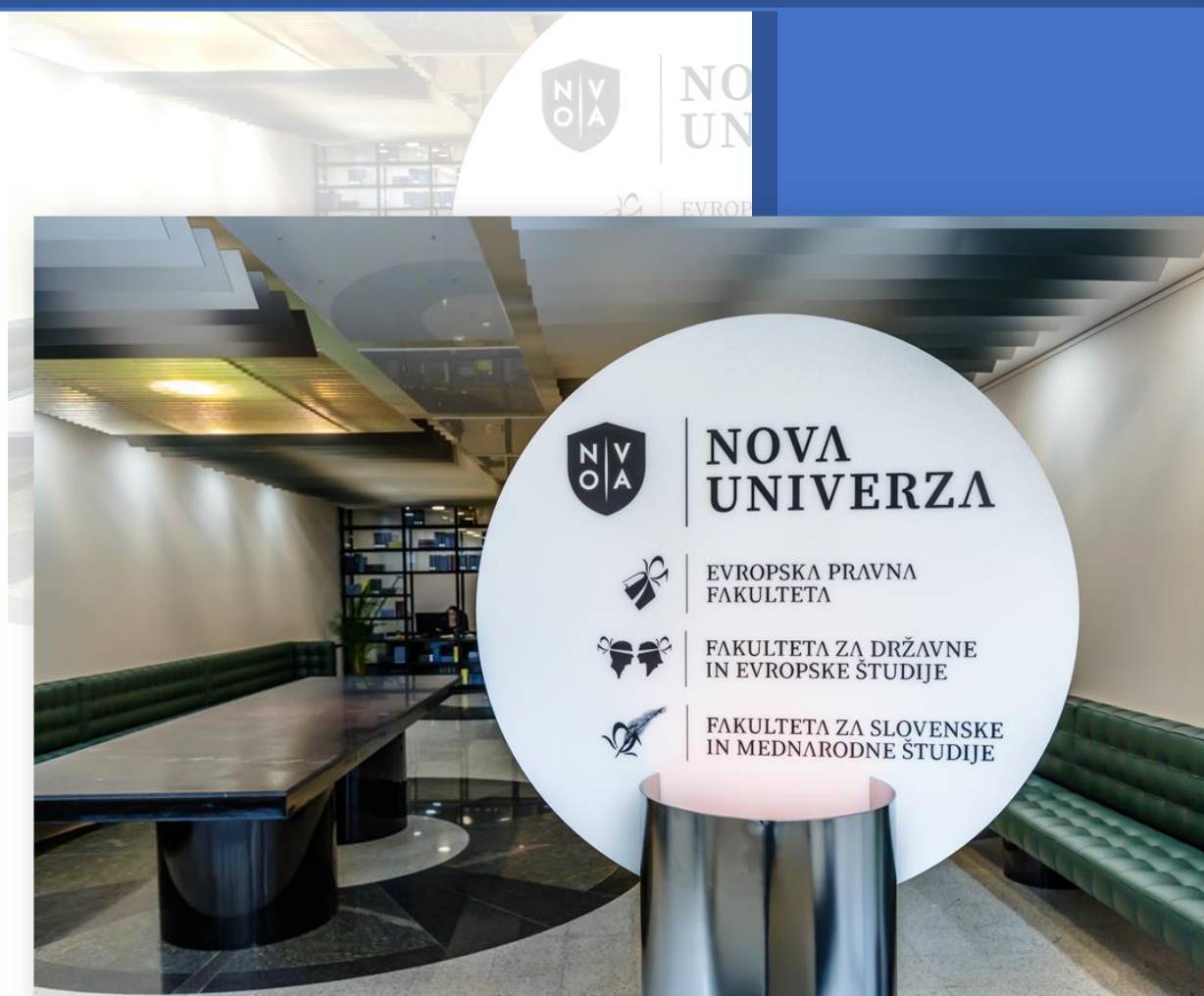




**NOVA
UNIVERZA**

2021/2022

ERASMUS+ STUDENT INFO PACKAGE & COURSE CATALOGUE



Prepared by:

*Center for Career Development and International
Mobility, New University*



**NOVA
UNIVERZA**

Dear Students!

We warmly welcome you to the New University – the seat of wisdom and knowledge for the future!

In a short time, the New University has become one of the most important cornerstones of the Slovenian higher education system and a synonym for a young, modern and distinctively inclusive higher educational institution.

Our unique pedagogical and methodological approach is based on direct knowledge transfer, which is ensured by close cooperation between students and lecturers, a remarkable combination of youth and professional academic experience and contemporary and practically oriented research and teaching content.

We do not promote knowledge from the past but rather train our students to become the experts of tomorrow and foster critically thinking individuals and active citizens for our common future.

In the hopes that we will have the opportunity to share our mission and goals with you, we wish you a pleasant stay in Slovenia.

prof. dr. Matej Avbelj,

Rector of the New University





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Dear exchange students!

Hello, and thank you for considering the New University as the host institution for your student exchange.

In order to make your stay at New University a challenging as well as an enjoyable experience, we would like to provide you with some basic but essential information.

This guide has been especially designed for international students who intend to temporarily study at the New University in an exchange programme.

The faculties that together make up the University of Ljubljana now cover all basic fields of study. In bachelor's and master's courses, the New University offers a wide variety of possibilities, as it does at the master's and doctoral level.

We hope that this guide will help to make your stay at the New University both fruitful and enjoyable.

Should any questions remain unanswered after reading this guide, please do not hesitate to turn to one of the contact persons mentioned.

We hope that your study in Slovenia will be a unique experience in your academic career. We wish you a pleasant stay at the New University.

*Center for Career Development and
International Mobility, New University*



Erasmus+

NOVA UNIVERZA



EVROPSKA PRAVNA
FAKULTETA



FAKULTETA ZA DRŽAVNE
IN EVROPSKE ŠTUDIJE



FAKULTETA ZA SLOVENSKE
IN MEDNARODNE ŠTUDIJE



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NEW UNIVERSITY

ABOUT NEW UNIVERSITY

[New University](#) is a privately owned higher education provider with degree awarding powers granted by the Slovenian government. New University is based in Nova Gorica, with additional premises in Kranj, Maribor and Ljubljana. These study centres are geographically spread throughout the country, making **New University a distinctively all-Slovenian higher education institution.**



Premises in Ljubljana



Premises in Maribor



Premises in Kranj



Premises in Nova Gorica



Since its establishment in 2017, New University has bound together three faculties as its permanent members ([European Faculty of Law](#), [Faculty of Government and European Studies](#) and [Faculty of Slovene and International Studies](#)) and five higher education providers as its associated members ([European School of Law and Governance – ESLG](#), [College of Construction Engineering Kranj – VŠGI](#), [AREMA – College of Regional Management](#), [Effectus University](#) [College for Law and Finance](#) and [London School of Wealth Management](#)).

New University represents a synergy of its members, with institutional and disciplinary integration with study programmes, research work and international cooperation.

Today, with its three permanent and five associated faculty members, the New University is a synonym for a **young, modern and quality-guided private higher education institution** with specific commitments towards high ethical and moral standards, democracy and the rule of law as well as the excellence of its study programmes and scientific and research work.

As a research-led university, New University seeks partnerships with leading institutions globally but also pays attention to cultural diversity, research excellence, institutional values, a broad academic offer and provided services. New University attempts to be the **bridge between different cultures to bring them closer together and is committed to enhancing cross-border cooperation in the neighbouring countries and in the wider region of South-Eastern Europe.**



The strategic objective of internationalisation is also being attained by study programmes already conducted in cooperation with universities in **Kosovo, Croatia, the United States of America and Israel.**

The presentation video of the New University is available [here](#).

OUR VISION, OUR GOAL

Following its vision, the New University is developing as an internationally recognised higher education institution with a wide range of **bachelor's, master's and doctoral programmes** covering the following fields of study: *law, public administration, international relations, European studies, conflict resolution, Slovene studies, ethics in public life, real estate, infrastructure and sustainable development.*

New University believes in a **reasonably competitive spirit and the creativity of higher education**, which is a welcome stimulation for its progress. New University enables and

promotes a problem solving-oriented education and its connection with public and economic practice as well as local and regional environment, with more comprehensive benefits for the state. New University firmly believes that practically oriented study is an essential element to educate critically thinking students.

NEW UNIVERSITY RESEARCH WORK

New University cooperates closely with the Slovenian government and foreign higher educational institutions as well as the economic sector. The research work of New University is conducted by some of the best Slovenian researchers in various fields of law, who generate new approaches of research work with a particular concern for knowledge transfer to the public and private sector.

At New University, scientific and research work is carried out by the following research organisations and research groups:

- a)** European Faculty of Law, Institute for Research in Law (Head: Assoc. Prof. Dr. Novak Marko).
- b)** Faculty of Government and European studies research group (Head: Prof. Dr. Avbelj Matej)
- c)** Faculty of Slovenian and International Studies, Institute for Slovenian Studies (Head: Prof. Dr. Darko Darovec)
- d)** Institute of Constitutional Organisation and Human Rights
- e)** New University, Scientific and Research Centre of New University (Head Prof. Dr. Darko Darovec).

More information about New University research activity can be found [HERE](#).

A wide range of video content referring to New University Academic forums and other events in the research fields of New University can be found [HERE](#).

Students and researchers who are interested in research work at New University can directly contact the Centre for Career Development and International Mobility of the New University, which will provide additional information and assistance.

INTERNATIONAL EXCHANGE

The international engagement of the New University is primarily shaped by the [New University Erasmus+ exchange programme](#), which is implemented by the member faculties of the New University.

In 2020, the New University was awarded the [Erasmus Charter for Higher Education 2021-2027](#), which allows the University to be involved in Erasmus+ institutional cooperation with internationally recognised institutions through which students, academic and administrative staff regularly participate in international activities and mobilities.

Considering the [New University international policy statement](#), the University also builds its international network and selects its European and non-EU partners based on mutual interest and quality.

The Erasmus+ programme of New University is implemented by all member faculties of New University. The study centres of New University are geographically spread throughout the country ([Nova Gorica](#), [Kranj](#), [Maribor](#) and [Ljubljana](#)), making the Erasmus+ programme of New University a distinctively **all-Slovenian higher education experience**.



