

Central European Exchange
Program for University Studies



Students'
teachers'
CEEPUS
Handbook



REPUBLIC OF SLOVENIA
MINISTRY OF HIGH EDUCATION,
SCIENCE AND TECHNOLOGY



Central European Exchange Program for University Studies



Students' teachers' CEEPUS Handbook
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Students' teachers' CEEPUS Handbook



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CEEPUS

CEEPUS is an acronym for »Central European Exchange Program for University Studies«.

Current participating countries are: Albania, Austria, Bosnia and Herzegovina, Bulgaria, Croatia, the Czech Republic, Hungary, Macedonia, Montenegro, Moldova, Poland, Romania, Serbia, the Slovak Republic and Slovenia. Prishtina/Kosovo is also participating.

CEEPUS programme work or procedures are based on the "networks". A "network" is a partnership or a consortium of at least 3 different institutions from at least 2 different participating countries. The partners in a network agree among them on a content of the common work and on their mobility. However, we may find the mobility outside of the networks, too. There are, therefore, 2 types of mobility: a network mobility between the network partners and the so called 'freemover' mobility, i.e. mobility between the institutions which are not in a network.

1 Students



1.1 Application and selection

The application is on line at <http://ceepus.scholarships.at/>

You have to check at your national CEEPUS contact point (NCO) if your home institution is participating in CEEPUS or not. Contact details can be found on the preceding CEEPUS web page.

If you are not taking part in a network mobility but you would still like to visit an institution in one of the participating countries, you can do so through the freemover scheme.

All eligible higher education institutions in Slovenia, where you can apply for a mobility period, can be found here: (http://www.mvzt.gov.si/en/areas_of_work/higher_education/dejavnost_visokega_solstva/register_of_higher_education_institutions_in_the_republic_of_slovenia/#c16877)

Once you have applied and your application has been approved by your home CEEPUS coordinator and the home NCO, the final decision about the selection will be communicated to you via e-mail.

So, what happens next after you receive an e-mail, stating that you have been awarded a CEEPUS grant to study in Slovenia?



1.2 Documentation

All necessary documents will be sent to you via regular mail. Be sure that you have put down your correct home address in the application so the post will find you.

Notification is sent via e-mail as well, so do check your e-mail regularly.

It is essential that you follow the instructions which you receive with the documentation.

1.3 Practical details

1.3.1 Accommodation

The organisation of the accommodation depends slightly on a university you are visiting (see below). Generally, the accommodation will be **arranged for you in a student dormitory for the period of the awarded mobility grant and paid by the Ministry.**

The room will be available from the date of your arrival which you will write down in the letter of acceptance. **If you arrive before the given date, you shall not be able to enter the student dormitory. If you arrive later then agreed without prior notification, the room may be rented to other students.**

If you refuse the accommodation arranged by CMEPIUS, you will not be entitled to any compensation. You will be entitled to compensation **ONLY** if the dormitories are full and the accommodation is not available. When accommodating the students, the dormitories will consider an age, a gender and a location of the faculty. There are no single rooms readily available, but we will try our best to get a single room to the students with medical problems or special needs.

More about the dormitories you can find at our web page

<http://www.cmeplus.si/en/higher-education/ceepus.aspx>

or directly on

<http://www.cmeplus.si/en/higher-education/ceepus/student/accommodation.aspx>

1.3.2 Scholarship

Amounts of the scholarship you are to receive in the academic year 2011/2012 is **€ 253 / month.**

IMPORTANT: scholarship amounts change between different academic periods so please check the CEEPUS web page for the updates!

When you come to Slovenia you have to contact your mentor/coordinator who will give you your signed contract. After all 3 parties sign the contract the funds will be transferred from the National contact point to your host institution (this usually takes 2 weeks). Please inquire your coordinator/mentor at your host institution about the procedure for payment as it differs from one institution to another.

1.3.3 Health insurance

A) Citizens of the European Union

To acquire health insurance you should bring a proof of social security: EU card or form E 111.

