

**University of Ljubljana**

**Faculty of Economics**

**Master study opportunities**

University of Ljubljana EKONOMSKA FAKULTETA  
University of Ljubljana FACULTY OF ECONOMICS

## COUNTRY: SLOVENIA

The **Republic of Slovenia** lies at the heart of Europe where the Alps face the Pannonian plains and the Mediterranean meets the mysterious Karst. In 1991 Slovenia declared its independence and began its transition from socialism to a market economy. It boasts stable GDP growth and is viewed as a safe country, being ranked among those countries with the lowest degree of risk. Slovenia joined the **European Union in 2004** and introduced the euro in 2007.



Capital: Ljubljana  
Official language: Slovenian  
Prevailing religion: Christianity  
Climate: Alpine, Continental, Mediterranean  
Length of coastline: 46.6 km  
Highest peak: Triglav 2862 m  
Time zone: central Euro time GMT + 1

### WHY SLOVENIA - 5 REASONS

- One of the **safest countries** in the world.
- The most affordable country in Europe to be a university student (tuition fee and living costs).
- **Student friendly country.**
- Unique geographic position – **in the heart of Europe.**
- Eco friendly country: Slovenia declared world's first green country and its capital Ljubljana European green capital 2016.



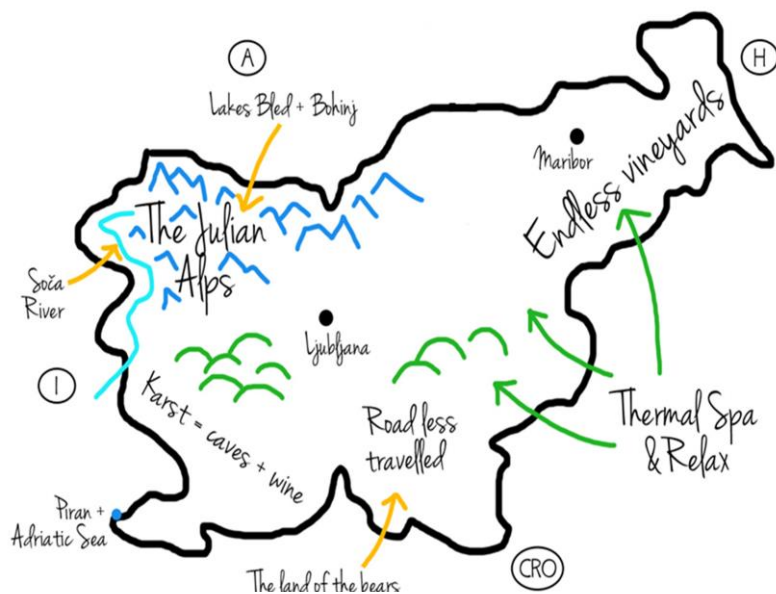
## CITY: LJUBLJANA

The City of Ljubljana, the **capital of Slovenia**, is a relatively large central European city situated between the Alps and the Adriatic Sea and has approximately 300,000 inhabitants. It is the **political and cultural heart** of the Slovenian nation, safe and particularly charming in summer. It is a **city of culture** and a rich historical legacy which offers all the friendliness of a small town and at the same time everything that a capital city is expected to offer.



### Ljubljana – European Green Capital 2016

- Unique and felicitous mixture of two very different but complementary features: on the one hand, the city is famed for its historical heritage and tradition, but on the other, it is a relatively young city with a modern lifestyle whose residents' average age is only slightly above 30.
- Ljubljana a perfect base for exploring the country's diverse beauty.
- The capital is Ljubljana, meaning in Slovene language “beloved”.



## FACULTY OF ECONOMICS, UNIVERSITY OF LJUBLJANA (FELU)

The **Faculty of Economics** (FELU) was established in 1946 as part of the public university, University of Ljubljana, one of the most influential universities in Central and South-East Europe. The FELU is both a national leader and an **internationally recognised** academic and **research institution** in the fields of business and economics. We strive to become perceived as the world-renowned institution for the quality of our academic programmes and achievements in education and research.



### WHY FELU – 5 REASONS

- Leading research institution in Slovenia and wider region in the fields of business and economics.
- Offering English programme at all three levels of study (undergraduate, graduate and doctoral).
- The FELU has become the first and only Triple Crown School in Slovenia and the broader region.
- Great Corporate Connections.
- Cultural diversity (more than 70 nationalities represented across FELU).

The FELU has become the first and only Triple Crown School in Slovenia and the broader region to have been awarded the – **EQUIS** , **AACSB** and **AMBA** international accreditations. This achievement ranks the FELU among the **top 1%** of business and economic schools in the world.



## Academic calendar

Winter semester: October till middle of January

Summer semester: Middle of February till end of May

Winter examination period: middle of January – beginning of February

Summer examination period: beginning of June – end of June

Autumn examination period: end of August – middle of September

Summer holidays: beginning of July – end of August

## Full time study / part time study

Most of the study programmes are performed as full-time course in accordance with the study calendar, allowing the students full participation in all their lectures, practical classes and seminars.

