

Application Instructions for Erasmus at University of Maribor

To submit the application, you first need to visit the website:

<https://incomingstudents.um.si>

Upon visiting the website, you will see information about the Erasmus call at the University of Maribor and the available types of mobility.

→ By clicking the "*Sign in*" button below, you will be prompted to sign in using your Google account.

Submit your application for an exchange at the University of Maribor during the open call period. Learn about deadlines, application procedures and available types of exchange on the [University of Maribor's Erasmus+ website](#).

Types of exchange include:

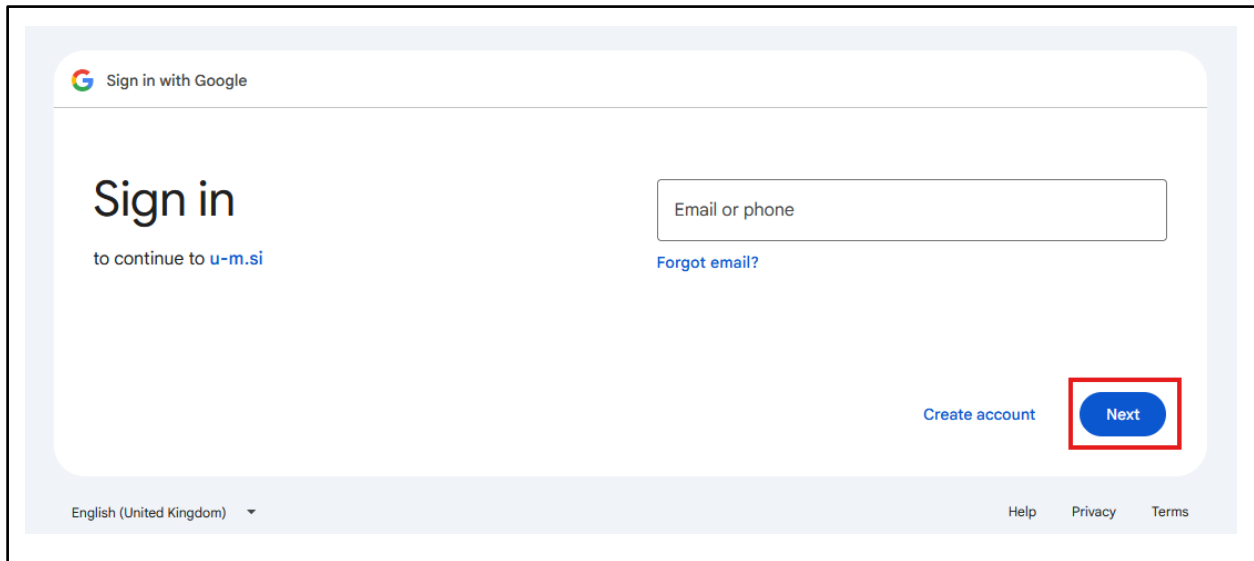
- **Erasmus+ study:** Study for students from programme countries*.
- **Erasmus+ student traineeship:** Practical training during studies or an internship as a recent graduate from programme countries*
- **Credit Mobility:** Study for students from partner countries**
- **Blended intensive programme:** Short-term exchange combining on-site participation with a virtual component
- **Short-Term PhD Mobility:** Study or traineeship for doctoral students from programme countries*
- **Study Visit:** Participation in international events for doctoral students
- **CEEPUS Programme:** Study for students from Central and Eastern Europe through academic networks
- **CEEPUS Intensive Programme:** Short-term academic courses or research projects in a multinational setting

*Programme countries: EU, United Kingdom, Iceland, Lichtenstein, Norway, Turkey, North Macedonia and Serbia.

**Partner countries: rest of the world.

Sign in

→ Enter your Google email and click "Next," or create an account if you don't have one yet.



→ After signing in to your Google account, click on "Submit new application."

Submit your application for an exchange at the University of Maribor during the open call period. Learn about deadlines, application procedures and available types of exchange on the [University of Maribor's Erasmus+ website](#).

Types of exchange include:

- **Erasmus+ study:** Study for students from programme countries*.
- **Erasmus+ student traineeship:** Practical training during studies or an internship as a recent graduate from programme countries*
- **Credit Mobility:** Study for students from partner countries**
- **Blended intensive programme:** Short-term exchange combining on-site participation with a virtual component
- **Short-Term PhD Mobility:** Study or traineeship for doctoral students from programme countries*
- **Study Visit:** Participation in international events for doctoral students
- **CEEPUS Programme:** Study for students from Central and Eastern Europe through academic networks
- **CEEPUS Intensive Programme:** Short-term academic courses or research projects in a multinational setting

*Programme countries: EU, United Kingdom, Iceland, Lichtenstein, Norway, Turkey, North Macedonia and Serbia.