B) Citizens of Croatia, Macedonia and Bosnia and Hercegovina should present the following forms with the application for residence permit:

- Croatians: form HR/SLO 3 or some other commercial health insurance
- Macedonians: form RM/SI 3 or some other commercial health insurance
- Bosnians: form BIH/SI 3 or some other commercial health insurance

C) For citizens of the other states (Serbia, Montenegro, etc.) the elementary health insurance will be covered by the Ministry.

You will receive a document called *Letter for Health Insurance*. **In the first week of your stay in Slovenia you have to visit the Agency for Health Insurance in Slovenia and bring the letter with you:**

- in Ljubljana: Mala ulica 3, find Mrs. Simona Perme
- in Maribor: Sodna ulica 15, room 313, Mrs. Podjavoršek
- in Koper: Martinčev trg 2, Mrs. Knez or Mrs. Potočnjak



1.3.4 Residence permit

A) Citizens of the European Union may enter the Republic of Slovenia without a visa or a residence permit, regardless of the purpose of their residence in the Republic of Slovenia (they only need a valid identity card or a passport).

Within 3 days of your arrival you have to report to the local authorities (at »Upravna enota«) with the 'Letter of confirmation' to obtain a visa and/or a residence permit. You will get a confirmation about the permit and this confirmation you have to bring to the dormitories ASAP!!!

The student is also obliged to register at the local police station after the arrival. If you get a room in the student dormitories, the registry office will register you after your arrival there. If you arranged your own accommodation, you are responsible to get registered by yourself.

The requirements for residence permit are (what you have to have with you):

- a valid identity card or a valid passport,
- a confirmation to being accepted in a recognized educational institution (Letter of award, which is sent to you),
- a health insurance which covers all health risks in the host country (see point 1.3.3),
- a proof of sufficient financial means for the period of the residence (Letter of Confirmation, which is sent to you).

A residence permit is valid during the time of study or for one year if the study lasts longer; in latter case it could be renewed annually.

IMPORTANT: Please note that once you applied for a residence permit you can leave our country, but you CAN NOT re-enter it while you are in the process to obtaining the permit, so you have to acquire all the documents before you apply for the permit!!!

B) Citizens of the other states (non-EU member states) need the temporary residence permit to enter the Republic of Slovenia which has to be obtained before their travel to Slovenia.

Apply for the temporary residence permit at the nearest Slovene Embassy. The procedure can take up to two months so do not delay with starting the application. Please submit to an embassy only the documents mentioned below and NOTHING else!!

For grant holders of the Ministry of the RS for Higher Education, Science and Technology the issuance is free of charge.

Relevant embassies:

http://www.mzz.gov.si/en/representations_abroad_and_information_on_countries/

The requirements for residence permit are (what you have to have with you):

- a valid passport,
- a confirmation of being accepted in a recognized educational institution (Letter of Award, which is sent to you),
- a health insurance which covers all health risks in the host state (see point 1.3.3),
- a proof of sufficient financial means for the period of the residence (Letter of Confirmation, which is sent to you) and
- an evidence of no criminal history (certificate of no criminal record) from their home country with apostille.

1.4 When in Slovenia

- Step 1 - Go to the student dormitories and settle in (please read the dormitory rules, so there are no misunderstandings).
- Step 2 - Visit your mentor and/or coordinator at your host institution.
- Step 3 - You need to register with “Upravna enota” within the 3 days (for what you require Letter of Confirmation and valid ID with you).
- Step 4 - Study, explore and enjoy your visit in Slovenia.



1.5 At the end of your exchange

At the end of your exchange you have to move out of the dormitories following the designated procedure. You should have received your dormitory rules when you moved in, so now you have to follow the moving out procedure!

When your exchange is finished you have to send a student report and a copy of a confirmation of scholarship payment to CMEPIUS. The report form will accompany your contract; you can also find it on our web page: <http://www.cmepius.si/en/higher-education/ceepus.aspx>

A copy of scholarship payment will be given to you by your host institution.

IMPORTANT: The last page of the report is Letter of confirmation that has to be signed by your coordinator/mentor at your host institution. You also have to fill in your Mobility report in CEEPUS system where you have applied for your scholarship.