You can apply to the **New University** as an **exchange student** or join our **international summer and winter schools**.

You can find more information about our Erasmus+ exchange programme [HERE](#).

Students who are interested in international exchange at New University can directly contact the Centre for Career Development and International Mobility of the New University, which will provide additional information and assistance.

INSTITUTIONAL DATA

New University

Main institutional data

Address:	Delpinova ulica 18 /b, 5000 Nova Gorica, SI-Slovenija
Webpage:	www.nova-uni.si
Telephone:	+386 5 338 44 99
Main contact:	rektorat@nova-uni.si
Register number:	3420825000
VAT Number:	86426494



IBAN	SI56 04750-0001508983 (Nova KBM bank)
Erasmus+ ID:	SI NOVA-GO07
Erasmus+ PIC code:	906996270
Erasmus+ OID code	E10256013
Facebook	European Faculty of Law
	Faculty of Government and European Studies
	Faculty of Slovenian and International Studies
Youtube channel	New University

New University Administration

<i>Director, legal representative</i>	mag. Olga Jambrek
<i>President of the New University</i>	prof. dr. Peter Jambrek
<i>Rector</i>	prof. dr. Matej Avbelj
<i>Secretary General</i>	Hana Šanca, mag. prav.
<i>Cabinet of the Rector of the New University</i>	dr. Polona Batagelj
<i>Cabinet of the President of the New University</i>	Ms. Ana Mahkovec
<i>PR department</i>	Ms. Anja Karafatska
<i>Accounting</i>	Ms. Tatjana Ilievski
<i>Library and Publishing</i>	Ms. Tamara Rozman
<i>Centre for Career Development and International Mobility of the New University</i>	Ms. Nataša Kolavčič

Contact:

Centre for Career Development and International Mobility of the 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

More information about New University can be found [HERE](#).



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FAKULTETA ZA DRŽAVNE
IN EVROPSKE ŠTUDIJE



FAKULTETA ZA SLOVENSKE
IN MEDNARODNE ŠTUDIJE



NEW UNIVERSITY MEMBER FACULTIES

New University is based in Nova Gorica, with additional premises in Kranj, Maribor and Ljubljana. These study centres are geographically spread throughout the country, making New University a distinctively all-Slovenian higher education institution.



EUROPEAN FACULTY OF LAW, NEW UNIVERSITY

The European Faculty of Law is a private higher education institution. It was the first law faculty in Slovenia to develop its study programmes in correspondence with the European Bologna model of studies.

The faculty was founded in 2005 by the Institute for Human Rights, Advice and Education, the Institute of International Law and the Institute of Civil Law. Later, in 2017, it became a full member of the New University.

The Faculty's head office is in Nova Gorica. It also has branch units in Ljubljana and Maribor. Lectures are held at all locations.



Linking theory with practice, practical applicability of knowledge, innovation, professionalism and a friendly academic environment are elements that undoubtedly place the European Faculty of Law among top education institutions in Slovenia.

Its success lies in a student-friendly and innovative learning process emphasising the combination of theory and practice. Lectures and seminars are held in small groups by top Slovenian lecturers and lawyers from the **ranks of the judiciary, diplomacy, attorneys, public administration and professions in the field of real estate.**

The overall study process is geared towards providing high quality, professional and applicable knowledge through the following study programmes:

1. Bachelor's:

- Law 1
- Law and Management of Infrastructure and Real Estate 1

2. Master's:

- Law 2
- Law and Management of Real Estate 2
- Alternative dispute resolution – mediation and arbitration 2
- Civil and commercial law 2

3. Doctoral:

- Law 3
- Law and Management of Real



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Contact:

New University, European Faculty of Law

Address: Delpinova ulica 18/b, 5000 Nova Gorica, SI-Slovenia

Phone: +386 5 338 44 00

E-mail: info@epf.nova-uni.si

Web: www.epf.nova-uni.si

FACULTY OF GOVERNMENT AND EUROPEAN STUDIES

The Faculty of Government and European Studies is an independent and private higher education institution established in June 2000 by the independent and private Institute for Constitutional Order and Human Rights. Since 2017, it has been a proud member of the New University.

The Faculty's head office is located in Kranj, a developing city just half an hour's drive from the capital of Slovenia. The Faculty also has two branches, which are located in Ljubljana and in Maribor. Lectures are held at all locations.



The faculty was founded on the constitutional values of the young Slovenian country and dedicated to government and European studies. The faculty's success lies in its strong and **acclaimed academic staff, who maintain a student-friendly environment and place emphasis on combining theory and practice.** To show students various aspects of theory in practice, the faculty organises guest lectures led by foreign experts or Slovenian experts who live and work abroad.

All study programmes at the faculty are state-approved, and they specialise in **public administration and diplomatic and international studies.** The faculty's mission comprises delivering first-rate knowledge with the help of leading Slovenian and foreign experts and contributing to the development of a



critical and creative mind that will help our students in their personal and professional lives and allow them, in turn, to contribute to a brighter tomorrow: a truly democratic Slovenian state governed by the rule of law and a better, more just world.

The study programmes correspond and develop according to the needs of the national and

international environment and cover all three Bologna cycles:

1. Bachelor's:

- Public Administration 1
- Administrative Law 1

2. Master's:

- Public Administration 2
- International and Diplomatic Studies 2

3. Doctoral:



- Public Administration 3
- International and Diplomatic Studies 3

Contact:

New University, Faculty of Government and European Studies

Address: Žanova ulica 3, 4000 Kranj, SI-Slovenia

Phone: +386 4 260 18 50

E-mail: info@fds.nova-uni.si

Web: www.fds.nova-uni.si

FACULTY OF SLOVENIAN AND INTERNATIONAL STUDIES

The Faculty of Slovenian and International Studies is an independent higher education institution that was established in 2012 by the Institute for Constitutional Regulation and Human Rights. It has been part of New University since June 2017.

It is the only and **central higher education institution in the Republic of Slovenia and globally to have Slovenian studies as its primary and central scientific and pedagogical mission, based on historical, cultural, linguistic, philosophical, national, constitutional, geopolitical, ethnic, sociological, heritage, nature conservation and spatial starting points.**

The faculty carries out university educational, scientific, research and study activities in the interdisciplinary field of **humanities, social sciences and natural sciences** in all three Bologna study cycles:

1. Bachelor's:
 - Slovenian Studies 1
2. Master's:
 - Slovenian Studies 2
3. Doctoral:
 - Slovenian Studies 3



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The Faculty of Slovenian and International Studies has a **central role in the development of Slovenian identity**, and for this purpose it builds suitable conceptual foundations and supporting instruments to enable students to study the humanities interdisciplinarily and to expand their knowledge of different fields. Much attention is given to the graduates' competences and employment opportunities. The faculty is a reliable partner to the domestic economic and non-economic sector as well as to foreign for-profit and non-profit institutions.



Contact:

New University, Faculty of Slovenian and International Studies

Address: Mestni trg 23, 1000 Ljubljana, SI-Slovenia

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Web: www.fsms.nova-uni.si



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FAKULTETA ZA DRŽAVNE
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IN MEDNARODNE ŠTUDIJE



NEW UNIVERSITY CALENDAR

NOMINATION PROCESS

Your home university should first nominate you to the Centre for Career Development and International Mobility of the New University.

Nominations should be sent to our institutional coordinator at e-mail: international@nova-uni.si.

The nomination table is available [HERE](#), where all the information for incoming Erasmus+ students is gathered.

Student nominations must reach the receiving institution by:

- **Autumn term: 15th May**
- **Spring term: 15th November**

APPLICATION PROCESS

After your home university has successfully nominated you as an exchange student, you should fill in the [New University Erasmus application form](#). A scanned copy of the signed and stamped application form, together with all required annexes, must be sent to the Centre for Career Development and International Mobility of the New University at international@nova-uni.si.

Required annexes:

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

Application forms must reach the receiving institution by:

- **Autumn term: 15th June**
- **Spring term: 15th December**

After New University has received your application and it has been carefully evaluated, the Centre for Career Development and International Mobility of the New University will send you an **Acceptance letter** and **general information** on living and studying in Slovenia. The institution will send its decision within 4 weeks, and no later than 5 weeks after the application deadline.

All additional information for Erasmus+ incoming students is available [HERE](#).

ACADEMIC CALENDAR

In accordance with Article 37 of the Higher Education Act (Official Gazette of the Republic of Slovenia No. 100/04 and subsequent), an **academic year starts on 1 October and ends on 30 September**.

1st semester	Period of lectures and tutorials	October–January
	Examination period	January–February
2nd semester	Period of lectures and tutorials	February–May
	Examination period	June–July
Summer holidays	July–August	
Fall Examination period	August–September	
Summer school	September	

The actual study calendar for each study year can be found [HERE](#).

NATIONAL HOLIDAYS AND WORK FREE DAYS

National holidays in the Republic of Slovenia are work-free days, except for Primož Trubar Day, Day of Slovenians in Prekmurje Incorporated into the Mother Nation, Day of Restoration of the Primorska Region to the Motherland, Slovenian Sports Day, Sovereignty Day and Rudolf Maister Day, which are not work-free days.

National Holidays

- 1 and 2 January: New Year Holiday
- 8 February: Prešeren Day, the Slovenian Cultural Holiday
- 27 April: Day of Uprising Against the Occupation
- 1 and 2 May: Labour Day
- 8 June: Primož Trubar Day*
- 25 June: Statehood Day
- 17 August: Unification of Prekmurje Slovenians with the Mother Nation*
- 15 September: Return of Primorska to the Motherland*
- 23 September: Slovenian Sports Day*
- 25 October: Sovereignty Day*

- 1 November: Day of Remembrance for the Dead
 - 23 November: Rudolf Maister Day*
 - 26 December: Independence and Unity Day
- * Not a work-free day.

