

The Guide for foreign Erasmus students

Introduction

A guide for foreign Erasmus students is informative material written for current and future foreign students at International School for Social and Business Studies (ISSBS). Studying abroad will bring you many positive experience as well as practical knowledge and competences which will contribute to your personal development and make it easier for you to find a job and develop your career. We are happy that you have chosen International School for Social and Business Studies, a young but perspective faculty. We wish you very successful studies.

This student guide offers you all important information about the faculty, its study programmes and the structure of studies. It will also provide you with information about Slovenia and Celje, accommodation, dining, leisure activities, tourism etc. This student guide will be your source of all important information before the start of your studies and it might make your preparations for studying abroad easier. If you have second thoughts about your decision, it might convince you that ISSBS is the right choice.

For more detailed information about geographic, religious and linguistic characteristics of Slovenia, its climate and history, tourism, as well as history of Celje, please consult the Tourist guide Slovenia, Celje, attached to the Guide for foreign Socrates/Erasmus students.

International School for Social and Business Studies

In its first academic year International School for Social and Business Studies carried out two modern and interesting university study programmes, undergraduate study programme Economy in Modern Society and postgraduate master study programme Knowledge Management. In the academic year 2008/2009 it will also carry out a professionally oriented higher education study programme Business in Modern Society. All the programmes carried out by ISSBS are accredited by the Council of Republic of Slovenia for higher education. The faculty also acquired a concession for all of its study programmes which makes studying at ISSBS free of charge for regularly registered students.

The faculty was founded in 2006 with its first two study programmes carried out in the academic year 2007/2008. During its short existence it already managed to establish cooperation with economic and social environment in the areas of education and research. Some examples of such cooperation are round tables about hot issues, incorporation of field experts in teaching process of the faculty, research projects in the frames of Slovenian Research Agency, various lectures, seminars etc.

ISSBS undertook strategies and goals of the Bologna process, especially the ones concerned with education, very seriously. Most importantly, it adopted contemporary teaching methods. Because quality of education process is one of the most important goals of ISSBS, it introduced mechanisms which assure quality of work at the faculty at its very beginnings. With these measures the faculty wants to achieve students' satisfaction with all the aspects of their education process.

The faculty with its solid foundations and high goals assures excellence of teaching as well as quality of research and therefore it justifies its existence.

ISSBS carries out internationally comparable programmes assessed in accordance with European Credit Transfer System (ECTS).

International School for Social and Business Studies

Address:

Mariborska cesta 7

3000 Celje

E-mail: info@mfdps.si

Website: www.mfdps.si

Picture 1: International School for Social and Business Studies



Source: <http://www.mfdps.si/strani/124/kontaktni-podatki.html>

International School for Social and Business Studies develops and carries out study programmes in the fields of social sciences, economics, administration and business science. The programmes are carried out at undergraduate and postgraduate levels. The faculty improves and updates its study programmes using contemporary approaches to education process. It also carries out lifelong learning and counselling programmes.

Structure of an academic year

ISSBS is aimed at new knowledge and cooperation with its environment. It offers its students new and up-to-date knowledge by incorporating various field experts in the

process of teaching. This kind of knowledge provides students with adequate competences for a successful start of their career. ISSBS is the first faculty in Slovenia that organises its education process in three trimesters.

Trimesters

An academic year at ISSBS is divided in three trimesters. There are usually not more than two courses carried out in each trimester. Each trimester is followed by an examination period during which there are at least two examination dates for each course, carried out in that trimester. This kind of approach enables students to study continuously during the year which as a consequence enhances durability of acquired knowledge. (Student guide of ISSBS, 2007/2008)

Academic year

Academic year 2008/2009 starts on Wednesday, 1st October 2008, and finishes on Wednesday, 30th September 2009. Academic calendar of ISSBS defines examination periods, lectures-free days, holidays and certain important events at the faculty.

Before the start of the first trimester of this academic year, ISSBS will for the second time organise The Introduction to Studies for undergraduate students. It will be organised in a form of lectures and seminars giving advice on how to write academic papers and how to study. They will also offer a computer literacy course. Lectures and seminars will be carried out during first weeks of October. New and useful advice for successful studies will enable students a gradual passage into the academic year. (Academic calendar 2008/2009)

Teaching language and a list of international courses

Lectures at ISSBS are normally carried out in Slovene. However, foreign students will be offered a number of courses organised in a form of consultations and individual meetings which will be carried out in English. During these consultations you will be informed about the contents of your courses and English literature you should study. You will also get all relevant information about required assignments (short and longer written papers),

exams and grading system. The list of international courses will be published on ISSBS' website www.mfdps.si.

Introductory course of Slovenian language

ISSBS will organise an intensive introductory course of Slovenian language for foreign Socrates/Erasmus students. It will be carried out at the start of each semester if enough students apply for it. For more detailed information about the course please consult the office for international cooperation of ISSBS.

Study programmes and their contents

In academic year 2007/2008, there were 189 students registered with ISSBS. 85 of them were registered for an undergraduate study programme Economy in Modern Society and 104 of them were registered for a postgraduate master study programme Knowledge Management. In academic year 2008/2009 ISSBS already has 378 students, 131 students are registered for undergraduate study programme Economy in Modern society, 83 students are registered for new undergraduate study programme Business in Modern Society and 164 students are registered for postgraduate master study programme Knowledge Management.

In academic year 2008/2009 ISSBS offers the following programmes:

- professionally oriented higher education undergraduate study programme Business in Modern Society,
- university undergraduate study programme Economy in Modern Society and
- postgraduate master study programme Knowledge Management.

