PUBLIC CALL FOR APPLICATIONS FOR SHORT-TERM MOBILITY FOR DOCTORAL STUDENTS FOR THE PURPOSE OF STUDY AND/OR TRAINEESHIP WITHIN THE ERASMUS+ PROGRAMME
PROJECT KA131-HED-0073/2026
(the call covers mobilities starting from 1 November 2026 to 30 September 2027)

1. NAME AND REGISTERED OFFICE OF THE CALL ISSUER

The issuer of the public call is the University of Ljubljana, Kongresni trg 12, 1000 Ljubljana (hereinafter: UL).

2. PURPOSE AND OBJECTIVE OF THE PUBLIC CALL

Erasmus+ is a programme that supports activities in the fields of education, training, youth and sport across all sectors of lifelong learning (school education, higher education, adult education, youth activities, etc.). This call for applications relates to Key Action KA1 131, learning mobility of individuals.

Within this call, the Erasmus+ programme enables a student to complete part of their regular study obligations, traineeship, research work, or doctoral thesis preparation at the third cycle of study at a host institution abroad instead of at their home institution.

Students who, during the mobility period, will be enrolled in any third-cycle (doctoral) study programme at UL may apply to this call. In the case of mobility for a traineeship, students who will soon complete their third-cycle studies at UL may also apply; however, they must submit the application under this call before completing their studies and must complete the traineeship within 12 months after graduation or by the end of the call's eligibility period (whichever occurs first).

The period of physical mobility abroad is limited to a minimum of 5 consecutive days and a maximum of 30 days. The student may combine the period of physical mobility abroad with a virtual mobility component, up to a total duration of 12 months; the virtual component is not financed from Erasmus+ funds. If a third-cycle student has already carried out an Erasmus+ mobility for studies or traineeship, the total of the completed study and/or traineeship period(s) and the requested period must not exceed 12 months.

A student may undertake short-term doctoral mobility for studies/traineeship multiple times; however, the duration of each individual mobility must not exceed 30 days. If the student wishes to undertake short-term mobility at the same institution, at least 30 days must elapse between the mobilities, i.e., the maximum duration of a short-term mobility.

A student must not move directly from long-term to short-term mobility at the same institution, and vice versa. At least 30 days must elapse between such mobilities.

In the case of short-term mobility of doctoral students **for studies**, the student may carry out the mobility **at institutions with which the student's home university/faculty has signed an inter-institutional agreement for student exchange** for the relevant academic year. The study period abroad must be part of the student's study programme leading to completion of

the third cycle of study. The study period abroad may also include a traineeship. Such a combination creates synergies between academic and professional experience abroad.
Short-term mobility **for a traineeship** may be carried out by doctoral students in a research institute, laboratory, organisation or any other relevant workplace in one of the countries participating in the Erasmus+ programme. This also includes teaching assistantships for third-cycle students who will become teachers, and research assistantships for doctoral candidates in any relevant research facility. To further increase synergies with the Horizon Europe programme, these mobilities may also be implemented within research projects financed under Horizon Europe, in full compliance with the principle of avoiding double funding of activities from EU funds. The minimum workload for the student during the traineeship is **25 hours per week**.

Host organisations for traineeships (except in countries of regions 13 and 14 and in third countries not associated to the Erasmus+ programme) may be:

- a public or private, small, medium or large enterprise (including social enterprises and public bodies at local, regional or national level);
- a social partner or other representative of working life (including chambers of commerce, craft/professional associations and trade unions);
- research institutes;
- foundations;
- schools/institutes/education and training centres;
- non-profit organisations and associations and non-governmental organisations;
- bodies providing career guidance, professional counselling and information services.

The following types of organisations **are not eligible as host organisations**:

- EU institutions and other EU bodies, including specialised agencies. An extended list is available at: https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/search-all-eu-institutions-and-bodies_en
- organisations managing EU programmes (in order to prevent potential conflicts of interest and/or double funding).

