

INFORMATION PACKAGE FOR INCOMING STUDENTS

Welcome Erasmus+ students!

In this Information Package for Incoming Students you will find all relevant information about your host institution and the courses, the country of Slovenia, the city of Ljubljana and relevant administrative information for your stay in Slovenia.

We look forward to seeing you at GEA College!

Content

| | |
|---|---|
| 1. ABOUT GEA COLLEGE | 2 |
| 1.1 The International Bachelor Study of Entrepreneurship..... | 2 |
| 1.2 Course of Study | 3 |
| 1.3 Orientation day | 4 |
| 2. ABOUT THE COUNTRY | 4 |
| 2.1 Slovenia | 4 |
| 2.2 Ljubljana | 5 |
| 2.3 Student food/coupon system | 6 |
| 2.4 The residential permit and health insurance..... | 6 |
| 3. CONTACTS | 8 |

1. ABOUT GEA COLLEGE

What is entrepreneurship?

Entrepreneurship is the study of entrepreneurs and the process they undertake in starting and building a success business. In today's global business environment this process has become a key to the growth of modern economies and thus a necessary part of national development strategies. For individuals, entrepreneurship has become an excellent career path and opportunity for future wealth creation.

Who is an entrepreneur?

An entrepreneur is an individual who possess the skills to be an innovator, developer and performer. This individual recognizes a need, plans, brings resources together and implements their plan in an efficient and effective manner. Successful entrepreneurs realize that these required skills and not a "one time set"; their development is on-going and a never ending process. The value of an entrepreneurial education is also on-going and adds value to the business and the community that it establishes itself into.

GEA College - Faculty of Entrepreneurship

GEA College - Faculty of Entrepreneurship is the leading private business school in Slovenia with 20 years of experience in the provision of courses focused on entrepreneurship. The Institution provides high-quality, practically-oriented undergraduate and postgraduate courses. It utilizes modern teaching methods employed by the best and the most acknowledged universities and higher education institutions in Europe and the USA. Coursework and activities are designed to suit small study groups and promote both, individuality and interactivity. All programs have been accredited by the Ministry of Education of the Republic of Slovenia, thus the degrees are recognized internationally.

International cooperation and expansion is a leading strategy for future development. We are constantly seeking and establishing new partnerships.

Our Mission is to equip students and entrepreneurs with new knowledge, skills and competencies in the field of business, so that they can be one step ahead of their competitors and thus, pursue a successful career in the modern market economies.

1.1 The International Bachelor Study of Entrepreneurship

Choosing where and what to study isn't always easy and it mainly depends on your own wishes, goals, professional and personal ambitions. The program at GEA College - Faculty of Entrepreneurship will help you make your choice!

The main objective of the GEA program is to encourage individual business thinking and inspire business activities among young people. The intention of the program is to encourage young people to develop business opportunities and eventual open their own company. During the course of the program the students develop general skills in the field of entrepreneurship, economics, and management as well as specific skills for entrepreneurship: international cooperation, management, innovation, creativity, business growth, project management, marketing, and finance.

The students and professors come to GEA College from different countries, providing a truly multicultural atmosphere.

The International Study Program of Entrepreneurship serves as a springboard for young people who are aware of the necessity for international activity and the opportunities offered. Besides gaining knowledge, students also develop an international network of contacts with markets, companies and experts.

The study course is harmonized with the Bologna Declaration and is therefore comparable to similar programs in Europe. Our students are recognized worldwide for their education, knowledge, competence and business acumen.

Teaching Methods

At GEA College we like to speak of 'tailor-made education and training' for successful entrepreneurs. We focus mainly on extending abilities and skills of students, offering all the necessary general and specialized knowledge needed to succeed.

The study process consists of lectures and practical classes. Seminar papers and other written ways of solving problems, as well as team projects and presentations in the lecture room, are part of the study process. Following the model of American universities, our students get homework tasks at the lectures, which they do independently at home and then discuss them at practical classes. In most cases grades are based on several elements: active participation in lectures and practice sessions written seminar papers; team projects and presentations; and naturally, written and oral exams.

Grading system

Learning outcomes are graded with numerical grades from 1 to 10. Pass grades mark the successful completion of the exam and are as follows:

- 10 – excellent (exc 10)
- 9 – very good (vg 9)
- 8 – very good (vg 8)
- 7 – average (avg 7)
- 6 – satisfactory (sat 6)

Fail grades indicate unsuccessful completion of an examination and are as follows:

1-5 – unsatisfactory (un 1, 2, 3, 4, 5).

Grade 'un 1' indicates that the student cheated during the examination and is prohibited from re-taking the examination during the next six months (1st violation) or one year (2nd violation). In the event of a third violation the student is referred to a hearing before the Disciplinary Board.

Grade 'un 2' indicates that the student was not adequately prepared for the examination, and thus may not retake the examination during the next three months.

In case of withdrawal from the examination during the examination itself, the student's performance is graded with a fail grade.

Language

Proficiency in speaking, reading and writing English is essential, since the entire program is conducted in English (lectures, exams, and assignments.).

1.2 Course of Study

The whole course of study is prepared according to European Credit Transfer System (ECTS)

What is the ECTS?

The European Credit Transfer and Accumulation System is a student-centered system based on the student workload required to achieve the objectives of a programme, objectives preferably specified in terms of learning outcomes and competences to be acquired.

Erasmus+ incoming students can choose between offered subjects. You can see them on <http://gea-college.si/en/information-package-for-incoming-students/>

Extra curriculum activities

There are different events organized for students usually once a month. The visiting experts present their careers and their views on specific topics related to a more entrepreneurial and innovative environment. The events are the basis for knowledge exchange, experience and opinions among students and business representatives.

1.3 Orientation day

New students are invited to arrive on time in order to participate at the Orientation day. Additional support during the introductory period is also offered by GEA College fellow students who take care of the new arrivals. Their help consists of assisting with any logistic problem which may arise, helping with accommodation arrangements, purchasing food coupons and generally helping freshmen to familiarize themselves with the new environment.

2. ABOUT THE COUNTRY**2.1 Slovenia**

Is the only country in Europe that combines the Alps, the Mediterranean, the Pannonian Plain and the Karst. The changing landscape is constantly surprising, time and again. You can have one eye on the sea, then look in the other direction and be surrounded by high mountains. Heading up into the forests, you can see the green plains below you. From upland meadows your view stretches into river gorges. This proximity of opposites and contrasts is a hallmark of the country. It borders on Croatia to the south, Hungary to the east, Austria to the north and Italy to the west. There is a short coastline along which are situated some small towns such as Koper, Piran and Portorož.

For more information visit: <https://www.slovenia.info/en>

People and Religion

There are just over two million people living in Slovenia, 87 percent of who are ethnic Slovenians. The rest of the Slovene population consists of Hungarians, Italians and people from the former Yugoslavia, such as Bosnians, Croats, Serbs and Albanians. Around half of the population identify themselves as Roman Catholic. The other half of the population consists of mainly atheists as well as religions such as Muslim, Orthodox and Protestant.

Climate

The climate is temperate with four seasons, but the topography creates three distinct climates. While the northwest has an Alpine climate, most of eastern Slovenia has a Continental climate (hot to very hot summers and a cold winter) and the coastal area has a Mediterranean climate with warm summers and mild winters.

Language

The official language is Slovene, but most Slovenes can speak other languages as well. English and German are the most widely spoken foreign languages in Slovenia. Even though we recommend that the international students learn a few phrases in order to make their stay as comfortable as possible.

Some phrases you might find useful in everyday conversations in Slovenia can be found here:

<http://www.omniglot.com/language/phrases/slovenian.php>

2.2 Ljubljana

Ljubljana, the capital of Slovenia, is a dynamic Central European city lying at an altitude of 298 metres above sea level in a broad basin between the Alps and the Adriatic Sea. It covers a surface area of 275 square kilometres and has a population of 300.000 people. Its climate is continental with an average temperature of 2 °C in January and 27 °C in July.

Ljubljana is, indeed, a people-friendly city. Categorized as a medium-sized European city, it offers everything which a metropolis has to offer whilst at the same time preserving its small-town friendliness. Besides being the political and cultural heart of the Slovene nation, it is also an important European commercial, business, exhibition and congress centre as well as the transport, science and educational centre of Slovenia.

