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ERASMUS+ MOBILNOSTI

Štud. leto 2019/2020

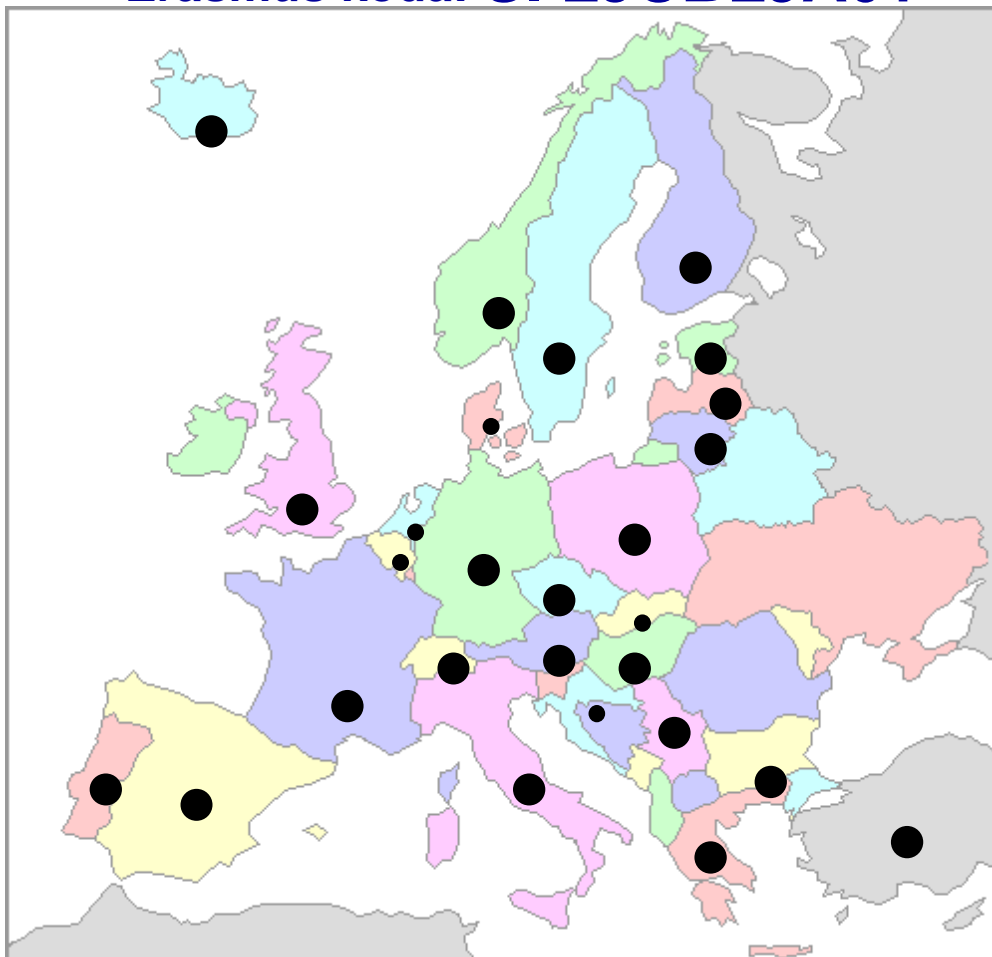
<http://www.erasmusplus.si/>



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Erasmus koda: **SI LJUBLJA01**



27 DRŽAV



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ERASMUS+ PRAKTIČNO USPOSABLJANJE

- MOBILNOST IZVEDENA V OBDOBJU OD 1. JUNIJA 2019 DO 30. SEPTEMBRA 2020 OZ. NAJKASNEJE 1 LETO PO DIPLOMIRANJU
- Splošna navodila, poslana s strani UL: Urška Ravnik (urska.ravnik@ul-lj.si)
- Na UL spletni obrazec za finančno pomoč (urejanje štipendije)
- Destinacijo in kontakte iščete sami
- ŠVICA – ni financiranja s strani UL, temveč se prijavite na njihovo nacionalno agencijo – SWISS MOBILITY PROGRAMME!



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ERASMUS+ PRAKTIČNO USPOSABLJANJE

- Minimalno trajanje mobilnosti je 61 dni
- Prakso lahko začnete kot študent ali kot mladi diplomant – tekom praktičnega usposabljanja ne morete/ne smete diplomirati
- Za strnjeno prakso v obsegu 61 dni morate ob koncu praktičnega usposabljanja prejeti ENO končno potrditev, ki zajema celotno časovno obdobje
- Prakso lahko opravljate v državah EU ter Islandiji, Liechtensteinu, Norveški, Makedoniji, Turčiji ter **Srbiji**
- **VB ?**
- Informacija o prijavi za finančno dotacijo bo znana s strani UL od junija 2019 dalje

Postopki in navodila za izvajanje mednarodnih študijskih izmenjav in praktičnega usposabljanja na UL MF

PRAVNI AKT UL MF

- Pred praktičnim usposabljanjem si navodila pozorno preberite!
- <https://www.mf.uni-lj.si/o-fakulteti/pravni-akti>

NAJKASNEJE
EN MESEC
PRED
ZAČETKOM
MOBILNOSTI

Dokumentacija

- „Learning Agreement for Traineeship“
- Listina študenta - priznavanje obveznosti študenta UL MF na mobilnosti (za vse študente obvezno!)
 - V okviru rednih študijskih obveznosti
 - V obliki obveznosti IZVEN PROGRAMA

<https://www.mf.uni-lj.si/o-studiju/mednarodne-izmenjave/splosno/erasmus-prakticno-usposabljanje>
- Opravljeno praktično usposabljanje se vpiše v **prilogo k diplomi oz. v Europass Mobility Document (mladi diplomanti)**

https://europass.cedefop.europa.eu/en/documents/european-skills-passport/europass-mobility/examples/pdf_en_GB.pdf
- **DOKUMENTACIJA:** http://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/program_erasmus_plus/erasmus_plus_mobilnost_studentov_za_prakso/
- Več informacij: <https://www.mf.uni-lj.si/o-studiju/mednarodne-izmenjave/splosno/erasmus-prakticno-usposabljanje>



Higher Education Learning Agreement for Traineeships

Student's name
Academic Year 20.../20...

