



**NOVA
UNIVERZA**

2024/2025

ERASMUS+ STUDENT INFORMATIVE PACKAGE



Prepared by:

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



Dear students!

We warmly welcome you at 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 liaison between students and lecturers, a remarkable combination of youth and professional academic experience, and contemporary and practically oriented research and teaching content.

We are not creating knowledge of foretime, but rather training our students in know-how experts for tomorrow and forging critically thinking individuals and active citizens for our common future.

Hoping 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,

Prorector of the New University



FAKULTETA ZA DRŽAVNE
IN EVROPSKE ŠTUDIJE

FAKULTETA ZA SLOVENSKE





Dear exchange students!

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

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 which together make up the University of Ljubljana, today cover all basic fields of study. In bachelor and master courses, the New University offers a wide variety of possibilities, as it does at the master 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+



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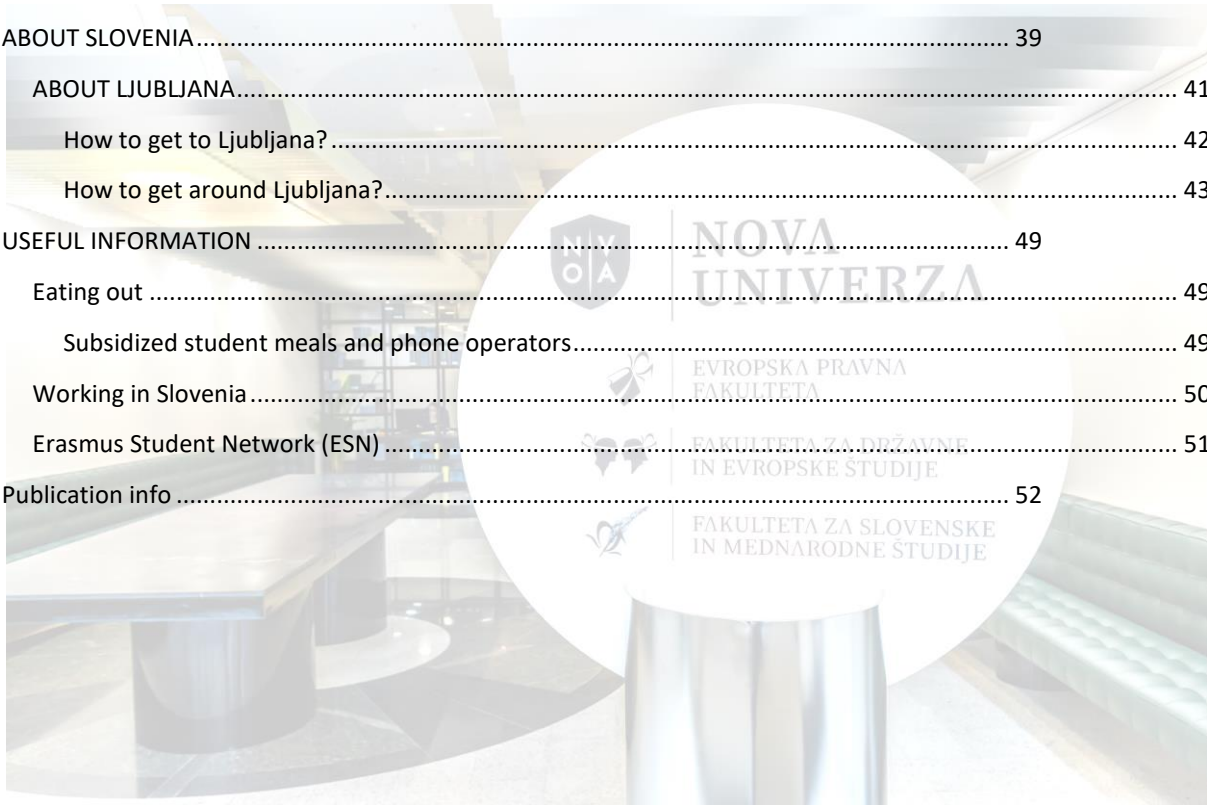


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NEW UNIVERSITY

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-Slovene higher education institution.**



Ljubljana



Maribor



Kranj



Nova Gorica



Since its establishment in 2017, New University binds 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 provider 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 faculties 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 also 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, wide academic offer, and provided services. New University tries to be the **bridge between different cultures to bring them closer 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.**



FAKULTETA ZA SLOVENSKE
IN MEDNARODNE STUDIJE

OUR VISION, OUR GOAL

Following its vision, the New University is developing as an internationally recognized higher education institution with a wide range of **bachelor, master 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 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, 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 also the economy 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.

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 who 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 recognized 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-Slovene higher education experience**. Notwithstanding the above, all Erasmus incoming students are currently studying in Ljubljana.



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FAKULTETA ZA SLOVENSKE
IN MEDNARODNE ŠTUDIJE

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 who 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

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](#).





NEW UNIVERSITY MEMBER FACULTIES

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

The Erasmus+ program and all Erasmus+ activities of all faculty members are carried out at New University premises in Ljubljana.



EUROPEAN FACULTY OF LAW

The European Faculty of Law is a private higher education institution. It was the first law faculty in Slovenia that developed 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.

Faculty's head office is in Nova Gorica. It also has branch units in Ljubljana and Maribor. Lectures are held on all locations. The Erasmus+ program and all Erasmus+ activities are carried out in Ljubljana.



