

**CALL FOR APPLICATIONS
FOR LONG TERM PHYSICAL/BLENDED LONG-TERM STUDENT MOBILITY FOR
TRAINEESHIPS UNDER THE ERASMUS+ PROGRAMME
in the academic year 2026/2027**

1. NAME AND REGISTERED OFFICE OF THE ISSUER OF THE PUBLIC CALL

The issuer of this 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 European Union programme that promotes international cooperation in the fields of education, training, youth and sport. The purpose of Erasmus+ is to improve the quality of education and training and thereby strengthen social cohesion and the competitiveness of the Union's economy. Erasmus+ seeks to enable the participation of as many individuals as possible, especially those with fewer opportunities, and highlights inclusion, environmental sustainability (Green Erasmus+) and the transition to a digital society as key priorities.

This call for applications refers to Key Action KA1 131, mobility of individuals for the purpose of traineeships.

The Erasmus+ programme enables students, as part of their studies or within 12 months after graduation (subject to the eligibility period of this call), to undertake a traineeship in a company or a similar organisation in one of the programme countries participating in Erasmus+.

The period of physical mobility abroad must last from a minimum of 2 months to a maximum of 12 months at each study cycle. The physical mobility period abroad may be combined with a virtual mobility component, with a total duration of no more than 12 months, whereby the virtual component is not funded by Erasmus+ and does not count towards the Erasmus+ status quota.

Students who, by the academic year 2026/2027, have already completed part of their study obligations abroad within Erasmus+, Erasmus Mundus or Erasmus+ International Credit Mobility, but not the full 12 months, may also apply. **The total duration of Erasmus+ mobility (already completed studies and/or traineeships) plus the requested mobility period must not exceed 12 months per study cycle, except in the case of integrated study programmes, where Erasmus+ mobility (study mobilities and traineeships combined) may last up to 24 months in total.**

The objectives of this type of mobility are:

- improving learning competences,
- increasing employability and job opportunities,
- increasing initiative and entrepreneurship,
- increasing self-confidence and self-esteem,

- improving language skills,
- increasing intercultural awareness,
- encouraging more active participation in society,
- gaining better knowledge of EU projects and EU values,
- increasing motivation for further education (formal and non-formal) and training after mobility.

A traineeship abroad within the Erasmus+ programme must be substantively related to the student's field of study. This must be confirmed by the mentor or Erasmus+ coordinator at the student's home faculty and by the employer, who must sign the Erasmus+ Learning Agreement for Traineeship before the start of the mobility.

The minimum workload for the traineeship is 25 hours per week.

Within this call, a student may undertake a maximum of 6 months of Erasmus+ traineeship mobility with the same employer. A student may undertake several traineeships, but with different employers, while funding is limited to a total of 10 months of mobility. Each subsequent traineeship may only be approved after completion of the previous one, and there must be a break of at least 10 working days between individual mobilities.

There is no minimum number of ECTS credits that a UL student must obtain during the traineeship, and this is not a condition for the approval of the traineeship. The allocation of credits to be recognised at the home institution is decided by the student's home faculty and confirmed in the Erasmus+ Learning Agreement for Traineeship.

Students may not undertake mobility in the country of the sending university, in the country of their permanent residence, or in the country of which they are nationals.

The student must reside abroad for the entire duration of the Erasmus+ mobility (in an eligible Erasmus+ programme country where the traineeship mobility is carried out).

Interruptions and early terminations of mobility must be approved in advance by the University Office for International Cooperation. Approval is possible only in justified cases or in cases of force majeure. If the interruption occurs before 60 days of mobility have been completed, the student must return the full Erasmus+ grant received, except in cases of force majeure (e.g. death in the family, health reasons, natural disasters, etc.). A student who voluntarily terminates Erasmus+ mobility without prior approval from USMS may not reapply for Erasmus+ traineeship mobility with another employer under this call.

UL students who are also employed may apply for this call only if their employer does not cover their costs during the traineeship period on the basis of an issued travel order.

All selected Erasmus+ students, except native speakers, are recommended to complete the **online language assessment (OLS)** in the main language of exchange via the **EU Academy platform** and to make use of the online courses available on the platform before the start of mobility.

The eligible period for Erasmus+ traineeship mobility under this call is from 1 October 2026 to 30 September 2027.

The University of Ljubljana will accept applications until the available funds are exhausted, or no later than 1 July 2027.

