



# INSTRUCTIONS FOR SUBMITTING THE APPLICATION FORM FOR CALL FOR STUDENT MOBILITY FOR TRAINEESHIPS

Erasmus+ KA131

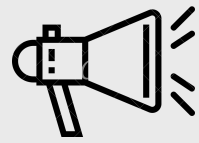


## Before fulfilling the online application

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 all three parties, i.e. by the student, the responsible person at the home faculty UP, the responsible person at the host institution). Annex 2 of the learning agreement are its guidelines for completion.



Pay attention!

15

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.



Generally you can submit only one application for training.

## Some important steps in fulfilling the application form

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

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



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



Individual faculties UP where students are enrolled



- UP FHŠ – <https://vis.upr.si/fhs/>
- UP FM – <http://www.fm-kp.si/> (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 academic year:

The screenshot shows a registration page titled 'Prijava na izmenjavo'. On the left is a vertical menu with options: MOJI PODATKI, IZPITI, KOLOKVIZI, RAZNO, PRIJAVA NA IZMENJAVO, Prijava, Pregled prijave, ANKETE, GRADIVA, URNIK, IZHOD. The main content area includes 'Prijava na izmenjavo v študijskem letu: 2023/24', a dropdown menu for 'Izberite vrsto izmenjave na katero se želite prijaviti:', and a 'NADALJUJ' button.

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

- ERASMUS+ KA131 izmenjava za praktično usposabljanje (traineeships)
- ERASMUS+ KA131 kratkoročna mobilnost doktorskih študentov za praktično usposabljanje (short-term mobility of doctoral students for traineeship)

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

The screenshot shows the 'PREDHODNA IZMENJAVA' section. It includes a red arrow pointing to the section title, a radio button for 'DA trajanje predhodno izvedene izmenjave (v mesecih):', a dropdown menu, and a text area for '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).

The screenshot shows the 'PRILOGE' section with the text 'Program usposabljanja' and a 'Browse...' button. Below it is an 'ODDAJ PRIJAVO' button.

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 you submit when you have signed Learning Agreement.



**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.

The screenshot shows a status bar with fields: 'Št. prijave' (value: 2), 'Študijsko leto' (value: 2023/24), 'Prijava za:' (value: Erasmus+ KA131), and 'Dt. prijave' (value: 20.02.2023).

More details in the documentation of the Call.