



**CALL FOR APPLICATIONS FOR SHORT-TERM
DOCTORAL STUDY AND/OR TRAINEESHIP MOBILITY
UNDER THE ERASMUS+ PROGRAMME
KA131 2023**

1. NAME AND REGISTERED OFFICE OF THE ENTITY PUBLISHING THE CALL FOR APPLICATIONS

This call is published by the University of Ljubljana, Kongresni trg 12, 1000 Ljubljana, Slovenia (hereinafter: the UL)

2. PURPOSE AND OBJECTIVE OF THE CALL FOR APPLICATIONS

Erasmus+ is a programme supporting activities related to education, training, youth and sports in all segments of lifelong learning (school education, higher education, continuing education, activities of the young, etc.). This call for applications concerns the key action KA1 131: learning mobility of individuals.

As part of this call for applications, the Erasmus+ programme allows third-cycle students to complete a part of their regular academic requirements, practical training or research, or prepare their doctoral dissertation at a partner institution abroad instead of their parent institution.

This call is open to students who will be enrolled in a third-cycle programme at the UL during their mobility. Traineeship mobility can also be applied for by students who will shortly complete their third-cycle programmes at the UL; they must submit their applications before they complete the programme and complete their traineeship within 12 months after graduation or by the end of the period defined in this call (whichever comes first). The period of physical mobility abroad may last from 5 to 30 days. That period can be combined with virtual mobility up to a maximum of 12 months, whereby the virtual portion of the mobility is not funded through Erasmus+. If students have already completed an Erasmus+ study or traineeship programme in the third cycle, the total duration of the study and/or traineeship already completed and that applied for may not exceed 12 months.

Doctoral students can complete their short-term **study** mobility programmes **at institutions with which their home university of faculty has signed an inter-institutional agreement on student exchange** in a given academic year. The period of study abroad must be part of the student's academic programme that leads to a third-cycle degree. The period of study abroad may also include traineeship. Such a combination creates synergies between the academic and professional experience abroad.

Doctoral students may complete their short-term **traineeship** mobility programmes at a research institute, a laboratory, an organisation or any other relevant workplace in an Erasmus+ programme country. This also includes teaching assistantships for student teachers and research assistantships for doctoral students in any relevant research facility. To further enhance the synergies with Horizon Europe, these mobilities can also take place in the context of research projects funded by Horizon Europe, in full respect of the principle of no double EU

funding of activities. The minimum workload of students in traineeship programmes is 25 hours a week.

Traineeship hosts (except partner countries of regions 13 and 14 as well as in third countries not affiliated with the Erasmus+ programme) may include the following:

- Public or private, small, medium-sized or large enterprises (including social companies, and local, regional and national public authorities);
- Social partners or other representatives from the economic sphere (including the Chamber of Commerce and Industry, small business / professional associations and trade unions);
- Research institutes;
- Foundations;
- School/institute/educational centres;
- Non-profit organisations and associations, and NGOs;
- Organisations providing vocational guidance, expert consulting and IT services.

Host organisations may not include the following:

- EU institutions and other EU bodies, including specialised agencies. A more extensive list of such bodies is available at: http://europa.eu/about-eu/institutions-bodies/index_en.htm;
- Organisations conducting EU programmes (in order to avoid potential conflicts of interest and/or double financing).

Short-term doctoral mobility can also be carried out as a **blended mobility**. Blended mobility is a combination of physical mobility (lasting 5 to 30 days) with a virtual component (lasting for a total of 12 months) facilitating a collaborative online learning exchange and teamwork. Any student can also undertake blended mobility by participating in a blended intensive programme with a compulsory virtual component. **The virtual portion of mobility is not funded.**

Mobility for the purpose of attending conferences abroad cannot be applied for in this call.