Other work-free days

- Easter Sunday, Easter Monday
- Whit Sunday – Whitsuntide Holiday
- 15 August– Feast of the Assumption
- 31 October– Reformation Day
- 25 December– Christmas Day



COURSE CATALOGUE

FACULTY MEMBERS AND ISCED AREAS

New University offers Erasmus+ courses at all faculty members:

- [European Faculty of Law,](#)
- [Faculty of Government and European Studies,](#)
- [Faculty of Slovenian and International Studies,](#)

The study programmes of the New University, carried out by its faculties, cover the following **ISCED-F 2013** areas:

- **0421:** Law;
- **0413:** Management and administration;
- **0388:** Social sciences, journalism and information, inter-disciplinary programmes;
- **0288:** Arts and humanities, interdisciplinary programmes.

The areas of institutional cooperation and exchange are specified in individual bilateral agreements between partner institutions.



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The coordination of the Erasmus + programme of New University is carried out by the International Office, which operates within the **Centre for Career Development and International Mobility of the New University**. Erasmus + coordinators participate in the implementation of the programme at the member Faculties.

ERASMUS+ COURSE CATALOGUE

The New University Course Catalogue is very important for students at the University. Here, you can look up details on each programme and each specialisation (where applicable), displaying an overview of courses by year and semester.

Students are encouraged to familiarise themselves with study information in the Course Catalogue as well as the main information below regarding Study programmes carried out by New University faculty members.

The course catalogue of New University is available [HERE](#).



Most of the courses at New University are performed in the Slovenian language. However, **all courses for Erasmus students can be provided in the English language.**

The New University also offers a variety of English courses available **via online study platform eUNIVERZA**, which enables students to follow various lectures in bachelor's and master's study programmes in the following study areas: Administrative law and public administration, Alternative dispute resolution, Business and entrepreneurship, Constitutional law and human rights, EU law, Criminal law and criminology, Infrastructure and real estate, Legal theories and methods and various.

Erasmus+ classes will be held if at least 5 students apply, otherwise individual consultations with lecturers will be provided. **This possibility makes the Erasmus+ exchange programme even more inclusive and accessible to all students, offering them the direct study approach and contact with the lecturer 1:1.**

Erasmus students can choose subjects from different faculty members. The majority of chosen subjects in your Learning agreement have to be from the faculty that covers study areas specified in the Erasmus+ Interinstitutional Agreement.

New University study programmes:

New University, European Faculty of Law	
1st cycle (Bachelor's):	Undergraduate program Law 1 Undergraduate program Law and Management of Infrastructure and Real Estate 1
2nd cycle (Master's):	Postgraduate program Law 2 Postgraduate program Law and Management of Real Estate 2 Alternative dispute resolution – mediation and arbitration 2 Civil and commercial law 2
3rd cycle (Doctoral)	Doctoral program Law 3 Doctoral program Law and Management of Real Estate
New University, Faculty of Government and European Studies	
1st cycle (Bachelor's):	Undergraduate study programme Public Administration Undergraduate study programme Administrative Law
2nd cycle (Master's):	Postgraduate study programme Public Administration Postgraduate study programme International and Diplomatic Studies
3rd cycle (Doctoral)	Doctoral study programme Public Administration Doctoral study programme International and Diplomatic Studies
New University, Faculty of Slovenian and international Studies	



1st cycle (Bachelor's):	Slovenian Studies
2nd cycle (Master's):	Slovenian Studies
3rd cycle (Doctoral)	Slovenian Studies



GRADING SYSTEM, LANGUAGE REQUIREMENTS AND SUPPORT

HIGHER EDUCATION SYSTEM IN SLOVENIA

Slovenia is part of the European Higher Education Area (i.e. Bologna system). Thus, studies are divided into the 1st, 2nd and 3rd cycle.

The first cycle study programmes are academic and professional study programmes. Their duration is determined by years (three to four years) and ECTS credit points (180 to 240 ECTS). 60 credit points may be obtained per study year; 1 credit point consists of 25 to 30 hours of student work.

The second cycle study programmes are master's study programmes (master's professional degree). They consist of 60 to 120 credit points and last from one to two years. The duration of an individual master's study programme must be planned with regard to the duration of the first cycle study programme. The total duration in the same field of study for master's programmes must not exceed five years (3+2, 4+1). The second cycle study programmes also include single-cycle master's study programmes (300 ECTS).

The third cycle consists of one type of study programme: doctoral study programmes. It lasts for three years, and study requirements consist of 180 credit points, two thirds of which shall be acquired through research.

The degrees in all three cycles can be formed as joint degrees. Higher education institutions may organise and provide supplementary study programmes as a form of lifelong learning. Studies are organised as full-time or part-time studies.

More information is available at [Study in Slovenia](#).



GRADING SYSTEM

Students' learning achievements are graded according to the Slovenian grading system, which is transferred into the European Credit Transfer and Accumulation System (ECTS) as follows:

Slovenian grading scheme	ECTS grading scheme	Description of the grades
10 (Excellent)	10 (Excellent)	Outstanding performance with only minor errors.
9 (Very Good)	B (Very Good)	Above the average standard but with some errors.
8 (Very Good)	C (Good)	Generally sound work with a number of notable errors.
7 (Good)	D (Satisfactory)	Fair but with significant shortcomings.
6 (Poor)	E (Sufficient)	Performance meets the minimum criteria.
5 – 1 (Unsatisfactory)	F, FX (Fail)	Considerable further work is required.

A student passes the exam if he/she is graded from 6 to 10. Study requirements may also be evaluated with grades: passed with distinction, passed or failed.

LANGUAGE REQUIREMENTS

New University offers instruction in the following languages: **Slovenian and English.**

International students require good language skills in at least one of the two languages in order to be able to study in Slovenia. Students must present a language certificate of their Slovenian or English language skills. Very good language skills refer to level B2 of the [Common European Framework of Reference](#) scale. Minimum language requirements: **Slovenian B2, English B2.**

How to prove the language skills certificate (for Slovenian or English)?

You can submit to your Erasmus+ coordinator: a) a Transcript of Records from the home university where language skills are visible, b) Language Certificate with CEFR scale, c) Results



from the OLS (Online Language Support); Submit a TOEFL score of 79 (IBT) or IELTS score of 6 for English or any other official certificate.

INTENSIVE COURSE IN SLOVENIAN FOR ERASMUS+ STUDENTS

Students must pay attention to foreign language skills in the host country. The faculties give foreign students all necessary information about language courses in Slovenia.

The [Intensive Course in Slovenian for Erasmus+ Students](#) is only intended for students registered in a higher education institution holding an Erasmus Charter for Higher Education (ECHE) that have been selected for an Erasmus+ study/placement period. The course is co-funded by the European Union. The course is intended for beginners in Slovenian.

More information can be found at Centre for Career Development and International Mobility of the New University. Contact: Ms. Nataša Kolavčič, Head of the Centre for Career Development and International Mobility, New University, E-mail: international@nova-uni.si.

SLOVENIAN LEARNING ONLINE

[Slovenian Learning Online](#) is a freely accessible online course in Slovenian for foreigners, developed at the Centre for Slovenian as a Second and Foreign Language in cooperation with the company DigiEd. The course is designed for those who wish to learn Slovenian on their own in a simple, fun and effective way.



FAKULTETA ZA DRŽAVNE
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FAKULTETA ZA SLOVENSKE
IN MEDNARODNE ŠTUDIJE

INCLUSION AND ACCESSIBILITY

The New University provides students with special needs suitable adjustments of the study process that assure their equal participation and integration into all procedures at the faculty. Thus, the New University is responsible to provide equal rights and access of available information to the public.

Students with special needs are, in accordance with the Rules of studies of the faculty members of New University, entitled to special benefits. The latter defines terms for granting the status of a student with special needs and common rights and adjustments of the study process. In order to enforce the rights arising from the mentioned Rules, the students must submit an application to the Commission for Student Affairs at the European Faculty of Law.



In specific cases, the New University enables individual procedures that are based on coordination of individual student's needs on one hand and characteristics of a single study programme on the other. Support in the area of enrolment, introduction into the study process, adjustment of study materials and study support to students with special needs is provided by the Faculty's Student Office.

The Career Centre of the New University also provides students with special needs with different forms of individual assistance. Herewith, it provides individual career counselling, support in selection of studies, support at the introduction into the study process, assistance in career plan preparation, various free workshops to obtain additional knowledge, visits to working environments, presentations of employers, assistance in transition into employment (preparation of written presentation, preparation of innovative presentation to the employer) and other activities.

More information on available infrastructure for students with special needs can be found [HERE](#).



CONTACTS FOR ERASMUS+ STUDENTS

Students who are interested in international exchange at New University can directly contact the Centre for Career Development and International Mobility of the New University, which will provide additional information and assistance.

MAIN INSTITUTIONAL COORDINATOR

Centre for Career Development and International Mobility of the New University
Ms. Nataša Kolavčič, Head of the Center 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

ERASMUS COORDINATOR FOR EUROPEAN FACULTY OF LAW

New University, European Faculty of Law
Address: Delpinova ulica 18/b, 5000 Nova Gorica, SI-Slovenia
Erasmus coordinator: Ms. Kristina Slejko
Phone: +386 5 93 4460
E-mail: international.department@epf.nova-uni.si
Web: <https://epf.nova-uni.si/en/international-cooperation/>

ERASMUS COORDINATOR FOR FACULTY OF GOVERNMENT AND EUROPEAN STUDIES

New University, Faculty of Government and European Studies
Address: Žanova ulica 3, 4000 Kranj, SI-Slovenia
Erasmus coordinator: Ms. Zdenka Volarič
Phone: +386 4 260 18 53
E-mail: internatiol.department@fds.nova-uni.si
Web: <https://fds.nova-uni.si/language/en/international-cooperation/>

ERASMUS COORDINATOR FOR FACULTY OF SLOVENIAN AND INTERNATIONAL STUDIES

New University, Faculty of Slovenian and International Studies
Address: Mestni trg 23, 1000 Ljubljana, SI-Slovenia
Erasmus coordinator: Ms. Kristina Slejko