Short-term doctoral mobility may also be carried out as **blended mobility**. Blended mobility combines physical mobility (lasting from 5 to 30 days) with a virtual component (up to a total of 12 months) that facilitates online exchange and teamwork for collaborative learning. Each student may also carry out blended mobility by participating in a blended intensive programme, where the virtual component is mandatory. **The virtual component is not financed.**

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

The objectives of this type of mobility are:

- **to meet doctoral candidates' diverse learning and training needs;**
- to improve learning competences;
- to increase employability and employment opportunities;
- to increase initiative and entrepreneurship;
- to strengthen links between higher education institutions and research institutions;
- to improve foreign language skills;
- to increase intercultural awareness;
- to improve knowledge of EU projects and EU values;
- to increase motivation for further education (formal and non-formal) and training after completing the mobility.

Short-term doctoral mobility abroad within Erasmus+ must be agreed in advance by means of a **LEARNING AGREEMENT for studies or traineeship**, signed by the student, the Erasmus+

coordinator at the student's home faculty and the Erasmus+ coordinator/employer at the host institution abroad. For a Learning Agreement for studies, the applicant must also attach a work/research plan. **These two documents are a prerequisite for concluding the Erasmus+ Grant Agreement between UL and the selected student. The Erasmus+ Grant Agreement between UL and the student must be concluded BEFORE the student departs for Erasmus+ mobility.**

If the student will receive ECTS credits for short-term doctoral mobility, this must also be specified in the Learning Agreement.

Under this call, the student may carry out short-term doctoral mobility for studies in Erasmus+ programme countries (EU Member States, Iceland, Liechtenstein, Norway, North Macedonia, Serbia and Türkiye), as well as in partner countries of regions 13 and 14 and in third countries not associated to the Erasmus+ programme.
Under this call, the student may carry out short-term doctoral mobility for a traineeship in Erasmus+ programme countries (EU Member States, Iceland, Liechtenstein, Norway, North Macedonia, Serbia and Türkiye). **In partner countries of regions 13 and 14 and in third countries not associated to the Erasmus+ programme, this is possible only if the traineeship is carried out at an accredited higher education institution.**

Students must not carry out mobility in the country of the sending university, in their country of permanent residence, or in the country of which they are citizens.
Throughout the Erasmus+ mobility, the student must reside in the location of the host university abroad.

A doctoral student who is also employed at UL (young researcher)[1] receives an Erasmus+ grant for short-term doctoral mobility in accordance with the project rules. The UL member institution issues a travel order. Upon returning from mobility, the student completes the travel order and records the amount received under the Erasmus+ Grant Agreement. This amount is deducted from the calculated travel order; the student receives only the difference. In this way, the student may also be reimbursed via the travel order for possible visa and insurance costs, which are currently not covered by the Erasmus+ grant.

Doctoral students may apply to this call if they will carry out short-term doctoral mobility for studies or traineeship abroad, starting <u>from 1 November 2026 until no later than 30 September 2027, or until the funds are exhausted (whichever occurs first)</u>. The last possible date for for application under this call is 31 August 2027.

3. ELIGIBILITY REQUIREMENTS AND APPLICATION CONTENT/PREPARATION

Eligibility requirements for applicants

A UL student may apply to this call under the following conditions:

- that, during the mobility period, they are enrolled at their home UL member institution as a third-cycle student;
- for traineeship mobility, students who are (still) enrolled at their home UL member institution as third-cycle students at the time of submitting the application may also apply; the mobility must be carried out within one year after completing third-cycle studies or by the end of the call.

Students who have outstanding financial obligations under the Erasmus or Erasmus+ programme, as well as students who, during studies at the level for which they are applying under this call, were sanctioned in disciplinary proceedings, may not apply.

Application content and preparation

To apply to the public call, the applicant must complete an online application in accordance with the member institution's instructions **at least 30 days and no more than 60 days before the start of the mobility. The application is submitted at the applicant's member institution.**

The application must include the following mandatory attachments:

- in the case of short-term mobility of doctoral students for studies:
- Erasmus+ Learning Agreement for Studies, signed by the student, the home and the host Erasmus+ coordinator; and
- a research plan approved by the home and host institution.

- in the case of short-term mobility of doctoral students for a traineeship:
- Erasmus+ Learning Agreement for Traineeship, signed by the student, the home and host Erasmus+ coordinator/employer, and including the defined traineeship content.

