**Note: where more than one course is organised at each level, this form should be copied and completed for each course**

**ERASMUS INTENSIVE LANGUAGE COURSES**

**2013-14**

**ORGANISING INSTITUTION’S INFORMATION FORM**

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| INSTITUTION NAME: | JAVNI ZAVOD CENE ŠTUPAR - CENTER ZA IZOBRAŽEVANJE LJUBLJANA | |
| ADDRESS: | Linhartova cesta 13 | |
| COUNTRY: | SLOVENIA | |
| EILC LANGUAGE: | Slovene | |
| LEVEL COURSES ORGANISED: | LEVEL I (BEGINNER) | LEVEL II (INTERMEDIATE) |
| NUMBER OF COURSES: | 4 |  |
| DATES: | 2 - 27 September 2013 |  |
| WEB SITE | www.cene-stupar.si | |

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| **PLEASE NOTE THAT ALL STUDENT EILC APPLICATION FOR OUR EILC SHOULD BE SENT BY E-MAIL TO THE FOLLOWING ADDRESS:** |
| EILC@CENE-STUPAR.SI |

**STAFF**

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| CONTACT PERSON FOR EILC | |
| JOB TITLE | Slovene Language Courses coordinator |
| NAME | ALIDA ZAGORC ŠULIGOJ |
| ADDRESS | LINHARTOVA CESTA 13 |
| TELEPHONE | +386 1 23 444 02, +386 1 23 444 14 |
| FAX | +386 1 23 444 28 |
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| MOBILE | +386 41 727 458 |

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| PERSON RESPONSIBLE FOR THE PROGRAMME |
| BOJAN HAJDINJAK, DIRECTOR |

