**Erasmus + Mobility**

**Student Application form**

All applications for exchange programmes must be made through the Erasmus+ Coordinator in the sending institution

|  |
| --- |
| Last/family name:  First name: |

**Applying to Receiving Institution**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Receiving institution: | Host institution name / Faculty | | | | | |
| Principal study subject (instrument or subject of thesis)[[1]](#endnote-1) at The Receiving Institution |  | | | | | |
| Study cycle[[2]](#endnote-2) during the exchange period | Bachelor (1st) | | Master (2nd) | | Doctorate (3rd) | |
| Study period according to The Receiving Institution’s academic calendar: | 1st Semester | 2nd Semester | | Academic Year | | Other Period (i.e.Term) |
| Academic year: | Academic year student applies for | | | | | |

**Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Name | Administrative Unit: | International Relations Office |
| Erasmus+ Institutional cod (if applicable) | Institutional Code | **Erasmus+ Coordinator[[3]](#endnote-3):** | Contact Person |
| Address: | Address | **E-mail :** | E-mail |
| Country : |  | **Phone :** | Phone (incl. country code) |

**Student**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last/family name (s): | | Last name (s) | First name (s): | | First name(s) | | | | |
| Date and place of birth: | | Date and place of birth | **Nationality[[4]](#endnote-4):** | | Nationality | | | | |
| Sex [*M/F*]: | | M/F | **Phone:** | | Phone (incl. country code) | | | | |
| Current address  City and Postal code  Country | | Current address | **Permanent address  (if different):** | | Permanent address | | | | |
| Passport No: | |  | **Tel:** | |  | | | | |
| E-Mail: | |  | **Emergency contact:** | | Name, phone, email. | | | | |
| Special needs[[5]](#endnote-5) | | Yes  No | **Student with fewer opportunities**[[6]](#endnote-6) | | Yes  No | | | | |
| Current Studies (at Sending Institution): | | | | | | | | | |
| Field of Education ISCED Code[[7]](#endnote-7): | Example 0421: Law | | | | | | | | |
| Study programme[[8]](#endnote-8) (relevant for your study stay): | Study programme | | | | | | | | |
| Principal study subject: | Principal study subject | | | | | | | | |
| Study cycle: |  | | | **Study year:** | | 1st | 2nd | 3rd | Other |
| Duration of the Study Programme: | Number of years | | | | | | | | |

**Study Period**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period of study[[9]](#endnote-9) | | Duration of stay (No. of study months) | Number of expected ECTS credits | Preferred professor(s) at Receiving institution for the main subject (if any) |
| dd/mm/yy  (or month/year) | dd/mm/yy  (or month/year) |
|  |  |  |  |  |

**Desired Courses at Receiving Institution (Preliminary Learning Agreement)**

|  |  |  |  |
| --- | --- | --- | --- |
| Course component[[10]](#endnote-10) code (if any) | Course component title  (as indicated in the course catalogue) at Receiving Institution | Semester (autumn / spring or term) | Number of ECTS credits to be awarded by Receiving Institution upon successful completion |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total number of ECTS | | |  |

**Student’s Language Skills[[11]](#endnote-11)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mother tongue: | | | | |
| Please indicate your language skills other than mother tongue: | | | | |
| 1. Language: Language 1 | Limited A1  A2 | Moderate B1  B2 | Fluent C1  C2 | |
| 2. Language: Language 2 | Limited A1  A2 | Moderate B1  B2 | Fluent C1  C2 | |
| 3. Language: Language 3 | Limited A1  A2 | Moderate B1  B2 | Fluent C1  C2 | |
| I am aware of the obligation to pass the online language test (via OLS[[12]](#endnote-12)) before my studies abroad, and I am interested in improving my language skills if recommended. | | | |  |

**Previous Studies in Erasmus Programme**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you already been studying/working abroad as ERASMUS student/trainee? | | | Yes | No |
| If “Yes”, please indicate: | Receiving Institution: | Former host institution’s name | Former host institution’s name | Former host institution’s name |
| Study cycle | Bachelor (1st) | Master (2nd) | Doctorate (3rd) |
| Duration of stay (months) | Duration of stay (months) | | |

**Application Package:**

**1. Home faculty statement of participation in the Erasmus+ mobility**

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| --- |
| Please attach relevant statement of home instutution participation in the Erasmus+ mobility. |

**2. Certificate of enrollemnt**

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| --- |
| Please attach Certificate of enrollemnt at your home faculty. |

**3. Motivation**

|  |
| --- |
| Please attach your motivation letter (min. 300 words). |

**4. Curriculum Vitae**

|  |
| --- |
| Please attach your CV. |

**5. Transcript of records with average study grade** [[13]](#endnote-13)

|  |
| --- |
| Please attach your Transcript of Records with the average study grade.  (only if requested by Receiving Institution) |

**6. Learning agreement**

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| --- |
| Please attach draft Learning agreement. |

**7. Copy of ID or passport**

|  |
| --- |
| Please attach copy of ID or passport (first page with the photo and personal data needed). |

**8. Proof of language proficiency**

|  |
| --- |
| Please attach proof of language proficiency, OLS test results may be accepted. |

**Signatures of Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Student: | Name, surname | Date: | Signature date |
| Sending institution  Head of Department/ Erasmus + Coordinator: | Name, surname | Date: | Signature date |

**NOTES FOR GUIDANCE**

**General Information**

All enquiries and applications for exchange programmes must be made through the responsible Erasmus Coordinator in your sending/home institution. To facilitate general procedures, please use e-mail until the point of mutual confirmation/signatures.