The objectives of this mobility are as follows:

- **Meeting the diverse learning and training needs of doctoral students;**
- Improving learning skills;
- Improving employability and employment opportunities;
- Enhancing self-initiative and entrepreneurial skills;
- Promoting cooperation between higher education institutions and research institutes;
- Improving foreign language skills;
- Enhancing inter-cultural awareness;
- Increasing familiarity with EU projects and EU values;
- Enhancing the motivation for (formal and informal) continuing education and training after the mobility programme ends.

Short-term doctoral mobility abroad under the Erasmus+ programme must be determined in advance by a **LEARNING AGREEMENT for studies or traineeship**, which must be signed by the student, the Erasmus+ coordinator at their home institution and the Erasmus+ coordinator/employer at the host institution. Applicants must also enclose a work/research plan with their Learning Agreement for Studies. **These two documents are a required condition for entering into an Erasmus+ Grant Agreement between the UL and the selected student. The Erasmus+ Grant Agreement between the UL and the student must be concluded BEFORE the student leaves to attend Erasmus+ mobility.**

If students are to be awarded ECTS credit points for their doctoral mobility, this must be laid out in the Learning Agreement as well.

As part of this call, students may carry out their short-term doctoral mobility programmes for studies in the Erasmus+ programme countries (i.e., EU member states, Iceland, Liechtenstein, Norway, North Macedonia, Serbia and Turkey) and in partner countries of regions 13 and 14 as well as in third countries not affiliated with the Erasmus+ programme.

As part of this call, students may carry out their short-term doctoral mobility programmes for traineeship in the Erasmus+ programme countries (i.e., EU member states, Iceland, Liechtenstein, Norway, North Macedonia, Serbia and Turkey). They may carry out their short-term doctoral mobility programmes for traineeship in partner countries of regions 13 and 14 as well as in third countries not affiliated with the Erasmus+ programme only, if the host institution is a accredited Higher Education Institution (HEI).

Students may not take part in the mobility programme in the country of the sending university, in the country of their permanent residence, or in the country of which they are citizens.

The student must reside in the city of the hosting university for the entire duration of the Erasmus+ mobility.

UL students who are also employed may apply to the call only if their employer does not cover the costs they incur during their short-term mobility based on an issued travel order.

This call is open to doctoral students who will carry out their doctoral study or traineeship mobility abroad from 1 July 2024 to 30 June 2025 or until funds are exhausted, if earlier.

3. TERMS AND CONDITIONS FOR APPLICANTS AND CONTENT AND COMPLETION OF THE APPLICATION FORM

3.1. Terms and conditions for applicants

This call for applications is intended for UL TEOF students subject to the following terms and conditions:

- They are enrolled in a third-cycle programme at the UL TEOF during their mobility;
- Traineeship mobility may also be applied for by students who are (still) enrolled in a third-cycle programme at the UL TEOF at the time they submit their application, and who will complete their mobility programme within one year after completing their third-cycle programme or by the end of the period specified in the call for applications.

No student with outstanding financial obligations arising from an Erasmus or Erasmus+ programme may apply to the call.

3.2. Content and completion of the application form

To apply to the call, the applicants must **fill out an online application form via the VIS application up to six weeks before the mobility starts. The last possible deadline for applications is 1 May 2025.** Before submitting the application in VIS, the mobility must be notified to the International Office of the UL TEOF, which will review and sign the Learning Agreement or Learning Agreement for Traineeship and the research plan.

They must also submit the following with their applications:

- For short-term doctoral mobility for studies:
 - An Erasmus+ Learning Agreement for Studies signed by the student and the Erasmus+ coordinators at their home and host institutions, and
 - a research plan approved by their home and host institutions.
- For short-term doctoral mobility for traineeship:

- An Erasmus+ Learning Agreement for Traineeship signed by the student and the Erasmus+ coordinators at their home and host institutions, defining the content of the traineeship.

