

PRIPRAVA NA ERASMUS PRAKSO 2020/21

PRED ODHODOM

Iskanje delodajalca in pisanje prošnje:

<http://online.goinglobal.com/default.aspx>

<http://www.praxisnetwork.eu/>

<http://erasmusintern.org/>

Skupaj z oddelčnim koordinatorjem in mentorjem prakse v tujini izpolnitev Learning Agreement for Traineeships (priloga 1): vsi potrebni podpisi morajo biti na njem vsaj 10 dni pred vašim odhodom v tujino.

Oddaja obrazcev v elektronski sistem UL.

PRAKTIČNO USPOSABLJANJE

Upravičeno obdobje, v katerem se mobilnost opravi: od 1. 6. 2020 do 30. 9. 2021.

Na Erasmus+ praksi študent opravil vsaj 5 ur delovnih obveznosti oz. strokovne prakse dnevno ali 25 ur tedensko.

Trajanje: najmanj 2 meseca vsakič in največ 12 mesecev skupaj na posamezno študijsko stopnjo (limit 12 mesecev na stopnjo študija se nanaša na eno ali več izmenjav, vsaka med njimi mora trajati vsaj 2 meseca. Pozor: 12 mesecev je zgornji limit za vsoto študijskih izmenjav in praks v tujini znotraj vsake od stopenj študija (dodipl., mag., dr.)). Trajanje posamezne prakse je odvisno tudi od zahtev vašega delodajalca – če uvajanje v delo traja nekaj tednov, je povsem mogoče, da bo zahteval dlje; realnost: praksa običajno traja 4–6 mesecev, v nekaterih državah (npr. Francija pa manj, saj bi imelo to sicer posledice v tamkajšnji drugačni obdavčitvi delodajalca).

Finančna pomoč je bila v letu 2018/19 omejena na **6 mesecev, 2019/20 morda te omejitve ne bo.**

Za razliko od študijske izmenjave, vnaprejšnje pogodbe z ustanovami, ki omogočajo Erasmus+ prakso, ne obstajajo. Študent sam najde delodajalca v tujini. Svetujemo, da pomisli, katere ustanove bi potencialno potrebovale njegova znanja, hkrati pa bi se on tam dovolj naučil, in jih kontaktira. Pri tem lahko poudari, da delodajalca ne bo nič stal (saj bo za delo prejemal Erasmus+ štipendijo) – razen če bodo študentu delo morda dodatno plačali – in da bo za ureditev papirjev s strani delodajalca potrebnih samo par malenkosti, nobenih obsežnih administrativnih urejanj (primer: študent oddelka za klasično filologijo je kontaktiral nekaj oddelkov avstrijskih knjižnic, kjer delajo na digitalizaciji latinskih rokopisov – in hitro dobil možnost študiju primerne prakse).

Študent mora pred odhodom v tujino poskrbeti za prijavno dokumentacijo, to je Learning Agreement for Traineeships (ki ga potrdijo študent, fakulteta oziroma oddelčni koordinator ter delodajalec).

Oddelčna merila za ocenjevanje vlog so objavljena tule: http://zgodovina.ff.uni-lj.si/studij/studij_v_tujini

Primernost praks: praksa mora biti vsebinsko povezana s študijem.

Delodajalca in državo opravljanja prakse je mogoče še spremeniti, ko ste bili že izbrani na razpisu – do 1 mesec pred odhodom.

Financiranje 2020/21 bo verjetno podobno kot 2019/20:

Finančna pomoč za Erasmus+ študijsko izmenjavo je v študijskem letu 2018/2019 znašala od 370€ do 520€/ mesec; odvisno od države mobilnosti:

Skupina 1 Država gostiteljica	Danska, Finska, Islandija, Irska, Luxemburg, Švedska, Velika Britanija (Brexit?), Lihtenštajn, Norveška	520 €
Skupina 2 Država gostiteljica	Avstrija, Belgija, Nemčija, Francija, Italija, Grčija, Španija, Ciper, Nizozemska, Malta, Portugalska	450 €
Skupina 3 Država gostiteljica	Bolgarija, Hrvaška, Češka, Estonija, Latvija, Litva, Madžarska, Poljska, Romunija, Severna Makedonija, Slovaška, Srbija, Turčija	420 €

Poleg tega so študentje upravičeni do:

1. dodatka Javnega sklada (v letu 2018/19 64 EUR/mesec – v 2019/20 verjetno podobno):
 - Pogoj je slovensko državljanstvo oz. status po 12. členu zakona o štipendiranju (to so proračunska sredstva). Če ta zakon ne določa drugače, se štipendija dodeli:
 - državljanom Republike Slovenije s prebivališčem v Republiki Sloveniji,
 - državljanom Republike Slovenije s prebivališčem v Republiki Sloveniji, ki so pripadniki avtohtone italijanske ali madžarske narodne skupnosti,
 - državljanom držav članic Evropske unije (v nadaljnjem besedilu: EU), če izkažejo vsaj petletno neprekinjeno prebivanje v Republiki Sloveniji neposredno pred rokom za prijavo na javni razpis, po katerem uveljavljajo štipendijo,

- delavcem migrantom, ki so državljani države članice EU, če so zaposleni ali samozaposleni v Republiki Sloveniji, in njihovim vzdrževanim družinskim članom,
 - obmejnim delavcem, ki so državljani države članice EU in prebivajo v drugi državi članici EU, če so zaposleni ali samozaposleni v Republiki Sloveniji, in njihovim vzdrževanim družinskim članom,
 - državljanom tretjih držav, ki so pridobili status rezidenta za daljši čas.
- Dodatek Javnega sklada se dodeljuje le za 1. in 2. stopnjo ter omejitve do 27 leta starosti (gleda se čas vpisa na to stopnjo, v okviru katere gre študent na izmenjavo)

2. + ob predložitvi ustrezne dokumentacije do dodatka za

študente iz socialno šibkejših okolij. Za ta dodatek mora študent predložiti odločbo CSD (državna štipendija, varstveni dodatek, izredna denarna pomoč, otroški dodatek, dodatek za velike družine – prejemnik odločbe študent ali član skupnega gospodinjstva). Leta 2019/20 okoli 200 EUR. Gotovo bo ta dodatek na voljo tudi v letu 2020/21, o njegovi višini v letu 2020/21 pa boste obveščeni, ko boste izbrani.

Študentje, ki ne prejmejo tega dodatka, za Erasmus+ prakso prejmejo še okoli 100 EUR mesečno. (Namestitev v študentskem domu v primeru prakse – za razliko od namestitve v času študija v tujini – običajno ni mogoča, ker delodajalec običajno nima stika z univerzo; a obstajajo izjeme).

Pri iskanju nastanitve v večjih mestih si lahko pomagata npr. z Erasmus student network: <https://www.esn.org/>

Priloga 1

GFNA-II-C-Annex IV-I-Erasmus+ HE-2015



Higher Education Learning Agreement for Traineeships

Student's name
Academic Year 2017/2018

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ²	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	UNIVERSITY OF LJUBLJANA	FACULTY OF ARTS / DEPARTMENT OF HISTORY	SI LJUBLJA01	AŠKERČEVA 2, 1000 LJUBLJANA	SLOVENIA		
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the mobility: from [month/year] to [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of language competence ⁸ in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

Table B - Sending Institution	
Please use only one of the following three boxes: ⁹	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent) ¹⁰	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. The traineeship is carried out by a recent graduate and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	
Accident insurance for the trainee	
The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>



Higher Education Learning Agreement for Traineeships

Student's name
Academic Year 2017/2018

The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>					
Table C - Receiving Organisation/Enterprise					
The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>			If yes, amount (EUR/month):		
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:					
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>			The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>		
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>					
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.					
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.					
<p>By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).</p>					
Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person ²¹ at the Sending Institution			<i>Department coordinator</i>		
Supervisor ²² at the Receiving Organisation					

Pisanje prošnje

ARCHIVES

- Knowledge, skills and competence to be acquired:

Learn how to acquire, manage and maintain documents and other materials in archive.

Learn more about what it is like to work in an archive.

Get some practical, hands-on experience of working as part of a team.

Ability to work cooperatively.

Learn how to make the archives accessible to a wide range of users.

Acquire practical skills in working in an archive.

IKT skills.

- Detailed programme of the training period:

Experience a range of different jobs in an archive.

Help in carrying out different activities in an archive.

Independent work with ... in an archive.

Writing reports on self-development.

- Tasks of the trainee:

Observation of different works.

Help at different works in archives.

Writing reports on personal and professional development of student.

- Monitoring and evaluation plan:

- Evaluation (content report in Slovene, self-evaluation report)

- Recognition: the student mobility will be documented in the graduation certificate of the student at the sending institution.

MUSEUMS

- Knowledge, skills and competence to be acquired:

Learn how to acquire, manage and maintain documents and other materials in museum.