Part time courses are performed according to special schedule, mostly in the afternoons and on Saturdays. All forms of pedagogic work on these courses are executed in 30 % of the hours of the full-time courses.

## ECTS & grading system

The European Credit Transfer and Accumulation System (ECTS) is a standard for comparing the study performance of higher education students across the European Union. ECTS credits present the value allocated to a certain course and describe the quantity of work each course requires from a student.

<b>Grade 10 = excellent</b>	<b>ECTS = A</b>
<b>Grade 9 = very good</b>	<b>ECTS = B</b>
<b>Grade 8 = very good</b>	<b>ECTS = C</b>
<b>Grade 7 = good</b>	<b>ECTS = D</b>
<b>Grade 6 = satisfactory</b>	<b>ECTS = E</b>
<b>Grade 5 = fail</b>	<b>ECTS = F</b>

## Public holidays in Slovenia

- 1 and 2 January: New Year
- 8 February - Slovenian Day of Culture
- Easter Sunday, Easter Monday in April
- 7th Sunday after Easter - Pentecost
- 27 April - Day of Uprising against occupation
- 1 and 2 May - Labour day
- 25 June - National day
- 15 August - Assumption day
- 31 October - Reformation day
- 1 November - All souls' day
- 25 December - Christmas
- 26 December - Independence day

## MASTER PROGRAMMES (SECOND CYCLE)

International full-time study programmes held at the FELU offered in English language are:

- **Bank and Financial management** (double degree)
- **Economics** (double degree)
- **Business Informatics (Information Management)** (double degree)
- **Master in International Business**
- **Master in Money and Finance** (double degree)
- **Quantitative Finance and Actuarial Sciences** (double degree)
- **Tourism**
- **International Master Programme in Business Administration - IMB** (intensive full time)
- **European Master in Tourism Management - EMTM** (joint programme)
- **Public Sector and Environmental Economics - JMPSE** (joint programme)
  
- **Master in Business Administration - MBA** (part time)

<b>Duration of study</b>	2 years (4 semesters)
<b>Scope of ECTS</b>	120 ECTS
<b>Study status</b>	full-time
<b>Degree</b>	magister ekonomskih/poslovnih ved (mag. ekon./posl. ved) – second cycle graduate in ( <i>name of a programme</i> )

## **ADMISSION CRITERIA**

### **Master Programmes Bank and Financial Management, Money and Finance, Economics, International Business, Business Informatics, Tourism:**

First-year enrolment is open to:

- Graduates of first-level programmes in relevant study programmes with at least 180 ECTS, or those that have completed the current programme of study for qualification in relevant study programmes;
- Graduates of equivalent courses listed in the previous paragraph in unrelated areas of study and must complete additional academic requirements of 12 ECTS: Microeconomics 1 (6 ECTS) and Introduction to Business (6 ECTS).

### **Master of Quantitative Finance and Actuarial Science Programme:**

First-year enrolment is open to:

- Graduates of first-level programmes in relevant study areas with at least 180 ECTS;
- Graduates of a programme of study for graduate qualification in relevant areas of study;
- Graduates of equivalent courses listed in the above paragraphs from other areas of study and completing additional academic requirements of 12 ECTS: Microeconomics 1 (6 ECTS) and Mathematics for Business and Economic Sciences (6 ECTS).

Undergraduate programmes in the first and second paragraphs that are considered relevant areas of study for entry into the Master's Degree Programme are those by Iscedovo classification for Social Sciences (31), Mathematics and Statistics (46) and those by the Klassius classification Economics (314), Physics (440), and Physics and Astronomy (441).

### **IMB (International Full Time Master Programme in Business Administration):**

- Finished bachelor programme - with a bachelor degree (diploma) or with 180 ECTS credit points for the programmes without obligatory thesis.
- Proficiency in English - since the formal language of the programme is English (not only classes, team work and study materials are available in English language, but also internal communication is carried out in English).
- 2 reference letters - can be written by an employer, academic personnel, non-profit organization manager, trainer or any other reliable and trust-worthy person, that can provide an opinion or a proof that the student is talented, hard-working, creative, top achiever, etc.

## Double Degree Programmes

A Double Degree is an approved combined study programme leading to two degrees from two universities. The FELU students receive a bachelor's degree from the FELU as well as a bachelor's degree from the partner university. Double degree is just an option.

Programme	Partner Institution	Country
Bank and Financial Management	BI Norwegian Business School	Norway
	École Supérieure des Sciences Commerciales d'Angers	France
Money and Finance	BI Norwegian Business School	Norway
	University of Siena	Italy
Economics	University of Siena	Italy
Business Informatics	Instituto Superior de Estatística e Gestão de Informação New University of Lisbon (ISEGI-UNL)	Portugal
Quantitative Finance and Actuarial Science	Stockholm University School of Business (SUSB)	Sweden
Full time International Master Programme in Business Administration	ISCTE University Institute of Lisbon IUL Business School	Portugal

### INFORMATION

International Relations Office

Phone: +386 (1) 5892-407

E-mail: [outgoing@ef.uni-lj.si](mailto:outgoing@ef.uni-lj.si)



## APPLICATION & ENROLMENT

Call for Enrolment in second Cycle study programmes for Academic Year 2017/2018 is published. ([link](#) – in Slovene language).



