



## Ljubljana Summer School *Take the Best from East and West*

### Online courses

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 20<sup>th</sup> 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 online take place in the same three-week period from 3 – 21 July 2023.

#### About ONLINE PROGRAMME

##### Online programme timetable (3 WEEKS):

- ✦ **Welcome session**  
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
- ✦ **Meeting hours with students & farewell**  
Friday, 21 July

##### Daily online time slots (LECTURE DAYS):

- ✦ 13.00 – 15.30 (CET) or 16.30 – 19.00 (CET)

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 each course leader is present throughout the 3-week online programme, unless a 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 lecture session.



All courses are delivered LIVE (not pre-recorded) to enable a more interactive experience for students. It is not mandatory to record sessions – the decision is left to the course leader.

The number of enrolled students per online course ranges from 10 to 20. In case of higher interest from students, we will individually discuss the maximum number of enrolments with the course leader(s).

Daily online 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 (different time zones will be considered). Once set, the daily schedule cannot be changed.

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.

Online classes can be delivered on ZOOM, Microsoft Teams or any other preferred platform which is most suitable for the proposed course(s).

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 only 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 online course: 3.500 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.*

## CONTACT INFORMATION

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