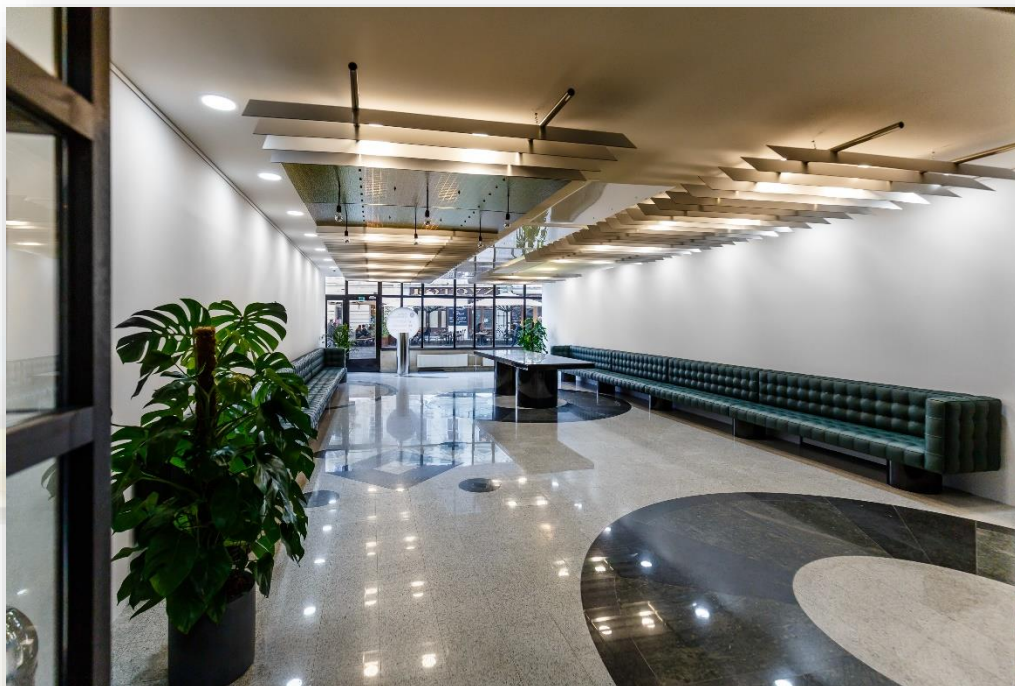


**NOVA
UNIVERZA**

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Web: <https://fsms.nova-uni.si/en/home/#international-cooperation>



FAKULTETA ZA DRŽAVNE
IN EVROPSKE ŠTUDIJE



FAKULTETA ZA SLOVENSKE
IN MEDNARODNE ŠTUDIJE

NEW UNIVERSITY RULES & REGULATIONS

MAIN LEGAL ACTS

To have a successful study experience at New University, you should be familiar with the following institutional legal acts concerning the study rules and main institutional regulations. This will facilitate your study performance and allow you to be familiar with all institutional administrative procedures concerning your study process at New University and its faculty members.

The main legal acts are available at the following links:

- [New University Legal Acts](#)
- [European Faculty of Law Legal Acts](#)
- [Faculty of Government and European Studies Legal Acts](#)
- [Faculty of Slovenian and International Studies](#)

Please pay special attention to the following acts:

Name	Description
The Rules and Regulations	<p>Regulates the requirements for enrolment into the undergraduate, master's and doctoral programmes, requirements for advancing to the next year, for conditional and exceptional enrolment and the requirements, procedures and deadlines for the completion of studies.</p> <p>Furthermore, it regulates the granting of awards to students whose undergraduate or master's thesis and doctoral dissertations have been judged as above average. The rules and regulations also regulate the requirements, procedures and financial obligations of candidates (citizens) that are not students of New University and want to complete individual or multiple academic requirements, the individual rights and responsibilities of students with special statuses and the international exchange programme.</p>
Statute of the New University	<p>Legal structure and purpose of New University as an independent and private higher education institute that carries out university educational, scientific, research, academic and consultancy activities in the field of legal and legal-related sciences.</p>



**Technical
instructions for the
preparation of thesis**

Instructions for diploma and master's thesis and doctoral dissertation as **well as instructions for seminar paper writing**. It is also useful for Erasmus+ incoming students to prepare seminar papers as written exams.



HOUSING AND ACCOMMODATION

Looking for accommodation in a country you haven't lived in can be a very difficult and stressful process. In Slovenia, your options include university accommodation, private flats and private rooms. Prices vary depending on the city and the type of accommodation chosen.

New University is based in Nova Gorica, with additional premises in Kranj, Maribor and Ljubljana. These study centres are geographically spread throughout the country. Below you can find more information on accommodation in various study locations.

ACCOMMODATION IN LJUBLJANA

In Ljubljana, during their stay, students can choose between:

- student dormitories;
- private apartments.

STUDENT DORMITORIES IN LJUBLJANA



EVROPSKA PRAVNA
FAKULTETA



FAKULTETA ZA DRŽAVNE
POSLOVE

Beds for Erasmus students in the student dormitories are available. The rooms are mostly double occupancy; the kitchen and bathrooms are shared with 3 or more students. In the student dorms, there are blankets, pillows and bed-sheets, but you should bring your own towels. All rooms have an internet connection; you just need your UTP cable.

All campuses are located near the centre and offer plenty of opportunities for sports and recreation. On campus, students have free access to: fitness facilities, computer centre with computers and free internet access, a laundry room with washing and drying machines, music room, room for parties. All dorms also have night and day security.

You must pay a security deposit before your arrival, which will be refunded after your departure if there is no damage done to your room. You also have to pay the rent for the whole semester in one single instalment; you can pay either together with your deposit, through the bank or when you arrive at the dorm.

The price varies from 150 - 190€ per month per person, depending on the size and location of the room. Foreign students pay the cheaper price. Rooms are given to students on a "first come, first serve" basis according to the date and hour of the online application.

NOTE: YOU CAN APPLY FOR STUDENT DORMITORIES ONLY AFTER YOU ARE OFFICIALLY ACCEPTED AS AN ERASMUS STUDENT AT NEW UNIVERSITY.

New University has a few reserved beds for incoming students in the student dormitories. If you are interested in such accommodation, you must inform the Centre for Career



Development and International Mobility of the 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.

You will be informed about the application procedure by the Erasmus+ coordinator of the faculty.

More information can be found [HERE](#).

PRIVATE ACCOMMODATION IN LJUBLJANA

You can check the following private accommodation options:

- [Erasmus student housing](#)
- [House of Postgraduates in Ljubljana \(HPL\)](#)
Dom podiplomcev Ljubljana, Gosarjeva 9, SI – Ljubljana, Slovenia, Phone: (01) 580 5600, (01) 580 5602, Fax: (01) 580 5606,
- [Private Student House in Ljubljana](#)
- [Posredovalnica sob](#)
- [Kamrica](#)
- [Private accommodation](#) (Real estate Slovenia)
- **Shared student apartment in Ljubljana:** The best way would be to find a private room in a shared student apartment via ŠOU INFO point, Trubarjeva 7, 1000 Ljubljana, Tel.: +386/0/ 143 310 76.
- [Housinganywhere](#) is a platform for renting a room to an incoming exchange student and finding a room in Ljubljana. This website is free to use and it operates on a student-to-student basis. Contact: info@housinganywhere.com.
- [Studyinslovenia accommodation](#)
- [ERASMUSU – experts in student accommodation](#)
- [Facebook group: Stanovanjce, stanovanjce, kje si?](#)



ACCOMMODATION IN KRANJ

HOSTEL STUDENT DORMITORY KRANJ

This accommodation for students from nearby schools is located in the quiet neighbourhood of Zlato polje on the north-western edge of Kranj. On weekends during the school year, it is available for larger groups arriving after 2pm on Fridays, while smaller groups and individuals are welcome also on weekdays. During school holidays, large groups can book the dorm and individual tourists can register in the administration office in the mornings (6am–2pm), in the teachers' lounge in the evenings (6pm–10pm) and with the doorman at night (10pm –6am). Breakfast, lunch and dinner are available every day, except on weekends. There is a TV room and free internet access.

Contact:

Address: Kidričeva cesta 53, 4000 Kranj

Phone: 00 386 4 20 10 430

E-mail: hostel@dsd-kranj.si

Web: www.dsd-kranj.si

DIJAŠKI IN ŠTUDENTSKI DOM KRANJ (STUDENTS DORMITORIES KRANJ) IN EVROPSKE ŠTUDIJE

[DŠD Kranj](#) is located in the northern part of Kranj. You can reach the high mountains or Bled and Bohinj in an hour, and the motorway will take you to the coast in less than two.

The dormitory is also a student residence, so from September to June, the rooms are mainly occupied by students. Whenever possible (weekends, holidays), they provide accommodation as a hostel.

ACCOMMODATION IN NOVA GORICA

Accommodation in Nova Gorica is possible for students in the [Student dormitory Nova Gorica](#) and [PRESTA- accommodation for students and youth](#), and near Nova Gorica, you can find the [Student Dormitory Ajdovščina](#) and the [Student Dormitory Vipava](#), which also offer beds for students.

Otherwise, the best way to find private accommodation is via the webpage: <https://www.nepremicnine.net/>.

ACCOMMODATION IN MARIBOR

Private student dormitories

Because of the limited student dormitories, many Erasmus+ students decide to live in private accommodation. One of the options is private student dorms; you can contact them personally. There are five private dorms in Maribor. You can find all information regarding the private dorms below:

1. Mini Student Dorm

Address: Partizanska 11, Maribor

Type: PRIVATE DORM

Contact: ministudentmb@gmail.com

Price: 160-200 EUR

2. Minidorm Maribor

Address: Ulica 10. Oktobra 1, Maribor

Type: PRIVATE DORM

Contact: info@minidorm.eu

Price: 150-250 EUR

3. Residence Meljska

Address: Meljska cesta 44, Maribor

Type: PRIVATE DORM

Contact: nastja.bratos@coleurope.eu

Price: 150-200 EUR

4. The house on the town wall

Address: Ob Jarku 4, Maribor

Type: PRIVATE DORM

Contact: sobe@realintegral.si

Price: 160-200 EUR

5. S HOTEL

Address: Smetanova ulica 20, Maribor

Type: PRIVATE DORM

Contact: info@shotel.si

Price: 170.00 EUR – 290.00 EUR; kitchen usage, additional 15 EUR per month

Apartments

Maribor offers a lot of apartments with affordable rent prices. When looking for private accommodation, you can also ask for help via [ESN Maribor](#) and the **Facebook group “Erasmus Maribor Accommodation”**, where you should read the post with instructions on how to look

for private accommodation and find more websites and contacts. There are also offers posted in the group.