**Application deadline: 15 September 2017.**

Candidates submit the **application for enrolment and recognition of foreign education** through **eVŠ web portal** ([portal.evs.gov.si/prijava/?locale=en](http://portal.evs.gov.si/prijava/?locale=en)).

In case of technical problems with the on-line application please contact [evs-prijava.mvzt@gov.si](mailto:evs-prijava.mvzt@gov.si)

In the application, you can apply for **two programmes** (first choice and the second one in case you would not be accepted for the first one).

### **Important!**

Candidates applying for applications without a qualified digital certificate (with the user's name and password) have to send the filled in application form on-line through the eVŠ web portal, then **print the filled in application form, sign it in writing and send it with the registered mail by the deadline to the postal address** of the respectful higher education application information services.

**Please note that all required documents, together with the printed and signed application form have to be received by Faculty of Economics no later than 15 September 2017.**

### **Important!**

We recommend all international students to send all the documents before September 2017. Candidates will receive the answer on the selection procedure until 25 of September 2017.

In case of available places, there will be second call for application open till 25 September 2017. More information will be available then.

**Candidates are required to send by post the following documents together with the application form:**

- Your **legalized\* original** Bachelor diploma.  
(Which we will return together with the final decision – or immediately by your special request).
- Transcript of records of your Bachelor study.
- English or Slovene official translation of your diploma and transcript of records.
- A short chronological description of your entire education (prepared by candidate).
- Motivation letter (approximately 500 words).  
(Candidates applying to a master`s programme offered in English language are required to submit the letter of motivation in English language (approximately 500 words).
- Certificate of advanced English language skills.  
(Candidates must present a language certificate of their English language skills: The minimum required scores are: TOEFL: TOEFL score of 79 (IBT), IELTS: IELTS score of 6 for English, Cambridge/Oxford: B2. Instead of the international certificate attesting knowledge of the English language (such as TOEFL, IELTS, GMAT, etc.) candidate can submit a certificate of attending student exchange programme, offered in English language (Erasmus exchange, summer school etc.) or similar).
- Copy of your passport.

\* *Legalization of the documents:* The original of the final certificate(s) representing the general requirement for access to higher education in the country of issue, legalized on the basis of:

The 1961 Hague Convention (at the court with territorial jurisdiction where the certificate or diploma was issued); with a properly completed Apostille form affixed, or The Authentication of Documents in International Traffic Act. State parties to the 1961 Hague Convention can be found at this [website](#).

If the student/candidate can find the country on the list of the Authentication of Documents in International Traffic Act, he/she should take an original diploma to the Court, where his/hers university is and get a seal “Apostille” there.

If the country is not on the list, the original diploma needs to be legalized with the following seals:

- the seal of Ministry of Higher Education in the country of issue of your diploma,
- the seal of Ministry of justice,
- the seal of Ministry of foreign affairs.

You do not need to legalize your diploma (however you still need to submit the original document) if you have finished your previous education in the following countries (due to bilateral agreements between countries): Bulgaria, Iraq, Algeria, Russia, Poland, Austria, France, Bosnia and Herzegovina, Italy, Slovakia, Czech Republic, Hungary, Croatia.

Candidates who have completed undergraduate study programme abroad (not Slovenia) may enrol in the first year of second cycle master's study programme if they complete the procedure of recognition of foreign undergraduate education. The recognition procedure is a part of the enrolment procedure. The candidate submits the recognition application together with the study enrolment application (on the online eVŠ portal).

The process lasts approximately **two months** from submitting a complete application. You can get more information about the process of recognition of education from:

**Mrs. Katja Gostinčar**

E-mail: [katja.gostincar@ef.uni-lj.si](mailto:katja.gostincar@ef.uni-lj.si)

Phone: +386 (1) 5892-407

Fax. +386 (1) 5892-696

## TUITION AND ENROLMENT FEES

School year	Tuition fee	Enrolment fee	Payment
2017/2018	€4,000.00	€32.00 first year of study	One payment before enrolment

The tuition fee does not include compulsory health insurance. This must be arranged before you start your studies.