4. SELECTION CRITERIA AND SELECTION PROCEDURE

Application approval procedure

The member institution confirms the student's application and the content of the Erasmus+ Learning Agreement by signing it. The member institution uploads timely and complete applications directly into VIS UL, **no later than 5 days after receiving the application and at least 14 working days before the start of the mobility**. Applications for Erasmus+ financial support will be approved on a rolling basis, according to the date the application is received by the member institution, until the funds are exhausted. The University Service for International Cooperation (hereinafter: USMS) sends the student instructions for submitting the online application for Erasmus+ financial support in VIS UL, which the student must submit at least 10 working days before the start of the mobility.

5. ERASMUS+ FINANCIAL SUPPORT

Based on the funds approved by the European Commission and the applications received, the National Agency CMEPIUS will allocate funds to the University of Ljubljana. Selection for the Erasmus+ programme does not automatically entitle a student to Erasmus+ financial support. The student must apply for Erasmus+ financial support and any possible top-ups via an online application in VIS UL. Erasmus+ financial support must be paid to the student BEFORE the start of the mobility.

The **first day** of mobility is the day on which the student must be present at the host institution/employer abroad (this may be the first day of classes/work), not the day of arrival abroad. The **last day** is the last day on which the student must be present at the host institution/employer abroad, not the day of departure.

Erasmus+ financial support co-finances the costs of mobility abroad and does not cover costs in full. The amount will be specified in the Erasmus+ Grant Agreement, which the student will sign after submitting the application documentation. The grant may be approved only for the period within the minimum/maximum duration under this public call. A student who receives an Erasmus+ grant remains eligible to receive any national scholarship (e.g., state scholarship, Zois scholarship, etc.).

Students' rights, obligations and responsibilities regarding the allocation of financial support will be set out in more detail in the Erasmus+ Grant Agreement, which the student will conclude with UL before departing for short-term mobility.

Financial support for students financed under this call depends on the number of mobility days and, in project KA131 2026, amounts to:

MOBILITY DURATION	DAILY AMOUNT	ONE-OFF TOP-UP FOR STUDENTS WITH FEWER OPPORTUNITIES
up to and including the 14th day of physical mobility	**79 €/day**	**100 €**
from the 15th to the 30th day of physical mobility	**56 €/day**	**150 €**

If needed, financial support may also cover 1 travel day before the activity and 1 travel day after it.

Under this call, a student who has been awarded the basic Erasmus+ grant for short-term doctoral mobility may receive the following financial top-ups:

5.1.1. Selected students with fewer opportunities may, in addition to the basic Erasmus+ financial support, receive an additional top-up for students with fewer opportunities.
The eligibility conditions for this top-up are that, at the time of applying (or at the latest by the start of mobility), the student meets the following conditions:

- **has the status of a student with special needs** or
- **has the status of a student with special status** (categorised athlete status, recognised artist/cultural worker, participant in international competitions, or parent status) **or**
- **the student or a member of the student's household** (living in the same household) has:
  - a decision issued by the CSD (**state scholarship, cash social assistance, care allowance, child allowance or large family allowance**) or
  - a decision issued by ZZZS or
  - a decision issued by ZRSŠ or
  - a decision issued by ZPIZ proving, e.g., disability; or
- **comes from a single-parent family** *(A single-parent family is a community of one parent with children where the other parent has died and the child does not receive maintenance benefits from them, or where the other parent is unknown, or where the child in fact does not receive maintenance benefits from the other parent.)* or
- **comes from a foster family** or
- **is granted international protection by Slovenia** or
- **is a member of the Roma community**.

The student demonstrates eligibility with the relevant decision/order/document, which forms part of the application documentation when applying for financial support.

If the applicant does not have Slovenian citizenship, to be eligible for the top-up for students with fewer opportunities they must submit other appropriate evidence (originals and translations into English or Slovenian) proving that they come from a background with fewer opportunities. This includes:

- a certificate from the household register showing how many persons live together with the applicant in the same household;
- income certificates for the applicant and all household members living in the same household for the last full calendar year.

5.1.2. Students are also eligible **for travel support**, the amount of which depends on the one-way distance between the location of the sending organisation (Ljubljana) and the place where the activity is carried out, and on the travel mode (green travel or not). The distance is

calculated using the **EU Distance Calculator** (https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator).

