

CALL FOR APPLICATIONS FOR CO-FINANCING STUDENT MOBILITY FOR STUDIES AND TRAINEESHIPS AT THE UNIVERSITY OF MARIBOR, ERASMUS+ (KA171) – INTERNATIONAL CREDIT MOBILITY, 2024/2025 ACADEMIC YEAR – WINTER SEMESTER

To apply for this call, you have to observe the application deadlines of your home university!

1. GENERAL PROVISIONS

The Erasmus+ programme enables students to complete a part of their regular study obligations at any level or cycle (including the preparation of diploma, master or doctoral theses, but excluding research, which is not a direct study obligation) at the University of Maribor (hereinafter: UM) instead of at the home institution.

This call for applications enables students from a partner institution (Attachment 11) to apply for mobility to the UM.

In the framework of this call, mobility from all listed partner institutions to the UM will be co-financed within the given range of financial means.

Students may also apply as zero-grant students and they will not obtain any financial grant from the UM.

Studies at the UM must last a minimum of 2 and a maximum of 12 months. Traineeships must last a minimum of 2 and a maximum of 12 months.

Students, who will obtain financial means in the framework of this call, may apply for mobility for one semester.

This call enables applications for mobility for studies at the UM in the period from 1 August 2024 to 21 February 2025.

2. BASIC CONDITIONS

Students meeting the basic requirements for the status of an »Erasmus+ Student« foreseen by the programme may apply for this call. These requirements are:

- Students must be enrolled in the home institution for the entire duration of the study period abroad.
- In the 2024/2025 academic year, students must be enrolled at least in the second year of undergraduate studies.
- Students must not exceed the maximum of 12 months of mobility in the framework of Erasmus LLP, Erasmus Mundus, and Erasmus+ at the same level of studies (in which they will be enrolled in the 2024/2025 academic year) together with the planned mobility. Students of one-cycle programmes (5- or 6-year programmes) must not exceed 24 months of mobility.

The period of studies abroad must be a part of the study programme of the student of the first cycle (undergraduate or equivalent), second cycle (master level or equivalent) and third or doctoral cycle .

Based on this call, a student may apply only for one mobility.

Students who have outstanding financial obligations under the programmes Erasmus LLP, Erasmus Mundus, and Erasmus+ may not apply for this call.

Students must reside in the city of the host institution for the entire duration of the Erasmus+ mobility! The UM may request proof of stay at any time: a copy of a rental contract in the place of studies for the total period of studies, registration at the foreigners' office in the place of studies abroad, confirmation of payment of rent, etc.

Study obligations agreed before departure by the student and the sending and receiving institutions in the Learning Agreement that will be performed by the student at the partner institution abroad will be recognized at the home institution after their return. Information about recognition will be sent to the UM on the Recognition Certificate by the sending institution by 31 July 2025 at the latest.

Recognition of successfully passed obligations may be rejected only if the student did not achieve the requested level of knowledge/skills demanded by the receiving institution or did not fulfil other agreed obligations and conditions for recognition.

A condition of the Erasmus+ programme is that all obligations passed during Erasmus+ studies abroad have to be recognized at least by entrance into 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)

3. FINANCIAL GRANT

Students receive individual support and travel support.

Individual support is **800,00 EUR/month** for students from Partner countries to Slovenia. The Erasmus+ grant only co-finances the costs of mobility.

The start date of the Erasmus+ activity (which the student must enter in the 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) 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 unit for calculating the grant is the amount per day. For incomplete months, the financial support is calculated by multiplying the number of days in the incomplete month by 1/30 of the monthly amount of the financial grant.

The grant may be given only for the time of duration of regular study obligations or traineeship in line with the academic calendar at the receiving institution.

Travel support depends on the distance between the registered office of the home institution and the place of destination and **is approved based on actual costs**, but to the maximum of the amounts in Table 1. The travel costs will be reimbursed at the end of the mobility according to the original invoices provided by the student at his/her arrival and departure.

Green travel is defined as travel that uses low-emission means of transport, such a bus, train or car sharing, for the majority of the travel.

Table 1 – Travel costs – maximum amounts regarding the distance between the registered office of the home institution and the place of destination

Distances	In case of standard travel	In case of green travel
Distances from 10 to 99 km	20 EUR	/
Distances from 100 to 499 km	180 EUR	210 EUR
Distances from 500 to 1999 km	275 EUR	320 EUR
Distances from 2000 to 2999 km	360 EUR	410 EUR
Distances from 3000 to 3999 km	530 EUR	610 EUR
Distances from 4000 to 7999 km	820 EUR	/
Distances of 8000 km or more	1500 EUR	/

Travel distances must be calculated using the distance calculator supported by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). The distance of a one-way travel must be used to calculate the amount of the EU grant that will support the round trip.