### **The following students do not have to pay any tuition fees for full-time master programmes:**

- Citizens of European Union Member States and citizens of Norway, Switzerland, Liechtenstein and Iceland;
- Foreign citizens with permanent residence in the Republic of Slovenia if themselves or at least one of their parents or guardians is a taxpayer in Slovenia;
- Slovenians without Slovenian citizenship;
- Citizens of countries with which the Republic of Slovenia has concluded bilateral or multilateral agreements on cooperation in the field of education or reciprocity (Bosnia and Herzegovina, Serbia, Macedonia, Montenegro and Kosovo);
- Students of exchange programmes at higher education institutions who are enrolled in the Lifelong Learning programme;
- Scholarship holders of the ministry competent for higher education or of an authorised provider of such scholarships (CMEPIUS);
- Persons granted international protection.





### **IMPORTANT NOTICE!**

In accordance with the Slovenian law on funding the study, a student is required to pay the tuition fee regardless of the type of study (full-time or part-time), if in the process of recognition of education it is determined that student's education equals the university level diploma (level VII of education - bologna master) and for that reason, the second-cycle bologna master programme is not subsidized by the government.

## COST OF LIVING IN LJUBLJANA (ESTIMATED)

Living expenses (rent, food, public transport, books) in the Republic of Slovenia roughly amount to **€500 per month**; actual expenditure depends on individual lifestyle.

### Living costs per month (in EUR)

Accommodation	Food	City transportation	Study material	Other costs
				Parties, trips..
€150 – 350 private accommodation	€100 subsidized lunch: around 3 €/meal	€20 Urbana bus card, around €30 for used bicycle	Mostly photocopies (0,05 €/copy), Books from €17-24	Up to €200
<b>Total</b>		<b>400-500 €/month</b>		

## HOUSING

Unfortunately, accommodation in Student Halls of Residence is not available to other foreign students not participating in the CEEPUS or ERASMUS programs.

Slovenes without Slovene citizenship who are receiving scholarship from the Slovene Human Resources Development and Scholarship Fund can apply for a room in one of the student halls of residence ([www.stud-dom-lj.si/en](http://www.stud-dom-lj.si/en)).

The FELU does not guarantee it can provide you with accommodation. However, some options are available so you can find your own accommodation.

### **ŠOU (Student Organization University of Ljubljana)**

Office hours: Monday, Tuesday and Thursday between 12:00 and 15:00.  
[rooms@sou-lj.si](mailto:rooms@sou-lj.si)

### **Študentska svetovalnica - Posredovalnica sob m2**

([Free accommodation search service](#) - only in Slovene language)

Kersnikova 4, 1000 Ljubljana

Phone: 00-1-438-02-53

Email: [info@svetovalnica.com](mailto:info@svetovalnica.com)

FB: [studentska.svetovalnica](#)

TW: [@Svetovalnica](#)

Open hours: Thursday from 10 a.m. till 3 p.m.

USEFUL WEBSITE FOR SEARCHING A FLAT IN LJUBLJANA

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

Platform student to student: [Housing Anywhere](#)

Website <https://housinganywhere.com/en/>

Email: [info@housinganywhere.com](mailto:info@housinganywhere.com)

The largest Slovenian real estate database

<http://www.realestate-slovenia.info/>

Spending a night at a hotel:

Temporary accommodation can be found at some hostels and low-rate hotels (for information and booking please contact directly to addresses listed below):

Web site: [http:// www.visitljubljana.si/en/accomodation/](http://www.visitljubljana.si/en/accomodation/)

Hostel CELICA

Metelkova 8, 1000 Ljubljana

Tel: +386 1 230 97 00

E-mail: [info@souhostel.com](mailto:info@souhostel.com)

Web site: <http://www.hostelcelica.com/index.php>

HOTEL PARK

Tabor 9, 1000 Ljubljana

Tel.: +386 1 300 25 00/08

E-mail: [info@hotelpark.si](mailto:info@hotelpark.si)

Web site: [http://www.hotelpark.si/en\\_home,7.html](http://www.hotelpark.si/en_home,7.html)

Youth Hostel Ljubljana (BIT Center)

Litijska 57, 1000 Ljubljana

Tel.: +386 1 548 00 55

Fax: +386 1 548 00 56

E-mail: [hotel@bit-center.net](mailto:hotel@bit-center.net)

Web site: <http://www.bit-center.net/>

## SUBSIDISED STUDENT MEALS

Subsidised student food is a form of financial support provided by the Republic of Slovenia. Students are entitled to one subsidised meal per working day each month (usually around 20 meals a month).

Students pay for their meals and are identified using mobile phones or a contactless smart card. Your mobile phone will become your ID for buying student meals and, in case you do not want to use your phone, you can buy a contactless smartcard at the student meals office for €15. Your phone or the contactless smartcard will not actually pay for the meal; it will only be used as a form of identification to enable you to exercise your right to a subsidised meal. You will pay the difference in the price directly to the food provider.

After you arrive in Ljubljana you will need to obtain a Slovenian SIM card. Also please note that you will need to have a mobile phone that accepts foreign SIM cards (a phone that is not locked).



To use this subsidy, students are required to submit an online application form through the [www.studentska-prehrana.si](http://www.studentska-prehrana.si) portal and then report to the nearest Subsidised Student Meal point the number of the application form (online application is irrelevant without the application number), an identity document, evidence of student status for the current academic year and phone. Subsidised student meals are available in various restaurants and pubs.

