

## CALL FOR APPLICATIONS FOR CO-FINANCING ERASMUS+ SHORT-TERM DOCTORAL MOBILITY FOR STUDIES OR TRAINEESHIPS ABROAD IN PROGRAMME COUNTRIES FOR THE 2025 PROJECT YEAR

The deadline for submitting electronic applications on the website of the University of Maribor <https://aips.um.si> is until funds are exhausted.

### BASIC CONDITIONS FOR APPLICATION

Within the framework of this call, the Erasmus+ programme enables students to complete part of their regular study obligations, traineeships, research work or preparation of a doctoral thesis at the third level of study at a host institution from any Erasmus+ programme country instead of at their home institution.

**The programme (participating) countries are the Member States of the European Union, the United Kingdom, Switzerland (traineeships only), Iceland, Liechtenstein, Norway, Turkey, North Macedonia and Serbia.**

Partner institutions abroad where students can complete part of their study obligations are those institutions from the Erasmus+ programme countries with which an Erasmus+ inter-institutional agreement on student exchange for the relevant field of study has been signed.

In the case of student mobility **for traineeships**, the host organisation may be:

1. any public or private organisation active in the labour market or in the fields of education, training, youth, research and innovation. Such an organisation may be, for example:
  - a public or private small, medium or large enterprise (including social enterprises);
  - a public body at local, regional or national level;
  - an embassy or consular representation of an EU Member State or a third country associated with the programme, acting as a sending organisation;
  - a social partner or other representative of the world of work, including chambers of commerce, craft/professional associations and trade unions;
  - a research institute;
  - a foundation;
  - a school/institution/centre for education (at any level, from pre-school to upper secondary education, including vocational education and adult education);
2. non-profit organisation, association, non-governmental organisation;
3. body providing career guidance, career counselling and information services;
4. tertiary education institution that has been awarded an ECHE charter.<sup>1</sup>

<sup>1</sup> The following types of organisations are not eligible to obtain host status for student mobility for placements: EU institutions and other EU bodies, including specialised agencies (a comprehensive list is available at <https://european->

To apply for "Erasmus+ status", students must meet the following basic requirements:

1. **Maintain active PhD student status at their home faculty at the University of Maribor for the entire duration of their studies or traineeships abroad.**
2. **Not exceed the maximum allowed mobility period, which includes Erasmus+ study, traineeships, and blended intensive programmes.**

Under the Erasmus+ programme, students have the opportunity to participate in mobility for a total of 12 months at each level of study<sup>2</sup> , whereby they may participate in studies and/or traineeships and/or blended intensive programmes multiple times. These rules also apply to students without an Erasmus grant (i.e., "zero grant").

**Short-term mobility of doctoral students at a partner institution abroad must last at least 5 days and no more than 30 days.**

**Students may not undertake mobility in the country of the sending university or in the country where they reside during their studies.**

**Students must reside in the location of the host institution for the entire duration of their Erasmus studies or traineeship.**

**The period of short-term mobility must be part of the student's study programme for the completion of their third-cycle studies.**

**Short-term mobility of doctoral students abroad under the Erasmus+ programme must be specified in advance in a Learning Agreement for studies or traineeships, signed by the student, the Erasmus faculty coordinator and the person responsible at the host institution.**

After returning from their mobility abroad, the student's home faculty at the UM will recognize the study obligations successfully completed abroad, as agreed upon and confirmed in the Learning Agreement between the home faculty and the host institution prior to the student's departure. Recognition may only be refused if the student has not met the required level of knowledge or competence set by the host institution or has otherwise failed to fulfil the agreed obligations and conditions for recognition.

The minimum requirement of the Erasmus+ programme is that all obligations completed during Erasmus+ studies or traineeships abroad must be recognised upon return, at least by being entered in the Diploma Supplement.

**Students who are also employed may apply for this call only if their employer will not cover their costs during the study exchange on the basis of a travel order.**

**Students who have outstanding financial obligations under the Erasmus+ programme are not eligible to apply for this call.**

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[union.europa.eu/institutions-law-budget/institutions-and-bodies/search-all-eu-institutions-and-bodies\\_sl](http://union.europa.eu/institutions-law-budget/institutions-and-bodies/search-all-eu-institutions-and-bodies_sl)), which manage EU programmes, such as Erasmus+ National Agencies.

