



FDV

UNIVERZA V LJUBLJANI
Fakulteta za družbene vede

PREPARATIONS FOR STUDY EXCHANGE ABROAD

2026





CONDITIONS & PROCEDURES BEFORE, DURING AND AFTER MOBILITY ABROAD





CONDITIONS FOR STUDY EXCHANGE

During the exchange period, you must have **student status and cannot repeat a year.**

Duration:

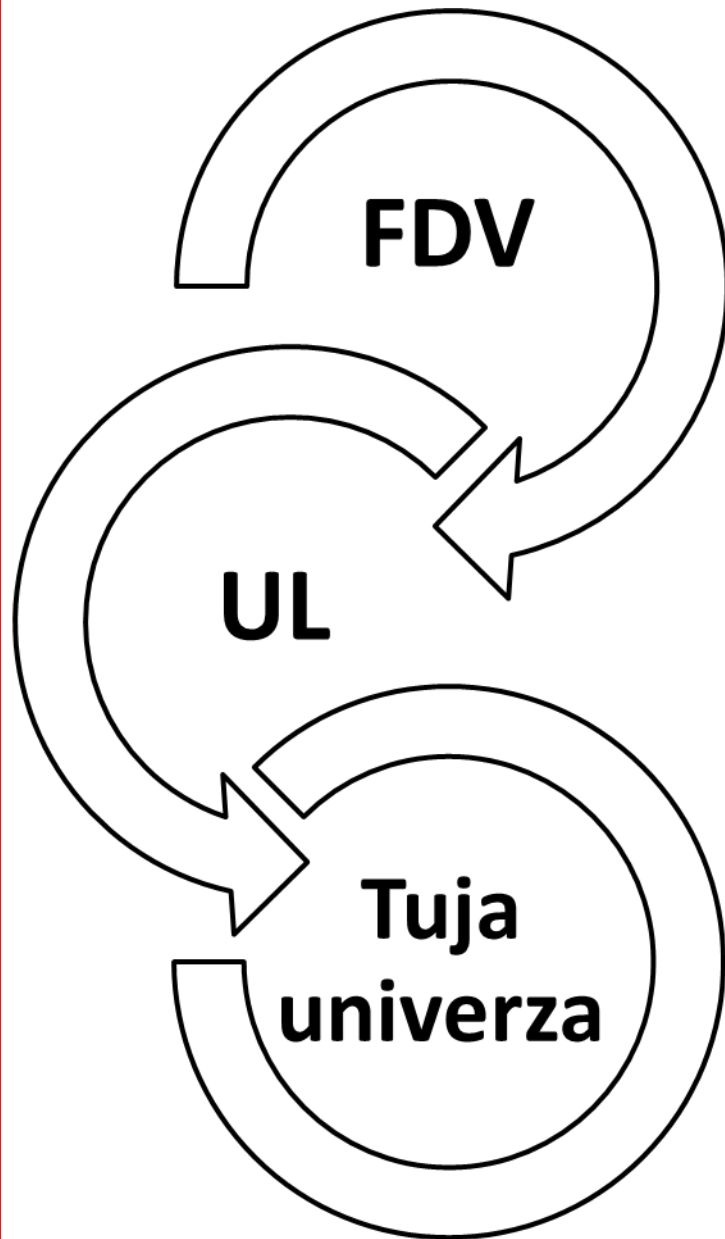
- **Up to 12 months** (at each level of study)
- **Approximately 5 months** (winter or summer semester)
- **Approximately 10 months** (full-year exchange)
- **3 months** (mobility for the purpose of final thesis preparation)



CONDITIONS FOR STUDY EXCHANGE

- Minimum **20 ECTS** (per semester) – recommended **30 ECTS** (per semester)
- Minimum **40 ECTS** (full-year) – recommended **60 ECTS** (full-year)
- Mobility for the purpose of final thesis preparation – a **content report** on thesis preparation (without obtaining ECTS).