**PART I: GENERAL INFORMATION**

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| **DESCRIPTION OF TOWN** |
| SHORT HISTORY AND LOCATION |
| Today, Ljubljana is the capital of the independent state of Slovenia. It is the heart of business, political, economic, cultural and scientific life of the Slovene nation.  Ljubljana's geographical position has governed its rich past. A swift migration of nations flew through the Ljubljana gateway, a part of the natural entrance from the Central Europe to the Mediterranean, the Balkans and on towards the East. So it is not surprising that settlements of pile dwellers, and later Illyrians and Celts, grew up in this region more than 5000 years ago.  At the time of the Roman hegemony (from the 1st - 6th century AD), the capital of contemporary Slovenia was called Emona. It was destroyed after the fall of Rome.  Ljubljana is first mentioned in written sources dating back to 1144. Its historical rise began in the 13th century when it became the Capital of the Province of Carniola. In 1335, it came under the Hapsburg rule.  From the end of the Middle Ages onwards, the town gradually assumed the role of the Slovenian cultural capital. Slovenian Protestantism, as the most powerful social movement of the 16th century, was a major influence in this. Then, Ljubljana was the meeting-place of the nationally conscious. Primoz Trubar, who gave the Slovenians their first book in 1550, worked here, and many years later, France Preseren and Ivan Cankar, two of the most significant figures in the struggle for the cultural and political freedom of the Slovenian nation, produced their works here.  Ljubljana also had an important role in Napoleonic times. It was even the Capital of the entire Illyrian province between 1809 and 1813.  The building of the Vienna-Trieste Railway, linking Ljubljana with the world, played an important role in further development and organization of the town.  Ljubljana has experienced two earthquakes: the first one in 1511 and the second in 1895, when almost the whole town was destroyed. It was the reconstruction that gave Ljubljana its new contemporary image.  World War I brought the break with the Hapsburg dynasty. Austro-Hungary disintegrated, and Slovenia and its capital joined the new state, the Kingdom of the Serb, Croats and Slovenians.  During the World War II, Ljubljana was occupied, first by the Italians and then the Germans and was surrounded by a barbed wire in length of 30 kilometres. Where the wire used to be is now a recreational path in memory of the war years. After World War II, Ljubljana became the capital of Slovenia, one of six republics of the Socialist Federal Republic of Yugoslavia. It was a status Ljubljana retained until Slovenia became independent in 1991.  Adapted from: http://en.wikipedia.org/wiki/Ljubljana |
| MAIN LOCAL/CULTURAL EVENTS |
| A list of Ljubljana events includes musical evets, exhibitions, festivals, performing arts, open-air events, family entertainment, sports and recreation, and others thus offering a bit of everything for everyone in any time of the year.  The following are just some of over 10,000 events that take place in the city every year:  - Open-air exhibitions in the Tivoli park. At present, visitors can view an exhibition of large-format photographs of Ljubljana, the Central Slovenia region and Slovenia's major sights taken by amateur and professional photographers for the Picture Slovenia photographic competition.  - Open-air fairs at the Central Market on Saturdays. The event presents foods and traditions of the Slovenian countryside. Farm produce and various products from different farms in Slovenia are available from market stalls.  - Sports and recreation in the form of an internationally attended marathon at the end of October. In addition, this autumn, Ljubljana will host Eurobasket 2013. The championship will be accompanied by a wide and varied programme of events. In Ljubljana, which will host the first-round matches in Group A, the second-round matches between the top 16 national teams and the championship finals, there will be a vibrant fan entertainment zone. A large number of free open-air events will be held in the historical city centre.  More information: http://www.esn-ljubljana.si/content/city-ljubljana  More information about upcoming events: http://www.visitljubljana.com/en/events/  More information about eurobasket 2013: http://www.eurobasket2013.org/en/default.asp |
| HOW TO REACH TOWN (LINKS FROM THE NEAREST AIRPORT, TRAIN OR COACH STATIONS) |
| Getting to Ljubljana  - By plane: from Jože Pučnik airport (commonly referred to as Brnik Airport): the cheapest way are regular public buses (€4.10, 50 min) and minibuses (€9, 30 min, available also on demand) to the main Ljubljana bus and train stations, located next to each other in the city centre; tickets are bought from the driver. Alternatively, a metered taxi from the airport to the centre will cost €30-40.  By bus: Ljubljana has good international bus connections. More information: http://www.ap-ljubljana.si/eng/  By train: Ljubljana has good international rail connections. More information: http://www.slo-zeleznice.si/en/passengers/slovenia  By car: renting a car is also an option, especially if you are visiting destinations outside of Ljubljana. More information: http://www.lju-airport.si/potniki-in-obiskovalci/zmogljivost-in-storitve/ponudniki-turisticnih-storitev/prevoz/rent-a-car/?url=/potniki-in-obiskovalci/zmogljivost-in-storitve/ponudniki-turisticnih-storitev/prevoz/rent-a-car/&ID=&fName=potniki-in-obiskovalci/zmogljivost-in-storitve/vsebina.asp&IDM=40  Getting to Cene Štupar - CILJ:  Cene Štupar - CILJ is the most easily accesed on foot. From the main train/bus station turn northwards (direction Bežigrad). The walk under the railway tracks and past the Zupančičeva jama residential area will take you approximately 10 minutes.  The bus stops of the city buses number 6, 7, 8, 11,12, 13, 20, 22 are all in the walking distance of the Cene Štupar - CILJ. |
| TRANSPORT IN TOWN (BRIEF INFORMATION ON THE MAIN MEANS OF TRANSPORT AVAILABLE) |
| - CITY BUSES: city buses have electronic payment system based on no-contact smart card called Urbana:  1) URBANA value card (yellow) is without the name of the holder and is transferable. You can buy and top it up with credit up to €50 (at Urbanomat top-up stations; the lowest amount of credit is €1) or with transferable monthly and yearly tickets.  2) 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.  You can buy your Urbana at Urbanomat (a machine) and at newsagent shops. It costs €2.  One fare will cost you €1,20 including 90 min ride within all the City Public Transport bus routes. However, you should touch the reader with the card every time you enter the bus.  OPERATING HOURS AND BUS SCHEDULE INFORMATION: most bus routes operate 5am - 10.30pm (Sundays from 6am).  More information: http://english.jhl.si/en/lpp/city-public-transport  Students can use the monthly school card.  - BICIKELJ ("rent-a-bike"): open 7 days a week, 24 hours a day, the 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 (there is one in front of Cene Štupar - CILJ) to which the bikes are attached. They are located in busy residential and shopping areas and near public transport.  The first hour is free of charge, but you have to register online.  More information: http://en.bicikelj.si/  - ON FOOT  The centre of Ljubljana is small so you can discover it on foot. You can pick up a free city map at a tourist information centre or at the bus/train station. Finding a street is easy as streets are clearly marked. |