Learn more about what it is like to work in a museum.

Get some practical, hands-on experience of teamwork.

Ability to work cooperatively.

Learn how to make the museum accessible to a wide range of users.

Acquire practical skills in working in a museum.

IKT skills.

- Detailed programme of the training period:

Experience a range of different tasks in a museum.

Help in carrying out different activities in a museum.

Independent work at some activities in a museum.

Writing reports on self-development.

- Tasks of the trainee:

Observation of different works.

Help in carrying out different activities in a museum.

Writing reports on personal and professional development of the student.

- Monitoring and evaluation plan:

- Evaluation (content report in Slovene, self-evaluation report)

- Recognition: the student mobility will be documented in the graduation certificate of the student at the sending institution.

KOMUNIKACIJA Z DOMAČIMI KOORDINATORJI

ODDELČNI KOORDINATOR (Žiga Zwitter)

- Priprava in podpis dogovora
- Posredovanje objav v mednarodno pisarno
- Posredovanje poročila in potrdila v tajništvo

FAKULTETNI KOORDINATORICI

- Posredovanje informacij
- Posredovanje objav na UL

Anja Golec

strokovni delavec / Mobility advisor

Mednarodna pisarna / International Office

Filozofska fakulteta / Faculty of arts

Aškerčeva cesta 2, SI-1000 Ljubljana,
Slovenija / Slovenia

T.: +386 1 2411 356

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asist. dr. Tjaša Ribizel

Samost. strok. del. / Mobility Advisor

Mednarodna pisarna / International Office

Filozofska fakulteta / Faculty of arts

Aškerčeva cesta 2, SI-1000 Ljubljana, Slovenija
/ Slovenia

T.: +386 1 241 1044

Tjasa.Ribizel@ff.uni-lj.si, www.ff.uni-lj.si

UNIVERZITETNA KOORDINATORICA

- Obvestila o ureditvi štipendije
- Sprejem odjav

Univerza v Ljubljani

univ. dipl.soc.Urška Ravnik

Samostojni svetovalac na univerzi VII/2 (I) / Senior Advisor

Univerzitetna služba za mednarodno sodelovanje / University Office for International Relations

Univerza v Ljubljani / University of Ljubljana

Kongresni trg 12, SI-1000 Ljubljana, Slovenija / Slovenia

T.: +386 1 2418 572

Urška.Ravnik@uni-lj.si, www.uni-lj.si

PRIZNAVANJE V TUJINI OPRAVLJENE PRAKSE NA NAŠEM ODDELKU

Praksa v tujini: Priznavanje KT na oddelku ni pogoj za opravljanje Erasmus+ prakse. Če pa oddelk presodi, da vsebina praktičnega usposabljanja v tujini ustreza učnemu načrtu prakse na vpisanem študijskem programu, se lahko praksa, opravljena v tujini, prizna namesto ustreznega predmeta na FF, pod pogojem, da študent pred odhodom uredi vso dokumentacijo, potrebno za priznavanje. Prav tako je možno priznavanje prakse v okviru zunanjih izbirnih vsebin.

Možnosti priznavanja na Oddelku za ZG:

PRVA STOPNJA: -

DRUGA STOPNJA: predmet Pedagoška praksa iz zgodovine

TRETJA STOPNJA: predmet IRD

Natančno preberite Obvestilo za študente, ki odhajajo na študij v tujino, ter se ravnajte po opisanih navodilih (vaše obveznosti do fakultete pred odhodom in po prihodu zaradi vpisa v prilogo k diplomi):

http://www.ff.uni-lj.si/dejavnosti/Mednarodna_dejavnost/Mobilnost/Erasmus/Praksa

V PRIMERU SPREMEMB izpolnite obrazec:

GFNA-II-C-Annex IV-I-Erasmus+ HE-2015



Higher Education Learning Agreement for Traineeships

Student's name
Academic Year 2017/2018

During the Mobility

<p><i>Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise</i> (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)</p> <p>Planned period of the mobility: from [month/year] till [month/year]</p>	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

PO PRIHODU DOMOV

- Traineeship Certificate: potrdilo (priloga 2)

Oddaja v elektronski sistem UL.

Oddaja oddelčnemu koordinatorju, ki posreduje tajništvu oddelka (vpis v VIS).

Priloga 2



Higher Education Learning Agreement for Traineeships

Student's name
Academic Year 2017/2018

After the Mobility

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:
Start date and end date of traineeship: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise: