



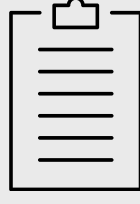
INSTRUCTIONS FOR SUBMITTING THE APPLICATION FORM FOR ERASMUS+ STUDENT MOBILITY

Erasmus+ KA103



Before fulfilling the online application

Before fulfilling the online application check on the UP FAMNIT website or in the UP FAMNIT International Office if there are any Open Calls for Erasmus+ Student Mobility!



Students check the list of available places and study programs at partner institutions abroad that are available for you within your home faculty.

On the UP FAMNIT website you will find [a map of Erasmus+ Agreements](#) with the following information:

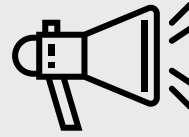
- a list of partner institutions where you can complete part of your study obligations,
- the number of available places (with duration) at each institution according to the level of study and the field of study (use the filter)
- web addresses of partner institutions abroad.

In accordance with available options, depending on your study area, you choose a partner institution abroad (host university), on which you would like to complete a part of the study obligations and you further choose it in the selection menu of the online application form.



Students prepare the necessary supporting documents in accordance with the Call and enclose with the application form.

- A CV,
- a Motivation letter in the Slovenian **OR** English language **OR** in the language of the host country. If a candidate writes a motivation letter in the language of the host country, Slovenian version must also be attached (both versions in a single word.doc document),
- proof of knowledge of foreign languages (different documents enclosed together in one document).



Pay attention!

Students can access the application several times, but you have a **limited time (15 minutes)** to complete the form. Therefore, we advise you to actually start fulfilling the application when you have all the necessary data and documents prepared.

The application has different fields to be filled in. **Certain fields** (such as personal data, student's contact details, partly study data) **are automatically filled in** from the VIS / SIS archive.

Students should use their **University of Primorska's e-mail address** for the communication.

Fill in the application fields that relate to the participation in mobility abroad.

You can only complete one application for study and one for practical training.

Some important steps in fulfilling the application form

Does anyone know where I can find the online application form?



OF COURSE! You can find it in VIS/ŠIS, in the menu PRIJAVA NA IZMENJAVO – Prijava.

Access to the site is only possible with the username and password!



Individual faculties UP where students are enrolled



- UP FHŠ – <https://vis.upr.si/fhs/>
- UP FM – <http://www.fm-kp.si/en> (in the top right corner choose ŠIS)
- UP FAMNIT – <http://www.famnit.upr.si/si/sis>
- UP FTŠ TUR – <https://vis.upr.si/turistica/>
- UP FVZ – <http://www.fvz.upr.si/#> (in the top right corner choose VIS)
- UP PEF – <https://vis.upr.si/pef/>

When registering for mobility, you choose the appropriate academic year:



Prijava na izmenjavo

Prijava na izmenjavo v študijskem letu: 2021/22

Izberite vrsto izmenjave na katero se želite prijaviti:

NADALJUJ

In the drop-down menu, select the type of mobility to which you want to log in from the following options:

- ERASMUS+ KA103 študijska izmenjava v zimskem semestru (study exchange in winter term)
- ERASMUS+ KA103 študijska izmenjava v poletnem semestru (study exchange in summer term)
- ERASMUS+ KA103 celoletna študijska izmenjava (whole academic year study exchange)
- ERASMUS+ KA103 izmenjava za pripravo dipl. / mag. dela (preparation of thesis)
- ERASMUS+ KA103 izmenjava za praktično usposabljanje (traineeships)

Please also indicate any prior participation in the LLP / Erasmus, Erasmus Mundus or Erasmus + mobility (part of the application form PREDHODNA IZMENJAVA).

PREDHODNA IZMENJAVA

Predhodno že opravljena izmenjava na isti stopnji študija v okviru VŽU/Erasmus oz. Erasmus+ mobilnosti (izmenjava ali praksa):

DA trajanje predhodno izvedene izmenjave (v mesecih):

Opis izmenjave (študijsko leto in institucija):

Button NADALJUJ: when you press this button, a page opens to add the required documents. Be careful to add all the supporting documents required by the Call (see the text of the Call, point SUBMITTING APPLICATION).

PRILOGE



Kratek življenjepis

Browse...

Motivacijsko pismo

Browse...

Dokazilo o znanju tujega jezika

Browse...

ODDAJ PRIJAVO

Submit the application by pressing the button **ODDAJ PRIJAVO**, when you have all the fields completed and the requested supporting documents are attached. If the application has been successfully submitted, »Prijava na izmenjavo uspešno zaključena« is displayed.



The application for Erasmus+ mobility should be submitted according to the deadline in the Open Call.

IMPORTANT: Once the application is submitted, it can not be submitted again!

After the submission of the application

You can view the submitted application(s) in the menu PRIJAVA NA IZMENJAVO – Pregled prijave. There they are displayed the submitted application(s) when clicking the button Prikaži.

Print the submitted application and keep it in case UP ask you to submit the printed documentation.

| Prikaži | Št. prijave | Študijsko leto | Prijava za: | Dt. prijave |
|---------|-------------|----------------|---------------|-------------|
| | 2 | 2021/22 | ERASMUS+KA103 | 20.02.2021 |

More details in the documentation of the Call.