**CALL FOR APPLICANTS**

**FOR CO-FINANCING OF STUDENT MOBILITY FOR THE PURPOSE OF STUDIES**

**AT UNIVERSITY OF MARIBOR**

**ERASMUS+ (KA107) – INTERNATIONAL CREDIT MOBILITY**

**Academic Year 2016/2017**

**Online Application will be open from April 1st, 2016!**

**1. GENERAL PROVISIONS**

Erasmus+ Programme enables a student to conduct a part of his or her regular study obligations at any level or cycle, respectively, (including preparation of diploma, master or doctoral thesis, but excluding research not being a direct obligation of studies) at an international partner institution (in this case University of Maribor) instead of the domestic institution.

**Partner higher education (sending) institutions** are institutions from partner states, who have entered an Erasmus+ Institutional Agreement with University of Maribor (further-on: UM) for student mobility for the purpose of studies. The list of entered agreements is published at following website of UM:

**LINK**!

To this call, students may apply to be mobile from a partner institution to UM.

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

A student may apply also above the given means using the Erasmus+ benefits, but will not obtain any financial grant (zero-grant student).

Studies at UM may take a minimum of 3 and a maximum of 12 months.

Students, who will obtain financial means in the framework of this call, may apply to mobility only for the time of **one semester**, except **PhD students** who may apply for mobility of **3 months**. A student might decide to prolong mobility before the end of the semester, but the additional period will be co-financed only in case of available means.

This call enables applications for mobility for the purpose of studies at UM in the period from **February 22nd, 2016 till May 31st, 2017.**

**2. BASIC PRE-CONDITIONS**

Students meeting the basic requirements for the status of an »Erasmus+ Student« foreseen by the programme, may apply to this call, and they are:

- status of a student at the domestic institution in the time of the study abroad,
- enrolment in academic year 2015/2016 or 2016/2017 in second year of under-graduate studies at the domestic institution, at least,
- the student must not exceed the maximum of 12 months exchange in the framework of Erasmus LLP, Erasmus Mundus and Erasmus+ on the same level of studies (to which he or she will be enrolled in academic years 2015/2016 or 2016/2017) together with the planned mobility. Students of unique programmes (5 or 6 year programmes) must not exceed 24 months.

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

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

Students, who have not settled financial relations from the programmes Erasmus LLP, Erasmus Mundus and Erasmus+, may not apply to this call.

Students cannot be mobile to a university in the state of the sending institution, nor to a state where they reside or have their permanent residence, where they were born or any state of their citizenship.

The student has to spend all of the Erasmus+ studies abroad at the place of the receiving institution! UM may request for proof of stay at any time, as there are: a copy of a rental contract at the place of studies for the total period, registration at the foreigners' office of the place of studies abroad, confirmation of payment of rent, etc.

Study obligations agreed before departure by the student and the sending and receiving institution in the Learning Agreement for Studies that will be performed by the student at the partner institution abroad will be recognised at the domestic institution after the return. Recognition of successfully passed obligations may be rejected only, if the student did not reach the requested level of knowledge/skills demanded by the receiving institution or did not fulfil other agreed obligations and conditions for recognition.

A pre-condition of the Erasmus+ programme is that all obligations passed in the time of Erasmus+ studies abroad have to be recognised at least by entrance into the Diploma Supplement.

In line with the conclusion of the Senate of UM students have to collect following credits in time of their study abroad, in order to be allowed the total financial grant:
- min. 10 ECTS for a trimester,
- min. 20 ECTS for a semester and
- min. 40 ECTS for an academic year.

**3. FINANCIAL GRANT**

A student receives a grant for travel costs and individual support.

The grant for travel costs is depending on the distance between the seat of the domestic institution and the place of the destination and is approved based on actual costs, but to the maximum of the amounts in Table 1.

Table 1 – Travel costs – maximum amounts regarding the distance between the seat of the domestic institution and the place of the destination

|  |  |
| --- | --- |
| **Distances**  | **Amount of grant (EUR/participant)** |
| Distances from 0 to 99 km | 0  |
| Distances from 100 to 499 km | 180 |
| Distances from 500 to 1999 km | 275 |
| Distances from 2000 to 2999 km | 360 |
| Distances from 3000 to 3999 km | 530 |
| Distances from 4000 to 7999 km | 820 |
| Distances of 8000 km or more | 1100  |

A distance is to be calculated by the distance calculator provided by European Commission

(<http://ec.europa.eu/programmes/erasmus-plus/tools/distance_sl.htm>). The one way distance has to be used for the calculation of the EU grant for coverage of travel costs.

Erasmus+ individual support only finances costs of stay abroad and does not cover all costs. The amount of the monthly Erasmus+ grant is granted based on table 2.

Table 2 – Amount of individual support

|  |  |  |
| --- | --- | --- |
| **Sending state** | **Hosting state** | **Amount of grant (EUR/month)** |
| Partner state | Slovenia | 800 |
| Slovenia | Partner state | 650 |

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

The starting date of the Erasmus+ activity (that has to be stated by the student in the application) is the first day of the student's presence at the receiving institution. This may be the day of the first lecture, a welcome event organised by the receiving institution or an intercultural course (e.g. Welcome Week).

The end date of the Erasmus+ activity (that has to be stated by the student in the application) is the last day, when the student has to be present at the receiving institution. This may be e.g. the last day of the examination period/work/obligatory presence.