4. SELECTION CRITERIA AND METHOD

4.1. Approval procedure

The faculty approves the student's application and the content of the Erasmus+ Learning Agreement by signing this agreement. It submits the complete and timely applications to the International Cooperation Service (hereinafter: USMS) in the prescribed table **via USMS's SharePoint within 5 days of receiving the application**. Erasmus+ grant applications will be approved on an ongoing basis based on the date they are received by the faculty until the funds are used up. USMS provides students with instructions on how to submit their online Erasmus+ grant applications on the UL's VIS portal. Students must submit their applications at least 10 working days before the mobility programme begins.

5. ERASMUS+ GRANT

Funding will be approved for the University of Ljubljana by the National Agency (CMEPIUS) based on the funding granted by the European Commission and the applications received. Erasmus+ programme students are not automatically entitled to an Erasmus+ grant. They must apply for the grant and any additional top-ups online, via the UL's VIS portal. The Erasmus+ grant must be paid to the student before the mobility programme begins.

The **first day** of the mobility programme shall be the day on which a student must be present at the host institution or the employer's premises, which may be the first day of lectures or work and not the day of arriving abroad. The **last day** shall be the last day when a student has to be present at the host institution / employer's premises abroad.

The purpose of the Erasmus+ grant is to co-finance mobility abroad, not to cover the expenses in full. The amount will be defined in the Erasmus+ Grant Agreement, which the student will sign after submitting the application documentation. The grant may only be awarded for the minimum or maximum period set in this call. A student who receives an Erasmus+ grant remains entitled to receive any national scholarships (e.g. government scholarship, Zois scholarship etc.).

The students' rights, obligations and responsibilities concerning the awarding of grants will be specified in detail in the Erasmus+ Grant Agreement, which the students shall enter into with the UL before departing for the short-term mobility programme abroad.

The grant for students funded under this call depends on the number of mobility days. In the project Erasmus+ KA131 2023 academic year it will amount to:

Duration of mobility	Amount per day	Top-up amount for students with fewer opportunities
Up to and including 14 days of physical mobility	€79	€100
From 15 to 30 days of physical mobility	€56	€150

One travel day before the activity and one travel day following the activity may also be covered by the individual support.

Any costs of obtaining a visa and insurance are covered by the student himself.

5.1. As part of this call, a student who has been awarded the basic Erasmus+ grant for short-term doctoral mobility may also be granted the following top-up amounts:

5.1.1. In addition to the basic Erasmus+ grant, **students with fewer opportunities**, selected in the call, will also receive an additional grant.

To be eligible for this additional grant, students with fewer opportunities must meet the following conditions at the time of application (or at the latest by the beginning of mobility):

- **have the status of a student with special needs** or
- **have the status of a student with special status** (status of categorised athlete or recognised artist, be a participant in international competitions, or have parent status) **or**
- **you or one of your family members** (who live in the same household as the student) **have:**
 - o a decision issued by the Social Work Centre (**government scholarship, cash social assistance, income support, child benefit or large family allowance**) or
 - o a decision issued by the Slovenian Health Insurance Institute or
 - o a decision issued by the Slovenian National Education Institute or
 - o a decision issued by the Pension and Disability Insurance Institute, proving disability, for example, or
- **you come from a single-parent family** (*a single-parent family is a community of one parent and one or more children, where the other parent is deceased and the child does not receive maintenance payments from that parent, the other parent is unknown or the child does not actually receive maintenance payments from the other parent*) or
- **you come from a foster family** or
- **Slovenia is offering you international protection** or
- **you are a member of the Roma community.**

A student proves their entitlement with an appropriate decision/document, which is part of the application documents, when they apply for financial assistance.

If the applicant is not a Slovenian citizen, they must, in order to become eligible for the top-up amount for students with fewer opportunities, submit other relevant proof (original documents and translations into English or Slovenian) attesting that they come from a socially disadvantaged background. These include:

- A certificate from the Register of Households attesting the number of people sharing the household with the applicant;
- Proof of the applicant's income and the income of all their family members living in the same household for the entire calendar year of 2023.

5.1.2. Students who will receive a top-up amount for students with fewer opportunities are also eligible for a **travel top-up**, the amount of which depends on the distance between the seat of their sending institution (Ljubljana) and the seat of their host institution, and the mode of travel (green travel or not). The distance can be calculated using the **EU distance calculator** (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>).

