

**INSTRUCTIONS FOR SUBMITTING THE APPLICATION FORM  
FOR STUDENT MOBILITY FOR STUDIES  
IN THE ACADEMIC YEAR 2023/24 UNDER ERASMUS+ (KA131)**

**Before fulfilling the ONLINE APPLICATION:**

1) Students check the list of available places and study programs at partner institutions abroad that are available for you within your home faculty (Annex 1 to the Call).

In Annex 1, you will find the following information:

- a list of partner institutions where you can complete part of your study obligations in the academic year 2023/24;
- the number of available places (with duration) at each institution according to the level of study and the field of study;
- web addresses of partner institutions abroad;
- the electronic address of the contact person at the partner institution;
- foreseen level of knowledge of a foreign language.

**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.**

2) Students prepare the necessary supporting documents in accordance with the Call and enclose with the application form:

- a CV in the word format,
- a Motivation letter in the 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 or English version must also be attached. (both versions in a single word.doc document) – USE TEMPLATE (Annex 2),
- proof of knowledge of foreign languages (for students who study in English, have already passed the foreign language exam at the home faculty of UP or have passed the foreign language exam at the matriculation exam, the commission itself will obtain the relevant proof of knowledge of a foreign language; other students who prove their knowledge of the language with various valid documents/certificates they attach them in the online application - different documents enclosed together in one document).

**FULFILLING APPLICATION FORM:**

The online application form is available in VIS / SIS, in the menu PRIJAVA NA IZMENJAVO – Prijava – at each faculty UP where students are enrolled:

UP FHŠ – <https://vis.upr.si/fhs/>

UP FM – <http://www.fm.upr.si/si/> (choose ŠIS in the corner on the right)

UP FAMNIT – <http://www.famnit.upr.si/sl/sis>

UP FTŠ TUR – <https://vis.upr.si/turistica/>

UP FVZ – <http://www.fvz.upr.si/#> (choose VIS in the corner on the right)

UP PEF – <https://vis.upr.si/pef/>

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

**When registering for mobility, you choose the academic year 2023/24:**

**Prijava na izmenjavo**

Prijava na izmenjavo v študijskem letu. 2023/24

Izberite vrsto izmenjave na katero se želite prijaviti:

**MOJI PODATKI**

**IZPITI**

**KOLOKVIJI**

**RAZNO**

**PRIJAVA NA IZMENJAVO**

Prijava

Pregled prijave

**ANKETE**

**GRADIVA**

**URNIK**

**IZHOD**

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

ERASMUS+ KA131 študijska izmenjava v zimskem semestru (study exchange in winter term)

ERASMUS+ KA131 študijska izmenjava v poletnem semestru (study exchange in summer term)

ERASMUS+ KA131 celoletna študijska izmenjava (whole academic year study exchange)

ERASMUS+ KA131 izmenjava za pripravo dipl. / mag. Dela (preparation of thesis)

ERASMUS+ KA131 kratkoročna mobilnost doktorskih študentov za študij (short-term mobility of doctoral students)

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.

**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

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.

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

**The application for Erasmus+ mobility in the academic year 2023/24 should be submitted no later than 24/02/2023.**

More details in the documentation of the Call.

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.

|         | Št. prijave | Študijsko leto | Prijava za:    | Dt. prijave |
|---------|-------------|----------------|----------------|-------------|
| Prikaži | 2           | 2023/24        | Erasmus+ KA131 | 20.02.2023  |

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