Economy in Modern Society

Title: graduated economist (UN)

Level: first level (undergraduate)

Type of a programme: university study programme

Studies duration: 3 years

ECTS: 180

University undergraduate study programme Economy in Modern Society meets requirements of modern organisations, public institutions and services as well as requirements of a new global environment and society in general. It focuses on economics and it represents basic knowledge with a help of methodological tools which enable research and application of information as well as analysis of causes and consequences of economic policies, business decisions, society and behaviour. Because in order to be successful graduates need interdisciplinary skills also covering the areas of management and information technologies, the faculty offers obligatory and optional courses in the fields of organisation sciences, management, informatics, technology, communication science, ethics and foreign languages. This study programme is internationally comparable and it incorporates some foreign lecturers into its education process.

Curriculum

Table 1: Curriculum of a programme Economy in Modern Society

First year	Second year	Third year
Microeconomics (9 ECTS)	Finance and Taxation (9 ECTS)	International Business (9 ECTS)
Organization and Management (9 ECTS)	Entrepreneurship (9 ECTS)	Strategic Management (9 ECTS)
Marketing (9 ECTS)	Economics and Accounting (9 ECTS)	Optional course (9 ECTS)
Business Law (9 ECTS)	Human Resource Development (9 ECTS)	Optional course (9 ECTS)
Business Communication (9 ECTS)	State, Society and Ethics (9 ECTS)	Optional course (9 ECTS)
Business Mathematics and Statistics (9 ECTS)	Informatics (9 ECTS)	Thesis (15 ECTS)
Foreign Business Language 1/1 (3 ECTS)	Foreign Business Language 1/2 (3 ECTS)	
Computer Literacy (3 ECTS)	Personal Efficacy and Professional Texts Writing (3 ECTS)	

Source: Brochure Economy in Modern Society

Business in Modern Society

Title: graduated economist (VS)

Level: first level (undergraduate)

Type of a programme: professionally oriented higher education study programme

Studies duration: 3 years

ECTS: 180

Professionally oriented higher education undergraduate study programme Business in Modern Society is very interdisciplinary oriented and it offers a complete understanding of modern society and business organisations. It assures students good employment opportunities in public and private sector as well as in different organisations. Students are offered courses in the fields of economics, business, management, organisation science, information sciences, technologies, communication and ethics, as well as a foreign language. This knowledge will provide them with skills needed for dealing with contemporary global challenges. This study programme is internationally comparable and will incorporate many local, national and even international guests (experts and lecturers) into its education system.

Table 2: Curriculum of a programme Business in Modern Society

First year	Second year	Third year
Economics (9 ECTS)	Finance and Taxation (9 ECTS)	International Business (9 ECTS)
Organization and Management (9 ECTS)	Entrepreneurship (9 ECTS)	Strategic Management (9 ECTS)
Marketing (9 ECTS)	Economics and Accounting (9 ECTS)	Optional course (9 ECTS)
Business Law (9 ECTS)	Human Resource Development (9 ECTS)	Optional course (9 ECTS)
Business Communication (9 ECTS)	State, Society and Ethics (9 ECTS)	Professional Practical Work (10 ECTS)
Business Mathematics and Statistics (9 ECTS)	Informatics (9 ECTS)	Thesis (14 ECTS)
Foreign Business Language 1/1 (3 ECTS)	Foreign Business Language 1/2 (3 ECTS)	
Computer Literacy (3 ECTS)	Personal Efficacy and Professional Texts Writing (3 ECTS)	

Source: Brochure Business in Modern Society

Knowledge Management

Title: Master's degree in Management

Level: second level (postgraduate)

Type of a programme: Master's study programme

Study duration: 2 years

ECTS: 120

Master's study programme Knowledge Management is a postgraduate programme which links together theory and practice of knowledge creation, knowledge management and knowledge application. It places knowledge in social, economic, technological and research-developmental environment. It deals with a role, factors, technologies, creation, management and application of knowledge as an important success factor of people, companies and other organisations. Students gain quality knowledge they need to continue their studies on a doctoral level.

Table 3: Curriculum of a programme Knowledge Management

First year	Second year
Management and Theory of Organizations (9 ECTS)	Strategic Management of Knowledge Organizations (9 ECTS)
Labour Market and Human Capital (9 ECTS)	Module – course 1 (9 ECTS)
Knowledge Society (9 ECTS)	Module – course 2 (9 ECTS)
Intellectual Property and History of Law (9 ECTS)	Module – course 3 (9 ECTS)
Knowledge Management Systems (9 ECTS)	Optional course (9 ECTS)
Research Methodology in Social Sciences (9 ECTS)	Master's thesis (15 ECTS)
Project Task (9 ECTS)	

Source: Brochure Knowledge Management

Table 4: Optional modules

Optional module Education and Employment Management	Optional module Knowledge Processes Management	Optional module Informatics and Technologies Management
Management of Educational Organizations (9 ECTS)	Advisory Organisations Management (9 ECTS)	Education Management (9 ECTS)
Professionalism in Education (9 ECTS)	Higher Education Organisations Management (9 ECTS)	Networks and Knowledge Warehouses (9 ECTS)
Lifelong Learning and Developing Competences (9 ECTS)	Management and Quality of Exchange Relationships (9 ECTS)	Technology Management (9 ECTS)
Human Resource Management (9 ECTS)	Managing Creativity and Innovation (9 ECTS)	Project Management (9 ECTS)
Education Quality Management (9 ECTS)	Management of Research and Development (9 ECTS)	Information systems of Education and Training (9 ECTS)

Source: Brochure Knowledge Management

Examination dates and grading system

The 19th article of the Statute on examination and grading of International School for Social and Business Studies defines five examination periods. Three of them follow each trimester and two of them take place during so called summer and autumn trimester. There are at least four examination dates for each of the course during the academic year. Students can take an exam after they fulfilled all the requirements defined by the curriculum. (Student guide 2007/2008)

Students are allowed to take an exam after filling in an entry form which has to be submitted to the office for students' affairs at least five days prior to the scheduled exam. If students decide to withdraw from the exam they have already registered for, they have to do it at least three days prior to the scheduled exam. Written exams take a form of a written task. Results of written exams are published by lecturers within 14 days after the exam. (Statute on examination and grading of International School for Social and Business Studies, 2007)

Students are graded on the basis of their exam results and short and longer papers they have written as a part of their course. Such grading system enables a better review of each student's knowledge.