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

Its success lies in student-friendly and innovative learning process emphasizing the combination of theory and practice. Lectures and seminars are held in small groups by top Slovenian lecturers and lawyers from the ranks of 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:

- Law
- Law and Management of Infrastructure and Real Estate

2. Master:

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

3. Doctoral:

- Law
- Law and Management of Real



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FAKULTETA ZA DRŽAVNE
IN EVROPSKE ŠTUDIJE



FAKULTETA ZA SLOVENSKE
IN MEDNARODNE ŠTUDIJE

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 is a proud member of the New University.

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

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 maintains a student-friendly environment and gives an emphasis to 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 to, in turn, 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 need of national and international environment and cover all three Bologna cycles:

1. Bachelor:

- Public Administration
- Administrative Law

2. Master:

- Public Administration
- International and Diplomatic Studies

3. Doctoral:

- Public Administration
- International and Diplomatic Studies

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



**NOVA
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EVROPSKA PRAVNA
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FAKULTETA ZA DRŽAVNE
IN EVROPSKE ŠTUDIJE



FAKULTETA ZA SLOVENSKE

FACULTY OF SLOVENIAN AND INTERNATIONAL STUDIES

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

It is the only and **central higher education institution in the Republic of Slovenia and in the world, whose first and central scientific and pedagogical mission is Slovene studies, 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** on all three Bologna study cycles:

1. Bachelor:

- Slovenian studies 1

2. Master:



- Slovenian studies 2

3. Doctoral:

- Slovenian studies 3

The Faculty of Slovenian and International Studies has a **central role in the development of Slovenian identity and will**, for this purpose, it builds suitable conceptual foundations and supporting instruments to enable students to study the humanities interdisciplinary 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 a domestic economic and non-economic sector as well as to foreign profit and non-profit institutions.



Contact:

New University, Faculty of Slovenian and International Studies

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

Phone: +386 5 934 47 62

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

Web: www.fms.nova-uni.si



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FAKULTETA ZA SLOVENSKE
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 via the nomination form available [HERE](#).

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](#). The 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 until 15th June (winter semester) and 15th December (summer semester).

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 onwards), an **academic year starts on 1 October and ends on 30 September**. The academic calendar of the New University is adopted by the Senate of the New University each year by the end of June for the next academic year.

1st semester	period of carrying out lectures and exercises	October – January
	examination period	January – February
<i>October</i>	OPENING OF THE ACADEMIC YEAR / ERASMUS WELCOME EVENT (1 st semester)	
<i>31 October</i>	public holiday	REFORMATION DAY
<i>1 November</i>	public holiday	ALL SAINTS' DAY
<i>25 December</i>	public holiday	CHRISTMAS
<i>26 December</i>	public holiday	INDEPENDENCE AND UNITY DAY
<i>1 January 2024</i>	public holiday	NEW YEAR
<i>2 January 2024</i>	public holiday	NEW YEAR
<i>8 February</i>	public holiday	PREŠEREN DAY, THE SLOVENE CULTURAL HOLIDAY
2. semester	period of carrying out lectures and exercises	February – May
	examination period	May – June
<i>February</i>	ERASMUS WELCOME EVENT (2 nd semester)	
<i>31 March</i>	public holiday	EASTER
<i>1 April</i>	public holiday	EASTER MONDAY
<i>27 April</i>	public holiday	DAY OF UPRISING AGAINST OCCUPATION
<i>1 in 2 May</i>	public holiday	MAY DAY HOLIDAY
<i>May</i>	SPRING SCHOOL / BLENDED INTENSIVE PROGRAM	
<i>25 June</i>	public holiday	STATEHOOD DAY
<i>July – August</i>	summer holidays	HOLIDAYS
<i>15 August</i>	public holiday	ASSUMPTION DAY
<i>August – September</i>	3rd examination period	
<i>September</i>	SUMMER SCHOOL / BLENDED INTENSIVE PROGRAM	
<i>29 September</i>	UNIVERSITY DAY	

Available 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 Primož Trubar Day, Unification of Prekmurje Slovenes with the Mother Nation, Return of Primorska 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 Slovenes 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.

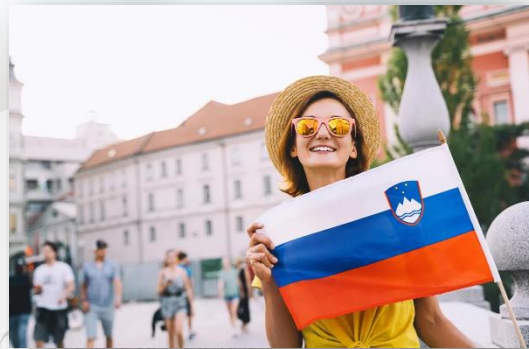
Other work-free days

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

Displaying the flag of the Republic of Slovenia on holiday

The Act Regulating the Coat-of-Arms, Flag and Anthem of the Republic of Slovenia and the Flag of the Slovenian Nation lays down that the flag of the Republic of Slovenia is to be displayed during national holidays in the Republic of Slovenia:

- on 8 February, Prešeren Day, the Slovenian Cultural Holiday,
- 27 April, Day of Uprising Against the Occupation,
- 1 and 2 May, Labour Day,
- 25 June, Statehood Day, and
- 26 December, Independence Day.



The flag is to be displayed on buildings that are the official premises of state authorities and local community authorities, and may also be displayed on other public buildings, residential buildings and other appropriate locations. The flag is to be displayed for the duration of the holiday. In addition to the flag of the Republic of Slovenia, the flag of the Slovenian nation may also be displayed. In the geographic areas where the Italian or Hungarian national communities reside, the national community flag is also displayed.