1.6 FAQ

1. Can I prolong my stay? How do I do that?

Many students want to prolong their scholarship period. This is possible, but there is no guarantee that a prolongation will be granted. You have to send a request for prolongation at least one month before the end of your original scholarship period.

You can apply for a prolongation by logging to the CEEPUS system at your place of scholarship. You also have to give your coordinator/mentor the prolongation form (available at <http://www.cmepius.si/en/higher-education/ceepus/student/prolongation.aspx>) which should be filled in and signed before it is sent to CMEPIUS (Ob železnici 16, 1000 Ljubljana). After the form is received at CMEPIUS you should get an e-mail from them with regards to outcome of your application for prolongation.

2. Student ID card (to get student status benefits)

You arrange this at the Student organization of the host institution you are at. You have to present at least:

- your contract,
- Letter of award,
- personal ID (passport or ID card) and
- 2 photos.

More information:

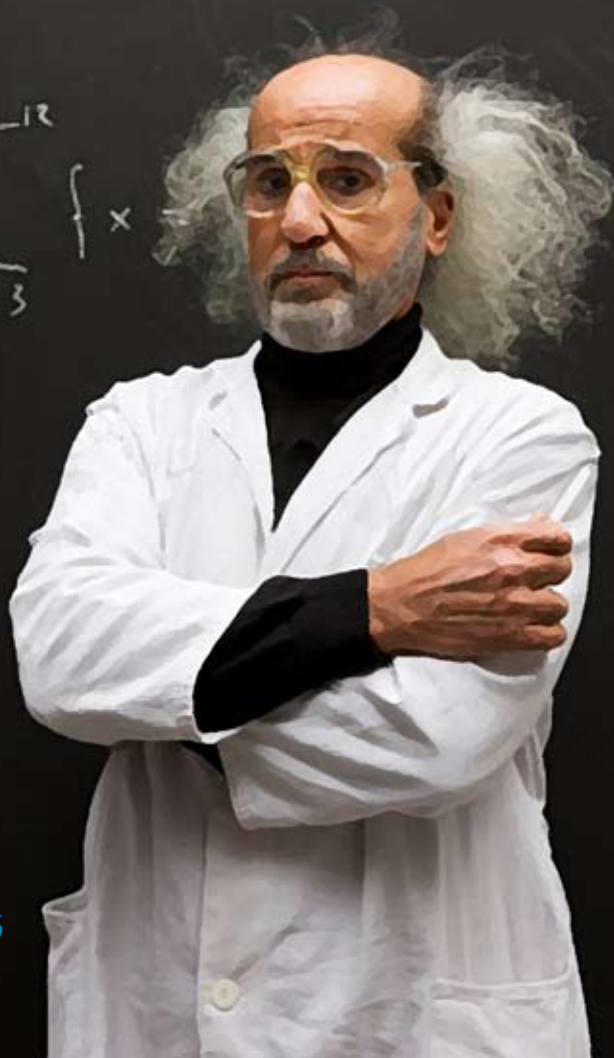
Student organization in Ljubljana:
http://www.sou-lj.si/novo/index.php?option=com_content&task=view&id=16&Itemid=39

Student organization in Maribor:
<http://www.soum.si/english/>

Student organisation at Primorska:
<http://soup.si/news>



2 Teachers



2.1 Application and selection

The application is on line at <http://ceepus.scholarships.at/>

Please find out at your national CEEPUS contact point (NCO) if your home institution is participating in CEEPUS or not. Contact details can be found on the same CEEPUS web page.

Once you have applied and your application has been approved by your home CEEPUS coordinator and the home NCO, the final decision about the selection will be communicated to you via e-mail.

So, what happens next after you receive an e-mail, stating you have been awarded a CEEPUS grant to visit Slovenia?

2.2 Documentation

All necessary documents will be sent to you via regular mail. Be sure you have put down your correct home address in the application so the post will find you.

Notification is sent via e-mail as well, so do check your e-mail regularly.

It is essential that you follow the instructions which you receive with the documentation.