DISTANCE TO THE MOBILITY LOCATION (CALCULATED WITH THE EU DISTANCE CALCULATOR)	STANDARD TRAVEL + UP TO 2 ADDITIONAL TRAVEL DAYS (PAYMENT PER PARTICIPANT)	GREEN TRAVEL + UP TO 6 ADDITIONAL TRAVEL DAYS (PAYMENT PER PARTICIPANT)
between 10 and 99 km	28 €	56 €
between 100 and 499 km	211 €	285 €
between 500 and 1,999 km	309 €	417 €
between 2,000 and 2,999 km	395 €	535 €
between 3,000 and 3,999 km	580 €	785 €
between 4,000 and 7,999 km	1188 €	1188 €
over 8,000 km	1735 €	1735 €

Students are encouraged to use low-emission means of transport for journeys shorter than 500 km. For distances over 500 km, students are advised to use a combination of different modes of transport to make their travel more sustainable. A special Erasmus+ Interrail pass offer is available for Erasmus+ students. More information is available at: https://www.interrail.eu/en/interrail-passes/erasmus.

Before the start of mobility, the participant will receive the amount for standard travel even if they plan green travel. The difference up to the amount for green travel will be allocated after the end of mobility (upon submission of appropriate proof of the travel mode) to those participants who will travel to and from the mobility destination for the majority of the journey using low-emission means of transport: by bus, train, bicycle and/or other shared transport (e.g., GoOpti ...). Plane, motorcycle, car (including car-sharing) and boat are not considered green means of transport. In the case of green travel, up to 3 additional travel days before the mobility and up to 3 additional travel days after it may also be included in the financial support, if the evidence shows that the student actually needed additional travel days to carry out green travel.

5.1.3. Additional funds for students with special needs will be approved for students who are selected for Erasmus+ mobility and who submit a separate application in due time (in accordance with USMS instructions) requesting additional financial support for special needs. Persons with special needs include individuals who require programme delivery with additional professional support or adjustments depending on the nature of the specific need.

Students with special needs include: blind or partially sighted students or students with impaired visual function, deaf and hard-of-hearing students, students with speech and language disorders, students with mobility impairments, students with long-term illnesses,

students with autism spectrum disorders, and students with emotional and behavioural disorders.

Participants from backgrounds with fewer opportunities (economic reasons) are not considered to have special needs.

Examples of additional costs for students with special needs include: additional travel costs, adapted local transport, additional costs due to adapted accommodation, additional costs of an assistant, costs of healthcare services, costs of special teaching aids, etc.

5.1.4. Students will also be eligible for health and accident insurance in cases where the European Health Insurance Card does not cover necessary urgent healthcare services in public healthcare institutions in the country (https://www.zzzs.si/zzzs-api/obrazci/narocilo-evropske-kartice-zdravstvenega-zavarovanja-evropska-kartica/) where they will carry out Erasmus+ mobility. For students who will go on mobility to countries where the European Health Insurance Card is not valid, USMS will arrange insurance if the students request it when submitting the application for Erasmus+ financial support, by sending the request in due time (before departure for mobility) to the relevant USMS email address[1]. Students who request this will receive the necessary information and the health insurance policy before departure for mobility to the email address they provide in the online application for Erasmus+ financial support.

6. APPLICATION METHOD AND DEADLINE FOR SUBMISSION

A student who wishes to undertake short-term doctoral Erasmus+ mobility abroad must complete the application in accordance with the member institution's instructions, no later than 30 days before the start of the mobility.

The home member institution imports the data on selected candidates directly into VIS UL, no later than 5 working days after receiving the application and at least 14 working days before the start of the mobility. Incomplete applications and applications submitted after the prescribed deadline will not be considered.