After the adoption of the Act Regulating the Coat-of-Arms, Flag and Anthem of the Republic of Slovenia and the Flag of the Slovenian Nation in 1994, the following national holidays were declared:

- 8 June: Primož Trubar Day,
- 17 August: Unification of Prekmurje Slovenes with the Mother Nation,
- 15 September: Return of Primorska to the Motherland,
- 25 October: Sovereignty Day,
- 23 November: Rudolf Maister Day.

The rules of displaying the flag of the Republic of Slovenia on these holidays laid down by the Act Regulating the Coat-of-Arms, Flag and Anthem of the Republic of Slovenia and the Flag of the Slovenian Nation shall apply *mutatis mutandis*, which means that the flag may be displayed.



COURSE CATALOGUE

FACULTIES MEMBERS AND ISCED AREAS

New University offers Erasmus+ courses at all faculties members:

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

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

- **0421:** Law;
- **0488:** Inter-disciplinary programmes and qualifications involving business, administration and law;
- **0413:** Management and administration;
- **0388:** Social sciences, journalism and information, inter-disciplinary programmes;
- **0288:** Arts and humanities, interdisciplinary programmes.

The **ISCED areas of institutional cooperation** and exchange are **specified in individual Erasmus+ interinstitutional agreements (abbrev.: IIA)** between partner institutions. The coordination of the Erasmus + programme of New University is carried out by the New University 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.

LIST OF STUDY PROGRAMS AT THE NEW UNIVERSITY

New University, European Faculty of Law	
1 st cycle (Bachelor):	Undergraduate program Law 1 Undergraduate program Law and Management of Infrastructure and Real Estate 1
2 nd cycle (Master):	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
3 rd cycle (Doctoral)	Doctoral program Law 3 Doctoral program Law and Management of Real
New University, Faculty of Government and European Studies	



1 st cycle (Bachelor):	Undergraduate study programme Public Administration Undergraduate study programme Governmental and European Studies
2 nd cycle (Master):	Postgraduate study programme Public Administration Postgraduate study programme International and Diplomatic Studies
3 rd cycle (Doctoral)	Doctoral study programme Public Administration Doctoral study programme International and Diplomatic Studies
New University, Faculty of Slovenian and international Studies	
1 st cycle (Bachelor):	Slovenian studies
2 nd cycle (Master):	Slovenian studies
3 rd cycle (Doctoral)	Slovenian studies

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 faculties members. All courses for Erasmus students are provided in **English language**.

All course catalogues of New University are available here:

- [Course Catalogue and pedagogic approach of the New University, European Faculty of Law](#)
- [Course Catalogue and pedagogic approach of the New University, Faculty of Government and European Studies](#)
- [Course Catalogue and pedagogic approach of the New University, Faculty of Slovene and International Studies](#)

These courses consist of **lectures, seminars, tutorials, individual studies, examinations or other assessment activities** which lead to a successful completion of the course. Since being a small and private higher education



institution, New University offers to Erasmus+ and other incoming exchange students an individually oriented and **unique learning experience**.

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



Most lectures are performed **as individual consultations with lecturers in small groups** (up to 5 students) where various topics of the course are precisely discussed during the meetings. Consultations are primarily conducted in person, providing participants with valuable face-to-face interactions and fostering a sense of community and collaboration. Such in-person meetings offer numerous **benefits, including the opportunity for spontaneous discussions, nonverbal communication, and interpersonal**

connections. Participants can actively engage with course content, collaborate on group activities, and build meaningful relationships with peers and lecturers, fostering a sense of belonging to the New University community.

When there are larger groups of incoming students per semester, the courses are performed in **Erasmus+ classes or exceptionally together with home students**. The language of instruction for Erasmus+ students is primarily English, but in case of sufficient Slovenian language background, **international students can join Slovenian students in various curricular or extracurricular activities**. Erasmus students can choose subjects from different faculties members. The majority of chosen subjects in each Learning agreement have to be from the faculty that covers study areas, specified in the Erasmus+ Interinstitutional Agreement.

New University performs several study programs via faculties members. Here is a list of study programs available for Slovenian students.