**Partner countries: rest of the world.

Submit new application

→ Select the academic year and type of exchange, then click on "Add application."

APPLICATION FOR EXCHANGE

Academic year

Type of exchange

Add application

→ Complete your personal data details and click on "Next"

Personal Data Home Institution Student Exchange

PERSONAL DATA

First name

Surname

Gender

Date of birth

Place of birth

Country of birth

Citizenship

English language proficiency level

Student with special needs ⓘ

Phone number

E-mail address

Street

House number

Postal code

City

Country

Select Country | v

Next

→ Complete your home institution details and click on "Next"

HOME INSTITUTION

Type at least three characters to find your home institution. If it's not listed, select 'OTHER' and enter the details.

Home institution

Erasmus code (optional)

Name

Address

Postal code

City

Country

Select Country | v

Institution's e-mail address (optional)

Faculty (optional)

Type of degree

Select Type of degree ▼

Study programme

Field of study

Select Field of study ▼

Current study year

Select Current study year ▼

Faculty coordinator

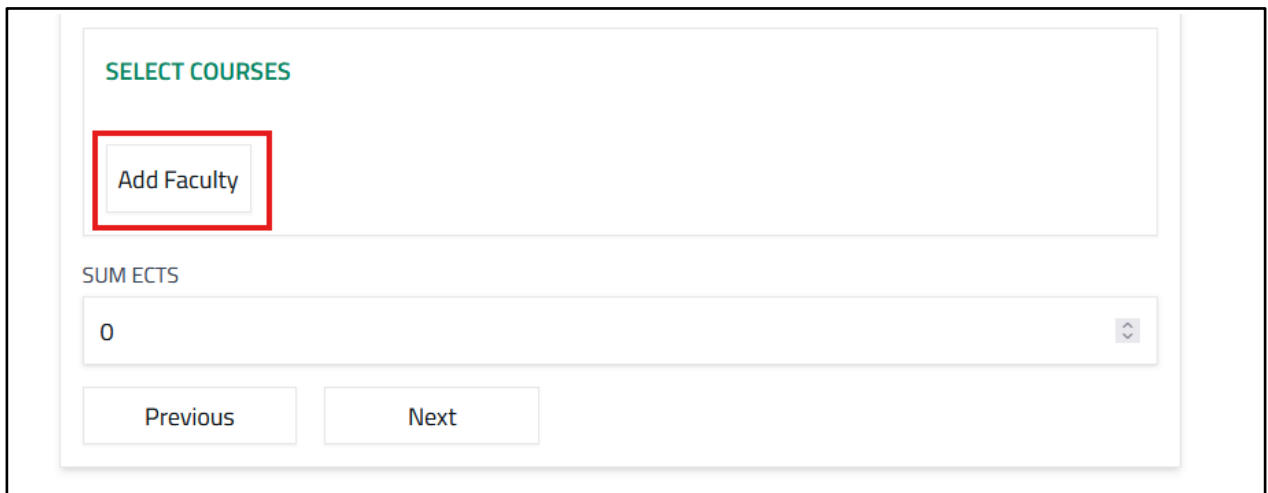
Coordinator's email address

Previous **Next**

→ Select the faculty and semester. The exchange period duration will be selected automatically.

Personal Data	Home Institution	Student Exchange
STUDENT EXCHANGE		
Host institution		
<input type="text" value="University of Maribor"/>		
Erasmus code		
<input type="text" value="SI MARIBOR01"/>		
Faculty		
<input type="text" value="Select Faculty"/> ▼		
Semester		
<input type="text" value="Select Semester"/> ▼		
Exchange period – From		
<input type="text" value="dd . mm . IIII"/>		
Exchange period – To		
<input type="text" value="dd . mm . IIII"/>		
Number of mobility months		
<input type="text" value="0"/> ↕		
Number of mobility days		
<input type="text" value="0"/> ↕		

