



REPUBLIKA SLOVENIJA
MINISTRSTVO ZA VISOKO ŠOLSTVO,
ZNANOST IN INOVACIJE



CALL FOR APPLICATIONS FOR CO-FINANCING THE PARTICIPATION OF DOCTORAL STUDENTS IN INTERNATIONAL EVENTS AND INTENSIVE PROGRAMMES ABROAD IN 2025

1. PURPOSE OF THE CALL AND STRATEGIC BASIS

The University of Maribor (hereinafter referred to as "UM") has obtained funding from the Development Pillar of Funding for Scientific Research Activities 2023–2027, through which it supports and implements activities to internationalise scientific research activities at the UM.

Through this action of the Development Pillar of Funding for Scientific Research Activities 2023–2027, we aim to encourage doctoral candidates to engage in an international research environment and to provide them with the basic conditions for doing so at the start of their research career.

In the framework of this call for applications, the UM aims to encourage **short-term mobility of doctoral students** (hereinafter: international visit) to participate in:

- **international events** such as scientific conferences, professional events and other relevant scientific events, and
- **intensive programmes** (summer schools).

The activities of the Development Pillar of Funding for Scientific Research Activities 2023–2027 follow and support the guidelines of the Strategy of the University of Maribor 2021–2030 with the Action Plan, the annual work programmes of the University and other internal acts and are in line with the Scientific Research and Innovation Activities Act and other by-laws, the national guidelines of the Scientific Research and Innovation Strategy of Slovenia 2030, the Strategy for the Development of Slovenia 2030, the National Programme of Higher Education, and other strategic documents, such as the Slovenian Strategy for Smart Specialisation and others. In this context, the objectives take into account the starting points of the EU Cohesion Policy Programme 2021–2027 and the emerging framework of the European Research Area (ERA).

2. BASIC APPLICATION CONDITIONS

To be eligible to apply, a student must be enrolled in the third cycle doctoral studies (hereinafter: doctoral student) at the faculty of the University of Maribor for the entire duration of the international visit funded by this call.

Doctoral students may take part in the international visit in any country of the world, except Slovenia and the country in which they reside during their studies.

The international visit must be related to the doctoral students' field of study, which the doctoral students must explain in their application.

There is no deadline for applications. The University of Maribor will accept applications until the funds available for the current calendar year are exhausted. Doctoral students must submit their application before the start of their activities abroad.

Under this call, 26,500 EUR is available in 2025.

3. CO-FINANCING OF PARTICIPATION IN AN INTERNATIONAL VISIT

This call for applications will provide funding from the Development Pillar of Funding for Scientific Research Activities 2023–2027 for doctoral students to participate in an international visit abroad.

Doctoral students may apply for co-funding of the following activities related to the international visit:

- travel costs to and from the place of mobility and transport costs in the place of mobility,
- accommodation costs,
- registration fee,
- other costs related to the international visit, such as visa or other entry costs, entrance fees, etc.

All activities should be planned as economically as possible.

Doctoral students are entitled to reimbursement of the **actual costs** of participating in the international visit up to a maximum of **1,400.00 EUR**.

The period of eligibility is the actual duration of the mobility at the host institution abroad plus one day before the start of the activity and one day after the end of the activity. The start date of the activity is the first day on which doctoral students must be present at the host institution. The end date of the activity is the last day on which doctoral students must be present at the host institution.

Doctoral students cannot apply for co-funding of an international visit under this call if they could apply for any of the current Erasmus+ calls (www.erasmusplus.um.si).

4. APPLICATION PROCEDURE

To apply, doctoral students must:

- **Apply online at <https://aips.um.si/>.** Access to the online application is possible with the University of Maribor digital identity. Select "Study (Študij)" in the top tab, then select "Exchanges (Izmenjave)" in the side menu. When you apply for a new exchange, you must select the academic year "2024/2025" and the type of exchange "**Study Visit (Študijski obisk)**".
- complete the application on the attached form "Annex 1 – Application for the Call for Applications for Co-Financing the Participation of Doctoral Students in International Events and Intensive Programmes Abroad in 2024"; the application form must be signed by the responsible person at the home faculty (International relations Office or Erasmus coordinator);
- enclose the provisional programme of the international visit.

All documents should be sent to the following e-mail address: tadeja.tement1@um.si.

5. SELECTION AND DETERMINATION OF THE AMOUNT OF CO-FINANCING

If several applications are received on the same day and the total amount of international visits applied for by doctoral students exceeds the funds available under this call for applications, the UM will make a selection among the applications received. Priority will be given to doctoral students of higher years.

6. PROHIBITION OF DOUBLE FUNDING

Doctoral students who are awarded funding under this call must at all times ensure that there is no double funding. Double funding occurs when the same cost is covered by two or more sources.

If expenses have already been reimbursed from other public or private sources, they are no longer eligible for reimbursement from any other source, including from this call for applications.

In case of suspicion of double funding, the University of Maribor or any subsequent audits may request additional information and documentation from the student (including in relation to other projects in which the student is involved or to the regular work of the staff).

Doctoral students who are employed may apply for this call only if their employer will not cover their expenses during the international visit based on an issued travel order.

If double funding is detected, repayment of the funds unduly paid will be requested. If the double funding is intentional, it is considered fraud. In such case, the University of Maribor will unilaterally withdraw from the grant agreement.

7. THE APPLICANT'S OBLIGATIONS AFTER THE INTERNATIONAL VISIT

Within 30 days after the end of the international visit, the applicant who has been awarded funding under this call must send the following documents to the e-mail address tadeja.tement1@um.si:

- Final Report (Annex 2)
- Letter of Confirmation (Annex 3)
- A copy of all supporting documents for the costs to be co-financed under this call:
 - participants must provide a copy of the accommodation invoice or a declaration of free accommodation, otherwise the UM has the right to request reimbursement of the funds granted, in full or in part;
 - in case of travel by plane, a copy of the invoice for the airplane ticket and a copy of the boarding pass must be provided. In case of travel by train or bus, a copy of the invoice and a copy of the ticket must be provided. In case of travel by private car, all receipts such as copies of payment of tolls, tunnel fees, any overnight stays en route and other receipts proving the journey made must be provided;
 - in the case of simultaneous mobility of two or more doctoral students at the same institution, only one student will be entitled to claim travel expenses for the car journey, unless they provide appropriate evidence that the journey could not be made in one car;
 - proof of payment of the registration fee.
- A receipt for other eligible expenses

8. OTHER PROVISIONS OF THE CALL FOR APPLICATIONS AND THE CALL DOCUMENTATION

The University of Maribor, as the coordinator of this call for applications, reserves the right to amend or supplement the funding conditions in the event of changes in the financial conditions or force

majeure. Changes to the rules and conditions of participation in the call for applications may be made at any time.

The call documentation is published on the website <https://www.erasmusplus.um.si/doktorski-studenti/obisk-mednarodnih-dogodkov/>.

The terms used in this call for applications in the grammatical form of the masculine gender are used as gender-neutral.

CONTACT AT THE UNIVERSITY OF MARIBOR

Call coordinator:

Tadeja Tement

Tel.: (02) 23 55 247

E-mail: tadeja.tement1@um.si

Maribor, 13 December 2024

ANNEXES

Annex 1 – Application for the Call for Applications for Co-Financing the Participation of Doctoral Students in International Events and Intensive Programmes Abroad in 2024

Annex 2 – Final Report

Annex 3 – Certificate of Attendance in the international visit