GRADING SYSTEM, LANGUAGE REQUIREMENTS AND SUPPORT

HIGHER EDUCATION SYSTEM IN SLOVENIA

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

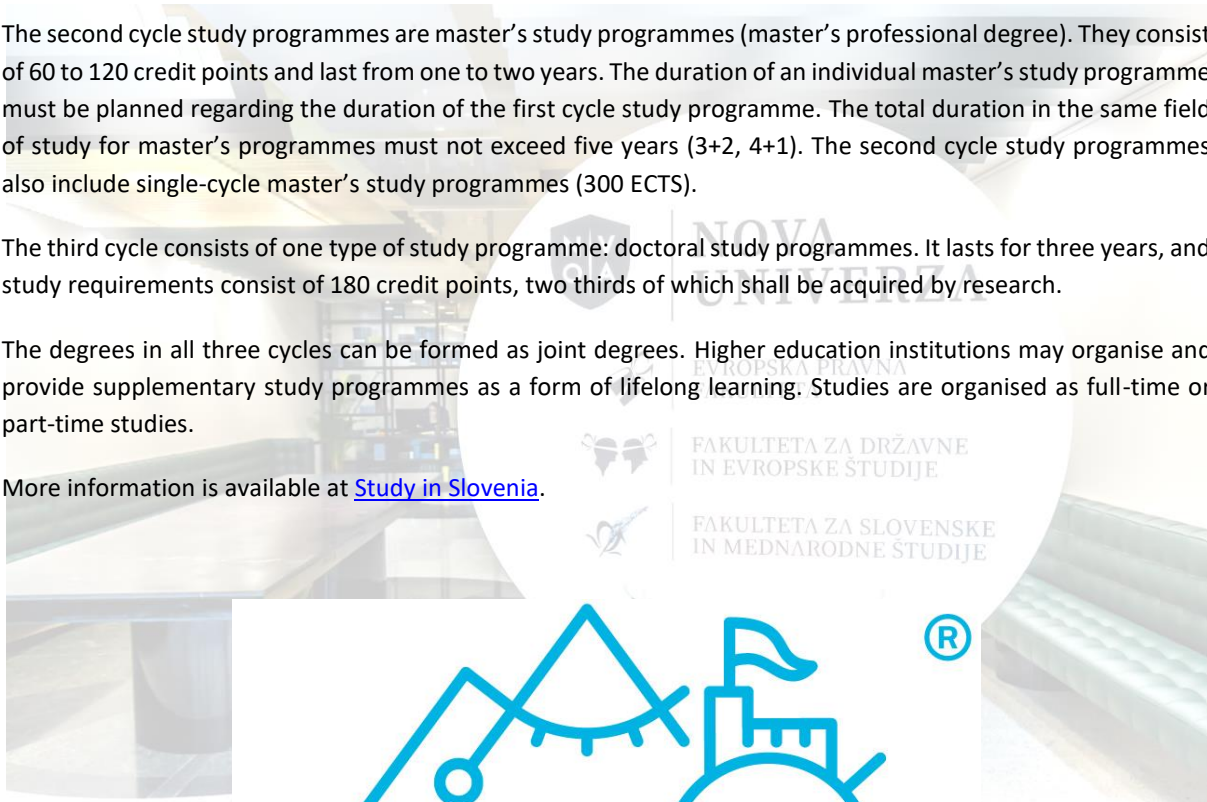
The first cycle study programmes are academic and professional study programmes. Their duration is determined by years (three to four years) and ECTS credit points (180 to 240 ECTS). 60 credit points may be obtained per study year; 1 credit point consists of 25 to 30 hours of a student's work.

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 regarding 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 by 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 Slovene grading system, which is transferred in the European Credit Transfer and Accumulation System (ECTS) as follows:

SLOVENE GRADING SCHEME	ECTS GRADING SCHEME	DESCRIPTION
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 good work with some 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 are required to have good language skills in at least one of the two languages to be able to study in Slovenia.

Students must present a language certificate of their Slovene or English language skills. Very good language skills refer to level B2 of [Common European Framework of Reference](#) scale. Minimum language requirements:

- **Slovene B2,**
- **English B2.**

Students with insufficient language background have

As a proof of the language skills (Slovene or English), you can submit one of the following certificates to your Erasmus+ coordinator:

- a Transcript of Records of the home university where language skills are visible,
- Language Certificate with CEFR scale,
- Results from the OLS (Online Language Support),
- a TOEFL score of 79 (IBT) or IELTS score of 6 for English,
- any other official certificate that proves the language skills.

When students have insufficient language skills, following classes can indeed be challenging. Such students will encounter many difficulties such as reading and writing difficulties, comprehension challenges, participation barriers, note-taking issues, test and assignment concerns, difficulties in cultural and contextual understanding as also emotional and psychological impacts.



INTENSIVE COURSE OF SLOVENE FOR ERASMUS+ STUDENTS

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

The [Intensive Course of Slovene for Erasmus+ Students](#) is only intended for students registered in a higher education institution holding an Erasmus Charter for Higher Education (ECHE), who 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 Slovene.

The intensive Course of Slovene for Erasmus+ Students is performed by [Centre for Slovene as a Second and Foreign Language](#).

**CENTER ZA SLOVENŠČINO
KOT DRUGI/TUJI JEZIK**

COURSE AND DURATION:

- before the Spring semester: January ,February ,
- before the Autumn semester: September,
- Monday to Friday from 9.00 am to 12.30 pm,
- 4 school hours a day, 60 hours altogether

LOCATION:

- University of Ljubljana, Faculty of Philosophy, Address: Aškerčeva 2, 1000 Ljubljana.

PRICE (data for 2024):

- 110 EUR

EVROPSKA PRAVNA
FAKULTETA

FAKULTETA ZA DRŽAVNE
IN EVROPSKE ŠTUDIJE

FAKULTETA ZA SLOVENSKE
IN MEDNARODNE ŠTUDIJE

Deadlines for registration are usually at least one month before the event starts and can be found [HERE](#).

The Intensive Course of Slovene for Erasmus+ Students 2024/2025 will be from 2–20 September 2024.

The application deadline is 19 August 2024.



[Slovene Learning Online](http://www.slonline.si) is a **freely accessible online course of Slovene** for foreigners, developed at the Centre for Slovene as a Second and Foreign Language in cooperation with the company DigiEd. The course is designed for those who wish to learn Slovene on their own in a simple, playful, and effective way.

They have published **SLO 3** - the third part of the free online course for learning Slovenian **SLOVENE LEARNING ONLINE**, which is available at www.slonline.si. In the first two parts (**SLO 1, SLO 2**), students can learn vocabulary and communication patterns, while the third part (SLO 3) includes selected grammar content.