Table 5: Grading system

Slovenian grades	ECTS	Grade description
10	A	Excellent: outstanding performance with only minor errors
9	B	Very good: above the average standard but with some errors
8	C	Good: generally sound work but with a number of notable errors
7	D	Satisfactory: fair but with significant shortcomings
6	E	Sufficient: performance meets minimum criteria only
5	F	Fail: considerable additional work is required

Source: Student guide of ISSBS 2007/2008

The pass grade is 6. Students can take the same exam three times without having to pay for it. The following exam sittings are payable. (Statute on examination and grading of International School for Social and Business Studies, 2007)

ECTS and credit points

The European Credit Transfer System – ECTS was developed by the European Commission and it defines the evaluation of students' workload in a form of credit points. Higher education in Slovenia has become evaluated with credits as a part of the Bologna reform. The purpose of unified European credit system is to achieve comparability of different study programmes and to enable mobility between higher education institutions in Slovenia as well as internationally. ECTS is based on actual students' workload, transparency of study programmes and students' success. (Criteria for credit assignment to study programmes according to ECTS, Official Gazette of Republic of Slovenia, no. 124/2004, 19. 11. 2004)

Every year at ISSBS is evaluated with 60 credits and every trimester is evaluated with 18 credits. (Student guide of ISSBS, 2007)

Academic calendar

Undergraduate study programme

Table 6: Trimesters and examination periods

The Introduction to Studies (3 weeks) – practical training		Wed, 1 st October 2008 – Fri, 17 th October 2008
1 st trimester (20. 10. 2008 – 9. 1. 2009)	a period of lectures and seminars (8 weeks)	Mon, 20 th October 2008 – Fri, 12 th December 2008
	a period of workshops and consultations (1 week)	Mon, 22 nd December 2008 – Wed, 31 st December 2008
	examination period (2 weeks)	Mon, 15 th December 2008 – Fri, 9 th January 2009
2 nd trimester (12. 1. 2009 – 27. 3. 2009)	a period of lectures and seminars (8 weeks)	Mon, 12 th January 2009 – Fri, 6 th March 2009
	a period of workshops and consultations (1 week)	Mon, 16 th March 2009 – Fri, 20 th March 2009
	examination period (2 weeks)	Mon, 9 th March 2009 – Fri, 27 th March 2009
3 rd trimester (30. 3. 2009 – 19. 6. 2009)	a period of lectures and seminars (8 weeks)	Mon, 30 th March 2009 – Fri, 29 th May 2009
	a period of workshops and consultations (1 week)	Mon, 1 st June 2009 – Fri, 5 th June 2009
	examination period (2 weeks)	Mon, 1 st June 2009 – Fri, 19 th June 2009
Summer examination period	Mon, 8 th June 2009 – Fri, 3 rd July 2009 (4 weeks)	
Summer holidays	Sat, 4 th July 2009 – Sun, 16 th August 2009 (6 weeks)	
Autumn examination period*	Mon, 17 th August 2009 – Fri, 11 th September 2009* (4 weeks)	
The end of the academic year	Wed, 30 th September 2009	

Source: Academic calendar 2008/2009

Postgraduate study programme

Table 7: Trimesters and examination periods

The Introduction to Studies		Wed, 1 st October 2008 – Sat, 18 th October 2008
1 st trimester (20. 10. 2008 – 9. 1. 2009)	a period of lectures and seminars (8 weeks)	Mon, 20 th October 2008 – Sat, 13 th December 2008
	a period of workshops and consultations (1 week)	Mon, 22 nd December 2008 – Wed, 31 st December 2008
	examination period	Mon, 15 th December 2008



	(2 weeks)	– Sat, 10 th January 2009
2 nd trimester (12. 1. 2009 – 27. 3. 2009)	a period of lectures and seminars (8 weeks)	Mon, 12 th January 2009 – Sat, 7 th March 2009
	a period of workshops and consultations (1 week)	Mon, 16 th March 2009 – Sat, 21 st March 2009
	examination period (2 weeks)	Mon, 9 th March 2009 – Sat, 28 th March 2009
3 rd trimester (30. 3. 2009 – 19. 6. 2009)	a period of lectures and seminars (8 weeks)	Mon, 30 th March 2009 – Fri, 29 th May 2009
	a period of workshops and consultations (1 week)	Mon, 1 st June 2009 – Fri, 5 th June 2009
	examination period (2 weeks)	Mon, 1 st June 2009 – Fri, 19 th June 2009
Summer examination period	Mon, 8 th June 2009 – Fri, 3 rd July 2009 (4 weeks)	
Summer holidays	Sat, 4 th July 2009 – Sun, 16 th August 2009 (6 weeks)	
Autumn examination period*	Mon, 17 th August 2009 – Fri, 11 th September 2009* (4 weeks)	
The end of the academic year	Wed, 30 th September 2009	