PROCEDURES BEFORE, DURING AND AFTER THE MOBILITY



Phase 1

- Before the mobility

Phase 2

- During the mobility

Phase 3

- After the mobility

PROCEDURES AND FORMS BEFORE STUDY EXCHANGE

1. faza

FDV –
Foreign
university

- *Nomination*

Foreign
university

- *Application Form*

Foreign
university/
student

- *Accommodation*

NOMINATION

The **FDV International Office** nominates selected students to foreign universities – deadlines vary between universities:

- For the **first semester** and **full-year exchange** = March/April/May/June
- For the **second semester** = August/September/October

The **International Office of the host university** sends students an acceptance letter and instructions for further steps.



Proactive involvement from students is essential for obtaining information.

APPLICATION FORM

The student must submit the following documents to the host university (or **follow the specific instructions of the host university!**):

- **Transcript of Records (ToR)** – Obtain it from the WebOffice: (MyFDV/Web Office/Others/ToR) – select the English version!
- **Language Certificate** – Matura certificate, OLS test result, internationally recognized certificate (IELTS, TOEFL, DELE), or another certificate.
- **Learning Agreement**
- **Statement of Purpose and/or Motivation Letter** (if required)

ACCOMMODATION

1. faza

(host university's online application form or their official form)

- **Student dormitory** – Check whether the host university provides accommodation in student dormitories. If you cannot find this information on their website or in the provided instructions, contact the host university's international office.
- **Private accommodation** – Check whether the host university offers assistance in finding private accommodation. If you cannot find this information on their website or in their instructions, contact the host university's international office.
- **You can also search for accommodation on your own on the market** - e.g., [HousingAnywhere.com](https://www.housinganywhere.com), [ErasmusPlay.com](https://www.erasmusplay.com), or other online platforms in the local area.

Be cautious of scams!



POSTOPEK IN OBRAZCI

PRED ODHODOM NA IZMENJAVO

1. faza

UL

- **Erasmus+ financial support = Erasmus+ grant** – online application for the grant (email from the UL international office, Ms. Erika Bolčina)

UL

- **Supplement to the Erasmus+ grant** - from the Slovenian Public Fund – (submit alongside the online grant application).

UL

- **Supplement for students from disadvantaged backgrounds** – for those receiving a state scholarship, financial social assistance, disability allowance, child allowance, etc. (applies to you or a member of your household) – when applying for the supplement, relevant documentation must be provided.

Phase 1: ERASMUS+ FINANCIAL SUPPORT

1. faza

Group		Monthly grant
<u>Group 1:</u>	Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, The Netherlands, Norway, Sweden	674 €
<u>Group 2:</u>	Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Spain	606 €
<u>Group 3:</u>	Bulgaria, Croatia, Lithuania, Hungary, Poland, Romania, North Macedonia, Serbia, Turkey	550 €

If the conditions are met, the following additional allowances (top-ups) are possible:

The allowance for students from disadvantaged backgrounds amounts to 250 EUR/month.

Travel allowance (EU distance calculator) + green travel allowance

Phase 1: ERASMUS+ FINANCIAL SUPPORT

GREEN TRAVEL ALLOWANCE + UP TO 6 EXTRA DAYS FOR TRAVELING

between 10 and 99 km	28 €	56 €
between 100 and 499 km	211 €	285 €
between 500 and 1999 km	309 €	417 €
between 2000 and 2999 km	395 €	535 €
between 3000 and 3999 km	580 €	785 €
between 4000 and 7999 km	1188 €	1188 €
8000 km or more	1735 €	1735 €

The allowance for students from disadvantaged backgrounds amounts to 250 EUR/month (official decision from your home institutions)

Travel allowance (EU distance calculator) + green travel allowance

The amount is determined based on the distance between Ljubljana and the location of the foreign university: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

A one-way distance to the mobility destination is taken into account.

Green travel: train, bus, Go-Opti (carpooling does not count).