**Application form and deadline**

Please complete the form as fully and as clearly as possible. The Coordinator will inform you about the application deadline for your preferred receiving/host institution(s). Applications from nominated students must reach the receiving institution by **15th June (autumn term) or 15th December (spring term)**. Questions about your application should be addressed to: Centre for Career Development and International Mobility of the New University, Instituional coordinator: Ms. Nataša Kolavčič, Head of the Centre for Career Development and International Mobility, New University , Address: Nova univerza, Delpinova ulica 18/b, 5000 Nova Gorica, SI-Slovenia, Tel: +386 5 338 44 99, +386 5 338 44 06, E-mail: [international@nova-uni.si](mailto:international@nova-uni.si)

**Required annexes:**

* Home faculty statement of participation in the Erasmus+ mobility,
* Certificate of enrollemnt,
* Motivation letter,
* Curriculum Vitae,
* Learning agreement,
* Copy of ID or passport,
* Proof of language proficiency,
* Transcript of records with average study grade.

**Other forms**

Some institutions may require extra documentation with your application; you may for example be asked to complete a second application form and/or apply only for your study abroad.

1. **Principal study subject**

   Only state your principal study discipline, in which you wish to be auditioned. If you wish to audition for more than one discipline, you should complete a separate application for each.

   for a thesis, mobility window or free electives. [↑](#endnote-ref-1)
2. **Study cycle:** Short cycle (EQF level 5) / bachelor or equivalent first cycle (EQF level 6) / master or equivalent second cycle (EQF level 7) / doctorate or equivalent third cycle (EQF level 8). [↑](#endnote-ref-2)
3. **Erasmus+ Coordinator**/**Contact person**: a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution. [↑](#endnote-ref-3)
4. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-4)
5. **Special needs:** i. e. reduced mobility, hearing impairments, visual impairments, special status (sportsman, etc.) [↑](#endnote-ref-5)
6. **Students with fewer oportunities :** the Erasmus+ Programme support social inclusion and aims at improving the outreach to people with fewer opportunities, including people with disabilities and people with a migrant background, as well as people living in rural and remote areas, people facing socio-economic difficulties or any other potential source of discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation. The Erasmus+ programme will helps addressing the barriers faced by these groups in accessing the opportunities offered by the programme, as well as contributing to creating inclusive environments that foster equity and equality, and that are responsive to the needs of the wider community. [↑](#endnote-ref-6)
7. **ISCED code** search search tool available at <http://ec.europa.eu/education/tools/isced-f_en.htm> should be used to find the ISCED detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the sending institution. Mobilities must be carried out in one or more relevant subject area code – ISCED-F 2013. New University has three faculties members (European Faculty of Law, Faculty of Government and European Studies and Faculty of Slovenian and International studies) whose study programmes cover the following ISCED-F 2013 areas: 0421: Law (10.0, 10.1, 10.2, 10.3 - 3, 38, 380), 0413: Management and administration (04.4 - 345), 0388: Social sciences, journalism and information, inter-disciplinary programmes , 0288: Arts and humanities, interdisciplinary programmes. [↑](#endnote-ref-7)
8. **Study programme**: i. e. performance studies, law, composition, pedagogical studies, doctoral studies, or similar. [↑](#endnote-ref-8)
9. **Click on the date** and select a day from a calendar if you know the start and end day of your study period at the host institution. If you don’t know exact dates, please indicate study months [↑](#endnote-ref-9)
10. **Course** or an "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives. [↑](#endnote-ref-10)
11. **Language competence**

    You will normally be expected to have some proficiency in the language used for tuition in the receiving institution and you will gain most benefit from your exchange if you have some proficiency in the country’s native language.

    **Language skills:** This information is only meant as a preliminary rating to assess the level of language proficiency. The actual level will be determined after the student’s Erasmus+ nomination by the first OLS assessment. To facilitate your rating, the given options may be regarded in rough relation to the reference levels of the Common European Framework of Reference for Languages (CEFR – see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>): A1 (limited) – C1/2 (fluent). [↑](#endnote-ref-11)
12. **Erasmus+ Open Linguistic Support** (OLS) for students when mobility is taking place between Programme Countries (KA131). OLS is not available for International credit mobility (KA107). Coordinator of sending institution registers student for language assessment before his/her studies abroad, and registers student to the language course for improvment of the language skills if license is allocated. <http://www.erasmusmais.pt/erasmusmais/images/pdfs/OLS-BEN-user-guide-01102014_final_clean.pdf> [↑](#endnote-ref-12)
13. **Transcript including full details of current higher education study and average study grade.** This has to be issued by the sending institution, not to be mistaken with the final ‘transcript of records’ which will be issued by the receiving institution at the end of the exchange period. [↑](#endnote-ref-13)