<sup>2</sup> Previous experience under the Erasmus+ programme and/or Erasmus Mundus scholarships is taken into account in a 12-month period per study cycle.

## APPLICATION PROCEDURE FOR STUDIES

1. **Students should check with their faculty Erasmus coordinator to see if they can study at a partner institution abroad.**

An informative list is published at the following link: [Erasmus+ interinstitutional agreements](#).

2. **Students should check the website of their home faculty for the application procedure required by the faculty (any additional internal documents that may be required).**

In addition to the conditions of the call for applications, the home faculty may set additional criteria. Links to faculty websites are published on the [FACULTY LINKS](#) page.

3. **Students must submit an electronic application for Erasmus studies on the website <https://aips.um.si>.**

Access to the online application is possible with the digital identity of the University of Maribor. Students submit their application in the "Study" tab, where they select "Exchanges". When submitting a new application, students must select the appropriate academic year and type of exchange "Short-term doctoral mobility".

The student's application is final when it has been fully coordinated and confirmed by the faculty Erasmus coordinator and communicated to the Office for International Cooperation and Mobility Programmes at the University of Maribor.

If the partner institution abroad requires official nomination of selected students, the faculty Erasmus coordinators nominate the selected students.

The e-mail addresses of Erasmus coordinators and contact persons at faculties are available on the [COORDINATORS](#) website.

4. **The student must agree with the partner institution on the obligations to be fulfilled and the language in which the short-term study exchange will take place, and draw up an appropriate "Learning Agreement" in the OLA online tool: <https://learning-agreement.eu/>.**

The student shall ensure that the Learning Agreement is completed and submitted with an electronic signature to the Erasmus faculty coordinator in a timely manner so that it can 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 student shall check the additional requirements and procedures of the partner institution abroad on the website of the partner institution or at the international office of the host university, complete the additional documents required by the host institution and ensure that all documents required by the partner institution (host university abroad) are submitted in time to the coordinator at the home faculty for signature and sent to the host institution abroad by the deadline.**

**6. After processing the data, the partner institutions send letters of acceptance to the accepted students and confirm the study agreements.**

The Learning Agreement must be confirmed by the student, the Erasmus coordinator at the home faculty of the University of Maribor and the responsible person at the partner institution abroad before the student leaves for a study exchange abroad. The Erasmus+ financial grant agreement can only be prepared after the Learning Agreement has been confirmed by the home faculty of the University of Maribor and the host university abroad.

**7. Once the student has received a letter of acceptance from the host institution abroad and a confirmed Learning Agreement, and once the Erasmus faculty coordinator has confirmed this in the application <https://aips.um.si>, the student can apply for an Erasmus+ financial grant.**

**Under certain conditions, students may apply for the following in addition to the Erasmus+ financial grant:**

- **top-up for students with fewer opportunities,**
- **inclusion support for participants with special needs.**

More information about Erasmus+ financial support and additional scholarships can be found on the [ERASME SHORT-TERM MOBILITY](#) website.

**8. Students should also check with their partner institution about accommodation options, insurance requirements, visas and residence permits.**

Erasmus coordinators and other contact persons at the faculties are available to help. 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 in their preliminary preparations and in establishing contacts with students from the exchange location.

**Documents to be sent by the student to [outgoing.erasmus@um.si](mailto:outgoing.erasmus@um.si) for the approval of the study grant:**

- **Acceptance Letter**

You will receive this document from the host institution abroad – an acceptance notification sent by the host institution via email is also valid, but it must be clear who the addressee and sender are.

- **Confirmed Learning Agreement (Online Learning Agreement) – OLA**

The Learning Agreement must be signed by the student and confirmed by the coordinator at the home faculty (UM) and by the host institution abroad! The student receives the final signed version from the university of the institution abroad.

- **Declaration of participation in the Erasmus+ project**

The declaration is part of the tender documentation and is published on the [DOCUMENTS AND FORMS](#) page.

- **Application for additional funds for students with fewer opportunities**

The form is published on the [DOCUMENTS AND FORMS](#) page. Please attach **your enrolment certificate** to the form as proof.

