



Central European Exchange Program for University Studies

Students' teachers' CEEPUS Handbook



REPUBLIC OF SLOVENIA
MINISTRY OF EDUCATION,
SCIENCE, CULTURE AND SPORT



Students' teachers' CEEPUS Handbook

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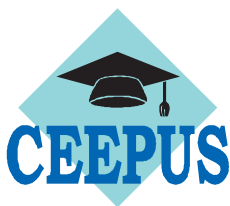
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CEEPUS

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

The 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.

The 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 themselves on the content of their common work and on their mobility. However, we may also discover mobility outside of the networks. There are, therefore, 2 types of mobility: network mobility between the network partners and the so called 'freemover' mobility, i.e. mobility between the institutions that 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.

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 post. Be sure that you have put down your correct home address in the application so the post will find its way to you. Notification is sent via e-mail as well, so do check your e-mail regularly.

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

1.3 Practical details

1.3.1 Accommodation

The organisation of the accommodation depends slightly on the 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 will not be able to enter the student dormitory. If you arrive later than 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 your age, gender and the location of the faculty. There are no single rooms readily available, but we will try our best to get a single room for students with medical problems or special needs. More about the dormitories can be found at our web page:

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

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



1.3.2 Scholarships

The amount of the scholarship you are to receive in the academic year 2012/2013 is **€ 286/month**.

IMPORTANT: scholarship amounts change between different academic periods so please check the CEEPUS web page for updates! When you come to Slovenia, you need 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 ask the 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 proof of social security: EU card or form E 111.

B) **Citizens of Croatia, Macedonia, Bosnia and Herzegovina, Serbia and Montenegro**

should present the following forms with the application for a residence permit:

- Croatia: form HR/SI 3 or some other commercial health insurance
- Macedonia: form RM/SI 3 or some other commercial health insurance
- Bosnia and Herzegovina: form BIH/SI 3 or some other commercial health insurance
- Serbia: form SRB/SI 3 or some other commercial health insurance
- Montenegro: form MNE/SI 3 or some other commercial health insurance

C) For **citizens of the other states** (Albania, Kosovo and Moldavia) the basic health insurance will be covered by the Ministry.

You will receive a document entitled *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, Mrs. Simona Perme
- in Maribor: Sodna ulica 15, room 313, Mrs. Podjavoršek
- in Koper: Martinčev trg 2, Mrs. Knez or Mrs. Potočnjak
- in Nova Gorica: Gradnikove brigade 1, Mrs. Ksenija Pikula

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 receive a confirmation about the permit and this confirmation you have to bring to the dormitories!

The student is also obliged to register at the local police station after 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 a residence permit are (what you have to have with you):

- a valid identity card or a valid passport,
- a confirmation of being accepted at a recognized educational institution (Letter of Award, which is sent to you),
- a health insurance policy that 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 the latter case, it can be renewed annually.

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

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

Apply for the temporary residence permit at the nearest Slovenian 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 Education, Science, Culture and Sport, the issuance is free of charge.

Relevant embassies:

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

The requirements for a 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 that 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
- evidence of no criminal history



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 3 days (for which you require the Letter of Confirmation and valid ID with you).
- Step 4 Study, explore and enjoy your visit to 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 your 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 the 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 the 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. In order to do this, you have to go into the CEEPUS system where you applied for the scholarship and apply for an extension (make a new application).

You also have to give your coordinator/mentor the EXTENSION FORM <http://www.cmeplus.si/en/higher-education/ceepus/student/prolongation.aspx>) to send it to CMEPIUS.



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 in 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 its way to you. Notification is sent via e-mail as well, so do check your e-mail regularly. It is essential that you follow the instructions that you receive with the documentation.

2.3 Practical details

2.3.1 Funds

A) For visits from 5 up to 9 days and with a minimum of 6 teaching hours, you will receive the grant of 700 €.

B) For visits of 10 or more days and with a minimum of 12 teaching hours, you will receive the grant of 1000 €.

2.3.2 National regulations & accommodation

The national regulation for CEEPUS Network mobility of Teachers for the academic year 2012/2013 is one teacher mobility per network. Visiting teachers need to arrange accommodation by themselves with the help of the host institution. Before arriving in Slovenia, you have to send the 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.

