mobility in accordance with the rules of the Erasmus+ program, and therefore has the right to reject the application if it assesses that the planned mobility does not meet the qualitative conditions of mobility. The International Cooperation Commission is responsible for any appeals.

More information can be obtained from the Erasmus+ contact persons at the faculty:

FACULTY	ERASMUS+ CONTACT PERSON	EMAIL
Academy of Music	Nina Podlipnik	nina.podlipnik@ag.uni-lj.si
Academy of Theatre, Radio, Film and Television	Pia Mikolič	international@agrft.uni-lj.si
Academy of Fine Arts and Design	Rok Korenčan	rok.korencan@aluo.uni-lj.si

FACULTY	ERASMUS+ CONTACT PERSON	EMAIL
Biotechnical Faculty	Katarina Rihtaršič	international@bf.uni-lj.si
Faculty of Economics	Andreja Turman	andreja.turman@ef.uni-lj.si
Faculty of Architecture	Matevž Juvančič	matevz.juvancic@fa.uni-lj.si
Faculty of Social Sciences	Maša Kolenbrand	int.office@fdv.uni-lj.si
Faculty of Electrical Engineering	Katarina Erjavec Drešar	international@fe.uni-lj.si
Faculty of Arts	Anja Golec	anja.golec@ff.uni-lj.si
Faculty of Pharmacy	Jernej Urbančič	international@ffa.uni-lj.si
Faculty of Civil and Geodetic Engineering	Romana Hudin	romana.hudin@fgg.uni-lj.si
Faculty of Chemistry and Chemical Technology	Stojka Oman Vučkovska	stojka.oman@fkkt.uni-lj.si
Faculty of Mathematics and Physics	Nina Rogelja	erasmus@fmf.uni-lj.si
Faculty of Maritime Studies and Transport	Tamara Pukšič	tamara.puksic@fpp.uni-lj.si
Faculty of Computer and Information Science	Vesna Gračner	izmenjave@fri.uni-lj.si
Faculty of Mechanical Engineering	Davorin Kramar	international@fs.uni-lj.si
Faculty of Social Work	Borut Petrović Jesenovec	office@fsd.uni-lj.si
Faculty of Sport	Jožef Križaj	jozef.krizaj@fsp.uni-lj.si
Faculty of Administration	Rosvita Valant	international@fu.uni-lj.si

FACULTY	ERASMUS+ CONTACT PERSON	EMAIL
Faculty of Medicine	Ajda Rudel	outgoing@mf.uni-lj.si
Faculty of Natural Sciences and Engineering	Alenka Šalej Lah	alenka.salejlah@ntf.uni-lj.si
Faculty of Education	Igor Repac	mednarodna@pef.uni-lj.si
Faculty of Law	Suzana Šket	erasmus@pf.uni-lj.si
Faculty of Theology	Lia Katarina Kompan Erzar	erasmus@teof.uni-lj.si
Veterinary Faculty	Gregor Mohorič	vfinternational@vf.uni-lj.si
Faculty of Health Sciences	Valentina Sylá	valentina.syla@zf.uni-lj.si

6. APPEAL

Applicants can submit appeals to the competent commission at the faculty within 8 days of the rejection of the application. The competent commission will decide on the appeal by a decision. The appeal must precisely define the reasons for the appeal in a written explanation. The conditions for student applications cannot be the subject of the appeal.

7. CALL DOCUMENTATION

The Erasmus+ Programme Guide is available at: <https://erasmus-plus.ec.europa.eu/sl/programme-guide/erasmus-programme-guide/>
The UL Call is available at: <https://www.uni-lj.si/univerza/javne-objave>

8. SUBSEQUENT CHANGES TO THE CALL OR CALL CONDITIONS

The University of Ljubljana, as the implementer of this call, reserves the right to change or supplement the funding conditions in the event of changed financial conditions or force majeure. Changes to the rules and conditions of participation in the call can be made at any time. The implementer will inform about all changes and novelties by publishing them on the website: Erasmus+ Practical Training Exchanges

9. ADDITIONAL INFORMATION AND CONTACT

University International Cooperation Office

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Ljubljana, June 26th 2025

Bibi Ovaska

Institutional ERASMUS+ KA 131 Coordinator