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	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	
	Name	Department	Address; website	Country	Size <small>≤ 1000 employees ≥ 1000 employees</small>	Contact person ⁶ ; name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone

Before the mobility

Table A - Traineeship Programme of 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: <small>Not applicable</small>	

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 / Final report / 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 <u>Support, Mobility Document</u> : 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 / Final report / 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 <u>Support, Mobility Document</u> : 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 <u>Support, Mobility Document (Highly recommended)</u> : 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"/>
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"/>	



Higher Education Learning Agreement for Traineeships

Student's name
Academic Year 20.../20...

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 3 weeks after the end of the traineeship.					
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).					
Commitment	Name	Email	Position	Date	Signature
Trainee					
Responsible person ¹¹ at the Sending Institution					
Supervisor ¹² at the Receiving Organisation					

Ko boste našli institucijo, ki vas je pripravljena sprejeti, boste pripravili LA za praktično usposabljanje, v katerega boste zapisali vse vaše obveznosti v času opravljanja praktičnega usposabljanja. Dokument nato dostavite v mednarodno pisarno.

- 1 Nationality
- 2 Study cycle (EQF level)
- 3 Field of education to be used for awarding credits
- 4 Erasmus Charter for Higher Education Country
- 5 Content of the international agreement
- 6 Content of the framework agreement
- 7 Mentor's experience should be a different person than the supervisor.



LISTINA ŠTUDENTA NA PROGRAMU MOBILNOSTI MEDICINSKE FAKULTETE UNIVERZE V LJUBLJANI
(priznavanje obveznosti študentov medicinske fakultete univerze v ljubljani (mf ul) , opravljenih v času mobilnosti)

Ime in priimek študenta: Letnik študija: Semester:



RUBRIKA A: Seznam predmetov, opravljenih na gostujoči instituciji		RUBRIKA B: Predmeti na UL MF, ki bodo študentu priznani na podlagi potrdila o opravljenih obveznostih v tujini				
Predmet na gostujoči instituciji	Število ECTS/število tednov	Priznani predmet na UL MF	Število priznanih ECTS predmeta	Manjkajoče obveznosti, potrebne za priznanje celotnega predmeta na UL MF (<u>navedite obveznosti</u>)	Priznavanje izpita, opravljenega na mobilnosti (DA/NE)	Podpis predstojnika oz. nosilca predmeta in žig inštituta/katedre
Internal Medicine CR	14 ECTS	Interna medicina	14 ECTS	2 tedna vaj	(obvezno na UL MF)	
Surgery CR	7 w	Dodatne klinične vaje	7 tednov			

* s podpisom predstojnik dovoljuje študentu, da le-ta lahko na gostujoči univerzi opravi obseg, ki so pogoj za opravljanje izpita na MF UL.

Podpis in žig koordinatorja za programe mobilnosti na gostujoči univerzi

V listino študenta zapišete obveznosti, ki jih želite uveljavljati na UL MF v okviru EMŠ Medicina/EMŠ dentalna medicina ter dodatne obveznosti, za katere želite, da so vam ob koncu priznane in jih lahko uveljavljate pri **razpisu za specializacije**. Obvezne vsebine priznajo ustrezne katedre, dodatne pa mednarodna pisarna.

KAKO NAJTI INSTITUCIJO GOSTITELJICO?

- Osnovne podatke študentov iz preteklih let lahko najdete na naši spletni strani (**poročila za pretekla leta**): <https://www.mf.uni-lj.si/o-studiju/mednarodne-izmenjave/splosno/erasmus-studijska-izmenjava/pred-mobilnostjo>
- Iščete samostojno z kontaktiranjem klinik, bolnišnic, tudi medicinskih fakultet, vendar v osnovi upoštevajte navodila na njihovih spletnih straneh.
- Brezplačen portal za študente UL
GoinGlobal:<https://online.goinglobal.com>

Po opravljenem praktičnem usposabljanju

- **Potrdilo o opravljenem usposabljanju** ter pisno **poročilo** o opravljeni praksi (napotki v Spletni učilnici!)
 - prinesite v Mednarodno pisarno UL MF **v roku štirih tednov** po zaključku praktičnega usposabljanja
- V Mednarodni pisarni izdamo **Potrdilo o priznavanju mobilnosti, redne in dodatne študijske obveznosti vpišemo v informacijski sistem (VIS), zapisane bodo v Prilogi k diplomi (LISTINA ŠTUDENTA)**
(Mladi diplomanti izpolnete Europass Mobility Document, ki ga podpišemo mi in gostiteljska organizacija)
- Potrdilo o priznavanju mobilnosti pred morebitno prijavo na določen izpit (npr. Interna medicina, Kirurgija...) posredujete tajništvu Katedre, kjer boste opravljali izpit.



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After being at Lund University in Sweden, for example, a young Portuguese wrote: *"When I finished my Erasmus programme I felt not only Portuguese; but a bit Swedish (after spending one of my 22 years in Sweden)... a little bit Italian as well, and Spanish, German, French and so on ..."*.

A Greek student who was in Madrid, Spain, wrote: *"ERASMUS itself made me discover myself and transformed me into a citizen of the world."*