Applicants can obtain more information **from the Erasmus+ programme contact persons at their member institution**:

UL MEMBER INSTITUTION	ERASMUS+ CONTACT PERSON	EMAIL ADDRESS
Academy of Music	Nina Podlipnik	nina.podlipnik@ag.uni-lj.si
Academy of Theatre, Radio, Film and Television	Andreja Novoselič	international@agrft.uni-lj.si
Academy of Fine Arts and Design	Rok Korenčan	rok.korencan@aluo.uni-lj.si
Biotechnical Faculty	Katarina Rihtaršič	international@bf.uni-lj.si
School of Economics and Business	Klavdija Besednjak	klavdija besednjak@ef.uni-lj.si
Faculty of Architecture	Matevž Juvančič	matevz.juvancic@fa.uni-lj.si
Faculty of Social Sciences	Maša Kolenbrand	masa.kolenbrand@fdv.uni-lj.si
Faculty of Electrical Engineering	Katarina Erjavec Drešar	international@fe.uni-lj.si
Faculty of Arts	Anja Golec	anja.golec@ff.uni-lj.si
Faculty of Pharmacy	Hanna Žlajpah	hanna.zlajpah@ffa.uni-lj.si
Faculty of Civil and Geodetic Engineering	Romana Hudin	romana.hudin@fgg.uni-lj.si
Faculty of Chemistry and Chemical Technology	Asja Emeršič	asja.emersic@fkkt.uni-lj.si

Faculty of Mathematics and Physics	Nina Rogelja	nina.rogelja@fmf.uni-lj.si
Faculty of Maritime Studies and Transport	Tamara Pukšič	tamara.puksic@fpp.uni-lj.si
Faculty of Computer and Information Science	Vesna Gračner	vesna.gracner@fri.uni-lj.si
Faculty of Mechanical Engineering	Davorin Kramar	davorin.kramar@fs.uni-lj.si
Faculty of Social Work	Borut Petrović Jesenovec	office@fsd.uni-lj.si
Faculty of Sport	Jožef Križaj	jozef.krizaj@fsp.uni-lj.si
Faculty of Public Administration	Lara Vrhovec	international@fu.uni-lj.si
Faculty of Medicine	Jerneja Čelofiga	jerneja.celofiga@mf.uni-lj.si
Faculty of Natural Sciences and Engineering	Tadeja de Queiroz Santos	tadeja.dequeirozsantos@ntf.uni-lj.si
Faculty of Education	Igor Repac	mednarodna@pef.uni-lj.si
Faculty of Law	Barbara Kokot	erasmus@pf.uni-lj.si
Faculty of Theology	Katarina Kompan Erzar	erasmus@teof.uni-lj.si
Veterinary Faculty	Nina Mali	nina.mali@vf.uni-lj.si
Faculty of Health Sciences	Valentina Syla	valentina.syla@zf.uni-lj.si

7. RIGHT TO APPEAL

In the event that an application under this call is rejected, applicants may lodge an appeal at their member institution within 8 days with the competent commission. The competent commission decides on the appeal by a decision. The appeal must contain a written explanation clearly specifying the reasons for lodging the appeal. The subject of the appeal may not be the eligibility requirements for student applications or the established criteria for evaluating applications.

8. CALL DOCUMENTATION

Programme Guide for Applicants is available at: https://erasmus-plus.ec.europa.eu/resources-and-tools/documents-and-guidelines/erasmus-programme-guide-2025-version-2

UL call is available at: https://www.uni-lj.si/studij/izmenjave/izmenjave-erasmus/izmenjave-za-doktorske-studente

Any specific information provided by individual member institutions is published on their websites.

9. CHANGES TO CALL CONDITIONS AND FUNDING

UL, as the implementing body of this call, reserves the right to change or amend the funding conditions in the event of changed financial conditions or force majeure. Changes to the rules and conditions for participation in the call may be made at any time.

Any changes and updates will be announced by the implementing body via publications on the website: https://www.uni-lj.si/studij/izmenjave/izmenjave-erasmus/izmenjave-za-doktorske-studente.

10. ADDITIONAL INFORMATION AND NOTIFICATIONS

More information is available from the University Service for International Cooperation.

For mobilities for the purpose of studies:	For mobilities for the purpose of traineeship:
Erika Bolčina E-naslov: erika.bolcina@uni-lj.si Tel: 01 2418 571	**Urška Ravnik** E-naslov: urska.ravnik@uni-lj.si Tel: 01 2418 572

Ljubljana, 12. 10. 2026

Bibi Ovaska
Institutional Erasmus+ KA1 131 Coordinator

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