3. ELIGIBILITY CONDITIONS FOR APPLYING TO THE PUBLIC CALL AND THE CONTENT AND PREPARATION OF THE APPLICATION

3.1. Eligibility conditions for applicants

A UL student may apply under the following conditions:

- they must have active student status at their home UL faculty throughout the entire mobility period, **except recent graduates who apply in the final year of study (while they still hold student status), no later than the date of completion of their studies, and undertake the traineeship after graduation, but no later than one year after graduation (completion of the Bachelor's or Master's degree) or by the end of the eligible period, i.e. 30 September 2027.** The date of completion of studies is considered to be the defence of the final thesis or the last exam (depending on the faculty), and not the date until which the student formally retains student status,
- they must have no outstanding financial obligations arising from the Erasmus or Erasmus+ programme,
- they must not have been sanctioned in disciplinary proceedings during the study cycle under which they are applying for this call.

3.2. 3.2. Content and preparation of the application

To apply for this public call, the applicant must submit an application in accordance with the instructions of the faculty where they are enrolled, at least one month before the start of mobility.

A prerequisite for applying is a concluded and approved Erasmus+ Learning Agreement for Traineeship, signed by the student, the employer, and the responsible person at the faculty (e.g. Erasmus+ coordinator).

3.3. Searching for companies and organisations

Host organisations for traineeships may include:

- a public or private small, medium-sized or large enterprise with at least 3 employees
- a social partner or another representative of working life, including chambers of commerce, trade/professional associations and trade unions,
- research institutes/educational centres,
- non-profit organisations and associations, non-governmental organisations,
- bodies providing career guidance, professional counselling and information services.

A student may undertake a traineeship in organisations located in Erasmus+ programme countries. These are: member states of the European Union, Iceland, Liechtenstein, Norway, North Macedonia, Serbia and Turkey.

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 on the website: https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/search-all-eu-institutions-and-bodies_en;
- organisations administering EU programmes (in order to avoid double funding)
- representative offices of Slovenian companies abroad
- public or private organisations/companies with fewer than 3 employees (self-employed persons, independent contractors, freelancers, self-employed cultural workers, farmers, etc.)

4. FINANCIAL GRANT

A selected Erasmus+ student is not automatically entitled to Erasmus+ financial support. To receive Erasmus+ financial support and any possible top-ups, the student must apply via the online VIS UL application.

Erasmus+ financial support must be paid to the student before the start of mobility.

The first day of mobility is considered to be the day on which the student must be present at the host organisation (employer), i.e. the first working day. The last day is the day on which the student finishes work at the host organisation (employer).

Erasmus+ financial support co-finances the traineeship abroad and does not cover all expenses in full. The rights, obligations and responsibilities of students regarding the grant award will be defined in more detail in the Grant Agreement, which the student will conclude with UL before departure for the traineeship abroad.

The number of approved funded Erasmus+ mobility months (for study and/or traineeship) under this call is limited to 10 months. A student may undertake several traineeship mobilities, provided that **these are not with the same employer/organisation and that each traineeship mobility lasts at least 2 months and at most 6 months. In addition to Erasmus+ traineeship mobility, a student may also undertake Erasmus+ study mobility in the same academic year; however, the total funding period is limited to 10 months.** A student may not undertake a short-term Erasmus+ traineeship or doctoral study mobility directly before or after a long-term Erasmus+ traineeship at the same organisation.

Approvals of Erasmus+ funding will be issued on a rolling basis until the allocated funds are exhausted. We expect that the approved funds will be sufficient to finance all mobilities.

4.1. In the 2026 project year, Erasmus+ financial support for traineeships (depending on the destination country) amounts to:

Group 1: Programme countries with higher living costs	Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, the Netherlands, Norway, Sweden	EUR 824/month
Group 2: Programme countries with medium living costs	Cyprus, Greece, Latvia, Malta, Portugal, Slovakia, Spain, Czechia, Estonia	EUR 756/month
Group 3: Programme countries with lower living costs	Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey	EUR 700/month

The monthly amount already includes the traineeship top-up of EUR 150/month. All participants in Erasmus+ traineeships are eligible for this top-up (it may be combined with other top-ups).