Source: Academic calendar 2008/2009

Table 8: Lectures-free days

Dean's day	Fri, 5 th December 2008
Christmas and New Year's holidays	Mon, 29 th December; Tue, 30 th December; Wed, 31 st December 2008
1 st May holidays	Tue, 28 th April; Wed, 29 th April; Thu, 30 th April 2009

Source: Academic calendar 2008/2009

Table 9: Important events at the faculty

Academic Assembly	Fri, 12 th December 2008
Conference of higher education lecturers and assistants	Fri, 20 th February 2009
Academic Assembly	Fri, 19 th June 2009
Conference of higher education lecturers and assistants	Fri, 11 th September 2009

Source: Academic calendar 2008/2009

Table 10: Holidays

Reformation Day	Fri, 31 st October 2008
Remembrance Day	Sat, 1 st November 2008
Christmas Day	Thu, 25 th December 2008
Independence Day	Fri, 26 th December 2008



New Year	Thu, 1 st January; Fri, 2 nd January 2009
Culture Day	Sun, 8 th February 2009
Easter	Sun, 12 th 2009
Easter Monday	Mon, 13 th April 2009
National Resistance Day	Mon, 27 th April 2009
International Labour Day	Fri, 1 st May; Sat, 2 nd May 2009
National Day	Thu, 25 th June 2009

Source: Academic calendar 2008/2009

Library

In academic year 2007/2008 ISSBS managed to establish a library for internal borrowing of its students. Students can borrow books for a period of three weeks with their student card or a valid identity document. For a list of available literature please consult our web portal Novis, under section “library”.

At the moment, the library is located in the International office. If its location changes, you will be notified on time. Borrowing books is free of charge for ISSBS students.

The library’s opening hours are the same as the office hours of the office for students’ affairs.

Office hours:

Monday, Tuesday, Thursday, Friday: from 10.00 to 13.00

Wednesday: from 14.00 to 17.00

Novis – Higher Education system

Students can access our higher education system Novis on the webpage of the faculty (www.mfdps.si). On Novis you will find data about students and lecturers, web student index, course contents and all the notifications concerning study and leisure activities at ISSBS. You can access Novis with your user name (your registration at the faculty number) and password. The office for students’ affairs will send you your Novis user name and password to your e-mail address at the start of your studies at ISSBS.

The office for international cooperation and international exchanges

In 2007, ISSBS became an extended Erasmus university document holder on the basis of the programme of Lifelong learning, adopted by the European Parliament and the Council of the EU on 15th November 2006. This document enables the faculty to organise international exchanges in the frames of the Erasmus/Socrates programme of its students, lecturers and other employees.

The office for international cooperation is responsible for its students' as well as foreign students' mobility. This means that ISSBS functions as a sending and as a hosting institution. As a hosting institution it organises and monitors the study process of foreign students during their stay in Slovenia.

For detailed information about studies and training abroad in the frames of the Erasmus/Socrates programme please consult our webpage www.mfdps.si. The information offered includes a list of bilateral agreements with foreign higher education institutions and other important information about Erasmus/Socrates mobility. Foreign students can also access our student guide in English.

The office for international cooperation is also responsible for organising and monitoring ISSBS' lecturers and other employees' mobility.

International coordinator

International coordinator of ISSBS is responsible for organisation of mobility of both, outgoing and incoming students. It is a person who helps foreign students by answering their questions and helping them solve any problems that might occur during their stay in Slovenia. International coordinator will be available to you during her office hours on every working day between 13.00 and 15.00 in her office at the faculty.

The international coordinator should also be contacted in the event of a sudden illness or any other similar situation which might prevent your arrival to Slovenia and involvement

in the study process of our faculty. You should contact her in a case of not attending certain compulsory seminars. She will also mediate between you and your lecturers.

Contact person:

Barbara Jurgec, prof.

E-mail: barbara.jurjec@mfdps.si

Phone no.: + 386 3 425 82 20

Fax: + 386 3 425 82 22

Mentor

After their arrival at the faculty every foreign student gets their own mentor (one of the faculty's lecturers or assistants), who leads them through the study process at ISSBS. Mentors should also be addressed if you have any problems with other lecturers or grading. If your mentor cannot solve your problem, they will address the issue to the faculty's associate dean for education.

Examination and grading of foreign students is regulated by the provisions of the Statute on examination and grading which also applies to Slovene students. The Statute is available in a Student guide 2007/2008 which you can access on our webpage www.mfdps.si. You can ask the faculty's international coordinator, your mentor or your study buddy to translate the rules for you.

Study buddy

ISSBS offers foreign exchange students a possibility to get their own Slovenian buddy. Study buddy is a person, a friend, who studies at ISSBS and helps Erasmus students to get used to the new environment. At their arrival they wait for them at a previously agreed location, show them around town and help them with different documentation and application procedures. A study buddy also shows them around the faculty and gives them advice on where to eat well for low prices and which student parties to attend. They introduce them to their lecturers, help them find literature and also help them with their studies. They tell them how to get cheaper tickets for public transport and which mobile operator to choose. Study buddy is a person who will spend quite some time with you and

help you whenever you need them. The international coordinator will send you their contact information (phone numbers and e-mail addresses) before the start of your studies at ISSBS which will enable you to get in touch with them before arriving to Slovenia. We recommend you to ask your study buddy everything you want to know about your studies and living in Celje (Slovenia), for example about your schedule, shops' opening times, public transport, weather, culture, prices, the cost of living etc. We also recommend you to check up your study agreement with your study buddy to avoid any complications due to your language barrier, such as attending a wrong course etc.

Registration procedure

If you want to conduct a part of your studies at ISSBS you are required to fill in the following documents and send them to the office for international cooperation of ISSBS:

- application form for Erasmus international students,
- learning agreement (you can find it on the ISSBS website),
- application form for living in a student residence hall in Celje (you can find it on the ISSBS website),
- 1 colour passport-type photograph.

