



Ljubljana Summer School *Take the Best from East and West* 3 – 21 July 2023

Ljubljana Summer School (LSS) is a 3-week internationally renowned programme that was launched in July 2000. The programme is organized by and held at the School of Economics and Business of the University of Ljubljana.

In 2019, we celebrated our 20th anniversary with alumni from the first generation and more than 400 participants from all over the world took part in 25 courses. In 2020, we were forced to restructure and take the programme online and it turned out to be a great new learning experience for everyone involved. We continue to offer a combination of face-to-face and online courses.

All courses offered in Ljubljana take place in the same three-week period from 3 – 21 July 2023.

About PROGRAMME

Programme timetable (3 WEEKS):

- ✧ **Welcome session and introductory meeting for course leaders**
Monday, 3 July
- ✧ **Lectures by weeks**
Tuesday – Friday (4 – 7 July); assigned daily time slot
Monday – Thursday (10 – 13 July); assigned daily time slot
Monday – Tuesday (17 – 18 July); assigned daily time slot
- ✧ **Study day for participants (no lectures)**
Wednesday, 19 July
- ✧ **Final examination/Project presentations**
Thursday, 20 July
- ✧ **Official farewell in class (certificates of attendance for participants) & Official closing ceremony**
Friday, 21 July

Daily time slots:

- ✧ 9.30 – 12.00 (CET) or 10.00 – 12.30 (CET) or 14.00 – 16.30 (CET)

We organize an attractive social programme during the weekdays for participants and course leaders (networking events, cultural events, etc.) and these events are organized in the afternoon/evening.

Please note that a pre-meeting with all course leaders will be organized before the official start of the programme (*exact date to be confirmed*).



It is expected that the course leader is present in Ljubljana throughout the 3-week programme (from Monday to Friday), unless the course is co-taught with a colleague and lectures are divided. It is not possible to deliver a course in a shorter period. **In total, each course involves 30-contact hours + additional individual & group work for students outside the classroom.**

The number of enrolled students per course ranges from 15 to 30. In case of higher interest from students, we will individually discuss the maximum number of enrolments with the course leader(s).

Daily time slot for each course is set by the programme organizer once the courses for the programme are selected. Each course is assigned only one time slot and it stays the same for all lecture days. Students can register for two different courses at the programme; therefore, the daily schedule cannot be changed once set.

The tuition fee includes all course materials; therefore, **students will not bare any additional costs with buying books or online study cases.** If you plan to use any study cases or software that we should pre-order, please let us know in advance.

All course leaders will have access to Canvas (a web-based learning management system used by educators and students to access and manage online course learning materials and communicate about skill development and learning achievement). We will send instructions prior to the start of the programme.

Lectures will be held at the School of Economics and Business premises (the appropriate type of classroom will be confirmed with each course leader).

All students who want to receive the Transcript of records (with ECTS) must take part in examination (final grading scale provided in the course syllabus template). The grade composition is determined by each course leader in the course syllabus. The evaluation criteria need to be explained in the course description and to students at the first lecture. **Final grading and the final grade announcements are the sole responsibility of the course leaders.** If you cannot provide the final grades by the last day of the programme, you may do so by Wednesday, 26 July the latest.

About STUDENTS

The programme is open to undergraduate (Bachelor) and graduate (Master) students, as well as to recent graduates/young professionals who wish to gain skills in specific areas. We welcome students from University of Ljubljana and partner and non-partner institutions worldwide. We strive to keep the programme and the groups in classrooms international and culturally diverse.



A very detailed course syllabus is very important to students as the majority has to pre-approve the selected courses at their home institutions. Please note that Bachelor students in their final year might have to apply for a Master course (depending on the degree programme at their home institution).

A Certificate of Attendance is issued to all students who take full part in the programme. A Transcript of records is issued to students who complete all course obligations and take part in the final examination. Both certificates are prepared and issued by the programme organizer.

About FINANCIAL MATTERS

Payment for face-to-face course: 4.000 EUR (before tax)

Means of payment:

- **Freelance contract*** (it is necessary to acquire a Slovenian tax number beforehand; we send the forms required) or
- **Official invoice issued by a legal entity** (Slovenian tax number and tax forms not required).

**Please note: Existing Double taxation avoidance (DTA) agreements with some countries state that higher education teachers and researchers who come to Slovenia may be entitled to a partial or full tax exemption. You should check the details of the individual tax treaty relevant to your situation. Handling tax matters is in the domain of each individual.*

Accommodation is organized and covered for all course leaders for the entire length of the programme (plus one day before the start and one day after the end if required). We do not cover costs for family members/guest visitors, but we can book an appropriate room/apartment to accommodate everyone and the course leader can cover the difference.

Lunch is organized and covered on weekdays from Monday to Friday (for course leaders only).

Ljubljana city public transport is covered for all course leaders (the bus pass is valid throughout the programme for unlimited use).

Daily trip for all course leaders and several organized social/cultural events are also covered (for course leaders only).

Transportation costs to and from Ljubljana are not covered. All additional expenses during the programme need to be covered by each individual as well.



CONTACT INFORMATION

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Visit our website [Short-programmes in Ljubljana](#)