Temporary accommodation

If you don't manage to find accommodation before arrival, you can choose a temporary stay in one of the hostels.



VISA AND RESIDENCE PERMIT

Students and staff from **non-EU countries** need to obtain an appropriate Visa or Permission for Residence before arriving to Slovenia.

Applicants should submit the application personally at the diplomatic mission or consular post.

Visa application forms are available at all **Diplomatic missions and consular posts of the Republic of Slovenia**, where you can submit visa applications.

Main departments:

- **Regular Migration Procedures Division**

MINISTRY OF THE INTERIOR, MIGRATION DIRECTORATE

Address: Litostrojska cesta 54, 1501 Ljubljana

Phone: [+386 1 428 43 02](tel:+38614284302)

E-mail: gp.mnz@gov.si

- [Consular Department](#)

MINISTRY OF FOREIGN AFFAIRS, DIRECTORATE FOR INTERNATIONAL LAW AND PROTECTION OF INTERESTS

Address: Šubičeva ulica 10, 1000 Ljubljana

Phone: [+386 1 478 23 05](tel:+38614782305)

E-mail: konzularne-zadeve.mzz@gov.si

Additional information:

- [Visa information and application forms](#)
- [Diplomatic missions and consular posts of the Republic of Slovenia](#)
- More useful information for foreigners entering Slovenia can be found [HERE](#).

Below, you can find additional information and the application processes regarding Visa and Residence permits.

EU CITIZENS

You will find visa and residence permit requirements below, depending on your home country. Before you start any official procedure, please consult with relevant authorities and see more information below under specific categories.

Since 1 May 2004, any citizen from a European Union member state can enter the Republic of Slovenia with a valid identity card or a valid passport, without a special entrance permit (i.e. a visa or a residence permit). This holds true no matter the purpose of entry and length of stay in the Republic of Slovenia. For the first three months of stay in the Republic of Slovenia, such persons do not need a residence permit; however, he/she is obliged to register their temporary address with the **Police or relevant administrative unit** (for Ljubljana: Tobačna ulica 5, 1000 Ljubljana).

In the event that the residence will exceed three months, a residence permit is obligatory. This can be obtained from the administrative office within the residential district (for Ljubljana: Tobačna ulica 5, 1000 Ljubljana). The residence permit will be issued in accordance with 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 must be provided by the student:

Citizens of the EU, EEA and Switzerland have a simplified procedure to gain an entry permit:

- Entry possible with just a valid identity card or passport.
- Stay of up to 90 days without any particular permit.
- For a stay longer than 90 days, residence registration certificate has to be obtained prior to expiry of 90 day period.
- Residence registration certificate can be obtained at the administrative unit of individual's residence.
- Residence registration certificate can be renewed.
- Cost of Residence registration certificate is approximately 12 EUR.
- Residence registration certificate is valid for up to 5 years – it's validity can be shorter if the reason for its issuing has a shorter time span.
- Citizens of the EU and EEA have to register at the nearest police station 3 days after their crossing of the state border.

More information can be found [HERE](#).

NON-EU CITIZENS

If you are a third-country national from a country whose citizens are required to obtain a visa to enter the Republic of Slovenia and you wish to enter the Republic of Slovenia or stay there 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 the Republic of Slovenia and stay there for a certain period of time (for no more than three months (90 days) in a six-month period, starting on the

date of the first entry) on the basis of your passport alone if you are a citizen of a country whose citizens are not required to obtain a visa to enter the Republic of Slovenia. In order to be present in the Republic of Slovenia in excess of the allowed 90-days or Visa D, within the 90-day period or after the expiration of Visa D, you are obliged to apply for a first residence permit at the relevant administrative unit in Slovenia (in Ljubljana: Tobačna ulica 5, 1000 Ljubljana).

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

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

- a valid passport (the expiry date of which exceeds the intended period of stay in the Republic of Slovenia by at least three months);
- health insurance covering urgent health care services, at a minimum requirement, in the Republic of Slovenia;
- sufficient means of subsistence in a monthly amount at least equal to the basic minimal income in the Republic of Slovenia (approx. 290 EUR);
- a verified police certificate indicating a clear criminal record not older than three months from your country (if the country in question issues it), translated into Slovenian and notarised;
- an authentic photograph of yourself, and you are also required to submit two of your fingerprints for their digital capture;
- confirmation of enrolment at the higher education institution (Acceptance letter).

Once in Slovenia, holders of a visa D do not need to apply for residence permit for the period of validity of the visa D, but they need to report a temporary address within a week (if staying in private accommodation) to the relevant administrative unit in Slovenia (in Ljubljana: Tobačna ulica 5, 1000 Ljubljana).

More information can be found [HERE](#).

STAFF

If you are a third-country national from a country whose citizens are required to obtain a visa to enter the Republic of Slovenia (for non-EU citizens), you are required to obtain a **visa C (tourist visa)** at a diplomatic mission or consulate of the Republic of Slovenia abroad prior entering the Republic of Slovenia. In case there is no diplomatic mission or consulate of the Republic of Slovenia in your country, you can apply for visa C at the consular office of any other Member State of the Schengen Zone.



**NOVA
UNIVERZA**

A citizen of a country whose citizens are not required to obtain a visa to enter the Republic of Slovenia can enter the Republic of Slovenia and stay there for a limited period. This limitation is defined as no more than three months (90 days) in a six-month period, starting on the date of the first entry, based on your passport alone.

If you need to apply for the visa and you need an Invitation Letter, please let us know, and we will issue you one and send it to you by email (scan) and by regular post.

For more information, please contact the Slovenian Embassy directly. The list of Slovenian Embassies is available [HERE](#).



HEALTH CARE AND INSURANCE

EU STUDENTS

Students within the EU area should bring with them basic EU health insurance from their own country – the [European Health Insurance Card \(EHIC\)](#). For additional types of insurance (accident insurance, etc.), they may enter one of the international health insurance schemes (e.g. [CORIS](#), [Vzajemna](#)) in Slovenia. International students are advised to make a copy of their health insurance and leave it with their Erasmus+ coordinator, friends, mentor, etc. in case of an accident.

NON-EU STUDENTS

Students should be properly insured already at the time of obtaining a residence permit (while still at home). They must get health insurance that covers the EU area or only Slovenia. Students from countries that have signed a special social and health insurance agreement with Slovenia may take the opportunity of that. International students are advised to make a copy of their health insurance and leave it with their Erasmus+ coordinator, friends, mentor, etc. in case of an accident.

VISITING A DOCTOR

International students can turn to doctors in the [Health Centre for students](#).

Contact:

Health Centre for students (Zdravstveni dom za študente Univerze v Ljubljani)

Address: Aškerčeva cesta 4, 1000 Ljubljana

Phone: Tel: 01/ 200 74 25

fax: 01/ 252 78 80

E-mail: tajnistvo@zdstudenti.si

Those international students who have a health problem can make an appointment via e-mail at internacional@zdstudenti.si. All information about this is also on the website [HERE](#).

Students who come to study from other countries and are under the age of 26 are also entitled to a systematic preventive medical examination within the faculty if necessary. Those who have a valid EU health card or a valid convention (Certificate of the right to health services for a foreign insured person) are entitled to a free systematic examination (all others are self-paying and - depending on the contract - the insurance company may reimburse them later).

Students from EU countries need a Health Insurance Card and two photocopies of it. Students from countries outside the EU must bring a document confirming that they have insurance in their home country, along with their passports.

Students from non-EU countries can either arrange their insurance in Slovenia, which costs approximately 110 EUR (per month), or pay for necessary medical treatment.

However, we strongly advise obtaining insurance with an insurance company in your home country, which offers arrangements for time spent abroad. Later, you may ask for reimbursement of medical expenses in your home country – please check the details with your insurance company.



NEW UNIVERSITY ONLINE STUDY

EUNIVERZA

The New University is part of a new portal called **eUNIVERZA** (Eng. eUniversity) that offers an extensive library of academic content in the form of **videos of classes and lectures**.

It is an online portal on which all students of New University and its members can find free, unlimited access to an extensive library of academic content in the form of videos of lectures alongside relevant course material.

eUNIVERZA is an excellent opportunity for the many people who find traditional forms of study unsuitable and especially for all those who want to have access to state-of-the-art e-learning services in addition to the traditional form of study, as they enable high flexibility and allow students to organise their learning time and space on their own terms.