Learning is facilitated through translations, which are accompanied by visual and audio content and a variety of interactive exercises. Students can choose from translations into seven languages to assist you learn: English, French, Croatian, Italian, German, Russian, and Spanish. We also invite you to watch the animation, which is available on [Facebook profile](#) and [YouTube](#) channel.

We encourage you to take a look at these resources and, with their assistance, contribute even more to Slovenian language learning!

INCLUSION AND ACCESSIBILITY

The New University enables 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 to information available 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 a 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 side and characteristics of a single study programme on the other. The support in the field 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.



FAKULTETA ZA DRŽAVNE
IN EVROPSKE ŠTUDIJE

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FAKULTETA ZA DRŽAVNE
IN EVROPSKE ŠTUDIJE



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 who will provide additional information and assistance.

MAIN INSTITUTIONAL COORDINATOR

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 05 934 47 65

E-mail: international@nova-uni.si

INCOMING STUDENT MOBILITIES

New University, European Faculty of Law

- Address: Delpinova ulica 18/b, 5000 Nova Gorica, SI-Slovenia
- **Ms. Nataša Kolavčič, Erasmus coordinator and (Erasmus+ coordinator for all incoming students)**
- Phone: +386 5 33 84 406
- E-mail: natasa.kolavcic@epf.nova-uni.si and international@nova-uni.si.

New University, Faculty of Government and European Studies

- Address: Žanova ulica 3, 4000 Kranj, SI-Slovenia
- Ms. Eva Lebar, Erasmus coordinator
- Phone: +386 4 260 18 53
- E-mail: eva.lebar@fds.nova-uni.si

New University, Faculty of Slovenian and International Studies

- Address: Mestni trg 23, 1000 Ljubjana, SI-Slovenia
- Erasmus coordinator: Ms. Nataša Kolavčič
- Phone: +386 5 33 84 406
- E-mail: natasa.kolavcic@epf.nova-uni.si and international@nova-uni.si .

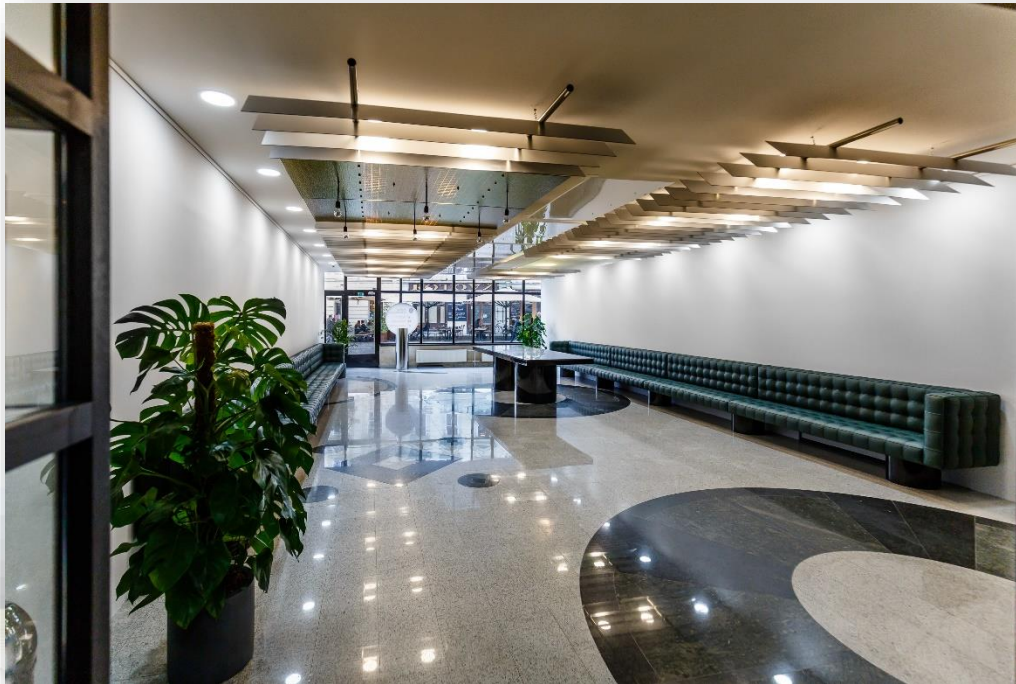
INCOMING STAFF MOBILITIES

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 05 934 47 65

E-mail: international@nova-uni.si



NOVA
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EVROPSKA PRAVNA
FAKULTETA



FAKULTETA ZA DRŽAVNE
IN EVROPSKE ŠTUDIJE



FAKULTETA ZA SLOVENSKE
IN MEDNARODNE ŠTUDIJE

NEW UNIVERSITY RULES & REGULATIONS

MAIN LEGAL ACTS

To perform 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 faculties members.

Main legal acts are available on 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, take special attention to the following acts:

Name	Description
The Rules and regulations	<p>It regulates the requirements for enrolment into the undergraduate, master, 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 thesis and doctoral dissertations have been proposed as above average. The rules and regulations also regulates the requirements, procedures and financial obligations of candidates (citizens), who are not students of New University and want to complete an individual or more than one academic requirements, the individual rights and responsibilities of students with special statuses as well as 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 which 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	<p>Instructions for diploma and master thesis and doctoral dissertation are commonly used as instructions for ERASMUS SEMINAR PAPER WRITING. It is also useful for Erasmus+ incoming students to prepare seminar papers as written exams.</p>



HOUSING AND ACCOMODATION

The Erasmus+ programme of New University is implemented by all member faculties of New University which are geographically spread throughout the country (Nova Gorica, Kranj, Maribor and Ljubljana) making the New University a distinctively all-Slovene higher education institution.