During this registration procedure you should cooperate with the international coordinator of your home faculty. All necessary forms can be found on the ISSBS website.

Confirmation of you registration with ISSBS

The ISSBS' office for international cooperation will send the confirmation of your Erasmus mobility to the international coordinator of your home faculty via e-mail. Foreign students will receive the original confirmation of their participation in Erasmus programme at ISSBS by mail.

Accommodation in Celje

The ISSBS' international coordinator will help you overcome your language barrier when searching for accommodation in Celje. Foreign students have two accommodation possibilities, living in a student residence hall or living in a private rented room/flat. You

can also live in a hotel, but due to higher prices we don't recommend this option to students whose stay in Slovenia will be longer than three months.

Student residence hall

Address: Ljubljanska 21, 3000 Celje

Phone no.: + 386 3 426 66 00

E-mail: mojca.golouh1@guest.arnes.si

Accommodation in the student residence hall is very suitable for foreign students. Most of the rooms are double rooms and they cost 95 € per month. If you want your own room you are obliged to pay additional payment of 17 €. Students living on the same floor share a bathroom. During the months of July and August there are approximately 500 available rooms, while between September and July there are 60 to 100 available rooms. The student residence hall offers subsidized meals for students in the residence hall's restaurant. By buying a 1,69 € student coupon you get a 3,95 € worth meal. For more detailed information on subsidized meals please consult the chapter on dining.

The student residence hall is located 5 minutes away from the town centre and 15 minutes away from ISSBS on foot.

If you choose this type of accommodation you have to enclose an application form for living in a student residence hall in Celje to your learning agreement and send it to the ISSBS' office for international cooperation.

Hostel Sobe pod gradom

Address: Breg, 3000 Celje

Phone no.: +386 70 22 00 69

E-mail: hostel@elfa-sp.si

Website: www.elfa-sp.si/hostel/

This hostel offers accommodation for 8 students - two double rooms and one room that accommodates 4 students. Students also have access to common rooms, a bathroom, male

and female toilets, fresh towels, bed linen and an equipped kitchen. There is also a computer with internet and wireless internet connection in each room available to students. The price of a room is 25 € per person per day (with a valid Hostelling International card www.hihostels.com) and 30 € per person per day without a valid HI card.

Hostel is located 10 minutes away from the town centre and 15 minutes away from ISSBS on foot.

Don Boskov center Celje

Address: Don Boskov trg 1, 3000 Celje

Website: www.donbosko.si

Don Bosko's centre Celje offers accommodation for male students only. There are 14 tidy rooms available for students, bathrooms, a kitchen, a common room (billiards, manual football) and outdoors playground for football and basketball.

Zavod Dom Sv. Jožef

Address: Plečnikova 29, 3000 Celje

Phone no.: +386 3 492 65 10

E-mail: dom.sv.jozef@rkc.si

They offer accommodation for 60 students in single and double rooms, each with their own sanitary rooms. There isn't a common kitchen available, but students' meals can be arranged because there is also a home for the aged in the same building. Dom Sv. Jožef is located 15 minutes away from the town centre and 20 minutes away from ISSBS on foot.

Private rooms

Website: <http://www.realestate-slovenia.info/nepremicnine.html?lang=en>

Private rooms for students can be found via advertisements in a local newspaper and on the internet. They are more expensive than other types of accommodation, with prices

range between 120 and 200 € per month. You can ask the faculty to help you find your private accommodation. For this reason we recommend you to get in touch with ISSBS international coordinator or your study buddy before coming to Slovenia.

Dining

Students in Slovenia have a very well organised system of eating out with student coupons which are subsidized by the state. This is the cheapest way of dining. Each student can buy 20 coupons a month. By using coupons you get a lunch in certain restaurants up to 50 % cheaper than without them. When you pay with a student coupon you are entitled to the main course, two other courses (choosing among a soup, a salad and a dessert) and 2 decilitres of water or a non-alcoholic drink. The exception are pizzas with which you have to get at least one other course which is not a dessert. For more information on student coupons and their prices please consult the page of this student guide or www.soum.si.

You can buy student coupons from Monday to Friday between 9.00 and 16.00 at two locations:

Center Mladinskih dejavnosti Celje, Miklošičeva ulica 10, 3000 Celje

or

Klub študentov občine Celje (KŠOC), Mariborska 2, 3000 Celje

Wednesday between 9.00 and 16.00

Restaurants where you can eat with student coupons and their prices

Prices of student coupons

Dijaški dom Celje	1,69 €
Gostilna Jež	1,82 €
Hotel Evropa	1,90 €
Hotel Turška mačka	2,32 €
Restavracija in pivnica Koper	2,32 €
Imperio Mexicano	2,32 €
Mc Donald's	1,94 €



Okrepčevalnica pomaranča	2,44 €
Picerija Oliva	1,69 €
Picerija Verona	1,86 €
Restavracija Interspar	1,86 €
Restavracija Planet	1,27 €

Other restaurants in Celje

Restavracija Taverna Carraro

Opekarniška 12 a, 3000 Celje, phone no.: + 386 3 426 70 72

<http://www.sloveniaholidays.com/taverna/kontakt>

Gostilna Belaj-Koštomaj

Kukovčeva 1, 3000 Celje, phone no.: + 386 3 548 15 00

Gostila Franci

Zagrad 77, 3000 Celje, phone no.: + 386 3 492 64 60

Gostišče Kmetec

Zagrad 140 a, 3000 Celje, phone no.: + 386 3 544 25 55

Gostilna Mlakar

Teharska cesta 26, 3000 Celje, phone no.: + 386 3 548 50 90

Gostilna Amerika

Mariborska 79, 3000 Celje, phone no.: + 386 3 541 93 20

Picerija Picikato

Teharska cesta 52, 3000 Celje, phone no.: + 386 3 541 10 10

Restavracija Interspar Celje

Mariborska cesta 100, 3000 Celje, phone no.: + 386 3 541 22 60

Taverna in pivnica Koper

Prešernova 2, 3000 Celje, phone no.: + 386 3 426 70 72

Cantante café

Savinova 9, 3000 Celje, phone no.: + 386 3 490 01 36

Gostilnica Puccini

Glavni trg 12, 3000 Celje

Water

In Slovenia tap water is drinkable.