The grant can only be approved for the duration of the study obligations in accordance with the letter of acceptance.

## APPLICATION PROCEDURE FOR TRAINEESHIPS

1. **Students are responsible for finding a company or institution where they will complete their traineeship.**
2. **After reaching an agreement with the host institution, the student prepares the following documents for registration:**
  - **Application on the website <https://aips.um.si/>.** Access to the online application is possible with the digital identity of the University of Maribor. Select "Study" in the top tab, then select "Exchanges" in the side menu. When registering, you must select the appropriate academic year and type of exchange "Short-term doctoral mobility".
  - **Learning Agreement for Traineeships**, which must be signed by the student, the Erasmus coordinator at the home faculty and the host institution (signature and stamp or digital signature).
  - **Valid certificate of enrolment** for the academic year in which the student is participating in the traineeship abroad.
  - **A statement by the student on participation in the Erasmus+ project.**
  - **Form Confirmation of the compatibility of the traineeship with the field of study.** The form must be signed by the mentor for the traineeship at the home faculty of the University of Maribor. The mentor may not be the Erasmus coordinator at the home faculty of the University of Maribor.
3. **Under certain conditions, in addition to the Erasmus+ financial grant, students may also apply for:**
  - **top-up for students with fewer opportunities,**
  - **inclusion support for participants with special needs.**

More information about the financial support of the Erasmus+ programme and additional scholarships can be found on the [ERASMUS SHORT-TERM MOBILITY](#) website.

4. **After processing the data, students will receive a Financial Grant Agreement and any annexes for top-ups at their student email address [ime.priimek@student.um.si](mailto:ime.priimek@student.um.si) .**

## ERASMUS+ FINANCIAL SUPPORT AND TOP-UPS

Erasmus students are not automatically eligible for Erasmus+ financial grants but must apply for an Erasmus grant in accordance with the current call for applications.

**The Erasmus+ grant only co-finances the costs of staying abroad and does not cover the costs in full.**

## INDIVIDUAL SUPPORT

In accordance with the Guide for Applicants and the Guide for National Agencies, and with the consent of the European Commission and the Ministry of Higher Education, Science and Innovation, the national agency CMEPIUS has determined the amounts of non-repayable funds as follows.

The amount of the Erasmus grant for short-term mobility of doctoral students depends on the number of days of mobility and amounts to:

Duration of mobility	Daily amount (EUR)
Up to and including the 14th day of physical mobility	79 EUR/day
From the 15th to the 30th day of physical mobility	56 EUR/day

Students who receive a financial grant from the Erasmus+ programme are still eligible to receive any state scholarships, staff scholarships, Zois scholarships, etc.

**DEADLINE for submitting applications for Erasmus+ grants:** 30 days before the start of the participant's mobility.

## TRAVEL SUPPORT

Based on the application received, the participant is eligible for travel support. The amount of support depends on the distance to the place of mobility, in accordance with the following table:

Travel distance	Green travel – amount	"Non-green" travel – amount
From 10 to 99 km	56 EUR per participant	28 EUR per participant
From 100 to 499 km	285 EUR per participant	211 EUR per participant
From 500 to 1,999 km	417 EUR per participant	309 EUR per participant
From 2,000 to 2,999 km	535 EUR per participant	395 EUR per participant
From 3,000 to 3,999 km	785 EUR per participant	580 EUR per participant
From 4,000 to 7,999 km	1,188 EUR per participant	1,188 EUR per participant
8,000 km or more	1,735 EUR per participant	1,735 EUR per participant

"Travel distance" means the distance between the place of origin and the place of implementation, and "amount" covers the contribution to travel costs to and from the place of implementation.

All participants who meet the green travel criteria **are eligible for the green travel amount and, if necessary, an additional Erasmus financial grant for the return journey for a maximum of six days of travel.**

**A journey is considered green if the participant has travelled more than half (more than 50%) of the distance, expressed in kilometres and measured with a distance calculator, by green means of transport. Green travel is defined as travel using low-emission means of transport such as bus, train or carpooling (car, van, bus).** The travel distance must be calculated using the distance calculator supported by the European Commission:

[https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_sl](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_sl).

All participants who do not meet the green travel conditions are entitled to a non-green travel allowance and, if necessary, an additional Erasmus financial grant for a return journey of up to two days.