All activities for the New University Erasmus+ program are centralized and conducted exclusively at New University premises in Ljubljana, in the city centre, providing a cohesive and immersive experience for participants. Despite that, students can individually visit (daily trip) all New University study centers during their mobility period.

Ljubljana is the central hub for all Erasmus+ activities, including lectures, seminars, workshops, cultural events, and administrative tasks. By consolidating activities in Ljubljana, participants have access to a wide range of resources and facilities, including state-of-the-art classrooms, libraries, research centers, and student support services. This centralized infrastructure enhances the learning environment and supports academic and personal development.

ACCOMMODATION IN LJUBLJANA

In Ljubljana, during their stay students can choose between:

- student dormitories;
- private accommodation.

STUDENT DORMITORIES IN LJUBLJANA

Beds for Erasmus students in the student dormitories are available. The rooms are mostly double, kitchen, bathroom and toilets 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 sport and recreation. On campuses students can use for free: 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 the deposit, through the bank, or when you arrive in dorm.



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

NOTE: In the academic year 2023/2024, due to the extensive construction and renovation of the student dormitories in Ljubljana, accommodation for Erasmus+ students was not guaranteed. Foreign students were invited to find private accommodation in Ljubljana. The availability of the accommodation for Erasmus+ students in student dormitories for 2024/2025 is not yet predictable. Students are invited to express their interest in student dormitories during the Application process. All students will be informed about the availability of accommodation in dormitories prior their mobility via email.

PRIVATE ACCOMMODATION IN LJUBLJANA



You can check the following private accommodation options:

- [Erasmus student housing](#)
- [House of Postgraduates in Ljubljana \(HPL\)](#)
- [Private Student House in Ljubljana](#)
- [Študentska hiša](#)
- [Kamrica](#)
- [Private accommodation \(Real estate Slovenia\)](#)
- [Dom podiplomcev Ljubljana](#)
- [Housinganywhere \(Ljubljana\)](#)
- [Studyinslovenia accommodation](#)
- [ERASMUSU – experts in students' accommodation](#)
- [Facebook group: Stanovanjce, stanovanjce, kje si?](#)
- [Alter Apartments](#)



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FAKULTETA



FAKULTETA ZA DRŽAVNE
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FAKULTETA ZA SLOVENSKE
IN MEDNARODNE ŠTUDIJE

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.



TEMPORARY ACCOMMODATION

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

The list of **Top 10 Hostels** in Ljubljana is available [HERE](#).





SUBSIDISED STUDENT MEALS

Slovenia is the only country in Europe with the coupons systems called “ŠTUDENSKI BONI”. This means that you can eat a nice student meal in certain restaurants in Ljubljana or everywhere in Slovenia for 4,5 EUR on average. The Slovenian Government subsidises the rest of the meal’s price.

If you order a drink or a meal that exceeds the price of the subsidised meal, you need to pay the price difference. You can eat two meals per day with 4 hours interval between meals. Students are entitled to usually around 20 meals a month. The prices of meals differ from restaurant to restaurant, their location and meals they offer.

For some coupons, you can get a sandwich or a hamburger, and for others a whole meal with soup, main dish, salad and dessert.

All Erasmus+ Exchange students enrolled at New University are entitled to subsidised meals in participating restaurants around Ljubljana and Slovenia. Prices range per meal goes from 3 EUR up to 10 EUR.

In order to be able to use these subsidies, you need to have a student card or your **enrolment certificate, your ID/passport and your mobile phone (with Slovenian sim card).**

In order to register, students are required to submit an online application form through Študentska prehrana (studentska-prehrana.si) and then visit the nearest Subsidised Student Meal point with their registration number, ID card/passport and Student ID card or Acceptance letter.



A list of all restaurants and prices can be found [HERE](#).

HOW TO GET SUBSIDIED MEALS?

Študentska prehrana

STEP 1



Študentska prehrana

CREATE YOUR ACCOUNT

Go to web page **ŠTUDENTSKA PREHRANA** and create your account by clicking "enroll here". You will get an "log in" number on your email address.

STEP 2

CHECK IN AT STUDENT KAMPUS

After you created your account on "Študentska prehrana" you have to reach the **STUDENT KAMPUS**.

Bring with you:

- Erasmus entollment certificate
- passport or ID card
- personal identification number (EMŠO)



Pivovarniška ulica 6,
1000 Ljubljana
+386 31 303 278
info@kampus.si

KAMPUS

STEP 3

GET YOUR MEAL

Go to **RESTAURANT LIST** and choose your nearest restaurant to enjoy our lunch.



STEP 4

STILL NEED HELP?

Contact your Erasmus+ tutor or your Erasmus+ coordinator.

ENJOY YOUR MEAL!

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 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 by 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 by their Erasmus+ coordinator, friends, mentor, etc., in case of an accident.

VISITING A DOCTOR

It's important for students to familiarize themselves with the healthcare system in Slovenia, including how to access emergency services if needed. Additionally, students should ensure they have the necessary health insurance coverage for their time abroad.

When needed all Erasmus+ and international exchange students of the New University can find medical assistance in the [Health Centre for students](#) where they can receive proper medical care or treatment.



Students from the 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 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 at your insurance company.



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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



**NOVA
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EVROPSKA PRAVNA





During COVID-19 pandemic situation, the New University switched also to a virtual teaching model, that has become an indispensable study tool even after the end of the COVID-19 epidemic.