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| **SHORT DESCRIPTION OF THE ORGANISING INSTITUTION** |
| To increase the general level of education, transfer knowledge and develop key competences of the adult population in the Republic of Slovenia for their active involvement in life and work, Javni zavod Cene Štupar – Center za izobraževanje Ljubljana (the Cene Štupar Public Institute - Ljubljana Centre for Education) has been enabling for more than 50 years all generations regardless of their status to integrate in numerous formal and informal programs. The mission of the Institute is based on the integration of the widest circle of people (children, pupils, students, young adults, adults and senior citizens) in lifelong learning to develop their abilities and skills for a quality life and work with the help of experts in a supportive environment. Within the framework of its primary activity, the Institute implements various formal and informal educational programs which lead to qualification, professional growth and personal development. In program conception and the implementation of educational forms, the Institute cooperates closely with clients who order programs. They belong to economic circles as well as to the public sector.  The Institute's main occupational areas include: primary school for adults and youngsters, secondary school for adults, language training, projects, national vocational qualifications, training and development, and concession for labour market services.  Today, Cene Štupar – CILJ is one of the largest organisations in the field of adult education in Slovenia. Its lifelong learning programs also include vulnerable target groups such as the unemployed, immigrants, prisoners and people with special needs. The Institute is well known for its integration of immigrants from all over the world into a variety of training programs, but mainly in its courses for Slovene as a second/foreign language. In 2011 and 2012, more than 1,200 immigrants (some of whom were also students) improved their informal knowledge. The Institute educates more than 3,000 people a year.  In their work, the employees are guided by the following values, namely respect, honesty, professionalism, positive attitude and accessibility. All employees ensure quality operation of the Institute; in 2012, the Institute was awarded the "Ponudimo odraslim kakovostno izobraževanje (ACS)" mark (Let's offer adults quality education (ACS)) and the "Družini prijazno podjetje" basic certificate (Family-Friendly Company).  Cene Štupar-CILJ has been successfully participating in national and international projects, and has a well-developed network of companies that it has been successfully cooperating with. The employees are active in Zveza ljudskih univerz (the Association of Slovenian Adult Education Centres) and other national working groups in the field of adult education, they are professionally well qualified to work with adults and they ensure that all participants of trainings feel comfortable and well during training.  The founder of Cene Štupar – CILJ is Mestna občina Ljubljana (the Ljubljana Municipality), which offers the Institute all the necessary support for its efficient operation. |

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| **ACCOMMODATION** |
| SHORT DESCRIPTION OF THE ACCOMMODATION OFFERED (HOTEL, APARTMENTS, STUDENT HALLS, OTHERS; IF THERE ARE COOKING FACILITIES) AND ON THE RENT TO BE PAID PER WEEK |
| Cene Štupar - CILJ does not organise accommodation, but we advise you to arrange it prior to your arrival to Slovenia.  For accommodation in student dormitories please contact:  Helena Deršek Štuhec  Univesity of Ljubljana  Office of International Relations  Kongresni trg 12  SI-1000 Ljubljana  Tel.: 00386 1 2418 592  Fax: 00386 1 2418 593  E-mail: intern.office@uni-lj.si  www.uni-lj.si  For accommodation in private rooms please contact the International office of the Student organisation of the University of Ljubljana:  International Office ŠOU v Ljubljani  Kersnikova 4  1000 Ljubljana  Website: http://www.sou-lj.si/sl/international-office.html  E-mail: rooms@sou-lj.si  ESN- Erasmus Student Network Ljubljana  Suzana Bajić  ESN Ljubljana  Kersnikova 4, 1000 Ljubljana  Website: http://www.esn-ljubljana.si/  Contact: http://www.esn-ljubljana.si/contact  E-mail: esn@sou-lj.si  Hostels in Ljubljana:  Website: http://www.esn-ljubljana.si/content/accommodation  Information for foreigners:  The Ministry of the Interior of the Republic of Slovenia  Website: http://www.infotujci.si/v/37/nastanitev  Provision free Accommodation Service m2  Židovska steza 6  1000 Ljubljana  Website: svetovalnica.com/sobe  E-mail: sobe@svetovalnica.com  Tel.: +386 0 51 373 999  Information for foreigners:  The Ministry of the Interior of the Republic of Slovenia  Website: http://www.infotujci.si/v/37/nastanitev  Brezplačna posredovalnicdfffda sob m2  Židovska steza 6  1000 Ljubljana  Website: svetovalnica.com/sobe  E-mail: sobe@svetovalnica.com  Tel.: +386 0 51 373 999 |