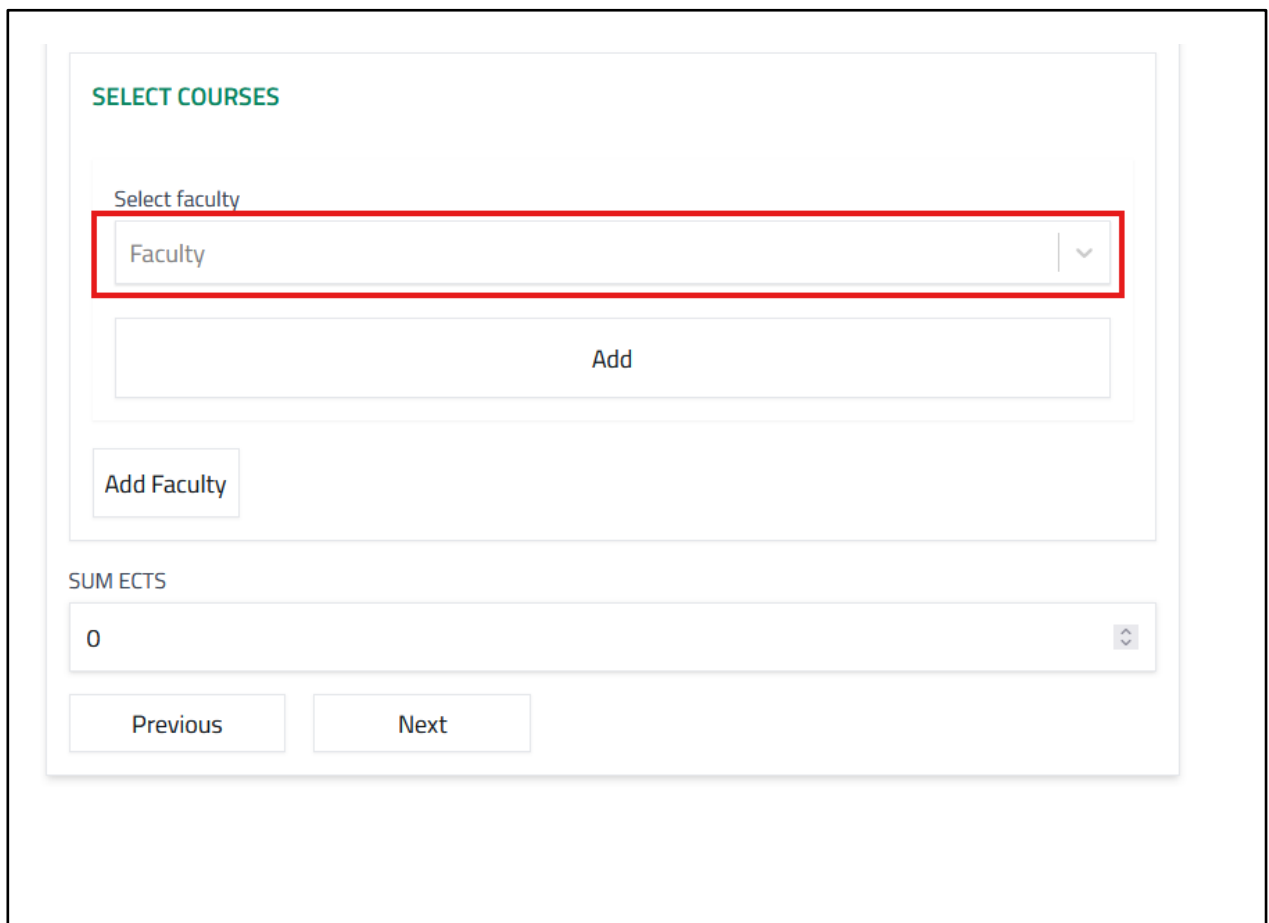
→ To select a course, first click on "Add Faculty."



The screenshot shows a web form titled "SELECT COURSES" in green text. Below the title, there is a button labeled "Add Faculty" which is highlighted with a red rectangular border. Underneath the button, there is a section labeled "SUM ECTS" with a dropdown menu currently showing the value "0". At the bottom of the form, there are two buttons: "Previous" and "Next".

→ Select the faculty where the course will be taken. Before choosing the subjects, we recommend reviewing the course catalogue available on the website:

<https://www.erasmusplus.um.si/international-students/application/course-catalogue/>



The screenshot shows the same "SELECT COURSES" form. In this view, the "Add Faculty" button is no longer highlighted. Instead, a dropdown menu labeled "Select faculty" is highlighted with a red rectangular border. The dropdown menu shows the text "Faculty" and a downward-pointing arrow. Below the dropdown menu, there is a button labeled "Add". Below the "Add" button, there is another "Add Faculty" button. At the bottom, the "SUM ECTS" dropdown menu still shows "0", and the "Previous" and "Next" buttons are visible.