Participants who exceed the maximum total duration of mobility (Erasmus+ study, traineeships and KIP) of 12 months at each level of study with additional travel days are not eligible for an additional Erasmus financial grant for the return journey, but only for the difference in days still available.

### **TOP-UP FOR STUDENTS WITH FEWER OPPORTUNITIES**

All students who will participate in short-term mobility for doctoral students for studies or traineeships are eligible for the top-up for students with fewer opportunities. On the form for the top-up for students with fewer opportunities, they should circle number 4, economic differences, as this is part-time studies. They should attach their enrolment certificate as proof.

The amount of the top-up for students with fewer opportunities for short-term mobility of doctoral students depends on the number of days of mobility and amounts to:

<b>Duration of mobility</b>	<b>One-off top-up for students with fewer opportunities (EUR)</b>
Up to and including the 14th day of physical mobility	<b>100</b>
From the 15th to the 30th day of physical mobility	<b>150</b>

### **SUPPORT FOR STUDENTS WITH SPECIAL NEEDS**

Students with special needs who are awarded an Erasmus grant may apply for additional funding from the Erasmus+ programme.

Under the Erasmus+ programme, participants with special needs are entitled to special treatment not only in determining the conditions for co-financing, but also in providing and offering comprehensive support in deciding to participate in mobility, monitoring during mobility and integration after return. Persons with special needs include individuals who require the implementation of programmes with additional professional assistance or adjustments depending on the nature of their specific special needs.

Erasmus+ mobility participants with special needs submit their application on the prescribed form together with the required attachments to the International Office of the University of Maribor and do not send it directly to the national agency CMEPIUS.

**Additional funds for participants with special needs are based on actual costs, which must be proven by invoices. 100% of the actual eligible costs incurred will be reimbursed.**

**DEADLINE for submitting applications:** 40 days before the start of the mobility of participants with special needs.

### **OLS LANGUAGE SUPPORT**

**Students who will participate in short-term mobility for doctoral students through the Erasmus+ programme for more than 14 days are required to complete an online language assessment in the OLS programme before or at the start of mobility, if the main language of mobility is one of the languages available in the OLS system.**

Online Linguistic Support (OLS) offers online language tests and language courses for participants in Erasmus+ mobility programmes, enabling students to improve their knowledge of the languages they will use during their studies.

For more information and a link to the OLS programme, please visit the [OLS LANGUAGE SUPPORT](#) page.

### **OTHER FINANCIAL PROVISIONS**

The University of Maribor will send students who have submitted complete documentation for obtaining an Erasmus+ grant a contract for the awarded Erasmus+ financial grant to sign, which will specify their rights and obligations in detail. Students will receive the contracts no earlier than 30 days before the planned start of their Erasmus activities abroad.

The University of Maribor is only obliged to pay out funds received from the National Agency CMEPIUS or the European Commission. All documents and forms are published on the DOCUMENTS AND FORMS page.

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### **OTHER PROVISIONS**

The partner institution may not charge visiting students under the Erasmus+ programme for tuition fees, registration fees, exams, library access, use of laboratories or similar; students may only be charged small amounts for insurance (basic/emergency), membership in a student organisation, minor materials (copies, laboratory materials, etc.).

As the organiser of this call, the University of Maribor 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 may be made at any time.

**For questions related to the content of studies or traineeships abroad, please contact the Erasmus coordinators and contact persons at the faculties of the University of Maribor ([ERASMUS COORDINATORS AND CONTACT PERSONS](#)).**

**Contact for questions related to Erasmus+ financial grants and top-ups:**

For mobility for studies:

**University of Maribor**  
**International Cooperation and Mobility**  
**Programmes Office**  
**Leja Urgl, Erasmus+ Coordinator**  
**T: (02) 23 55 286**  
**E:[outgoing.erasmus@um.si](mailto:outgoing.erasmus@um.si)**

For mobility for traineeships:

**University of Maribor**  
**International Cooperation and Mobility**  
**Programmes Office**  
**Ante Brajković, Erasmus+ coordinator**  
**T: (02) 23 55 364**  
**E:[praksa.erasmus@um.si](mailto:praksa.erasmus@um.si)**

Maribor, 1 June 2025