

## CALL FOR APPLICATIONS FOR CO-FINANCING OF ERASMUS+ STUDENT MOBILITY FOR THE PURPOSE OF STUDIES ABROAD in Programme Countries for the 2024/2025 Academic Year

STUDENTS MUST APPLY AT THEIR HOME FACULTY by 15 March 2024!

Deadline for submitting electronic applications on the website of the University of Maribor  
<https://studentexchange.um.si> is 30 March 2024.

Students may apply after the deadline only with the permission and confirmation  
of the Erasmus faculty coordinators!

### BASIC CONDITIONS FOR APPLICATION FOR THE ERASMUS+ PROGRAMME

The Erasmus+ programme allows students to complete part of their study requirements at any level or cycle of study (including the preparation of their bachelor's, master's or doctoral theses) at a partner institution abroad instead of at their home faculty.

The partner institutions abroad at which students may complete part of their study requirements are those institutions from programme countries with which an Erasmus+ Inter-Institutional Agreement on student exchange has been signed for the 2024/2025 academic year for the relevant field of study.

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

To apply for an Erasmus+ study exchange, the students must meet the following basic conditions:

- 1. The students must have an active student status at the home faculty of the University of Maribor for the entire duration of the study period abroad.**
- 2. The students must not exceed the maximum total duration of mobility during this period of study abroad (Erasmus+ study and 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. In one-cycle study programmes students have the possibility to obtain a financial grant for a total of 24 months. These rules also apply to students without an Erasmus grant (i.e., "zero grant" students).

**The study period at the partner institution abroad may/must last a minimum of 2 months and a maximum of 12 months.**

**It is possible to apply for the Call for Applications for Co-Financing of Erasmus+ Student Mobility for the Purpose of Studies Abroad, which will be carried out from 1 June 2024 to 30 September 2025.**

*\* In the 12-month period per study cycle – or 24 months for one-cycle study programmes – previous mobilities under Erasmus+ and/or Erasmus Mundus are also included.*

**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.**

**Students must reside in the city of the host institution for the entire duration of the Erasmus studies.**

The period of study abroad must be part of the student's study programme in the first cycle (Bachelor's degree or equivalent), second cycle (Master's degree or equivalent) or third cycle.

The period of study abroad may also include an additional period of traineeship, if planned, and may be organised differently depending on the circumstances, i.e., the two activities may take place consecutively or simultaneously. The combination is subject to the rules for the allocation of funds and the minimum duration of the mobility.

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 abroad must be recognized upon return by at least an entry in the Diploma Supplement.

Based on the Decision of the UM Senate, in order to be eligible for a financial grant, students must have acquired at least:

- 10 ECTS per trimester (3 months)
- 20 ECTS per semester (6 months)
- 40 ECTS per academic year (12 months)

**The number of required ECTS is proportionate to the actual duration of study.**

Students who apply for this call and are approved by their home faculty will be kept informed of all further procedures, the amount of the Erasmus grant and the possibilities of obtaining additional scholarships, foreign language courses and online language preparation by e-mail to [name.surname@student.um.si](mailto:name.surname@student.um.si).

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.

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

## APPLICATION PROCEDURE

**1. The students must choose the host university (partner institution) abroad at which they would like to carry out part of their study obligations in accordance with the options available.**

The students must check the [Erasmus+ Inter-Institutional Agreements](#) website for a list of available places and study programmes at the partner institutions abroad available to students of each faculty.

Students can find the following information on this website:

- A list of partner institutions for each faculty of the University of Maribor
- The field of study for which the agreement is signed
- The number of places (and duration) available for students at each level per partner institution

**2. The students must check the home faculty's website for the application procedure required by the faculty (possible additional internal documents required) and the selection criteria in case the number of students applied for a partner university exceeds the number of places available.**

In addition to the conditions of this call, the home faculty may set additional criteria (such as student motivation, international activity of the student, foreign language knowledge, academic performance, etc.) and select suitable candidates for the places offered at the partner institutions. All requirements of the selection process must be transparent, documented and accessible to all interested parties already during the application process itself.

Links to the faculty websites are published on the [FACULTY WEBSITES](#) page.

**Faculty of Economics and Business** - <https://www.epf.um.si/mednarodna-dejavnost/mobilnost-studentov/erasmus/>

**Faculty of Electrical Engineering and Computer Science** - <https://feri.um.si/studij/erasmus/>

**Faculty of Civil Engineering, Transportation Engineering and Architecture** - <https://www.fgpa.um.si/erasmus/studij-v-tujini/>

**Faculty of Mechanical Engineering** - [www.fs.um.si/studij/studentska-izmenjava/erasmus/](http://www.fs.um.si/studij/studentska-izmenjava/erasmus/)