2.3 Practical details

2.3.1 Funds

- A) For visits in duration from 5 up to including 9 days and at minimum 6 teaching hours required you will receive the grant of 700 €.
- B) For visits of 10 or more days in duration and at minimum of 12 teaching hours you will receive the grant of 1000 €.



2.3.2 National regulations & accommodation

National regulation for CEEPUS Network mobility of Teachers for the academic year 2011/12 is one teacher mobility per network.

Visiting teachers need to arrange the **accommodation** by themselves with the help of the host institution.

Before arriving to Slovenia you have to send KIDO 7 form to CMEPIUS in order to avoid double taxation! The form and other details can be found on our web site <http://www.cmepius.si/en/higher-education/ceepus/teacher.aspx> or by contacting the National CEEPUS office in Slovenia.



2.4 When in Slovenia

After your arrival to Slovenia please contact CEEPUS coordinator at your host institution as soon as possible. He/She will have your contract and all other details about your stay in Slovenia ready.



2.5 After the exchange

When your exchange is finished you have to send to CMEPIUS a teacher report and a copy of scholarship payment confirmation.

The report form is enclosed with your contract. You can also find it on our web site:

<http://www.cmepius.si/en/higher-education/ceepus/teacher.aspx>

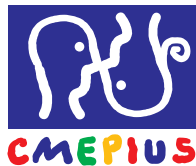
Payment confirmation will be given to you by your CEEPUS coordinator at the host institution (it's a proof that the funds have actually been paid to you).

You also have to do your Mobility report in CEEPUS system where you have applied for your scholarship.

IMPORTANT: Please be careful that the last page of the report which is the Letter of confirmation is signed by your coordinator/mentor at your host institution.

3 National agency in Slovenia

CMEPIUS - Centre for Mobility and EU programmes
Ob železnici 16,
SI-1000 Ljubljana
Phone: +386/1/6209-450
Fax: +386/1/6209-451
e-mail: scholarships@cmepius.si
WEB: www.cmepius.si