Phase 1: ERASMUS+ FINANCIAL SUPPORT

University of Ljubljana Online Application for Erasmus+ Financial Support and Allowances

- Additional information and access to the online application will be provided by UL.
- Applications for financial support must be submitted at least **one month before the start of mobility**.
- When applying, you will need to enter your personal details, study information, planned study exchange details, and upload the required attachments, which you can prepare in advance:
 - **Letter of Acceptance**: A confirmation or email from the host university verifying student acceptance, or a study agreement signed by both parties.
 - **Learning Agreement (LA)**: Before departure, the LA must be signed by you, the international office at FDV (international cooperation coordinator at the department), and the Erasmus+ coordinator of the host university.
 - **Confirmation of Studies/Stay**: An official confirmation of the exact study mobility period – this form is provided by the University of Ljubljana.
 - **Copy of bank card**: The page showing your Slovenian bank account (TRR) number.
 - **Proof of enrollment** for the 2026/27 academic year.
 - If applying for **top-up**: not a Slovenian citizens submit relevant proof (original documents and court-certified translations into Slovenian or English) attesting that you come from a socially disadvantaged background (based on similar criteria as apply to Slovenian students).

Phase 1: OLS (Online Linguistic Support)

1. faza

- All Erasmus+ students **can** take an **online language support** of the primary language via the OLS online platform before starting the mobility. Upon successful completion of the test, you will receive an OLS certificate, which generally serves as proof of language proficiency for the host university.

It is not mandatory! But recommended! 😊



Phase 1 : LEARNING AGREEMENT (LA)

1. faza

- <https://www.fdv.uni-lj.si/studij/studij-v-tujini/pravila-in-obrazci> = **Form + instructions for completing the form**
- Currently, both versions of the LA are still in use:

1. Online Learning Agreement (OLA)

For universities that have already implemented the EWP (Erasmus Without Paper) system: <https://registry.erasmuswithoutpaper.eu/coverage>

2. Learning Agreement (PDF)

LA format for universities that have not yet implemented OLA

Phase 1: LEARNING AGREEMENT

1. faza

- <https://www.fdv.uni-lj.si/studij/studij-v-tujini/pravila-in-obrazci> = **Form + Instructions for Completing the Form**

- Before departure, fill out only the **first and second** pages of the LA and obtain the required signatures listed on the third page.

- Planned duration of the exchange** – indicate only the months (e.g., October 2024 – February 2025)

Signatures required (3 out of 4):

- Student
- International Office at FDV (representative for international cooperation at the Chair)
- Erasmus Coordinator at the host university



Erasmus+

Online Learning Agreement
Student Mobility for Studies

General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	ESI		Study cycle	Field of education (ISCED)	Field of education (clarification)
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	University of Ljubljana	Faculty of Social Sciences	SI LJUBLJA01	Slovenia	Danila Rijavec, office.international@fdv.uni-lj.si ; +38615805279
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
The level of language competence in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>					

Mobility type and duration

Mobility type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
<ul style="list-style-type: none"> Semester(s) <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/> Blended mobility with short-term physical mobility <input type="checkbox"/> Short-term doctoral mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/> 	Planned period of the physical mobility: <ul style="list-style-type: none"> from [day (optional)/month/year] to [day (optional)/month/year]

Please note: Based on the above selection, the relevant tables will be generated in the Online Learning Agreement to describe the study programme and recognition. Only applicable tables and fields below will be visible to the student, sending and receiving institution.

Phase 1: LEARNING AGREEMENT – PDF

- **Table A = Courses at the host university** (at least 20 ECTS, recommended 30 ECTS)
- **Table B = Courses recognized at FDV**
- The course catalogue can be found on the **host university's website** or obtained from its International Office
- You **must** consult with the **international cooperation coordinator** regarding the selected courses

Study Programme at the Receiving Institution

Mobility type: Semester(s)

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
				Total: ...

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

WRITING A THESIS

- 3 months, 0 ECTS; Academic support at the host university
- LA: Instead of courses, enter "Work on BA/MA/PhD Thesis" in both Table A and Table B.
- Before departure: Thesis topic registration at FDV; description of research to be conducted during the exchange
- After return: report on the completed research

Recognition at the Sending Institution

Mobility type: Semester(s)

Table B	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
				Total: ...	