**Faculty of Chemistry and Chemical Engineering** - <https://www.fkkt.um.si/studenti/erasmus/>

**Faculty of Organizational Sciences** - <https://fov.um.si/sl/studij/mobilnost/mednarodna-mobilnost/studij-v-tujini>

**Faculty of Arts** - <https://ff.um.si/mednarodno-sodelovanje/studentska-mobilnost/erasmus/>

**Faculty of Natural Sciences and Mathematics** - [www.fnm.um.si/index.php/2016/03/11/mobilnost-tudentov-2/](http://www.fnm.um.si/index.php/2016/03/11/mobilnost-tudentov-2/)

**Faculty of Education** - <https://pef.um.si/mednarodna-dejavnost/erasmus-mobilnost-za-studente/>

**Faculty of Law** - [www.pf.um.si/studij/erasmus/erasmus/](http://www.pf.um.si/studij/erasmus/erasmus/)

**Faculty of Agriculture and Life Sciences** - [http://www.fkbv.um.si/?page\\_id=36](http://www.fkbv.um.si/?page_id=36)

**Faculty of Health Sciences** - [www.fzv.um.si/program-erasmus-plus](http://www.fzv.um.si/program-erasmus-plus)

**Faculty of Criminal Justice and Security** - [www.fvv.um.si/vstopna-stran/mednarodna-mobilnost/erasmus-studij-v-tujini/](http://www.fvv.um.si/vstopna-stran/mednarodna-mobilnost/erasmus-studij-v-tujini/)

**Faculty of Logistics** - <https://fl.um.si/mednarodno-sodelovanje/erasmus/mobilnost-studentov/>

**Faculty of Medicine** - [www.mf.um.si/si/viri/mednarodno-sodelovanje](http://www.mf.um.si/si/viri/mednarodno-sodelovanje)

**Faculty of Energy Technology** - [www.fe.um.si/mednarodno-sodelovanje/erasmus.html](http://www.fe.um.si/mednarodno-sodelovanje/erasmus.html)

**Faculty of Tourism** - <https://www.ft.um.si/mednarodna-dejavnost/mednarodna-dejavnost/>

**3. By 15 March 2024, the students must submit the documents required to the home faculty.**

Based on the applications received, the faculty will carry out the selection procedure and inform the students about it.

**The students must submit an online application for Erasmus studies on the [studentexchange.um.si](https://studentexchange.um.si) website by 30 March 2024.** The online application can be accessed with the digital identity of the University of Maribor. 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 faculties can only send a nomination to the partner institution abroad for as many students and months of study in each field of study as specified in the [Erasmus+ Inter-Institutional Agreements](#).

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

**4. The students must check the partner university's website to find the courses that can be taken in the chosen semester and the language of the lectures for the chosen courses. They must also draw up the Learning Agreement in the OLA online tool: <https://learning-agreement.eu/>.**

The students 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 students must check 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, complete the documents additionally requested by the host institution and ensure 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.**

These deadlines vary widely from one partner university to another. They generally vary from April to June for the first semester and from September to November for the second semester.

Students should check with their home faculty about the procedure for sending the documentation to the host university. At some faculties, the Erasmus coordinators or the international offices of the faculties send the documentation to the partner institutions, while at other faculties students have to send the documents abroad themselves.

**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 students receive an Acceptance Letter, a confirmed Application Form and a confirmed Learning Agreement from the host institution, they must print out the Erasmus+ grant application form from the [studentexchange.um.si](http://studentexchange.um.si) website, sign it and send it together with the certificates received from the host university to the following e-mail address: [outgoing.erasmus@um.si](mailto:outgoing.erasmus@um.si).**

The Erasmus grant application form can be printed out after approval by the Erasmus faculty coordinator.

**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**
- **Top-up for green travel**
- **Additional funding from the Public Scholarship, Development, Disability and Maintenance Fund of the Republic of Slovenia Ad futura**

For more information on Erasmus+ financial support and additional funding, see the [GRANTS AND ADDITIONAL FUNDING](#) website.

**8. Students participating in Erasmus+ mobility are required to complete the OLS language assessment before or at the start of the mobility.**

The OLS allows Erasmus+ participants to improve their language skills in the language they will need for their studies and thus make the most of the opportunity offered to improve their language skills through online language courses.

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

**9. The students 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.

## **FINANCIAL SUPPORT AND ADDITIONAL FUNDING**

Students who apply for this call and are approved by their home faculty will be kept informed of all further procedures, the amount of the Erasmus grant and the possibilities of obtaining additional scholarships, foreign language courses and online language preparation by e-mail to [name.surname@student.um.si](mailto:name.surname@student.um.si).

- **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.**

The grant can only be awarded for the duration of the study period indicated in the Acceptance Letter and the academic calendar at the partner 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.

The **TRAVEL TIME** under the terms of the Erasmus+ programme must not be included in the duration of the period for which the student is eligible to receive a financial grant, except in the case of green travel.

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

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.