Basic information about prices

In a supermarket

milk 1 l	0,75 €
white bread 1 kg	from 2,72 €
grapes 1 kg	from 1 €
yogurt 0,2 l	from 0,25 €
bananas 1 kg	from 0,99 €
pasta 0,5 kg	from 0,30 €
salama mortadela 1 kg	5,50 €
meat	from 5,49 €
10 eggs	1 €
water 0,5 l	0,26 €

In a coffeehouse

coffee	from 0,90 €
capuccino	from 1 €
cocoa	from 1,20 €
tea	from 1 €

a scoop of ice cream	0,80 €
juice 0,2 l	from 0,63 €

In a restaurant

beer (Laško) 0,5 l	2 €
beer (Laško) 0,3 l	1,70 €
red wine (Cebernet) 0,1 l	1 €
white wine 0,1 l	0,65 €
cviček (rosé) 0,1 l	0,70 €
flavoured water 0,5 l	1,60 €
lunch	from 4 €
soup (mushroom)	2 €
pasta	from 4,60 €
squids	from 6,50 €
vegetable plate	from 4,80 €
roast pork	from 5,70 €
side dishes	from 1,50 €
salads	from 1,90 €
pizza	from 4 €
desserts	from 2 €

To cover your basic costs of living (accommodation, food, books, transport etc.) you will need approximately 400 eur per month.

Student card

Foreign students will receive ISSBS student cards which will enable you to buy student coupons for subsidized meals. Restaurants where you can eat with student coupons request that you show them your student card before ordering food. Therefore, we recommend you to have your student card always with you. It will also enable you certain discounts on fitness, cinema, swimming pool, public transport, bus and train tickets etc.

Student club and leisure activities

We recommend foreign students who want to know more about leisure activities at ISSBS, in Celje, Ljubljana and Maribor to ask their fellow students or study buddies for more information. We also recommend you to get in contact with student organisations that are active in the fields of culture, sports and student recreation, tourism, education and student consultancy.

One such student organisation in Celje is Klub študentov občine Celje (Student club of Celje students), located at Mariborska cesta 2, 3000 Celje.

Phone no.: + 386 40 471 110

Website: www.klub-soc.si

Student employment service

You will get all the necessary information about student work, subsidized meals, student coupons and leisure activities in the region as well as on national and international level at student employment service.

E-student employment service (E-študentski servis) and Blue student employment service Ljubljana (Modri študentski servis Ljubljana) have their offices all around Slovenia, also in Celje:

Student employment service Celje (Študentski servis Celje)

Cankarjeva ulica 3

3000 Celje

Phone no.: + 386 3 490 00 18

E-mail: celje@studentski-servis.si

Other student employment services

As & P, posredovanje dela, located at Ljubljanska cesta 3a, 3000 Celje.

E-mail: celje@student.si

Študent d.o.o. – Agencija za poslovne storitve, located at Levstikova 5, 3000 Celje.

Phone no.: +3 86 3 425 71 00

Študentski servis Maribor – PE Celje, located at Vodnikova ulica 11, 3000 Celje.

Phone no.: + 386 3 490 78 60

E-mail: info.celje@stud-serv-mb.si

Student work

Foreign exchange students who study in Slovenia can apply for temporary and occasional work via student employment service. For detailed information about student work please consult the following website:

www.svetovalnica.com/index.php?option=com_content&task=view&id=17&Itemid=96.

Health insurance

Insured students from EU member states can on the basis of their European health insurance card assert their right to health care services in public health institutions and private health institutions which have a contract with The Health Insurance Institute of Slovenia during their stay in Slovenia.

Health care services include basic health insurance excluding specialist examinations. For more detailed information on health insurance please consult The Health Insurance Institute of Slovenia's website www.zzzs.si.

Students from Macedonia have to bring their passport and a document which proves that they have their health insurance settled at home.

Students from other countries can insure themselves in Slovenia for 109,08 € a month or they can pay for their health care services in case they need them. We recommend you to buy an insurance Coris with assistance which can be settled also in Slovenia at The Health Insurance Institute of Slovenia.

Visa

Since 1st May 2004 students from EU member states can come to Slovenia without visa or residence permit. All you need is a valid identity document. You don't need a residence permit for the first three months of your stay in Slovenia, but the law requires you to report to the police (Official Gazette of Republic of Slovenia, no. 9/01).

If you stay in Slovenia for a period longer than three months you are required to get a residence permit. Requirements for obtaining a residence permit for living in Slovenia are as follows:

- students have to submit a valid identity document or a passport,
- students have to submit a valid proof of being registered with an education institution in Slovenia (a confirmation of registration with ISSBS),
- students have to have an adequate health insurance and
- students have to have adequate financial means for living in Slovenia at their disposal or they have to be differently secured. A student's statement is sufficient.