4 Very useful links

<http://www.cmepius.si/en/higher-education/ceepus.aspx>

<http://ceepus.scholarships.at/>

<http://www.infoforeigners.si/index.php>

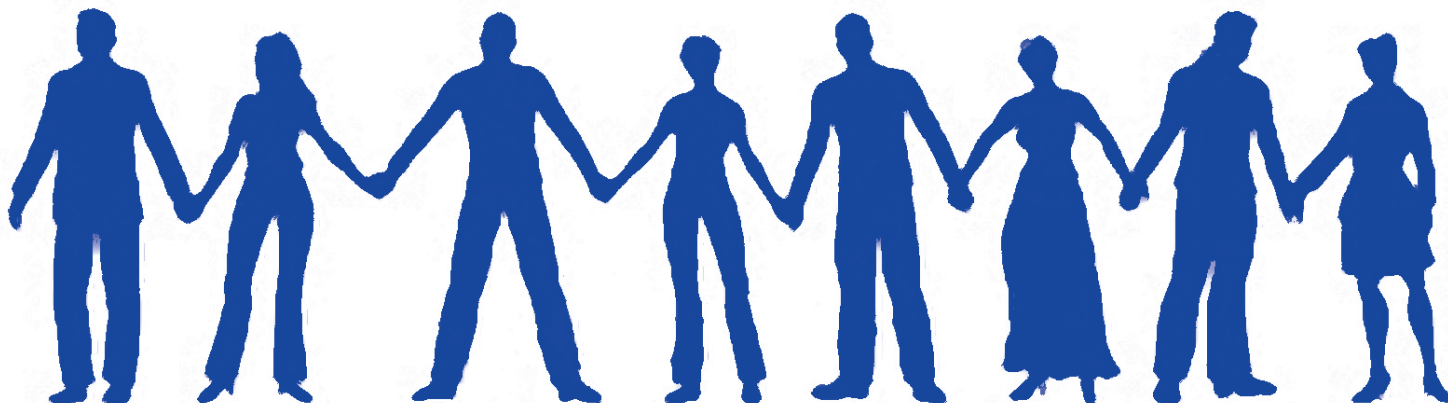


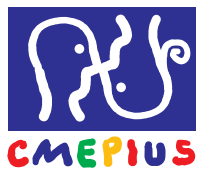
5 Networks 2011/2012

NetWork	Name of the network	Coordinator	e-mail	University	Faculty
AT-0012	Language and Literature in a CE context	Špela Srevšek Šramel	spela.sramel@ff.uni-lj.si	University of Ljubljana	Faculty of Arts
AT-0037	Slavic Philology and its Cultural Contexts	dr. Tatjana Balažič Bulc	tatjana.balazic-bulc@guest.arnes.si	University of Ljubljana	Faculty of Arts
AT-0038	Geosciences in CSE Europe	dr. Nina Zupančič	nina.zupancic@ntf.uni-lj.si	University of Ljubljana	Naravoslovnotehniška fakulteta
AT-0063	Applications and diagnostics of electric plasmas	dr. Tomaž Gyergyek	Tomaz.Gyergyek@fe.uni-lj.si	University of Ljubljana	Faculty of Electrical Engineering
AT-0068	Amadeus	prof. dr. Roberto Biloslavo	mateja.flak@fm-kp.si	University of Primorska	Faculty of Management
		Sanja Kocijan	sanja.kocijan@uni-mb.si	University of Maribor	Faculty of Economics and Business
AT-0103	Cognitive Science, Knowledge Studies and technologies	dr. Olga Markič	olga.markic@guest.arnes.si	University of Ljubljana	Faculty of Arts
AT-0502	Bioethics	asist. prof. dr. Roman Globokar	roman.globokar@rkc.si	University of Ljubljana	Faculty of Theology
AT-0503	Inter-American Studies	dr. Beatriz Tomšič Cerkez	beatriz.tomsic@pef.uni-lj.si	University of Ljubljana	Pedagoška fakulteta
AT-0506	Joint Doctoral Programme »Geo-Engineering and Water Management«	prof. Ludvik Trauner	trauner@uni-mb.si	University of Maribor	The Faculty of Civil Engineering
BG-0022	BG-UACEG-Sofia / Teaching and Learning Civil Engineering in European Context	prof. Mojca Premuš	mojca.premus@fgg.uni-lj.si	University of Ljubljana	Faculty of Civil and Geodetic Engineering
HR-0107	VetNEST (Veterinary Network for Student and Staff Transfer)	dr. Marinka Drobnič Košorok	marinka.drobnic-kosorok@vf.uni-lj.si	University of Ljubljana	Veterinary faculty
HR-0108	Concurrent Product and Technology Development	dr. Tomaž Pepelnjak	tomaz.pepelnjak@fs.uni-lj.si	University of Ljubljana	Faculty of Mechanical Engineering
HR-0306	For Safe and Healthy Food in Middle Europe	dr. Sonja Smole Možina	sonja.smole@bf.uni-lj.si	University of Ljubljana	Biotechnical faculty
HR-0611	Novel diagnostic and therapeutic approaches to complex genetic disorders	dr. Janja Marc	Janja.Marc@ffa.uni-lj.si	University of Ljubljana	Faculty of Pharmacy
CZ-0404	Cybernetics and Modern Methods of Control	dr. Boris Tovornik	boris.tovornik@uni-mb.si	University of Maribor	Faculty of Electrical Engineering and Computer Science
HU-0019	Computer Science	dr. Marjan Heričko	marjan.hericko@uni-mb.si	University of Maribor	Faculty of Economics and Business
ME-0408	English Language and Literary Studies in Central Eastern Europe	Tjaša Mohar	tjasa.mohar@uni-mb.si	University of Maribor	Faculty of Arts