You can download brochure in English [here](#).



## LJUBLJANA CITY PUBLIC TRANSPORT

City buses (LPP) have an electronic payment system based on a no-contact smart card called URBANA. URBANA cards are electronic ticket carriers. There are two types of URBANA cards:

- The URBANA value card (yellow) has no name of the holder and is transferable. You can top it up with credit up to €50 (at Urbanomat top-up stations the lowest amount of credit is €1) or with transferable monthly and yearly tickets.
- The URBANA time card (green) carries the name of the holder and is not transferable. You can top it up with a selected monthly ticket and/or credit. A monthly tickets costs €17 for students.

Both types of cards are valid on all Ljubljana city bus routes. The credit does not lapse. The payment must be made at the beginning of the ride by quickly placing your card on one of the green readers on the bus. You must validate the card in this way each time you enter a bus. If you change buses within 90 minutes of the first validation, you do not have to pay any more for the journey, but you still have to validate your card.

### Selling points

If a foreign student wishes to use the URBANA time card, they have to stop at one of two official sales points and submit their enrolment certificate and identity card.

SALES POINTS OF THE URBANA CARD AND OTHER FARES at the [LPP Information Centre](#) at:

Slovenska 56, 1000 Ljubljana: 7.00 to 19.00

Celovška 160, 1000 Ljubljana: 7.00 to 17.00

and all sales points like Kiosk Delo, 3DVA...



## BICYCLE RENTAL – BIKIKELJ

Ljubljana also offers a public [bicycle rental system called Bicike\(LJ\)](#).

Residents and visitors can move around the broader Ljubljana city centre area virtually for free by bike as the annual cost of registration for bike use is just €3 and is recorded as a credit on your account. Weekly use is mostly intended for visitors, and only costs €1.



## SCHOLARSHIP OPPORTUNITIES

Faculty of Economics, University of Ljubljana is participating in the following projects. Details about each project are available on the official websites listed below. Other scholarships from FELU are not available.

- \* Western Balkans – project [SunBeam](#)
- \* Western Balkans – project [GreenTech](#)
- \* South America – project [SUD-UE](#)

Nationals of any of these countries are eligible to apply for the scholarship to come to the Faculty of Economics, University of Ljubljana to study, research, teach or work.

We also recommend you to check the following websites:

- [Erasmus Mundus Programme](#)
- [Slovene Human Resources Development and Scholarship Fund](#)
- [CMEPIUS, Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes](#)
- [DAAD, German Academic Exchange Service](#)
- [Marie Skłodowska-Curie Actions research fellowship](#)

# TEMPORARY RESIDENCE PERMITS

## Entry and residence of EU citizens

Valid personal identity document (passport or personal identity card) is sufficient to enter the Republic of Slovenia. Entrants may stay in the territory of the Republic of Slovenia for up to 90 days of their entry in the country, however they are obliged to report the temporary address to the Police or relevant administrative unit (for Ljubljana: Tobačna ulica 5, 1000 Ljubljana).

In the event of exceeding 90 days, residence permit is obligatory. This can be obtained from the administrative office within the residential district (in Ljubljana: Upravna enota Ljubljana (Administrative Unit Ljubljana), Sektor za upravne notranje zadeve (Administrative Internal Affairs Sector), Oddelek za tujce (Department for Foreign Citizens), Tobačna ulica 5, every day during office hours: Mondays, Tuesdays and Thursdays 8 a.m. - 6 p.m., Wednesdays 8 a.m. - 7 p.m., and Fridays 8 a.m. - 2 p.m.).

The temporary residence permit will be issued in accordance to the conditions set by the European Union. In order to issue a residence permit to a citizen from a member state for the purpose of study the following conditions have to be met:

- valid identity card or a valid passport;
- evidence of admission to study;
- evidence of appropriate health insurance;
- evidence of sufficient funds for subsistence. Signed statement suffices as proof of sufficient funds for subsistence;
- personal photo (35 x 45mm).

Copy of the student's passport or identity card must be certified by a notary or at the registry of the Department for foreign citizens.

According to the stated directive the residence permit is granted for the period of studies or at the most for one year and can be extended in the event that the studies last for over a year.

## Entry and residence for citizens of non-EU countries

Students coming from a country whose citizens are required to obtain a visa in order to enter the Republic of Slovenia and you wish to enter the Republic of Slovenia for study purposes, you are required to obtain a visa C (tourist visa) or visa D (long term visa) at a diplomatic mission or consulate of the Republic of Slovenia abroad prior to entering the Republic of Slovenia.

For the same purposes, you can enter Slovenia and stay there for a certain period of time (for no longer than 90 days in a 180-day period, starting on the date of the first entry) only on the basis of your valid passport or identity card if you are a citizen of a country whose citizens are not required to obtain a visa to enter Slovenia.