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]

LEARNING AGREEMENT – RECOGNITION AT FDV (Table B)

- When filling out the form, follow the curriculum for the relevant academic year
- Courses at FDV (Table B):
 - **Mandatory courses** → Must match the content of courses at the host university → Enter the full course title in the Learning Agreement (e.g., Foundations of Economics).
 - **Elective courses** → More flexibility in course substitutions → Enter a generic course name in the LA (faculty elective course, program elective course, module elective course, etc.).
 - Specific requirements of each department should be considered.
 - Total ECTS credits matter (not the number of courses).

Phase 1: OLA – VIS UL

1. faza

After the confirmation of the LA draft from your coordinator, you fullfill OLA in the portal VIS UL.

Guidelines (via e-mail) and <https://www.fdv.uni-lj.si/studij/studij-v-tujini/pravila-in->

PRIJAVA ZA FINANČNO POMOČ ■ VNOS NOVEGA OLA

Osební podatki

PRIJAVA
OLA
PODPIS SPORAZUMA
Priloge ob začetku mobilnosti
Prekinitev mobilnosti
PODALŽANJE
PO ZAKLJUČKU
Izhod

Ustvarite Učni sporazum (OLA), ki ga boste izmenjali z institucijo gostiteljico.

Podatki študenta

Ime
Priimek
ESI
Spol
E-pošta
Datum rojstva
Državljanstvo
Raven študija
Področje študija

urn:shac:personalUniqueCode:int:esi:uni-lj.si:0000073-32090057
moški
1.01.2000
Slovenija
prva stopnja
0000- Generic programmes and qualifications not further defined

Matična institucija

Institucija
Država
HEI koda
Članica / oddelek
Ime
Priimek
E-pošta

Univerza v Ljubljani
Slovenija
uni-lj.si

Institucija gostiteljica

Institucija
Država
HEI koda
Članica / oddelek
Ime
Priimek
E-pošta

Test
Francija
demo.usos.edu.pl

Zanje jezika

Jezik izmenjave
Nivo jezika

angleški
A2

Študentska mobilnost

Študijsko leto
Predvideno trajanje od
Do

2023/24
1.10.2024
31.12.2024

SHRANI in NADALJUJ NA OBVEZNOSTI

Content-related questions:

Coordinator/professor: <https://www.fdv.uni-lj.si/studij/studij-v-tujini/predstavniki-kateder-za-mednarodno-sodelovanje>

Procedural questions:

Maša Rošić; DS-01; +386 1 5805 156;
office.international@fdv.uni-lj.si

Phase 2: PROCEDURES AND FORMS DURING EXCHANGE ABROAD

2. faza

Possible changes to the LA due to course changes after arrival at the foreign university:

FDV

- **Inform the coordinator/professor** and obtain the approval for the change, then notify the FDV international office, which will verify the technical correctness

FDV – Host
University

- **OLA** = Fill out OLA again (obtain approval from coordinator of mobility of your Chair)

Phase 3: PROCEDURES AND FORMS AFTER RETURNING FROM ABROAD

3. faza

UL

- **Erasmus+ Final Report** – upload to VIS UL (according to UL instructions)

FDV, UL

- **Transcript of records (ToR)** – submit to the international office
- FDV issues **Recognition Certificate** (the latest version of the LA and ToR must match)

UL

- **Confirmation of Stay** – issued by the foreign university, upload to VIS UL

Phase 3: PROCEDURES AND FORMS AFTER RETURN

3. faza

FDV – Tuja
univerza

- **LA „After the Mobility“** – Only if courses have not yet been approved in the LA)

FDV/UL

- **Recognition Certificate** – issued by FDV international office after receiving the ToR from the host university

FDV

- **Student Questionnaire after Completing the Exchange** – sent by email

STUDENTS SHOULD ACQUIRE INFORMATION ABOUT:

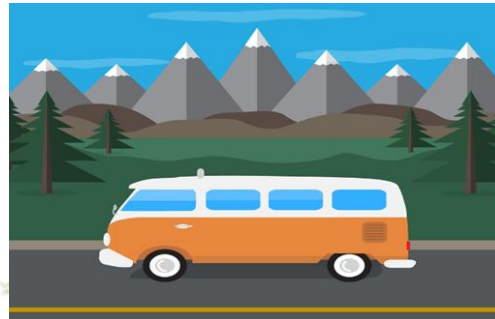
- Entry requirements and visa/residence permit regulations of your home country!
- The country of the host university
- Culture and customs – differences/peculiarities
- Language – basic phrases
- Preparation of information about Slovenia (basic data, typical dishes, main attractions)
- It is important to network in advance (website – experiences of students who have already been on exchange)



More than just packing a suitcase!

WHY TRAVEL BY TRAIN?

erasmusbytrain



45%
of Erasmus participants would prefer to travel sustainably – only 1 out of 4 did it.*
#bethechange

50 €



<https://www.interrail.eu/en/interrail-passes/erasmus>



*https://www.erasmus.nl/~/media/Files/news/erasmus_mobility_survey_report_2016.pdf
<https://explore.erasmus.nl/en/erasmus-by-train-why-choose-train-over-air>

The official App is available from

ERASMUS APP



[Google Play](#) 

[App Store](#) 

- Available as open-source software: [The Erasmus+ App is now open source | Erasmus+](#)
- The official mobile application of the Erasmus+ program for exchange students.
- Helps with preparation for living abroad and provides access to key information during mobility.
- Provides access to accommodation, events, and tips, and includes digital student card.



IMPORTANT !



Arrange the necessary documentation:

- Health insurance (European Health Insurance Card + other insurance for abroad)




Pay attention to important information:

- emails of the FDV international office (int.office@fdv.uni-lj.si)
- emails of the UL international office - Erike Bolčina (erika.bolcina@uni-lj.si)
- emails of the host university

Regularly check your university e-mail address!

Be mindful of deadlines set by the host university!

DECLARATION OF THE STUDENT SELECTED FOR STUDY EXCHANGE ABROAD

- Required signature of the declaration before nomination 
- Obtaining information and reading/following the instructions from the FDV international office, UL, and the foreign university
- Respecting the deadlines 
- Withdrawal from the study exchange – only in exceptional circumstances
- In case of withdrawal, immediately inform the FDV, UL, and the host university 
- Ambassador of UL FDV at the foreign university
- Following the instructions and rules of the foreign university (failure to comply or violations of the rules may result in sanctions at FDV)

CONTACT AND ADDITIONAL INFORMATION



- **International Office UL: *Erika Bolčina***
01/2418594; erika.bolcina@uni-lj.si
- **International Office FDV: *Maša Rošič***
01/5805 156; office.international@fdv.uni-lj.si

Student Experiences:

<https://www.fdv.uni-lj.si/studij/studij-v-tujini/pogosta-vprasanja-in-vtisi/studentje-o-izmenjavi>

FAQ:

https://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/erasmus_plus_mobilnost_studentov_za_studij/pogosta_vprasanja_in_odgovori/ in
<https://www.fdv.uni-lj.si/studij/studij-v-tujini/pogosta-vprasanja-in-vtisi/pogosta-vprasanja/odlocam-se-za-izmenjavo>

Rules and Forms: <https://www.fdv.uni-lj.si/studij/studij-v-tujini/pravila-in-obrazci>

Timeline:

https://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/erasmus_plus_mobilnost_studentov_za_studij/casovnica/

Erasmus+ Student Charter:

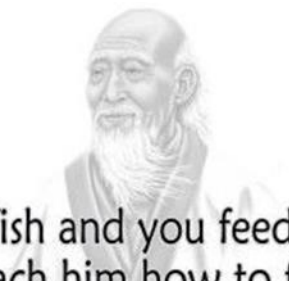
<https://erasmus-plus.ec.europa.eu/sl/studentstva-listina-erasmus-o>



Erasmus+



**Wishing you all the best in your preparations
and a fantastic time studying abroad!**



Give a man a fish and you feed him for a day.
Teach him how to fish
and you feed him for a lifetime.

Lao Tzu

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