→ Select degree and click on "Get list of courses". Then add courses. You can find out which course belongs to which degree program in the course catalogue.

SELECT COURSES

[Redacted] Remove

Degree

[Redacted] ▾

Show courses only for the chosen semester

Get list of courses

Courses search

Search by name or code

[Redacted]

Code: [Redacted]

ECTS: [Redacted]

Semester: [Redacted]

Add course

[Redacted]

Code: [Redacted]

ECTS: [Redacted]

Semester: [Redacted]

Add course

→ After selecting the courses, the number of ECTS credits will be set automatically. Then click "Next."

SUM ECTS

[Redacted] ▾

Previous Next

→ After completing the application, read and accept the General Data Protection Regulation if you agree with it. Then, you can either save the draft if you want to add more information later or submit the application if you have provided all the necessary information.

You have filled in all the required information. You can now submit the application for review.

Statement for giving consent to the University of Maribor to use my personal information in line with EU law on data protection (General Data Protection Regulation or GDPR)

By submitting my application, I confirm that I am aware that:

- the personal data (e-mail address, name, surname, gender, date of birth, place of birth, country of birth, nationality, home address, home city, country, study cycle, field of education, number of passport or identity card) that the University of Maribor is collecting, will be used exclusively by the University of Maribor's staff for processing my application as an exchange student and will not be transferred to third parties. The University of Maribor will keep my personal data for 10 years for inspection purposes, based on project funding.
- the University of Maribor will send my personal data to the national agency CMEPIUS and the Budget Supervision Office of the Republic of Slovenia in case of review procedures.
- in accordance with the provisions of the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, No. 163/22) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Official Journal of the European Union, L 119, 4 May 2016, pp. 1–88), I may: request access and correction, deletion, or restriction of processing my personal data, or file an objection to the processing and transferability of my personal data, by sending a written notice to: University of Maribor, the member, address, or by sending an e-mail to erasmus@um.si.
- I may file a complaint with the supervisory authority, if I believe that the processing of personal data is in breach of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
- I can access more information on processing of personal data at the University of Maribor on the following website: <https://www.um.si/univerza/varstvoosebnih-podatkov/Strani/default.aspx>, as well as contact the authorised person for data protection at the University of Maribor, i.e. izr. prof. dr. Miha Dvojmoč (dpo@um.si), for information.

By submitting my application, I give my consent to the University of Maribor to send free e-mails with news and information about exchange options and events intended for international students at the University of Maribor. The statement can be withdrawn at any time. The request for statement withdrawal can be sent to erasmus@um.si.

I hereby declare that I have read this statement.

Save as draft

Submit

→ After you have submitted your application, you can check its status by clicking on "Check application status."

Submit your application for an exchange at the University of Maribor during the open call period. Learn about deadlines, application procedures and available types of exchange on the [University of Maribor's Erasmus+ website](#).

Types of exchange include:

- **Erasmus+ study:** Study for students from programme countries*.
- **Erasmus+ student traineeship:** Practical training during studies or an internship as a recent graduate from programme countries*
- **Credit Mobility:** Study for students from partner countries**
- **Blended intensive programme:** Short-term exchange combining on-site participation with a virtual component
- **Short-Term PhD Mobility:** Study or traineeship for doctoral students from programme countries*
- **Study Visit:** Participation in international events for doctoral students
- **CEEPUS Programme:** Study for students from Central and Eastern Europe through academic networks
- **CEEPUS Intensive Programme:** Short-term academic courses or research projects in a multinational setting

*Programme countries: EU, United Kingdom, Iceland, Lichtenstein, Norway, Turkey, North Macedonia and Serbia.

**Partner countries: rest of the world.

Submit new application

Check application status

→ Here you can see the status of your application.

→ Click the Learning Agreement button to download your learning agreement.

→ Once the Learning Agreement is signed by the student and the receiving institution, it should be sent together with the rest of the required documentation to the sending institution.

MY APPLICATIONS

[REDACTED]		
Academic year: [REDACTED]	status: Submitted	View
Exchange period: [REDACTED]		Learning Agreement ↗