Citizens of **Austria, Macedonia, Poland and Slovakia do not need the KIDO 7** form.



2.4 When in Slovenia

After your arrival in Slovenia, please contact your 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 your 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 in the CEEPUS system where you 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 30a

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E-mail: scholarships@cmepius.si

Web: <http://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
AT-0012	Language and Literature in a CE context	Špela Srevšek Šramel
AT-0037	Slavic Philology and Its Cultural Contexts	Dr. Tatjana Balažic Bulc
AT-0050	Education Without Frontiers	Sanja Kocijan Damijana Zlatolas
AT-0063	Applications and diagnostics of electric plasmas	Dr. Tomaž Gyergyek
AT-0068	Amadeus	Prof. Dr. Roberto Biloslavo Sanja Kocijan
AT-0502	Bioethics	Ass. Prof. Dr. Roman Globokar
AT-0503	Inter-American Studies	Beatriz Tomšič Cerkez
AT-0702	Ethics and Politics in the European Context	Janez Štuhec
BA-0715	SEE Doctoral Studies in Mathematical Sciences	Štefko Miklavčič
HR-0107	VetNEST (Veterinary Network for Student and Staff Transfer)	Dr. Klementina Fon Tacer
HR-0108	Concurrent Product and Technology Development	Dr. Tomaž Pepelnjak
HR-0306	For Safe and Healthy Food in Middle Europe	Dr. Sonja Smole Možina
HR-0611	Novel diagnostic and therapeutic approaches to complex genetic disorders	Dr. Janja Marc
CZ-0404	Cybernetics and Modern Methods of Control	Dr. Boris Tovornik

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Network	Name of the network	Coordinator
HU-0019	Computer Science	Dr. Marjan Heričko
		Ksenija Rozman
HU-0028	Active Methods in Teaching and Learning Mathematics and Info.	Matija Lokar
ME-0408	English Language and Literary Studies in Central Eastern Europe	Tjaša Mohar
PL-0007	Geometrical Product Specification	Dr. Franci Čuš
PL-0056	REDENE	Darja Saksida
PL-0114	"New directions for forestry sciences in Central Europe"	Dr. David Hladnik
RO-0014	Borders and Borderlines	Dr. Alenka Janko Spreizer
		Jože Hudaleš
RO-0038	Earth-Science Studies in Central and South-Eastern Europe	Dr. Nina Zupancic
RO-0202	e-Learning systems in production engineering	Dr. Mirko Ficko
RO-0313	Teaching and Research of Environment-oriented Technologies in Manufacturing	Irena Mlinarič Raščan
RS-0065	Intelligent Automation	Dr. Borut Buchmeister
RS-0304	Technical Characteristics Researching of Modern Products in	Dr. Franc Kosel
RS-0603	TransLog4ComAd	Darja Saksida
		Miroslav Premrov

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		Dr. Jelenko Švetak, kap.d.pl.
RS-0704	Research and Education in the Field of Graphic Engineering and Design	Klementina Možina
SK-0044	Applied Economics and Management	Dr. Andrej Udovč
		Marijana Pregarac
SK-0505	Rural tourism programs network	Dr. Ksenija Vodeb
SK-0606	URBAN INNOVATIONS NETWORK	Alma Zavodnik Lamovšek
SI-0111	GEOREGNET	Dr. Lučka Lorber
		Valentina Bertok
		Dr. Andrej Černe
SI-0113	ARHEOPED 2	Dr. Predrag Novakovič
		Dr. Alenka Tomaž
SI-0206	Applications of Rapid manufacturing in Biomechanical Fields	Dr. Igor Drstvenšek
		Dr. Tadej Strojnik
SI-0215	Admin, Economics and Organisational Sciences	Dr. Primož Pevcin
SI-0217	Intelligent Textile Products	Dr. Jelka Geršak
SI-0708	Chemistry and Chemical Engineering	Mladen Kraljič
SI-0711	TRANS - TRANSkultu- relle Kommunikation und TRANSLation	Vlasta Kucis
SI-0719	A.L.I.C.E.	Petra Bevek
		Dr. Raša Urbas

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