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| **MEALS** |
| SHORT DESCRIPTION ON THE SERVICES OFFERED (UNIVERSITY CANTEENS, RESTAURANTS, BARS, OTHERS) |
| The centre of Ljubljana is full of trendy cafes and high-quality restaurants. You can find local Slovenian food (e.g. http://en.sestica.si/ or http://www.gostilna-sokol.com/en/), as well as restaurants with ethnic food from many places around the world (e.g. India, China, Mexico, Italy, Thailand, Spain, etc.). Pizza in Ljubljana is usually very good (e.g. http://foculus.si/si/en/). You can also try a burger "Slovene style" with horse meat at Hot Horse (http://www.hot-horse.si/en).  Most restaurants serve food until 11 pm, but some do so until early in the morning.  Foreign exchange students can use student food coupons in any of about hundred restaurants around Ljubljana that offer students meals. It’s the cheapest way to get a good lunch twice the value of your money. Price for one coupon (meal) is between 3 and 5 €. With a student identification card foreign exchange students purchase 20 state-subsidized meal coupons per month. To use these cupons you first must go to ŠOU office (Kersnikova 4) with your student ID. There you will fill in the form to get you SIM card activated. Once you have your mobile number activated you can start using the cupons.    You can go to different restaurants that are on the list and by calling “1808” and showing your ID (Student ID or your personal ID) you get a discount.    More information:  http://www.studentska-prehrana.si/Pages/News.aspx  http://www.esn-ljubljana.si/content/student-foodcupon-system |

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| **RECEPTION OF STUDENTS** |
| MEETING POINT (PLACE, DATE AND TIME OF FIRST MEETING - FOR EACH COURSE WHERE DIFFERENT) |
| 2 September 2013 at 9.30 am in the entrance hall of Cene Štupar - CILJ, 2nd floor, Linhartova cesta 13, Ljubljana |