The Erasmus grant amounts for the 2024/2025 academic year for each country group are:

<b>Host country</b>	<b>Monthly amount (EUR)</b>
<b>Group 1 – higher living costs:</b> Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, the United Kingdom	<b>674 EUR/month</b>
<b>Group 2 – medium living costs:</b> Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal, Spain	<b>674 EUR/month</b>
<b>Group 3 – lower living costs:</b> Bulgaria, Croatia, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Turkey	<b>606 EUR/month</b>

**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 will be eligible to apply for additional Erasmus+ funding.

**Special needs**

Physical, mental, intellectual or sensory deficits, e.g., persons with disabilities, the blind and partially sighted, the deaf and hard of hearing, etc.

**Health problems**

Health problems, including severe or chronic illnesses or any other physical or mental condition.

**Cultural differences**

Individuals with a migrant or refugee background, newly arrived migrants belonging to a national or ethnic minority, sign language users, individuals with difficulties in language adaptation and cultural inclusion, etc.

**Barriers related to discrimination**

Discrimination related to gender (gender identity, gender expression, etc.), age, ethnicity, religion, belief, sexual orientation, disability or intersecting factors (a combination of one or more of the mentioned discriminatory barriers).

**Economic barriers**

Economic disadvantage, i.e. low standard of living, low income. People who have to work for a living while in education, are dependent on the social welfare system, are long-term unemployed, live in precarious conditions or poverty, are homeless, in debt or have financial difficulties, etc.

**Social barriers**

Limited social competences, antisocial or high-risk behaviours, offenders, drug or alcohol users or socially marginalised people, student parents, guardians, foster parent(s) or orphans or persons who have lived or are living in institutional care.

**Barriers related to education and training systems**

Individuals who have left education and training systems early, low-skilled adults, problems caused by education systems that create structural barriers or do not fully consider the specific needs of the individual.

**Geographical barriers**

Living in remote or rural areas, on small islands or in peripheral/remote regions, in suburbs, in areas with fewer services (limited public transport, poor infrastructure) or less developed areas in third countries, etc.

**The top-up amount for students with fewer opportunities for the 2024/2025 academic year is 250 EUR/month.**

**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**

Any participant eligible for sustainable (green) travel can be awarded with top-up for green travel. 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 (more than 50 %).

A declaration of honour signed by the person receiving the travel grant and the sending organisation is used as proof of the use of sustainable means of transport.

**The one-off top-up for green travel is 50 EUR + up to 4 additional days for travel.**

**DEADLINE for submitting applications:** there is no submission deadline.

- **ADDITIONAL FUNDING FROM THE PUBLIC SCHOLARSHIP, DEVELOPMENT, DISABILITY AND MAINTENANCE FUND OF THE REPUBLIC OF SLOVENIA**

Students who meet the conditions set by the Public Scholarship, Development, Disability and Maintenance Fund of the Republic of Slovenia will be able to apply for an additional Ad futura grant in the 2024/2025 academic year.

**The additional Ad futura grant for the 2024/2025 academic year amounts to 50,43 EUR/month.**

**DEADLINE for submitting applications:** there is no submission deadline.



## OTHER FINANCIAL PROVISIONS

Upon receipt of the funding from the National Agency, the University of Maribor will send the Erasmus+ Grant Agreements, detailing the rights and obligations, to the students who have been approved by the faculties to study under Erasmus+ in the 2024/2025 academic year and who have submitted complete Erasmus+ grant applications. Students will receive their grant agreements no earlier than one month before the Erasmus activities abroad are scheduled to start.

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.

## ONLINE LINGUISTIC SUPPORT (OLS)

**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.**

Students participating in Erasmus+ mobility are required to take the OLS online language assessment before or at the start of the mobility if the main language of mobility is one of the languages available in OLS.

### **What is OLS?**

Online Linguistic Support (OLS) is a free online language learning platform for Erasmus+ participants. With OLS you can check your current level of proficiency in the language you will be using abroad. The results will not prevent you from participating in Erasmus+ mobility, but will give you access to OLS language courses! Students have the possibility to access OLS language courses.

### **What does it offer?**

OLS complements direct teaching and allows you to develop your language skills outside the classroom. It offers opportunities to collaborate and learn with peers. It offers students online language assessments and courses. The flexibility of the tool allows you to work at your own pace and tailor the learning experience to your needs. OLS offers a wide range of opportunities to improve your language skills. You can follow thematic "Massive Open Online Courses" (freely available online learning programmes) or take part in online lessons with native speakers and other OLS participants.

Find out more about this online language tool at <https://academy.europa.eu/>.

## 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 in the event of changed financial conditions or force majeure. 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 abroad (selection of the host university, Learning Agreement, recognition, etc.) 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:**

**University of Maribor  
International Relations and Mobility Programmes Office  
Urša Segala  
T: (02) 23 55 286  
E: [outgoing.erasmus@um.si](mailto:outgoing.erasmus@um.si)**