

INSTRUCTIONS FOR SUBMITTING THE APPLICATION FORM

ERASMUS + KA103

FOR STUDENT MOBILITY FOR TRAINEESHIPS

IN THE ACADEMIC YEAR 2020/2021 (contract year 2018)

Before fulfilling the ONLINE APPLICATION:

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

- Learning Agreement for Traineeships (Annex 1), signed by the student, the responsible person of the student's home faculty and the responsible person of the host institution;
- Short CV in Slovenian OR English language (students must use the Europass CV form, available at <http://www.europass.si>);

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/> (in the right corner click ŠIS)

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

UP PEF – <https://vis.upr.si/pef/>

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

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

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

When registering for mobility, you choose the academic year 2020/2021:

MOJI PODATKI	Prijava na izmenjavo
IZPITI	Prijava na izmenjavo v študijskem letu: 2020/21
KOLOKVIJI	Izberite vrsto izmenjave na katero se želite prijaviti: <input type="text"/>
RAZNO	<input type="button" value="NADALJUJ"/>
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:

DODATNI RAZPIS ERASMUS+ KA103 za praktično usposabljanje (pogodbeno leto 2018)

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.

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

You can only complete one application for practical training.

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).

Študijski sporazum za prakso (Learning Agreement for Traineeships – Priloga 1),
podpisan s strani študenta, odgovorne osebe študentove matične fakultete
in odgovorne osebe institucije gostiteljice

 Browse...

kratak življenjepis v slovenskem jeziku ALI angleškem jeziku
(obvezna uporaba Europass življenjepisa,
ki je objavljen na <http://www.europass.si>)

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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 2020/2021 should be submitted no later than 04/03/2021.

More details in the documentation of the Call.

AFTER THE SUBMISSION OF THE APPLICATION:

You can view the submitted application in the menu PRIJAVA NA IZMENJAVO – Pregled prijave.

There is displayed the submitted application when clicking the button **Prikaži**.

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