Students with fewer opportunities

For selected countries, the UM can offer additional funds for students with fewer opportunities. Table 2 contains information about the countries where the additional funds can be requested. This additional grant is 250,00 EUR per month. Eligibility is determined by the sending institution and confirmed by the host institution. The sending institution is responsible to propose eligibility according to their usual practice regarding students with fewer opportunities. If the student is eligible for the additional funding, the sending institution must fill in the form Application for Additional Funding for Students with Fewer Opportunities (Attachment 8). In the document Attachment 9, you can find the groups of students eligible for additional funds for fewer opportunities.

4. AVAILABLE GRANTS PER PARTNER COUNTRY

UM can co-finance only the mobility for the purpose of studies or traineeships according to the available means in Table 2.

Table 2 – Available grants per partner country

Sending country	Number of students	Number of students with fewer opportunities
Albania	2	2
Argentina	2	2
Arrmenia	6	6
Bosnia and Hercegovina	2	2
Egypt	16	8
India	1	1
Kazakhstan	2	0
Kenya	2	2
Kosovo* UN resolution	3	2
Montenegro	2	1
People's Republic of China	2	0
Senegal	3	3
South Africa	2	2
Ukraine	7	0

5. NOMINATION

The first level of the selection procedure must be conducted at the sending institution.

The sending institution is responsible for nominating the candidate/s for mobility by 31 May 2024.

The selection criteria for the nomination must be carried out in accordance with the Erasmus+ interinstitutional agreement (IIA). When providing the nomination, the sending institution guarantees that all eligible students at its institution were given a fair and equal chance for participation and that the nominated students are best matched for mobility.

The sending institution must fill the form Attachement 10 and send it by 31 May 2024 to the e-mail address . The form must be signed and stamped by the responsible person at the sending Institution.

Students applying for this call will be notified of the results of the selection procedures and all further procedures to their electronic address stated in their application.

6. APPLICATION AND SELECTION PROCESS

Before applying for the call, students shall check the list of partner institutions, fields and levels of study in the table of inter-institutional agreements. The sending home institution must be a partner university of the University of Maribor.

Students shall also check internal procedures for the application for mobility for a study period abroad at the sending home institution.

Application must be sent to icm@um.si by 15 June 2024.

The application has to contain:

1. Application form with the Learning Agreement – please note that it is obligatory to use our documents from the following webpage: <https://studentexchange.um.si/> (mobility type: CREDIT MOBILITY!). The document has to be confirmed by the student and the Erasmus+ coordinator or responsible person at the department or faculty and the Erasmus+ institutional coordinator or responsible person of the sending institution.* Students can find the Course catalogue at <https://www.erasmusplus.um.si/international-students/application/course-catalogue/>
2. Transcript of Records for all passed exams for all levels of study with an average grade.
3. Confirmation of English language knowledge (a minimum of B1 level) in line with CEFR (http://www.coe.int/t/dg4/linguistic/cadre1_en.asp). Knowledge of English language is proven by a verified confirmation (Attachment 1) by an English teacher at the home institution or by a TOEFL result of 42 (IBT) or more, IELTS 4.0 or more, or by another equivalent certificate.
4. A signed Declaration on previously conducted student mobility (Attachment 2).
5. A signed Declaration on country of residence, birth and citizenship (Attachment 3).
6. A Motivation letter up to a max. 1 A4 page signed by the applicant.
7. Curriculum Vitae (Europass) with described additional activities (Attachment 4).
8. A valid Certificate of Enrolment.
9. A copy of a valid personal document (passport or ID).
10. A claim for establishing a unique personal number – EMŠO: personal identification number (Attachment 5)
11. A GDPR statement for giving consent for using personal data (Attachment 6).
12. Application for additional funding for students with fewer opportunities (Attachment 8).

*Students applying for the preparation of a diploma, master, or doctoral thesis also have to attach the »Mobility Activity Plan« (Attachment 7) confirmed by the student and the Erasmus+ coordinator or other responsible person at the sending institution.

All documents have to be in PDF format, just the attachment 5 (EMŠO) must be in word document.

The complete application is to be sent by the Erasmus+ coordinator or other responsible person of the International Relations Office of the home institution or by the student.

**Deadline for applications to the UM
WINTER SEMESTER 2024/2025 – 15 JUNE 2024**

Priority will be given to students with fewer opportunities.

The UM will strive for equal representation of all partner institutions.

If there are still some funds left at the end of this call, another call for applications will be published.

Special needs students carrying out Erasmus+ mobility may apply for additional financial support.

7. ZERO-GRANT APPLICATION

Erasmus+ status brings along other benefits besides the grant. In particular, Erasmus+ students are exempt from paying tuition and receive other benefits connected to the student status abroad. Therefore, a student, who does not get any financial grant and wishes to undertake the Erasmus+ experience anyway, may also apply for mobility.

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