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 with a password to access the e-classroom 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 is constantly surprising, 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: Slovene; 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 25th 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 Slovene dish for special occasions is a type of cake called potica?
- ... that the most famous Slovene 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 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
- Car lights are compulsory 24 hours per day! Winter tires are compulsory from November 15th until March 15th. It is also obligatory to fasten seat-belts *in car, for all passengers*.

d) Useful phone numbers

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

You can find all information about Slovenia here:

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

Additional video material about Slovenia:

- [Slovenia Travel Guide - Best Places to Visit in Slovenia in 2022](#)
- [Top 10 Places To Visit In Slovenia - Travel Guide](#)
- [The Secrets of Slovenia - TRAVEL TIPS \(2024\) Food, culture, attractions](#)

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. It's 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, third to Venice, then again some may say it is incomparable to any of the mentioned. Ljubljana is unique. It stores 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 with Roman remains and followed by eternal Art Nouveau and Plecnik's masterpieces. That's 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 has as well 12 cinemas, well stocked with most current movies without synchronisation. Foreign films are shown with Slovene subtitles. For most of the cultural events and entertainment special prices for students are offered. 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 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) to Slovenia students arrive also by **low cost airlines**, flying to these airports.



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 other 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 other under age 26. For more information see website [HERE](#).



HOW TO GET AROUND LJUBLJANA?

BUS – CITY PUBLIC TRANSPORT

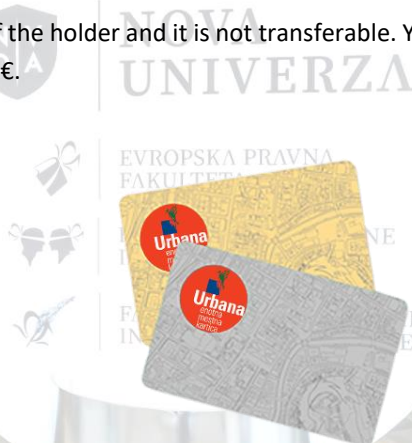
City buses have electronic payment system based on no-contact smart card called **Urbana**. **Urbana cards are available in news-stand (kiosk), post offices, turist informaticon centers (TIC)**. Urbana cards are electronic ticket carriers. URBANA value card (yellow) is without a name of the holder and 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.



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 during the ride stay near you.

Price list can be found [HERE](#).

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 with 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 Information Centre. For how to get from point A to point B by public transport use the application on the left side of the page: <http://www.jhl.si/en/lpp/city-public-transport>.

Map of the city public transport - see below.