For more information please consult the following websites:

http://www.mzz.gov.si/si/vizne_informacije/dokumenti_za_vstop/

<http://www.mzz.gov.si/>

Please have in mind that the application procedure could take up to two months, therefore you should submit all the required documents on time. The residence permit has to be confirmed at Administrative unit in Celje within three days after student's arrival.

Students from non-EU countries have to obtain a residence permit or visa before coming to Slovenia.

How to get to Celje?

Picture 2: A map of Celje



Source: <http://www.celje.si/zemljevid/slo/webcontent/kakodosem.html>

By car:

Slovenian highway system is very well organised. It connects Slovenia with Italy, Austria, Hungary and Croatia. Since July 2008 it is necessary to buy a vignette before driving on our highways. You can buy a half-a-year vignette for 35 eur or an annual vignette for 55 eur.

By plane:

Nearby airports in Slovenia: Jože Pučnik (Ljubljana), Maribor (Airport of Edvard Rusjan)

Airline companies: www.ryanair.com, www.easyjet.com

Nearby airports in Austria: Graz, Klagenfurt

Nearby airport in Croatia: Pleso (Zagreb)

Nearby airport in Italy: Trieste (Ronchi)

By train:

Celje has had a train connection with other Slovenian towns since 1846.

For more information on train connections please consult the following websites:
www.slo-zeleznice.si/ and <http://fahrplan.oebb.at/bin/query.exe/en>.

Every day there are regular trains from Celje to Ljubljana, Maribor and Koper. The capital city of Ljubljana has regular railway connections with Italy, Austria, Germany, The Netherlands, Hungary, Croatia etc.

Railway station Celje is located at Krekov trg 1, 3000 Celje.

Phone no.: + 386 3 293 33 156

Website: www.slo-zeleznice.si

By bus:

Celje is connected with international bus routes. For more information please consult websites www.izletnik.si and www.eurolines.com.

Internal bus routes are well organised and travelling by bus is quite cheap.

Bus station Izletnik Celje, d.d. is located at Aškerčeva 20, 3000 Celje.

Phone no.: + 386 3 425 34 00

Website: www.izletnik.si

Language

Official language in Slovenia is Slovene. You can learn it at Ljudska Univerza Celje. During their language course you get to know Slovene as official language of Republic of Slovenia, you learn to express yourself in oral and written forms, you learn basic expressions of your working field and you get an attitude to Slovene language. The course duration is 50 hours during which they also prepare you for the examination of your knowledge of the language.

Registration and information

You can register for a Slovene language course or get more information about it at Ljudska Univerza Celje main office or via telephone.

Phone no.: + 386 3 428 67 50 or + 386 3 428 67 58

E-mail: marketing@lu-celje.si or jezikovna.izobrazevanja@lu-celje.si

Website: <http://www.lu-celje.si>

Jamex, s.p. is located at Malgajeva 10, 3000 Celje.

Phone no.: + 386 3 492 69 80

E-mail: jamex@siol.net

Website: www.jamex.si

Basic vocabulary

English/Slovene

Good morning / Dobro jutro

Good morning, Good afternoon / Dober dan

Good evening / Dober večer

Goodbye / Nasvidenje

Good night / Lahko noč

Please, You are welcome / Prosim

Thank you / Hvala

What's your name? / Kako vam je ime? (formal) Kako ti je ime? (informal)

My name is ... / Ime mi je ...

I come from .../ Sem iz ... or Prihajam iz ...

Excuse me, could you tell me how to get to ...? / Oprostite, kako pridem do ...?

Food and drinks

hotel / hotel

restaurant / restavracija

inn / gostilna

breakfast / zajtrk

lunch / kosilo

dinner, supper / večerja

bread / kruh

milk/mleko

coffe / kava



water / voda

juice / sok

beer / pivo

wine / vino

soup / juha

meat / meso

steak / zrezek

vegetable / zelenjava

fruit/sadje

ice cream / sladoled

Other useful information

Hospital

General hospital of Celje is located at Oblakova ulica 5, 3000 Celje.

Phone no.: + 386 3 423 30 00

Health centre Celje

Zdravstveni dom Celje is located at Gregorčičeva 5, 3000 Celje.

Phone no.: + 386 3 543 40 00

Voltage

Voltage in Slovenia is 220 V.

Fitness

Fitness Titanium is located at Športna dvorana pod Golovcem, 3000 Celje.

Phone no.: + 386 3 490 37 00

Website: www.titanium.si

Top Fit is located at Ipavčeva ul. 22, 3000 Celje.

Phone no.: + 386 3 491 27 80



Theatre (gledališče)

Plesno gledališče Celje is located at Stritarjeva 15, 3000 Celje.

Phone no.: + 386 41 818 955

E-mail: plesno.gledalisce-ce@guest.arnes.si

Website: www.pgc-zavod.si

Slovensko ljudsko gledališče is located at Gledališki trg 5, 3000 Celje.

Phone no.: + 386 3 426 42 00

E-mail: tajnistvo@slg-ce.si

Website: <http://www2.arnes.si/~ceslg7/>

Cinemas

Planet Tuš is located at Mariborska 128, 3000 Celje.

Phone no.: + 386 3 424 17 22

Website: www.planet-tus.com

Kino Metropol is located at Stanetova ulica 15, 3000 Celje.

Phone no.: + 386 31 32 44 00

Website: www.kinometropol.org

Bookshops with foreign literature

Antika knjigarna in antikvariat d.o.o. is located at Kocbekova ul. 6, 3000 Celje.

Phone no.: + 386 3 490 89 90

Website: www.antika.si

DZS d.d. is located at Prešernova ulica 21, 3000 Celje.