ACCESS TO THE EUNIVERZA FOR INCOMING ERASMUS+ STUDENTS

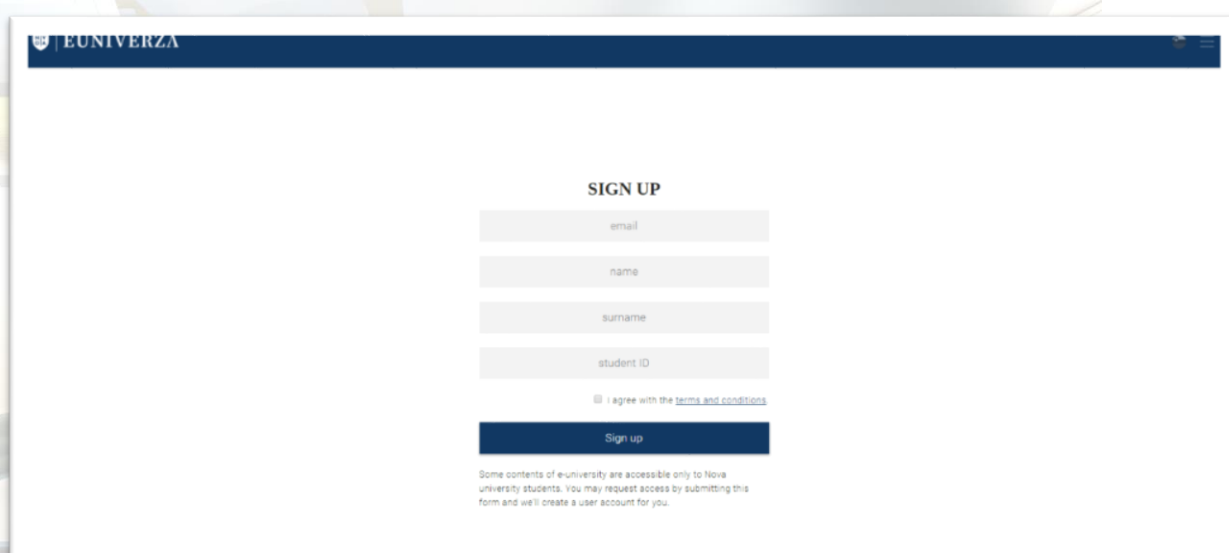
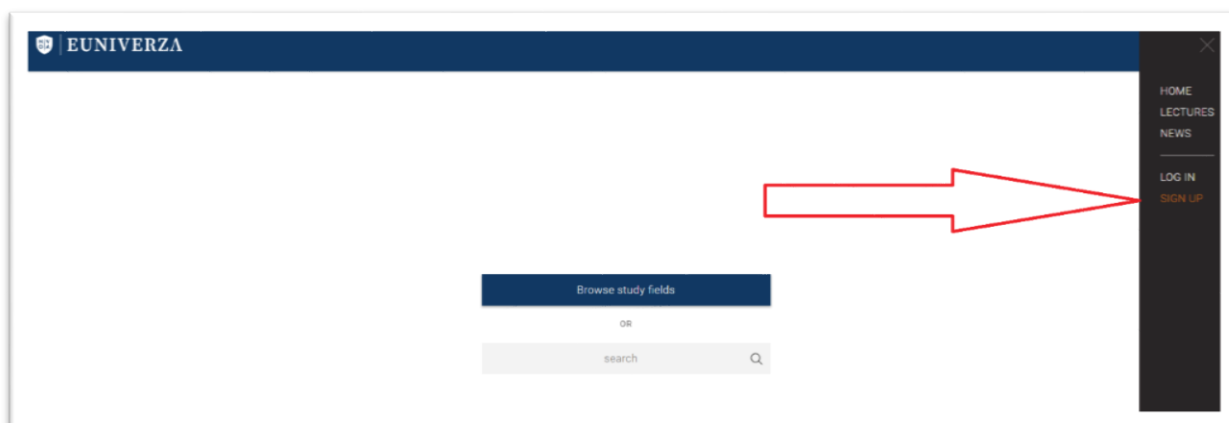
After you have successfully finished the Erasmus+ application process, the New University will issue you an official acceptance letter. Furthermore, you will receive via e-mail a package of information including your personal enrolment number, Slovenian identification number (EMŠO) and instructions to access the online "VIS" system.

The Erasmus+ coordinator will give you the information on how to register to eUNIVERZA.

- Access to the eUNIVERZA #1

All Erasmus+ students officially enrolled at New University and its faculty members can register to e-univerza (example: <https://epf.nova-uni.si/en/study/e-study/>).

You have to **sign up**. You will need your student ID (enrolment number) when signing up for eUNIVERZA.



The screenshot shows the EUNIVERZA portal sign-up form. The form is titled 'SIGN UP' and contains the following fields: email, name, surname, and student ID. Below the fields, there is a checkbox labeled 'I agree with the [terms and conditions](#)'. At the bottom of the form, there is a 'Sign up' button. Below the button, there is a small disclaimer: 'Some contents of e-university are accessible only to Nova university students. You may request access by submitting this form and we'll create a user account for you.'

After you enter and confirm your data, you will receive an activation link by e-mail.

Click on the link to activate your account. The Faculty's Student and Academic Affairs Office will be automatically notified and will grant you access to your courses and classes on the portal within a few days.

EUNIVERZA AVAILABLE ENGLISH COURSES

The online portal eUNIVERZA offers students of New University and its members free, unlimited access to an extensive library of academic content in the form of videos of lectures alongside relevant course material.

The academic content is grouped in the following **fields of study**:

1. **Administrative law and public administration**

- Public law, Dr. Peter Jambrek

2. **Alternative dispute resolution**

- Mediation and arbitration, Dr. Oliver Ruppel
- Mediation and arbitration, Dr. Barney Jordaan
- Alternative dispute resolution, Dr. Barney Jordaan

3. **Business and entrepreneurship**

- Project management, Dr. David Bogataj

4. **Constitutional law and human rights**

- Constitutional system of the EU, Dr. Matej Avbelj
- Constitutional Law, Dr. Arne Marjan Mavčič
- Comparative Constitutional Law, Dr. Arne Marjan Mavčič

5. **Criminal law and criminology**

- European and international criminal law, doc. Dr. Miha Šepec

6. **Infrastructure and real estate**

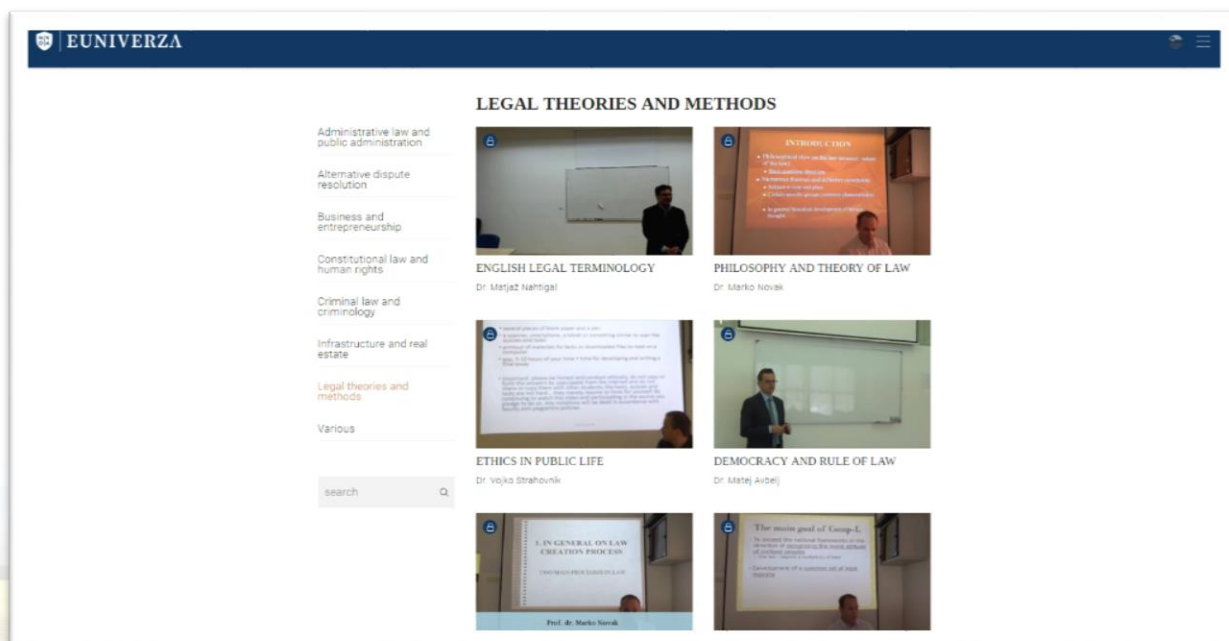
- The basics of 20th and 21st century architecture, Dr. Sonja Miculinić
- Introduction to Design of Residential Buildings, Dr. Živa Kristl
- Basics of Architecture, Dr. Sonja Miculinić
- Spatial planning, Dr. Kaliopa Dimitrovska Andrews
- Introduction to spatial planning, Dr. Ivan Stanič
- Alternative forms of housing for the elderly, Dr. Boštjan Kerbler
- Marketing of real estate, Dr. Boštjan Aver
- The Appraisal of Real Estate, Dr. Bojan Grum
- Real estate concept, izr. prof. Dr. Alenka Temeljotov-Salaj

7. **Legal theories and methods**

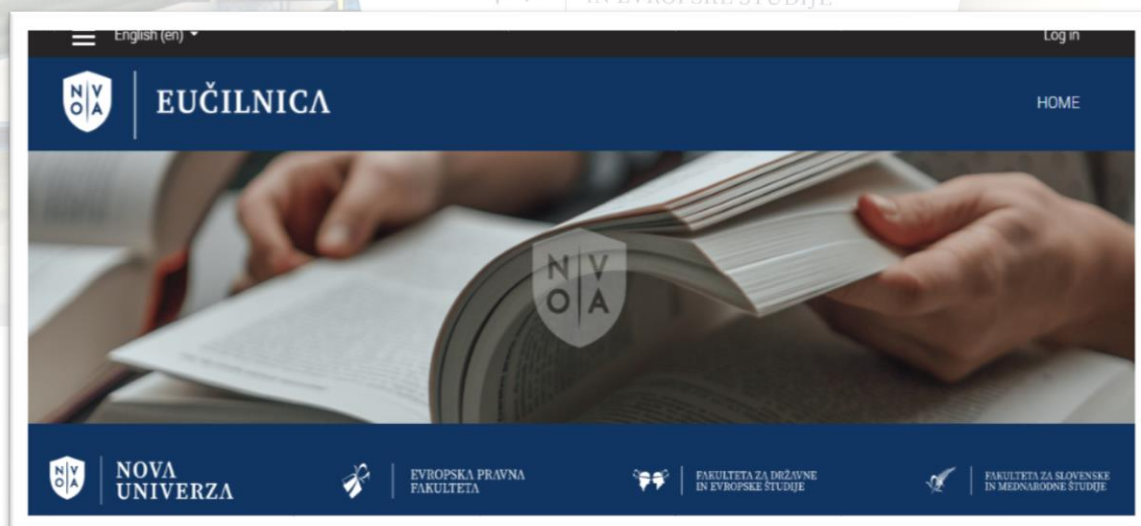
- English legal terminology, Dr. Matjaž Nahtigal
- Philosophy and Theory of Law, Dr. Marko Novak
- Ethics in public life, Dr. Vojko Strahovnik
- Democracy and Rule of Law, Dr. Matej Avbelj
- Legislative Process and Nomotechnics, Dr. Marko Novak
- Comparative Law and Large Legal Systems, Dr. Marko Novak
- Methods and Examples of Research Work, Dr. Ajda Fošner

8. **Various**

- European Faculty of Law – overview
- Conference Alternative dispute resolution – keynote address, Borut Pahor
- Overview of Transnational Higher Education Programmes of the European Faculty of Law, Dr. Peter Jambrek
- Keynote speech – Conference Alternative dispute resolution, Dr. Robert Badinter



MOODLE (E-CLASSROOM)



During the COVID-19 pandemic situation, the New University also switched to a virtual teaching model.