A D visa is issued for the period of intended visit to Slovenia and has a period of validity of no more than one year. You are required to obtain a D visa before entry into Slovenia; this visa allows you to enter and stay in the country for the period of its validity.

If you have a valid residence permit issued by another state that is party to the Schengen Agreement, you may enter Slovenia on the basis of this permit and a valid travel document and stay there for no longer than 90 days in a 180-day period, which includes the combined duration of your stay in all Schengen states except for the state which issued the visa, starting on the date of the first entry into one of the Schengen states or until the expiry of visa validity if this is shorter. Within 90 days period, you are obliged to apply for first residence permit at the relevant administrative unit in Slovenia (in Ljubljana: Tobačna ulica 5, 1000 Ljubljana).

**For first residence permit application you are required to possess the following:**

- personal photo sized 35 x 45mm showing the real image of the applicant that is made in colour and fit for biometric documents;
- two fingerprints;
- evidence of admission to study, education, specialisation or professional training in the relevant educational establishments in the Republic of Slovenia;
- evidence of appropriate health insurance in the Republic of Slovenia;
- evidence of ensured funds for subsistence (sufficient proof of the fulfilment of the requirement for sufficient funds for subsistence (in the minimum monthly amount of the basic minimum income in the Republic of Slovenia) is a written statement made by the student's parents or legal guardian indicating that they would provide means for the student's subsistence. A foreign citizen may prove the fulfilment of the requirement for sufficient funds for subsistence in any other way, and the evidence will be assessed in a declaratory procedure);
- valid passport with validity extending beyond the planned period of residence in the Republic of Slovenia by at least 3 months (a copy is certified by a notary, administrative unit or the registry of the local department – the copy and valid passport is enclosed for inspection);
- police clearance certificate not older than three months issued by the home country (if the country in question issues it), translated into Slovenian, and verified.

A permit in the form of a label and a stamp will be added in the passport. Students are required to report the place of temporary residence within three days of their arrival to Slovenia to:

INFORMATION

Upravna enota Ljubljana (Administrative Unit Ljubljana)  
Oddelek za tujce (Department for Foreign Citizens)

Address: Tobačna ulica 5, 1000 Ljubljana

Office hours: Mondays, Tuesdays and Thursdays 8 a.m. - 6 p.m., Wednesdays 8 a.m.  
- 7 p.m., and Fridays 8 a.m. - 2 p.m.

Fax: 00 1 306 32 02  
Phone: 00 1 306 30 00  
Email: [ue.lj-sunz@gov.si](mailto:ue.lj-sunz@gov.si)

We also recommend you to check the following websites:

- Ministry of the interior, portal Information for foreigners.
- Contacts of embassies and consulates.
- Ministry of foreign affairs Republic of Slovenia.

INFORMATION

**Ministry of Foreign Affairs**

Prešernova cesta 25  
SI-1000 Ljubljana  
Slovenia

Phone: 00 386 1 478 2305

Fax: 00 386 1 478 2316

E-mail: [konzularne-zadeve.mzz@gov.si](mailto:konzularne-zadeve.mzz@gov.si)

## HEALTH INSURANCE

Foreign citizens coming from EU and EEA Member countries, Switzerland and Australia have free access to emergency or necessary healthcare services during their temporary residence in the Republic of Slovenia upon submission of evidence of their status: the European Health Insurance Card (EHIC) or a certificate as a substitute for EHIC that is issued by the competent state, while persons coming from Australia submit their MEDICARE card along with their passport.

Foreign citizens from countries with which the Republic of Slovenia has concluded a bilateral agreement on social insurance have free access only to emergency healthcare services in the Republic of Slovenia upon submission of evidence of their status. The Republic of Slovenia has concluded bilateral Social Insurance Agreements with the Republic of Macedonia, Republic of Bosnia and Herzegovina, Republic of Serbia, and Montenegro. As a rule, a foreign insured person must submit sample form RM/SI 3, BIH/SI 3, SRB/SI 03 or MNE/SI 03 to the regional unit of the Health Insurance Institute of Slovenia, which then issues the MedZZ Certificate. Exceptionally, i.e. in cases of major emergency, a foreign insured person may exercise their right to healthcare services with one of the above mentioned forms directly at the doctor's office and medical institutions.

Persons from non-EU and non-EEA countries, Switzerland or from countries with which Slovenia has not concluded bilateral agreements on social insurance must be compulsory health insured in the Republic of Slovenia (based on point 14 of Article 15 of the Health Care and Health Insurance Act – ZZZVZZ). The person subject to registration and payment of the contribution is the person insured.

Notably, based on their inclusion in the insurance system of Slovenia, foreign citizens have free access to health care services within the scope of compulsory health insurance. Considering that they are required to cover the difference to the full price of healthcare services themselves, it is recommended that they also take out supplementary health insurance at a commercial insurance company (Vzajemna, Adriatic Slovenica, Triglav).