Phone no.: + 386 3 490 13 70

Website: www.dzs.si

Mladinska knjiga trgovina d.d. is located at Stanetova ulica 3, 3000 Celje.

Phone no.: + 386 3 428 52 52.

Website: www.mk-trgovina.si/index.asp

Mohorjan d.o.o. is located at Prešernova ulica 23, 3000 Celje.

Phone no.: + 386 3 490 14 21

Website: www.mohorjeva.org

Horse-riding club Celje

Škofja vas 51, 3211 Škofja vas

Phone no.: + 386 541 24 38

Tourist information centre (TIC)

Zavod Celeia, Krekov trg 3, 3000 Celje

Phone no.: + 386 3 428 79 30

E-mail: tic@celje.si

Useful phone numbers

113 police

Call 112:

- If you need urgent medical help, firemen help, urgent veterinary help, help of mountain or cave rescuers or other rescue units.
- If you notice a fire, dangerous substance leaking, polluted drinking water, polluted stream, river or sea; if you notice danger of a landslide or a snowslide; if you notice torn electric or telephone wires; if you notice anything else that might represent a threat to people and animals' lives or health or anything that might represent a threat for security of property, cultural heritage or environment.
- If in a case of accident, increased danger of natural or other disaster or in general you need information about disturbed water, electricity or gas supply; if you need information about disturbed telephone network or about the state of snow in the mountains.

Youth centre Celje

Mariborska cesta 2, 3000 Celje

Phone no.: + 386 3 490 87 40

Website: www.mc-celje.si

Museums

Museum of modern history Celje, Prešernova ulica 17, 3000 Celje

Phone no.: + 386 3 428 64 10

Regional museum, Muzejski trg 1, 3000 Celje

Phone no.: + 386 3 428 09 05

Sightseeing in Celje

TIC Celje, Krekov trg 3, 3000 Celje

Phone no.: + 386 3 428 79 36 or + 386 3 492 50 81

Website: www.celje.si

Central library of Celje

Department for studying, Muzejski trg 1a, 3000 Celje

Phone no.: + 386 3 426 17 10

Website: www.ce.sik.si/

Laundry

You can wash your clothes in a laundry Bam d.o.o., located at Mariborska cesta 86, 3000 Celje. Phone no.: + 386 3 541 93 92

Traffic restrictions

Fines for speeding are very high in Slovenia. The speed limit in settlements is 50 km/h, out of settlements 90 km/h, on roads reserved for motor vehicles 100 km/h and on highways 130 km/h. You are obliged to have your lights on 24 hours a day. You have to use winter equipment on your vehicle between 15th November and 15th March. You have

to use seat belts at all times. The use of mobile phones while driving is prohibited.

Rent a car

Avant Car National Car Rental is located at Razlagova 1, 3000 Celje.

Phone no.: + 386 3 490 15 60

Website: www.avantcar.si

Avis is located at Mariborska cesta 107, 3000 Celje.

Phone no.: + 386 3 425 75 40

Website: www.avis.si

Herz is located at Ljubljanska cesta 35, 3000 Celje.

Phone no.: + 386 3 425 65 70

Website: www.hertz.si

Fair

Celjski sejem, d.d., Dečkova cesta 1, 3000 Celje.

Phone no.: + 386 3 543 30 00

Website: www.ce-sejem.si

Phoning

You can make phone calls at a post office. It is open from Monday to Friday between 8.00 and 19.00 and on Saturdays until 13.00. To use public telephone box you need a telephone card which can be bought at tobacconist's, in a stationer's shop or in a post office. When making an international phone call you have to dial 00, foreign country's international code and phone number. To call Slovenia you have to dial 00, national code 386 and town code (Celje – 3, Maribor – 2, Ljubljana – 1). You can call national telephone information service (phone no.: 1188, free of charge) or international telephone information service (phone no.: 1180). In Slovenia most of people use mobile phones. You can borrow a SIM card from one of our mobile operator for the duration of your stay in Slovenia. To list some of them: Mobitel, Simobil, Tušmobil etc.

Currency

Since January 2007 Slovenia's currency is euro. 1 € consists of 100 cents. You can get bank notes of 5, 10, 20, 50, 100 and 500 eur and you can get coins of 1 and 2 eur and 1, 2, 5, 10, 20 and 50 cents.

In Slovenia you can use most of credit cards, such as Visa, MasterCard and American Express. You can withdraw money on marked cash machines in towns and at petrol stations. Please be aware that there are certain limits to how much money you can withdraw per day. Most of banks are open between 8.30 and 12.00 in the morning and between 14.00 and 16.00 in the afternoon. You can exchange foreign currencies in all banks or in exchange offices (between 8.00 and 18.00).

Cinema

In general cinema ticket costs 4,20 €. On Mondays it costs 3,80 € and for students 3,20 €. On Tuesday cinema Planet Tuš offers 2 tickets for the price of one.

Important internet links

Old town core

<http://www.celje.si/zemljevid/slo/web-content/index.html>

Tourist information Slovenia

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

Student organisation of Slovenia

<http://studentska-org.si/?q=taxonomy/page/or/7>

Ministry of the Interior

http://www.mnz.gov.si/en/for_foreigners/upravne_notranje_zadeve/aliens/#c4622

Conclusion

Before coming to Slovenia ask yourself the following questions:

Have I notified my future landlord about the date and approximate time of my arrival?

Have we reached a clear agreement on the duration and price of my stay? Have we made it clear what is included in this price?



Have I arranged my residence permit if my stay in Slovenia will be longer than 3 months?

Will my identity document be valid on the date of my departure from Slovenia?

Have I settled my health insurance?

If your answer to all these questions is yes than you are ready to move to Slovenia and start your studies at ISSBS in Celje!