4.2.4.2. Selected students with fewer opportunities may, in addition to the basic Erasmus+ financial grant, also apply for the top-up for students with fewer opportunities. **The amount of this top-up is EUR 250/month.**

Eligibility for this top-up requires that, at the time of application (or during mobility), the student meets one of the following conditions:

- **has the status of a student with special needs** or
- **has the status of a student with a special status** (classified athlete, recognised artist/cultural worker, participant in international competitions, or parent status) or
- **the student or a member of their household** has:
 - o a decision issued by the Social Work Centre (CSD) (**state scholarship, social assistance, care allowance, child benefit or large family allowance**) or
 - o a decision issued by ZZSZ or

- a decision issued by ZRSŠ or
- a decision issued by ZPIZ proving, for example, disability or
- **comes from a single-parent family** (*A single-parent family is a household consisting of one parent and children when the other parent has died and the child does not receive maintenance-related benefits from that parent, or the other parent is unknown, or the child does not in fact receive maintenance-related benefits from the other parent.*) or
- **is a parent of a child under 26 years of age** or
- **comes from a foster family** or
- **has been granted international protection by Slovenia** or
- **is a member of the Roma community.**

The student proves eligibility by submitting an appropriate decision/order/document as part of the application documentation for the financial grant.

4.3.4.3. Under this call, students are also eligible for a **travel top-up**, the amount of which depends on the distance between the location of the sending organisation (Ljubljana) and the registered office of the host organisation, as well as the mode of travel (green travel or standard travel). The distance is calculated using the **EU Distance Calculator** (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>). The one-way distance to the mobility destination is taken into account.

The higher amount in the table below will be granted to students who travel to and from the mobility destination using low-emission means of transport, such as bus, train, other shared transport (e.g. GoOpti, Nomago) and/or bicycle. Car or car-sharing, motorbike, plane and boat are not considered low-emission means of transport. The difference between standard travel and green travel **will be paid to the student after the end of mobility upon submission of appropriate proof of the mode of travel and a signed declaration of honour**. Students may additionally be granted up to 6 funded travel days (up to 3 each way) for green travel if the evidence shows that additional days were actually needed.

Students are encouraged to use low-emission means of transport for trips shorter than 500 km. For distances over 500 km, students are advised to combine different modes of transport in order to make their journey more sustainable. Erasmus+ students may also benefit from a special Erasmus+ Interrail pass offer. More information is available at: <https://www.interrail.eu/en/interrail-passes/erasmus>.

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

- 4.4.4.4. Students with special needs who are approved for Erasmus+ mobility may apply for additional financial support under a call that they will receive by email, expected in summer 2026. They will be eligible for this special-needs support if the fewer-opportunities top-up is not sufficient to cover the additional costs arising from the nature of their special needs. A complete application with supporting documents must be submitted by the student with special needs to USMS at least 45 days before the start of mobility.

Persons with special needs are individuals who require programmes with additional professional support or adaptations depending on the nature of their specific need.

Students with special needs include: blind or partially sighted students or students with visual impairment, deaf and hard-of-hearing students, students with speech and language disorders, physically impaired students, students with chronic illnesses, students with autism spectrum disorders, and students with emotional and behavioural disorders.

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

Students approved under the UL public call for co-financing student mobility for traineeships **will be informed by email on an ongoing basis** about all further procedures, the amount of the Erasmus+ financial grant, possibilities for obtaining top-ups, and online language support (OLS).

4. 5. APPLICATION PROCEDURE AND DEADLINE FOR SUBMISSION

A student who wishes to undertake a traineeship abroad as an Erasmus+ student must submit an application to their home faculty at least one month before the start of mobility. A student may submit an application only for a mobility period for which they can demonstrate, at the time of application, that they will hold student status for the entire period of mobility; this is verified by the coordinator at the home faculty when the application is submitted. An exception applies to students who will carry out their mobility as recent graduates, for whom the only requirement is that they submit the application and required attachments before completing their studies (i.e. before the date of the last exam or defence of the final thesis, and not the date until which student status formally lasts). At the time of application, the student must already decide whether they will undertake the traineeship as a student with student status for the entire mobility period or as a recent graduate (undertaking the traineeship within 12 months after graduation and no later than 30 September 2027). This status may not change during the mobility period (i.e. the student may not complete their studies during mobility).