The **e-classroom** is a **virtual learning environment** where students can attend lectures and do practical work and seminars, as long as they take place on-line.

All Erasmus+ students will be assigned a password to access the e-classroom. It will be provided by your Erasmus+ coordinator.

You can register to e-classroom [HERE](#).



ABOUT SLOVENIA

Slovenia is the only country in Europe that combines the **Alps, the Mediterranean, the Pannonian Plain and the Karst**. The changing landscape constantly surprises you, time and again. You can have one eye on the sea, then look in the other direction and be surrounded by high mountains. Heading up into the forests, you can see the green plains below you. From upland meadows, your view stretches into river gorges. This proximity of opposites and contrasts is a hallmark of the country.

Essential country data

- Full name: Republic of Slovenia (Republika Slovenija)
- Inhabitants: 2,094,060 (1 October 2019)
- Capital: Ljubljana (270,000)
- State: Democratic parliamentary republic since 25 June 1991, Member of the European Union since 1 May 2004
- Currency: Euro
- Official languages: Slovenian; in ethnically mixed border areas also Hungarian and Italian
- Other languages: English, German, Croatian, Serbian
- Largest cities: Maribor, Kranj, Celje, Koper, Novo mesto, Velenje
- Religion: Roman Catholic (58%, 2002 census); together there are 43 religious communities registered in Slovenia; among the oldest is the Evangelical Church, most widely spread in the northeastern part of Slovenia
- Area: 20,273 km²
- Length of borders / 1,370 km: with Austria 318 km, with Italy 280 km, with Hungary 102 km, with Croatia 670 km
- Length of coastline: 46.6 km
- Relief: The territory of Slovenia is geographically divided into four basic types of landscape - Alpine in the north, (42.1%), Mediterranean in the south-west (8.6%), Dinaric in the south (28.1%) and Pannonian in the east (21.2%)
- Climate: Alpine, Continental, Mediterranean
- Forests: almost 58% of the Slovenia territory
- Highest mountain: Triglav 2,864 m
- Largest protected area: Triglavski narodni park: 83,807 ha (4% of the territory of Slovenia)
- Largest underground cave: Postojnska jama - 19.5 km
- Largest lake: Cerknica Lake (intermittent) - 26 km²
- Longest river: Sava - 221 km

Did you know...

- ... that Slovenia declared independence from Yugoslavia on 25 June 1991?

- ... that Slovenia is one of the most biologically diverse countries in the world?
- ... that over one third of Slovenia's territory is protected?
- ... that Maribor is home to the oldest vine in the world?
- ... that a traditional Slovenian dish for special occasions is a type of cake called potica?
- ... that the most famous Slovenian carnival figure is the Kurent?
- ... that Slovenia has more than 80 ski areas?
- ... that dozens of thermal springs in eastern Slovenia have therapeutic properties?
- ... that the geographical and climatic variety and diversity of Slovenia mean that in a single day you can pick autumn fruits in the morning, bathe in the Adriatic in the afternoon and go night skiing in the evening?

Essential country info

a) General

- The phone code for Slovenia: +386
- Time zone: CET (UTC + 1)
- Electric current: 220 V, 50Hz
- Units of measurement: metres, kilometres, grams, kilograms

b) Internet & Wi-Fi

- You usually need a UTP cable (or code for WiFi) in student dorms; in private accommodation, WiFi is usually available.
- Bars and restaurants usually have WiFi as well.

c) Traffic info

- Speed limits:
 - Inside settlements: 50 km/h
 - Outside settlements: 90 km/h
 - On motorways: 100 km/h
 - On highways: 130 km/h
- Headlights are compulsory 24 hours per day! Winter tires are compulsory from 15 November until 15 March. It is also obligatory to fasten seat-belts in the car, for all passengers.

d) Useful phone numbers

- Police Department: 113
- Emergency Medical Service: 112
- Fire Department: 112

e) Costs of living in Ljubljana

Markets:

- Bread (1kg) - 1.00 - 3.00 EUR
- Milk (1l) - 0.70 - 1.80 EUR
- Cheese (150 g) - 1.50 - 2.50 EUR



- Eggs (12) - 1.30 - 2.00 EUR
- Butter (250g) - 1.50 - 3.00 EUR
- Yoghurt (0.2l) - 0.40 - 1.20 EUR
- Apples (1kg) - 1.20 - 1.70 EUR
- Juice (1l) - 0.60 - 1.50 EUR
- Water (1.5l) - 0.40 - 0.60 EUR

Restaurants:

- Coupon price - 0.00 - 4.50 EUR
- Pizza - 5.00 - 10.00 EUR
- Hamburger - 2.50 - 5.00 EUR
- Coke (0.33l) - 1.80 - 2.00 EUR
- Beer (0.5l) - 1.80 - 2.50 EUR
- Coffee - 1.10 - 1.50 EUR

Transportation:

- One-way Ticket (Local Transport) - 1.30 EUR
- Taxi Start (Normal Tariff) - 1.00 - 1.50 EUR
- Taxi 1km (Normal Tariff) - 0.70 - 1.50 EUR

f) Utilities (monthly):

- Basic (Electricity, Heating, Water, Garbage) for 85m2 Apartment - 150 - 220 EUR
- Room (1 bed) in City Centre - 200 - 300 EUR
- Room (2 beds) in City Centre - 150 - 250 EUR

You can find all information about Slovenia here:

- www.slovenia.info
- www.slovenia.si

ABOUT LJUBLJANA

Ljubljana, the capital of Slovenia, is a beautiful small city situated on the river Ljubljanica that flows between the city centre and the castle hill above. Its river banks are filled with great restaurants and chic bars popular with visitors and locals alike. The town boasts the most relaxing atmosphere of all European capitals and offers endless cultural events and excellent quality of life. Ljubljana is a relatively small place, so soon you may feel like taking a day trip.

Some say it is the cutest capital in Europe. Some compare it to Prague, others to Paris and still others to Venice, then again some may say it is incomparable to any of the mentioned. Ljubljana is unique. It holds 5000 years of history, some of it in traces and some of it in the most luxurious and confident manner. Imagine a colourful baroque with medieval base escorted by Roman

remains and followed by eternal Art Nouveau and Plečnik's masterpieces. That's the Ljubljana that awaits to be discovered.

Ljubljana offers its inhabitants and visitors a great variety of cultural events and entertainment. The city gives you the opportunity to visit about 15 museums and 25 galleries and collections as well as seven major theatres. The city also has 12 cinemas, well stocked with most current movies without dubbing. Foreign films are shown with Slovenian subtitles. For most of the cultural events and entertainment, special prices are offered for students. Several festivals are organised in Ljubljana each year. You can find the information about current events in Ljubljana [HERE](#).

You can find more information about Ljubljana on:

- www.ljubljana.info
- www.visitljubljana.com

HOW TO GET TO LJUBLJANA?

BY AIR: Ljubljana Jože Pučnik Airport is the main airport of the country. It is located 30 km from the centre of Ljubljana and has good connections with other European cities. Different options of public transport take you from the airport to Ljubljana in around half an hour. Public transport from the airport to Ljubljana:

Public bus operates between Ljubljana bus station and Ljubljana airport. You can check the timetable of the bus [HERE](#). Shuttle buses – [HERE](#).

Check the exact information about the departures from “**Letališče Jožeta Pučnika**” at the web page [HERE](#).

Because of the proximity of some airports (Venice, Trieste – Italy, Zagreb – Croatia, Graz and Klagenfurt – Austria), students arrive to Slovenia also by low cost airlines flying to these airports.

You can check for transportation possibilities to Ljubljana by using the shuttle service. For more information, please look [HERE](#).

BY TRAIN: Ljubljana has good railway connections with all large European cities. The railway station is located in the centre of Ljubljana. Organisations in your own country may offer discounts to students and others under age 26. Train travel within Slovenia is convenient and inexpensive. For more information, please look [HERE](#).

BY BUS: The bus is one possible means of reaching Ljubljana. Organisations in your own country may offer discounts to students and others under age 26. For more information, see the website [HERE](#).

HOW TO GET AROUND LJUBLJANA?

BUS – CITY PUBLIC TRANSPORT

City buses have an electronic payment system based on a no-contact smart card called **Urbana**. **Urbana cards are available at newsstands (kiosk), post offices and tourist information centres (TIC).** Urbana cards are electronic ticket carriers. The URBANA value card (yellow) doesn't show the name of the holder and is transferable. You can buy and top it up with credit up to 50 EUR (at **Urbanomat** top-up stations; the lowest amount of credit is 1 EUR) or with transferable monthly and yearly tickets.

The URBANA time card (green) is issued with the name of the holder and it is not transferable. You can top it up with a selected monthly ticket and/or with credit up to 50€.

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 touching with your card at one of the green readers (validators) on the bus. One fare will cost you **1.30€ including max 90 min ride** within all the City Public Transport bus routes. However, you should validate your card (touch the reader with the card Urbana) every time you enter the bus. In order to pay for two or more passengers, please tell the bus driver – before validation at the driver's reader (validator) – that you wish to buy more than one ticket and how many would you like to buy. The passengers you paid for should stay near you during the ride.

Mobile application Urbana

Urbana City Card Users can install Urbana Mobile Application on their Android smartphones, which serves as a virtual value card.

Urbana mobile application enables quick and easy payment for:

- bus travel (LPP),
- parking facilities (JP LPT),
- riding the funicular (Ljubljana Castle),
- use of the BicikeLJ service (Europlakat) and
- using SMS parking.

TICKETS: All tickets are carried on Urbana cards. Value ticket: single fare paid from pre-paid credit on Urbana card that enables free transfers within 90 minutes. **Personalised monthly tickets:** valid for an unlimited number of rides on all routes from the 1st day of the month until the 5th day of the following month. No photo necessary. A range of monthly tickets are available, some of them at subsidised prices. For more information, please enquire at LPP

ABOUT NOVA GORICA

Nova Gorica is a young town for young people. It lies at the crossroads of [the Karst](#), [Vipava Valley](#) and [Soča Valley](#) and it borders with Italy. It is a town with a mild climate and is young, lively and friendly to the local people as well as visitors from all over the world.