DISTANCE TO HOST CITY (CALCULATED USING THE EU DISTANCE CALCULATOR)	STANDARD TRAVEL (PAYMENT PER PARTICIPANT)	GREEN TRAVEL + UP TO 4 ADDITIONAL DAYS (PAYMENT PER PARTICIPANT)
10–99 km	€23	/
100–499 km	€180	€210
500–1,999 km	€275	€320

2,000–2,999 km	€360	€410
3,000–3,999 km	€530	€610
4,000–7,999 km	€820	/
8,000 or more	€1500	/

5.1.3. As part of this call, the **green travel top-up** in the amount of **€50** (a lump sum) will be awarded to students who will not receive a travel top-up and will travel to **and** from their host country by bus, train, boat and/or any other form of group transport (e.g. GoOpti). The top-up will be paid to students after their exchange ends and they submit the corresponding proof. Students eligible for the green travel top-up may also receive up to 4 (2+2) additional travel days subsidised if the proof they submit shows that they actually needed additional days to complete their green trip.

5.1.4. Additional funds for students with special needs will be awarded to students that are confirmed for an Erasmus+ exchange and apply separately for additional special needs funding. Persons with special needs include individuals who require the provision of programmes with additional specialist assistance or adaptations with regard to the nature of their specific needs.

Students with special needs are blind, partially sighted or visually impaired students, deaf and hearing impaired students, students with speech and language disorders, students with reduced mobility, students with a long-term health condition, students with autistic disorders and students with emotional and behavioural disorders.

Students from disadvantaged backgrounds (on economic grounds) are not considered to be among persons with special needs.

Examples of additional costs for students with special needs include additional travel expenses, adapted local transportation, additional costs due to adapted accommodation, additional costs due to assistance, costs of health services, costs of special teaching aids, etc.

6. HOW TO APPLY AND DEADLINE FOR APPLICATIONS

Students who want to participate in short-term Erasmus+ doctoral mobility abroad should **fill out an online application form via the VIS application up to six weeks before the mobility starts. The last possible deadline for applications is 1 May 2025.** Before submitting the application in VIS, the mobility must be notified to the International Office of the UL TEOF, which will review and sign the Learning Agreement or Learning Agreement for Traineeship and the research plan.

The faculty provides data on selected candidates to the USMS in the prescribed table via the interface on the VIS application portal, no later than 5 working days after receiving the application. Incomplete applications or applications submitted after the set deadline will not be considered.

For more information, please contact the International Office of the UL TEOF at erasmus@teof.uni-lj.si.

7. APPEAL

If their application is rejected, applicants may file an appeal with the competent committee at their faculty within 8 days of receiving the decision. The committee will issue a decision on the appeal. An appeal must be filed in writing, explaining in detail the reasons for lodging it. The application terms and conditions and the application assessment criteria may not constitute the subject of an appeal.

8. CALL DOCUMENTS

- A **guide for applicants** is available at: <https://erasmus-plus.ec.europa.eu/document/erasmus-programme-guide-2023-version-1>
- The **UL call for applications** is available at: [Mobilnost za doktorske študente | Univerza v Ljubljani \(uni-lj.si\)](#)

Any other specific information will be provided by individual UL faculties on their respective websites.

9. CHANGE OF THE CALL'S TERMS AND CONDITIONS AND FUNDING

As the entity publishing this call for applications, the UL reserves the right to amend the funding terms and conditions in the event of changes to the financing conditions or force majeure. It may change the rules and conditions for participating in the call at any time.

- The University will post any changes and updates on the following website: [Mobilnost za doktorske študente | Univerza v Ljubljani \(uni-lj.si\)](#)

10. ADDITIONAL INFORMATION

For more information, please contact the International Office of the UL TEOF at erasmus@teof.uni-lj.si.

Ljubljana, 4. 6. 2024

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