NetWork	Name of the network	Coordinator	e-mail	University	Faculty
PL-0007	Geometrical Product Specification	dr. Franci Čuš	franc.cus@uni-mb.si	University of Maribor	Faculty of Mechanical Engineering
PL-0056	REDENE	Darja Saksida	darja.saksida@ef.uni-lj.si	University of Ljubljana	Faculty of Economics
PL-0114	„New directions for forestry sciences in Central Europe“	dr. David Hladnik	david.hladnik@bf.uni-lj.si	University of Ljubljana	Biotechnical faculty
RO-0013	Teaching and Research of Environment-oriented Technologies in Manufacturing	dr. Igor Drstvenšek	drsti@uni-mb.si	University of Maribor	Faculty of Mechanical Engineering
RO-0014	Borders and Borderlines	mag. Roberta Filipic	roberta.filipic@fhs-kp.si	University of Primorska	Faculty of Humanistic Studies
		dr. Jaka Repič	jaka.repic@ff.uni-lj.si	University of Ljubljana	Faculty of Arts
RO-0038	Earth-Science Studies in Central and South-Eastern Europe	dr. Nina Zupančič	nina.zupancic@ntf.uni-lj.si	University of Ljubljana	Faculty of Natural Sciences and Engineering
RO-0202	e-Learning systems in production engineering	dr. Mirko Ficko	mirko.ficko@uni-mb.si	University of Maribor	Faculty of Mechanical Engineering
RO-0313	Developing a network for monitoring the impact of environmental and nutritional factors on fertility and neonatal health	prof. dr. Irena Mlinarič Raščan	irena.mlinaric@ffa.uni-lj.si	University of Ljubljana	Faculty of Pharmacy
RO-0504	Red Regional de Hispanistas de Hungria, Rumania y Serbia	dr. Irina Makarova Tominec	irina.mt@fhs.upr.si	University of Primorska	Faculty of Humanistic Studies
RS-0304	Technical Characteristics Researching of Modern Products in Machine Industry	dr. Franc Kosel	saso.medved@fs.uni-lj.si	University of Ljubljana	Faculty of Mechanical Engineering
RS-0507	Research, Development and Education in Precision Machining	prof. Janez Kopac	saso.medved@fs.uni-lj.si	University of Ljubljana	Faculty of Mechanical Engineering
RS-0603	TransLog4ComAd	Darja Saksida	darja.saksida@ef.uni-lj.si	University of Ljubljana	Faculty of Economics
		dr. Miroslav Premrov	miroslav.premrov@uni-mb.si	University of Maribor	The Faculty of Civil Engineering
		prof. Jelenko Švetak	jelenko.svetak@fpp.uni-lj.si	University of Ljubljana	Faculty of Maritime Studies and Transport
SK-0505	Rural tourism programs network	dr. Ksenija Vodeb	international@turistica.si	University of Primorska	Faculty of Tourism Studies Portoroz - Turistica
SK-0606	URBAN INNOVATIONS NETWORK	dr. Alma Zavodnik Lamovšek	alma.zavodnik@fgg.uni-lj.si	University of Ljubljana	Faculty of Civil and Geodetic Engineering
SI-0111	GEOREGNET	dr. Lučka Lorber	lucka.lorber@uni-mb.si	University of Maribor	Faculty of Arts
		dr. Milan Bufon	irina.mt@fhs.upr.si	University of Primorska	Faculty of Humanistic Studies
		dr. Andrej Černe	andrej.cerne@guest.arnes.si	University of Ljubljana	Faculty of Arts

NetWork	Name of the network	Coordinator	e-mail	University	Faculty
SI-0113	ARHEOPED 2	dr. Predrag Novakovič	predrag.novakovic@ff.uni-lj.si	University of Ljubljana	Faculty of Arts
		mag. Maša Šakara Sučević	masa.sakara@fhs.upr.si	University of Primorska	Faculty of Humanistic Studies
SI-0206	Applications of Rapid manufacturing in Biomechanical Fields	dr. Igor Drstvenšek	drsti@uni-mb.si	University of Maribor	Faculty of Mechanical Engineering
		dr. Tadej Strojnik	tadej.strojnik@ukc-mb.si	University of Maribor	Faculty of Medicine
SI-0215	Admin, Economics and Organizational Sciences	dr. Primož Pevcin	international@fu.uni-lj.si	University of Ljubljana	Faculty of Administration
SI-0217	Intelligent Textile Products	dr. Jelka Geršak	jelka.gersak@uni-mb.si	University of Maribor	Faculty of Mechanical Engineering





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