**EXTRA-CURRICULAR ACTIVITIES**

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| SITE VISITS |
| Ljubljana is a very small capital so all of its sights can be easily accessed on foot/by bike: churches, bridges, the charming old town centre, the Roman Ljubljana (Emona), the Tivoli park with lots of walking trails, Ljubljana's most prominent landmark the Ljubljana castle, etc.  More information on what to do and see in Ljubljana:  - In Your Pocket city guide (www.inyourpocket.com)  - Ljubljana Tourism (www.visitljubljana.si)  - The Official Travel Guide by Slovenian Tourist Board (www.slovenia.info) |
| SPORTS FACILITIES (SWIMMING, TENNIS, GYMNASIUM; OPENING DAYS AND AVAILABLE INFORMATION) |
| Each faculty in Ljubljana has its own sports programme. You can choose among different sports activities (e.g. fitness, aerobics, and swimming). These activities are free of charge or available at student firendly prices.  Other sports facilities in the wider city centre:  - Šport Ljubljana: information on different sports and public sport facilities in Ljubljana (www.sport-ljubljana.si)  - Fit & fun: fitness, aerobics, pilates, hot iron, zumba, spinning, boot camp (www.fit-fun.si)  - Faculty of sport: basketball, volleyball, swimming, aerobics, fitness, etc. (http://www.fsp.uni-lj.si/practice/)  The Student organisation ŠOU šport offers special sports programmes for students: www.sousport.si. |
| ENTERTAINMENT (CINEMA, THEATRE, ETC.; BRIEF INFORMATION ON PLACES AND STUDENT FACILITIES) |
| Ljubljana offers its inhabitants and visitors a wide variety of entertainment in the form of theatre, bowling (Klub 300), extreme sports (Hovercraft), go-karting (Indoor karting), sport, water park (Atlantis vodno mesto), ZOO (the Ljubljana ZOO) and cinema.  There are three cinemas in the city centre (Komuna, Kinoteka and Kinodvor (for film connoisseurs). In the BTC shopping centre (bus No. 27), there is the Kolosej multiplex cinema and Xpand digital 3D cinema.  Slovenia's largest cultural institution is the cultural and congress centre Cankarjev dom. It is located in in the centre of Ljubljana and it houses music events, theatre and dance performances, film screenings, art exhibitions and conferences.  In Ljubljana, there are several different theatres, namely Slovenian national theatres SNG Drama (theatre) and SNG Opera in balet (opera and ballet), the oldest independent theatre Gledališče Glej, city theatre Mestno gledališče Ljubljansko, dance theatre Plesni teater Ljubljana, youth theatre Slovensko mladinsko gledališče, Šentjakobsko gledališče and SiTiTeater (in the BTC shopping centre).  There are also several cultural centres: cultural centre Španski borci, arts and cultural centre KUD France Prešeren, centre for contemporary and urban creativity Kino Šiška and alternative culture centre Metelkova mesto. Metelkova mesto is very popular and it is also a vibrant venue for concerts and club nights in Gala hala, Klub Channel Zero, Klub Gromka, etc.  Ljubljana's nightlife is vibrant since there are many clubs, namely Orto bar, Patrick's Irish Pub, Sputnik Wordly Café, Night lounge bar AS, Bar Skeleton, Scratch Rock Bar and may more. More information: www.visitljubljana.si (Entertainment). |

**PART II: COURSE(S) DESCRIPTION**

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| COURSE NO: | 1-4 |
| I: Beginner course | II: Intermediate course |
| PERIOD: | FROM: 2 September 2013 | TO: 27 September 2013 |

**LANGUAGE COMPONENT**

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| SHORT DESCRIPTION OF LANGUAGE COMPONENT: OBJECTIVES AND TEACHING METHODS |
| The Erasmus intensive language course (EILC 1-4) takes place before the winter semester of academic year 2013/14: 2–27 September 2013 (approx. 68 students in 4 groups).  The course is intended for beginners and takes place from Monday to Thursday from 9.30 am to 12.00 pm and on Friday from 9.30 am - 1 pm (there is a 15-minute break).  The language course takes place in the classroom, outdoors (accompanying program) and in the computer room.  Teachers combine different methods, forms and approaches in class: verbal - textual methods, the demonstration method, the method of learning from experience (brainstorming and brainwriting), role playing, and the game and simulation method with the construction game technique. They also use information and communication technologies (the internet, computer presentations, audio-visual materials etc.).  Successful completion of the course should enable students to communicate in predictable, concrete situations on the A1-A2 level (e.g. in a shop, in a restaurant). They develop all 4 communication skills (listening, speaking, reading and writing). They also acquire compensation strategies which they can apply to overcome gaps in their lack of knowledge of the Slovene language. The intensive beginner course provides students with the theoretical insight into the Slovenian grammar and vocabulary envisaged by the program. Activities included in the accompanying program enable students to use Slovene in real situations and offer useful knowledge on how to cope in everyday life in the Slovene environment. |

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| SUBJECT-SPECIFIC LANGUAGE ELEMENTS | |
| (e.g. special modules for students in particular disciplines) | |
| YES | NO |
| IF YES, SPECIFY: | |
| According to the program, students are placed in groups in accordance with their first language and their field of study. In the framework the Studies theme, we will prepare a workshop dealing with basic terminology from the field of students belonging to a similar field of study. | |