Nova Gorica, a small town at the border with Italy, has been the heart of the sunny Goriška region for seven decades. It grew after World War II as a substitute town for Gorizia, which remained on the other side of the border. It is a town with a mild climate, green and blooming all year round, young, lively and friendly to the local people and visitors from all over the world. As a unique example in Europe, the two towns are located at the border with no border crossings and living in co-existence at all levels.

Nova Gorica is a town of roses. This is an attractive town for entertainment, as in all seasons various venues, indoors or outdoors, offer a rich selection of events. Concerts, festivals, theatre performances, fairs, exhibitions and other cultural, culinary and ethnological events enrich the lives of locals and guests. Nova Gorica is a gaming town, where two entertainment centres and several casinos offer entertainment with the most modern gaming equipment. A pleasant atmosphere is complemented by excellent cuisine, accommodation and wellness services. Nova Gorica is the right place to experience sights and attractions of the town and its surroundings in an authentic way.

HOW TO TRAVEL TO NOVA GORICA?

BY PLANE

Nova Gorica is close to Italy and thus also close to the airports of [Trieste](#) and [Venice](#). From there, you can get to Nova Gorica by bus, train or organised transport ([GoOpti](#)).

BY TRAIN

You can reach Nova Gorica by train from all major surrounding cities. There is a good connection from Ljubljana with some stops you'll have to make in between. You can check the train connections to Nova Gorica, around Slovenia and to neighbouring countries here: [Slovenske železnice](#).

BY BUS

Here are good bus connections to Nova Gorica from around Slovenia. You can find more information in the Nova Gorica bus station:

NOMAGO D.O.O. AVTOBUSNA POSTAJA NOVA GORICA



Phone: 05 330 31 33

Address: Kidričeva ulica 22, 5000 Nova Gorica

ABOUT MARIBOR

Maribor, the capital of the region of Štajerska, is the second largest city in the country but at the same time it is small and green. Its lively throb, excellent culture and events, rich wine tradition and the oldest vine in the world, numerous possibilities for entertainment, relaxation and exercise in nature and its reputation for relaxed openness and hospitality also led Maribor to receive the honorary title of European Capital of Culture in 2012 and European Youth Capital in 2013.

The city of Maribor merges with the wonderful nature of [Pohorje's forests](#) and picturesque wine growing hills in one of the most attractive tourist destinations in Slovenia. Take a quick trip up to Pohorje, a green wonder of the Slovenian mountains that attracts hikers, bikers, adrenaline seekers and lovers of peace to Pohorje's primeval forest, waterfalls, streams and peat moors. During the winter, as the largest ski resort in Slovenia, snow blanketed Mariborsko Pohorje extends a warm welcome.

HOW TO TRAVEL TO MARIBOR?

BY PLANE

You can fly via low cost flights to our capital Ljubljana or our neighbouring countries: Austria (Graz, Klagenfurt, Vienna), Hungary (Budapest), Italy (Venice, Treviso, Trieste), Croatia (Zagreb). From there, you can take a train, a bus, a taxi or Slovenian pick up shuttles to Maribor.

BY TRAIN

You can reach Maribor by train from all major surrounding cities. There is a direct connection from Ljubljana and Graz; from elsewhere there are some stops you'll have to make in between. You can check the train connections to Maribor, around Slovenia and to neighbouring countries here: [Slovenske železnice](#).

BY BUS

Maribor is directly connected with towns in Austria, Germany, Hungary and Italy. Organisations in your own county may be able to offer discounts to students and to those under 26.

You can find more information at [Flixbus](#) and [Eurolines](#).

OTHERS

You can also take a van from our local PICK UP service that offers international transport between airports in Graz, Zagreb, Vienna, Venice and Maribor. For more information, contact: info@esn-mb.org.

ABOUT KRANJ

Kranj is a pleasant historical town on a rocky pier above the confluence of the mountain rivers Sava and Kokra. Archaeological finds, the old town centre and walls and the defensive towers speak about the ancient past of Kranj.

What Kranj is especially known for:

- Prešeren's grave in Prešeren's grove,
- Prešeren Memorial Museum and
- Prešeren Theatre with a monument to dr. France Prešeren.

In the city centre, you can also see the Town Hall, which continuously presents the archaeological exhibition Iron Thread, Pavšlar House, which is an example of a rich bourgeois building from the 16th century and one of the most beautiful Renaissance arcaded corridors in Slovenia, and Khislstein Castle, which represented a fortified area from the ancient period to the early Middle Ages.

In the city of Kranj, there are also very active organisations and societies that prepare a rich program of concerts, performances and events for children and adults, especially in the summer in the castle garden. Various events take place throughout the year, such as: Prešeren's Shift, Prešeren's Carnival, Prešeren's Summer and Prešeren's December, Slovenian Drama Week, Jazz Camp Kranj, Festival of Creative Guitarists, Festival of Classical Music - Musica Carnium, International Festival of Fine Arts, Youth Week and Kranfest - Carniolan Night. Many musical and stage events also take place at the Khislstein Open-Air Theatre during the warmer part of the year.

In addition to being a cultural city, Kranj is also a sports city. Interesting and popular are sports events such as: cycling races in Kranj, Running for Kranj - Vincenc Draksler Memorial, trotting races, jumping competitions on the 100-meter artificial ski jump at Gorenje Sava and others. Kranj also has a number of natural attractions: the Kokra River Canyon, Bobovška Lakes, the Sava-Zarica Canyon and the Jelenov klanec conglomerate terrace.

HOW TO TRAVEL TO KRANJ?



The train journey time between Ljubljana and Kranj is around 30 min and covers a distance of around 29 km. The fastest train normally takes 20 min. Services are operated by Slovenian Railways (SŽ) and Croatian Railways (HŽPP). Typically, 115 trains run weekly, although weekend and holiday schedules can vary so check in advance.



USEFUL INFORMATION

EATING OUT (SUBSIDISED STUDENT MEALS)

Being an exchange student, you can use a system of subsidised student meals. The system is used in the majority of restaurants in Ljubljana and also in other cities in Slovenia.

The discount for the meal is 2.69 EUR.

To be able to register, you need your mobile phone for identification ([Slovenian SIM card](#))* and Enrolment confirmation issued by New University.

*There are four main phone carriers in Slovenia: Telekom, A1, Telemach, T-2. Each carrier offers a wide variety of cell phones, and students can choose from different pre-pay plans. Please visit a local store or their website for more information.

The list of restaurants included in the system can be found [HERE](#).

For more practical information, please visit the **Student Organisation** (Kersnikova 4, for office hours check [HERE](#)).

More information about the system and the registration can be found [HERE](#). In order to finish the preregistration procedure, you will need a personal registration number (EMŠO), which the international office will provide you at the beginning of your exchange.

The influence of the East and West, North and South have mingled in Slovenia, a phenomenon noticeable in Slovenia's traditional dishes. The city of Ljubljana offers a great variety of cuisine and affordable prices. Most restaurants serve food until 11 p.m., but some do so until the early morning. There are also numerous specialised national restaurants: Chinese, Italian, Mexican, Thai and Spanish. The tip is not included in the price of the meal and is not obligatory. In general, eating out in restaurants outside the system of subsidised student meals is not cheap.

WORKING IN SLOVENIA

Students wishing to seek long-term employment in Slovenia need to obtain a work permit. Exchange students, however, do not need a work permit.

In Slovenia, students can work through an instrument called '**Student Work**'. This allows temporary and part-time work for college and university students. They can work via a special type of contract called referral forms/referrals, which can be obtained from employment agencies specialised for student work. Agencies, called **Student Services** (SS), offer lists of available student jobs and take care of payments. There are many different agencies around Slovenia.

You can also work via the Student Service agency if you are a student from a foreign country and are living in Slovenia through international exchange programmes (studying or internship). For enrolment with the SS agency system, you need to provide:

1. Identification Document (ID)
2. [Slovenian bank account](#)
3. Slovenian tax number
4. Certificate of enrolment
5. [Proof of residency](#) (optional)

When you have all the above, go to the chosen agency and enrol in their system. The agencies have lists of available jobs, but you can also find a job on your own and inform the agency about the company. The agency will provide you with a referral form, which you give to the employer. These are the conditions for working in Slovenia as a student.

You can work via Student Service if you have student status in Slovenia (if you are a foreign citizen and you study in Slovenia) or if you are doing your practice or studies as a part of an international exchange programme in Slovenia.

Work is based on the work referral forms, which you get in our office before you start work. After the work is finished, your employer returns the filled-in, sealed and signed referral. You get transferred all the income without delay the moment the company pays the invoice. For the companies with good credit ranking, we even pay you in advance, before the company pays the invoice.

For more information about student work, please visit the website [HERE](#).

ERASMUS STUDENT NETWORK (ESN)



The **Erasmus Student Network (ESN)** is one of the largest non-profit student organisations in Europe, with headquarters in

Brussels. Its main goal is to represent European international students. The ESN was established on 16 October 1989 with the purpose of supporting and encouraging mobility amongst students. The ESN in Europe has 12,000 members in 396 local sections from 36 different countries. One of those is the **ESN Ljubljana**, which is part of the ŠOU v Ljubljana International Office.

The “ESN Ljubljana” together with “ŠOU International Office in Ljubljana” takes care of foreign students.

At ESN Slovenia, they strive to improve the integration of foreign students into our home surroundings, try to satisfy their needs and promote international mobility. Activities vary but serve as a good guide for further studies and offer a career. They actively cooperate with Erasmus students and help those who have just arrived back from their exchange with integration into everyday life, which can be somewhat difficult. Often these students want to be part of the ESN, because they know what was missing in their mobility and want to help those who need it.

At the national level, the ESN Slovenia consists of 5 sections:

- ESN Ljubljana
- ESN Maribor
- ESN Kranj
- ESN Primorska
- ESN ŠOUM Maribor
- ESN LU

Together they form a group of students who want to internationally present Slovenia in the best possible way, show its natural beauties and, of course, act in favour of Erasmus students. More on ESN Ljubljana can be found on the SOU of Ljubljana International Office Facebook page [HERE](#).

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