A student obtaining an Erasmus+ financial grant is still entitled to keep any other domestic national scholarship or grant.

The benefit of a grant is meant to all students, who did not cancelled their application after the deadline of application in a previous year of Erasmus LLP and Erasmus+.

The project will finance following mobility regarding the state of mobility from following table:

Table 3 – List of approved states and numbers of mobility

|  |  |  |
| --- | --- | --- |
| **Partner state** | **Mobility flow** | **No. of approved mobility by level of studies** |
| **1st level** | **2nd level** | **3rd level** |
| Albania | to Slovenia | 1 | 1 |  |
| Bosnia and Hercegovina | to Slovenia | 4 | 2 | 1 |
| Bosnia and Hercegovina | from Slovenia | 2 | 1 | 2 |
| Montenegro | to Slovenia | 1 | 1 |  |
| PR China | to Slovenia |  | 2 | 1 |
| PR China | from Slovenia |  |  | 1 |
| Russia\* | to Slovenia | 4 | 2 | 2 |
| Russia\* | from Slovenia |  |  | 2 |
| Serbia | to Slovenia | 5 | 2 | 2 |
| Serbia | from Slovenia | 3 | 2 | 1 |

\*as recognised by international law

In case that UM will obtain more complete applications than there are available means for studies in and from the partner states in academic year 2015/2016 or 2016/2017, UM will conduct a selection procedure based on following criteria:

20% - Learning Agreement for Studies or Mobility Activity Plan

30% - Academic success of a student in the past academic year

10% - past mobility of a student (advantage will be given to students who were not mobile in the past)

20% - Motivation letter

20% - CV with mentioned additional activities.

UM will strive for equal representation of all partner institutions.

In case that till the running out of the call there will be means left for co-financing of studies abroad, another call for applications will be published.

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

Special needs students confirmed for Erasmus+ exchange, may apply for additional financial support.

**4. APPLICATION**

Before applying to the call, a student shall check the list of partner institutions, fields and levels of study within the table of bilateral agreements. In line with the published possibilities, a student selects the partner institution (receiving institution), where he or she wishes to pass a part of the regular study obligations.

Before the application to the call, a student shall check internal procedures for the application for mobility for a study period abroad at the sending home institution.

The application has to contain:

1. the Learning Agreement for Studies (encompasses the application and the learning agreement) accessible at following link: <https://studentexchange.um.si/>. It has to be confirmed by the student and the Erasmus+ coordinator or responsible person at the department or faculty and the institutional coordinator or responsible person of the sending institution.\*

2. a transcript of records on all passed exams for all levels of study

3. a confirmation of English language knowledge on the level of B1 at least 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 the English teacher at the home department or by presentation of a TOEFL result 42 (IBT) or more, IELTS 4.0 or more, or by another equal certificate

4. a signed declaration on eventual already conducted student mobility (Attachment 2)

5. a signed declaration on the state 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 mentioned additional activities (Attachment 4)

8. a valid actual confirmation on enrolment

9. a copy of a valid personal document (passport or ID).

\*Students applying for preparation of a diploma, master or doctoral thesis have to attach also the »Mobility Activity Plan« (Attachment 5) confirmed by the student and the Erasmus+ coordinator or other responsible person at the sending institution to the application.

All documents have to be in PDF format.

**The complete application is to be sent to the Erasmus+ coordinator or other responsible person of the International Relations Office of the domestic institution from table 4 till April 30th, 2016.** Students will be informed on selection and further procedures till June 15th, 2016.

Table 4 – List of partner institutions from partner states with a signed Erasmus+ bilateral agreement for student mobility

|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE OF THE INSTITUTION** | **NAME OF THE COORDINATOR** | **E-MAIL** | **ADDRESS** |
| UNIVERSITY OF MOSTAR |  |  |  |
| UNIVERSITY OF SARAJEVO |  |  |  |
| HANGZHOU NORMAL UNIVERSITY |  |  |  |
| MOSCOW STATE UNIVERSITY OF CIVIL ENGINEERING |  |  |  |
| I.M. SECHENOV FIRST MOSCOW STATE MEDICAL UNIVERSITY |  |  |  |
| UNIVERSITY OF BELGRADE |  |  |  |
| UNIVERSITY OF KRAGUJEVAC |  |  |  |
| UNIVERSITY OF NIŠ |  |  |  |
| UNIVERSITY OF NOVI SAD |  |  |  |
| VISOKA ŠKOLA STRUKOVNIH STUDIJA ZA OBRAZOVANJE VASPITAČA U NOVOM SADU |  |  |  |
| SINGIDUNUM UNIVERSITY |  |  |  |
| PRESCHOOL TEACHER TRAINING COLLEGE |  |  |  |

**5. ZERO-GRANT APPLICATION**

Erasmus+ status brings along benefits beside the mere grant. Especially, benefits of a tuition waver might be interesting in several cases or other benefits connected to the student status abroad could be helpful. Therefore, a student, who does not get any financial grant and wishes to make the Erasmus+ experience anyway, may also apply for mobility and take care of the application. In this case, the deadline of submission is 60 days before the planned departure to the location of mobility.

Students of partner institutions send their full application to the electronic address: ana.milovan@um.si.

Contact:

University of Maribor

International Relations Office

Ana Milovan
T: 02/23 55 446
E: ana.milovan@um.si

Maribor, 7.3.2016