The application must include:

- **an application form for Erasmus+ traineeship mobility (online or paper form)**, completed by the student in accordance with the instructions of their home faculty,
- **a confirmed Erasmus+ Learning Agreement for Traineeship** (signed and stamped by all parties),
- **a motivation letter** (which may be in Slovenian), containing the following information:
 - how the work to be carried out during the professional traineeship abroad is related to the student's field of study at the home faculty;

- how the professional traineeship abroad will contribute to the student's further education and/or employability;
- a description of the host institution/company and a description of the service/department (field of work, number of employees, year of establishment, etc.).

Each home faculty uploads data on approved candidates into VIS UL weekly in the prescribed table. USMS will notify the student of the approval of the application and provide instructions for submitting the VIS online application for Erasmus+ financial support and online language preparation. Approval of the application is valid only for the traineeship with the employer and within the period confirmed in the Erasmus+ Learning Agreement for Traineeship attached to the application. The complete VIS UL online application for Erasmus+ financial support for traineeship purposes must be submitted at least ten working days before the start of mobility and is a condition for approval of Erasmus+ financial support. After submitting the VIS UL online application for Erasmus+ financial support, the student receives the Erasmus+ financial agreement by email and, in accordance with the instructions received, returns it signed to USMS at least five working days before the start of mobility. Upon receipt of the signed Erasmus+ financial agreement, UL pays the first instalment (80%) of the Erasmus+ financial support. The remaining amount is paid after the end of mobility and submission of the final documentation through the VIS UL online application for Erasmus+ financial support.

In accordance with the Erasmus+ programme rules, the University Office for International Cooperation must ensure the quality of mobility and therefore reserves the right to reject an application if it assesses that the planned mobility does not meet the qualitative conditions for mobility. The Commission for International Cooperation is responsible for any appeals.

Further information is available from the **Erasmus+ contact persons at individual UL faculties:**

UL FACULTY	ERASMUS+ CONTACT PERSON	EMAIL
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
Faculty of Biotechnology	Katarina Rihtaršič	international@bf.uni-lj.si
School of Economics and Business	Petra Burger	erasmus.internships@ef.uni-lj.si
Faculty of Architecture	Matevž Juvančič	matevz.juvancic@fa.uni-lj.si
Faculty of Social Sciences	Maša Kolenbrand	int.office@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	Martina Gobec	international@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	international@fkkt.uni-lj.si
Faculty of Mathematics and Physics	Nina Rogelja	erasmus@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	izmenjave@fri.uni-lj.si
Faculty of Mechanical Engineering	Davorin Kramar	international@fs.uni-lj.si

Faculty of Social Work	Borut Petrovič Jesenovec	office@fsd.uni-lj.si
Faculty of Sport	Jožef Križaj	jozef.krizaj@fsp.uni-lj.si
Faculty of Public Administration		international@fu.uni-lj.si
Faculty of Medicine	Ajda Rudel	outgoing@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	international@teof.uni-lj.si
Veterinary Faculty	Nina Mali	International.vf@vf.uni-lj.si
Faculty of Health Sciences	Valentina Sylva	valentina.sylva@zf.uni-lj.si

6. APPEAL

Applicants may file an appeal with the competent commission at their faculty within 8 days of the rejection of the application. The competent commission decides on the appeal by decision. The written justification of the appeal must clearly specify the reasons for filing it. The eligibility conditions for students may not be the subject of an appeal.

7. CALL DOCUMENTATION

- **Call documentation** is available at: https://www.eacea.ec.europa.eu/news-events/news/launch-2026-erasmus-call-proposals-and-programme-guide-2025-11-14_en.
- **Guide for applicants** is available at: <https://erasmus-plus.ec.europa.eu/document/erasmus-programme-guide-2026>.
- **UL call** is available at: [Search | University of Ljubljana](#).

Any additional criteria and other specific information of individual faculties are published on their websites.

8. SUBSEQUENT CHANGES TO THE CALL OR ELIGIBILITY CONDITIONS

The University of Ljubljana, as the issuer of this call, reserves the right to amend or supplement the funding conditions in the event of changed financial circumstances or force majeure. It may change the rules and conditions for participation in the call at any time. All changes and updates will be announced on the website: <https://www.uni-lj.si/studij/izmenjave/izmenjave-erasmus/izmenjave-za-prakso/prijava-in-izbor>

9. ADDITIONAL INFORMATION AND NOTIFICATION

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Ljubljana, 3 June 2026

Bibi Ovaska
Institutional Coordinator ERASMUS+ KA 131