Further information is available at the competent regional unit of the Health Insurance Institute of Slovenia.

### INFORMATION

#### **Health Insurance Institute of Slovenia**

International Insurance Department  
Mala ulica 3  
1000 Ljubljana

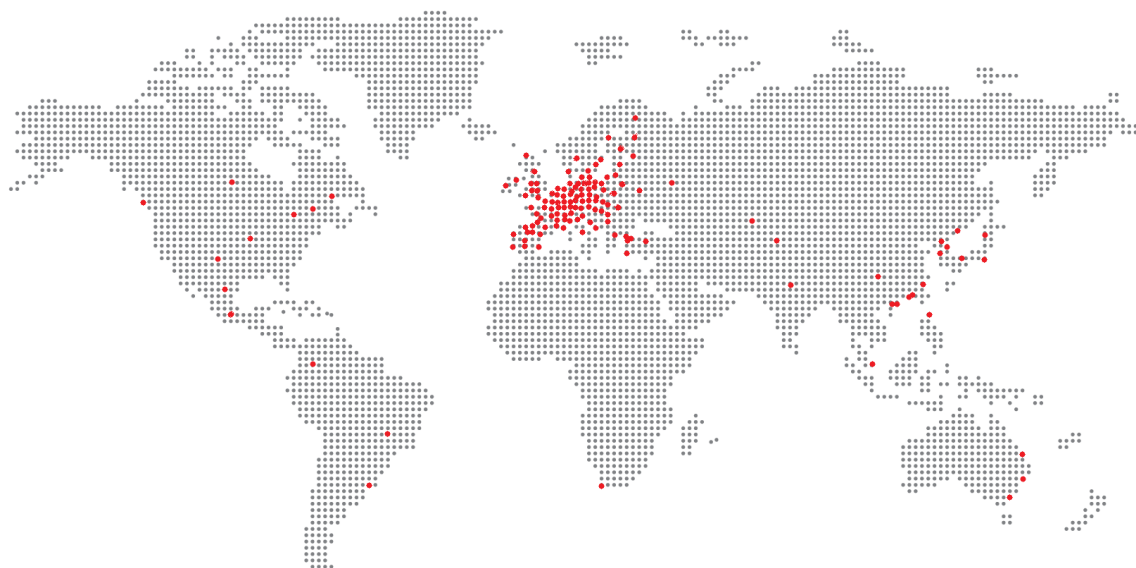
Phone: + 386 (1) 307-77-00

Email: [oelej@zzzs.si](mailto:oelej@zzzs.si)

[Website](#)

## EXCHANGE AND STUDY ABROAD

To provide our students with the best possible career and personal development, the FELU is involved in 200 exchange agreements with universities in 45 countries worldwide.



- **Erasmus Programme**

This programme enables students to study or work abroad as part of their degree. FELU students can choose among 172 partner universities within European Union. The ERASMUS programme provides students with scholarships for the duration of their studies abroad. This helps cover the students' emerging costs, such as transportation, accommodations, food, and insurance.

- **Ceepus Programme**

The CEEPUS - Central European Exchange Programme for University Studies is a multilateral exchange programme with Central and Eastern Europe. At present CEEPUS unites universities from 16 Central and Eastern European countries. CEEPUS programme provides students with scholarships for the duration of their studies abroad. This helps cover the students' emerging costs, such as transportation, accommodations, food, and insurance.

- **Erasmus Mundus Basileus Programme**

This programme is funded by the European Commission. The project consortium consists of 9 EU universities and 10 universities in the Western Balkans. Basileus provides funding for academic mobility.

- **Bilateral Exchange**

This programme enables students to study abroad outside of Europe. Students can choose among 31 partner universities from Australia, Brazil, Canada, China, Columbia, Japan, Kazakhstan, Korea, Mexico, Russia, Singapore, South Africa or USA.