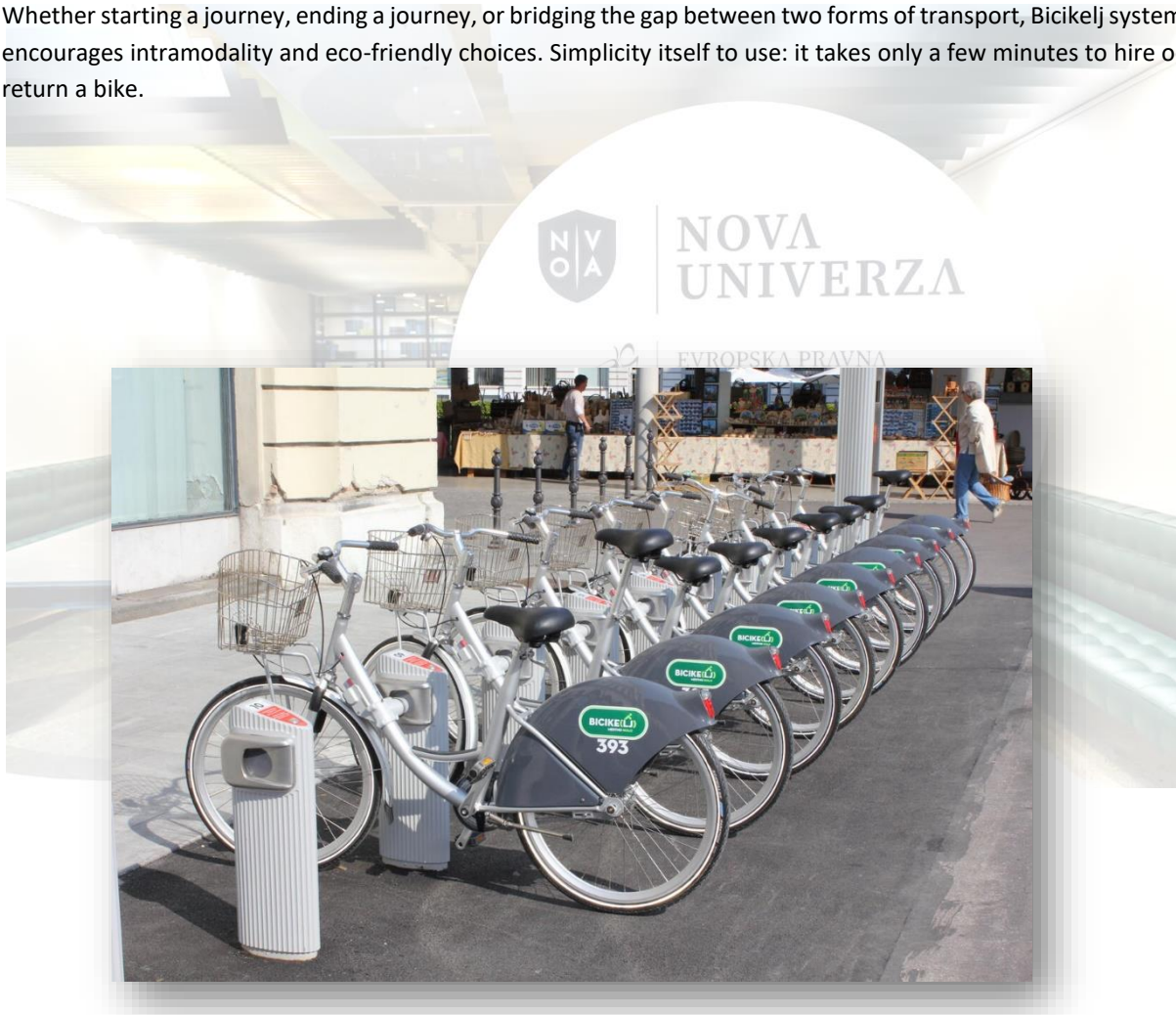


BICIKELJ – CITY BIKE USE

Open 7 days a week, 24 hours a day, [Bicikelj](#) system enables you to travel freely by day or night. Whether you use the system regularly or just occasionally, you can make an unlimited number of trips over the period of your subscription. Bicikelj system stations consist of a main terminal and individual stands to which the bikes are attached (<https://aboen-ljubljana.cyclocity.fr/All-Stations/Station-Map>). Located in busy residential and shopping areas and near public transport, the stations are a simple and quick way to get around for a quick errand, the daily commute to work or getting to your favourite leisure activities.



Whether starting a journey, ending a journey, or bridging the gap between two forms of transport, Bicikelj system encourages intramodality and eco-friendly choices. Simplicity itself to use: it takes only a few minutes to hire or return a bike.



BOLT IN LJUBLJANA

Bolt scooters and e-bikes are a more sustainable alternative to private cars. They're safe, reliable, and eco-friendly. Choose Bolt's micromobility services the next time you need to go somewhere. You can rent your e-bike also in Ljubljana.

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



Bolt

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KAVALIR – FREE, SAFE&SPEED TRAVEL THROUGH CITY CENTRE

For those who find it difficult to walk, access to all important destinations in the **city's pedestrian zone** is provided by six electric vehicles, **KAVALIR (en i.e. Cavaliers)**

Up to five passengers can ride the Kavalier at the same time, and the **ride is free**. Due to their low speed, you can turn them on while driving.

Ride orders (only via mobile phone):

T: +386 (0)31 666 331

T: +386 (0)31 666 332.

Schedule of rides:

- Every day of the year, from 6:00 a.m. to 10:00 p.m.

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



USEFUL INFORMATION

EATING OUT



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 by available 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 subsidized student meals is not cheap.

Check at **10 top restaurants in Ljubljana** [HERE](#).

SUBSIDIZED STUDENT MEALS AND PHONE OPERATORS

Please remember, that by being an exchange student, you can use a **system of subsidized student meals** that have been described in previous chapters. The system is used in the majority of restaurants in Ljubljana and also in other cities in Slovenia. To be able to register you need your mobile phone for identification Slovenian SIM card and Enrollment confirmation issued by New University.

Four main phone operators are available in Slovenia:

- [TELEKOM SLOVENIJE, D.D.](#)
- [TELEMACH SLOVENIJA D.O.O.](#)
- [T - 2 D.O.O.](#)
- [A1 MOBILE OPERATOR, MOBILE OPERATORS LJUBLJANA, SLOVENIA](#)

Each operator 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 of "ŠTUDENSKA PREHRANA" can be found [HERE](#).

WORKING IN SLOVENIA

Students wishing to seek for a 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 'Student Work'. This allows temporary college and university students. They can of contract called referral forms/referrals, from employment agencies specialised Agencies, called **Student Services (SS)**, offer lists of available student jobs and take care of payments. There are many different agencies around Slovenia.



instrument called and part-time work for work via a special type which can be obtained for student work.

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)

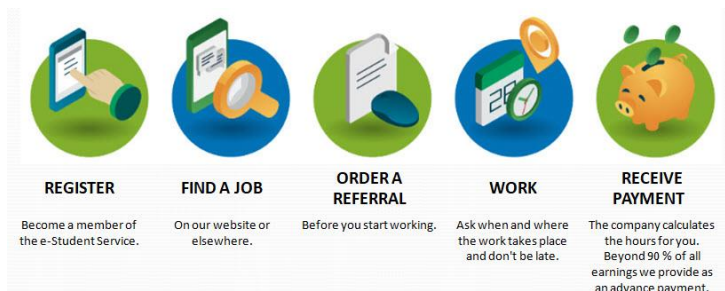


FAKULTETA ZA DRŽAVNE IN EVROPSKE ŠTUDIJE

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 programmes 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 filled-in, sealed and signed referral. You get transferred all the income without delay in 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 organizations in Europe with headquartered in Brussels. Its main goal is to represent European international students. The ESN was established on October 16, 1989 with the purpose of supporting and

encouraging the mobility amongst students. The ESN in Europe has 12.000 members in 396 local sections from 36 different countries. One of those is also the **ESN Ljubljana** which is part of ŠOU v Ljubljana International Office.

The [“ESN Ljubljana”](#) together with [“ŠOU International Office in Ljubljana”](#) takes care of foreign students.

In 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 for the integration in their everyday life 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.

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

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



EVROPSKA PRAVNA
FAKULTETA

FAKULTETA ZA DRŽAVNE
IN EVROPSKE ŠTUDIJE

FAKULTETA ZA SLOVENSKE
IN MEDNARODNE ŠTUDIJE

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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