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| DURATION | 4 weeks |
| TOTAL NUMBER OF CLASSES | 64 |
| HOURS IN CLASSROOM | 26 |
| HOURS OF PRACTICE CONVERSATION/LANGUAGE LABORATORY | 26 |
| OTHER (PLEASE SPECIFY) | |
| 8 hours in the computer room  4 hours practical lessons | |

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| ASSESSMENT (SPECIFY IF THE ASSESSMENT IS MADE BY WRITTEN/ORAL EXAMINATION, ASSIGNMENT, ETC.) |
| Teachers monitor students' progress every day in class through homework. This proves students' active participation in class. During the course, students make an e-pocket dictionary containing useful phrases. The dictionary is then printed and published internally. At the end of the course, students take a written and oral exam. Both parts are graded. To obtain 3 credit points (ECTS) students must participate actively in class and in the preparation of the e-pocket dictionary containing useful phrases from their field of study, they must have an 88% attendance and reach at least 60% in the written and oral exam. |

**COURSE FACILITIES**

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| TEACHING AIDS | |
|  | AUDIO/VIDEO MATERIALS |
|  | COMPUTER/SOFTWARE |
|  | HANDOUTS/PRINTED TEXTS |
|  | TRANSPARENCIES |
|  | OTHER : (SPECIFY) |
| AUTHENTIC MATERIAL | |

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| LIBRARY | |
| YES | NO |
| IF YES, SPECIFY: | |
| TIMES | 9am - 15pm |
| OPENING DAYS | Monday - Friday |
| ADDRESS | Cene Štupar - CILJ, Linhartova cesta 13, 3rd floor, 1000 Ljubljana |

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| LANGUAGE LABORATORY | |
| YES | NO |
| IF YES, SPECIFY: | |
| TIMES | 12am - 16pm |
| OPENING DAYS | Wednesday |
| ADDRESS | Cene Štupar - CILJ, Vojkova cesta 1, 2nd floor, 1000 Ljubljana |
| COST | 5,00 eur/45 minutes |

**CULTURAL COMPONENT**

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| SHORT DESCRIPTION OF THE CULTURAL ELEMENTS INCLUDED IN THE COURSE: OBJECTIVES AND TEACHING METHODS | |
| Since language and culture are inseparably interrelated, the program also includes cultural components. Students discover cultural and intercultural components in the framework of different themes e.g. addressing someone in a formal/informal manner, working time of employees, shops, business hours of different institutions, interpersonal relations - the level of formality and holidays.  Students get acquainted with the Slovenes, Slovene cities and regions, as well as countries of origin of students, social habits, customs and art in the context of the accompanying program. It includes various activities that are carried out once or twice a week in the afternoon or evening and complement the language classes in the classroom.  In the introductory get-together, students will taste some of the Slovene wines, get different pieces of information, some practical advice and help regarding their integration into a different cultural environment. During the course, students will also:  - go on a boat tour on the Ljubljanica river which will also include a picnic and  - take a guided tour around Ljubljana (theatres, cinemas, monuments, points of entertainment for students and other places of gathering,…).  The cultural programme also includes sports activities in the form of a walk to the Tivoli park, the Rožnik hill and Šišenski hrib (the Šiška hill).  At the end of the course the closing ceremony/intercultural evening takes place: students present their country in the Slovene language in a simple and innovative manner. Then each student prepares a short and explicit presentation of his/her parent higher education institution and the possibilities of international cooperation and mobility with the intention of establishing contacts for future cooperation. This presentation is in the English language. The student also speaks about his/her studies, professional qualifications, options and cases of good practices in the cooperation with companies from their field of study. Presentations are followed by a guided discussion on the comparability and possibilities of multirateral cooperation between higher education institutions and the transfer of innovative practices between the participating countries. In the end, students receive certificates. | |
| DURATION | |
| TOTAL HOURS OF ACTIVITIES | 22 |

**TEACHERS AND SUPPORT STAFF**

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| NUMBER OF: | |
| TEACHERS | 1-2 per group |
| ADMINISTRATORS | 2 |
| STUDENTS | 1-3 |