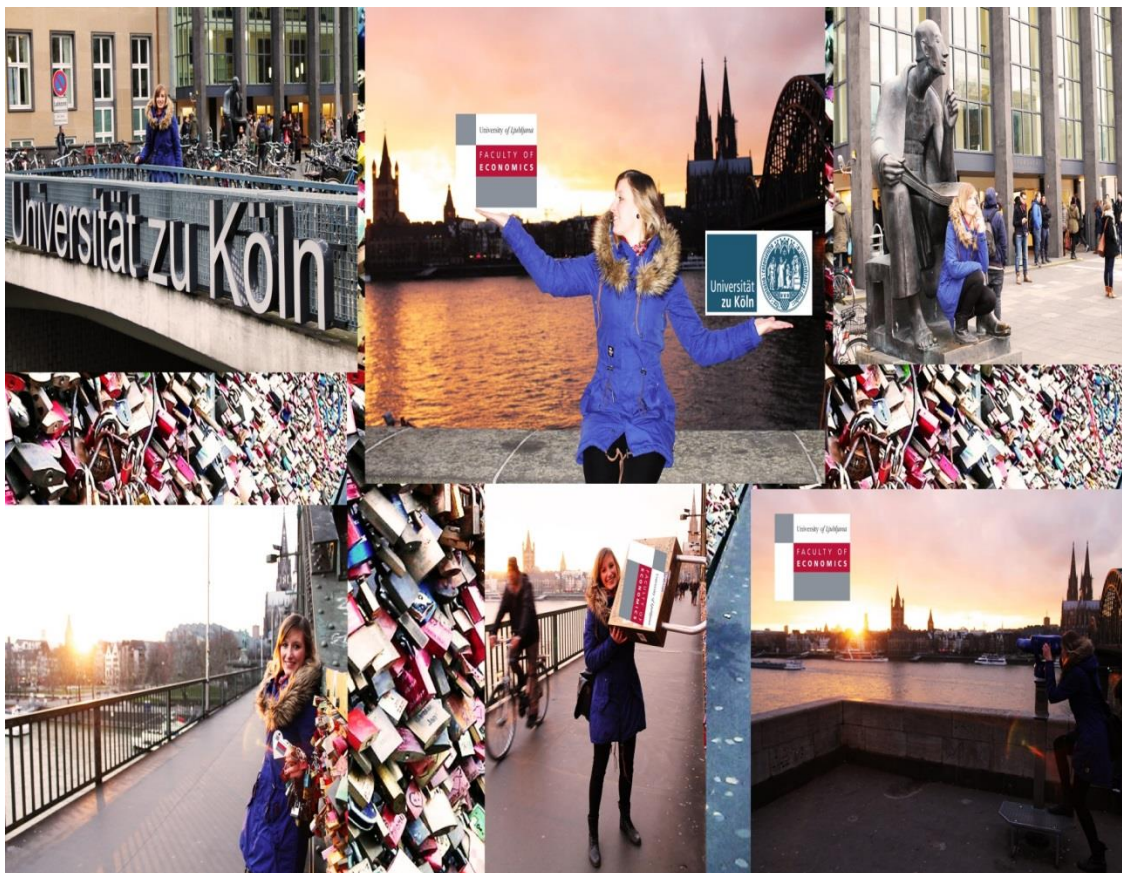
List of partner school can be found [here](#).

INFORMATION

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## LJUBLJANA SUMMER SCHOOL

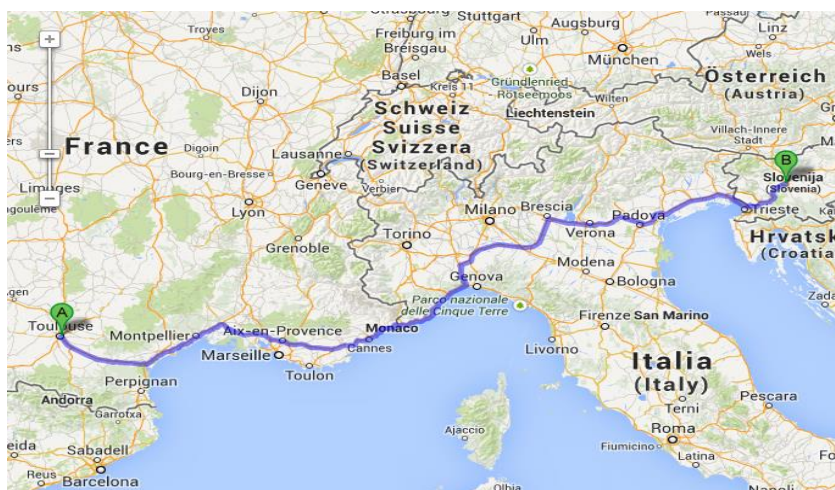
### Take the Best from East and West: 3-21 July 2017

- ☀ Study at the leading Slovenian institution in business and economics, awarded with EQUIS, AACSB and AMBA accreditations.
- ☀ Attend a high academic level programme in English with case study supplements at the bachelor's and master's levels.
- ☀ Learn from international lecturers from all around the world who are experts in their chosen fields.
- ☀ Earn ECTS credits that are internationally recognised.
- ☀ Gain international and intercultural experience; create a network of new friends from different parts of the world.
- ☀ Improve English language skills.
- ☀ July is the sunniest and warmest month in Slovenia; enjoy the opportunity to explore different parts of Slovenia situated on the sunny side of the Alps.



## Joint Summer School (Toulouse – Ljubljana):

12 June – 21 July 2017



- Attend a 6-week programme held in Toulouse (France) and in Ljubljana (Slovenia).
- Study at two top triple accredited European institutions: Toulouse Business School and Faculty of Economics, University of Ljubljana
- Earn up to 24 ECTS credits that are internationally recognized.
- Discover France and Slovenia, their culture and business environment.
- Live a unique experience in a multicultural environment.
- Travel on a scenic route from Toulouse to Ljubljana.

### INFORMATION

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Website: [www.ef.uni-lj.si/international](http://www.ef.uni-lj.si/international)

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