The first impression a visitor has of Ljubljana is that it is a city of the young. More than 50.000 students live in Ljubljana. There are numerous student activities related to sport, culture, education and social activities which take place in Ljubljana throughout the year.

Leisure activities in Ljubljana

Ljubljana offers several swimming pools, saunas, Jacuzzis, tennis courts, badminton and volleyball facilities as well as fitness and aerobics. You can also take up horse riding and golf lessons.

For more information visit: <https://www.ljubljana.si/en/>

Living expenses

This information on the cost of living in Ljubljana, Slovenia should be used as a guide (prices are per month). Of course, students may spend more or less than the estimated amounts, depending on their needs and lifestyle.

- **ACCOMODATION:** 170 EUR – 350 EUR
- **FOOD:** 250 EUR (subsidized meals: average 3 EUR/meal)
- **CITY TRANSPORT:** 20 EUR/month (Urbana bus card), up to 30 EUR for bicycle
- **TOTAL:** from 450 EUR/month

Accommodation

Students have to make a reservation in a private accommodation. In Ljubljana students usually share rooms (to keep expenses down) so you can expect to have a roommate. Prices vary according to the extent of comfort, the positioning and the size. It is harder to find suitable rooms at reasonable prices in September and October, so it is recommended that you rent a

room or apartment a few months in advance. Decent housing can be attained for approximately 200 EUR per month/person.

Some suggestions:

- **PRIVATE ROOM IN APARTMENT IN LJUBLJANA:** <http://www.realestate-slovenia.info/>
- **STUDENT HOUSE LJUBLJANA:** <http://www.studentskidom-lj.si/eng/> (150€-250€ + costs/month)
- **HOUSE ŠIŠKA:** contact: pisarna@mogenas.si; if you would like to get their flyer, please contact us at maja.peharc@gea-college.si and we will send it to your email (120€ – 180€ + costs/ month)
- **YOUTH HOSTEL TRESOR:** contact: tresor@youth-hostel.si (225€ - 350€ /month; costs are included)
- **HOSTEL 24 LJUBLJANA, STOŽICE:** <http://www.hostel24.si/#!blank/h0bs7> (270€ - 390€ EUR/month; costs are included)
- **FB group “Stanovanjce, stanovanjce kje si?”:** <https://www.facebook.com/groups/195726830526565/>
- **PLATFORM HOUSINGANYWHERE:** <https://housinganywhere.com/Ljubljana--Slovenia/gea-college/sign-up>

2.3 Student food/coupon system

The cheapest way to get a good meal is to use student subsidized meals in any of about hundred restaurants around Ljubljana. It's an easy and elegant way to get a good lunch twice the value of your money. Price for one meal is between 3€ and 5€. Each student can use as many subsidies as there are working days in a month (app. 20 per month). In order to be able to use these subsidies, you need to have a student card or your enrolment certificate, your ID/passport, your mobile phone (with Slovenian sim card) and/or you can buy a card, with which you use the system (additional fee applies).

Here's the link to the list of restaurants and other information about subsidized meals: <https://www.studentska-prehrana.si/en>

2.4 The residential permit and health insurance

EU CITIZENS

Residence permit

EU citizens may enter Slovenia with a valid personal ID or passport. All students must report their stay at the police station.

For the first 3 months you do not need a residence permit (except if living in a student dormitory) / after 3 months the permit is obligatory and can be obtained at: Administrative Unit Ljubljana

Department for Foreigners (Oddelek za tujce)
Tobačna ulica 5, 1000 Ljubljana

Phone: +386 306 32 61, +386 1 306 32 60

You will need to hand in the following

NON- EU CITIZENS

Residence permit

Students coming from a country whose citizens are required to obtain a visa in order to enter the Republic of Slovenia and you wish to enter the Republic of Slovenia for study purposes, you are required to obtain a visa C (tourist visa) or visa D (long term visa) at a diplomatic mission or consulate of the Republic of Slovenia abroad prior to entering the Republic of Slovenia.

Within the 90 day period or after the expiration of Visa D, you are obliged to apply for a first residence permit at the relevant

| | |
|--|--|
| <p>documents:</p> <ul style="list-style-type: none"> • a valid identity card or a passport, • enrolment certificate (sent by the International Office of GEA College), • health insurance covering all risks in the host member state, • proof of sufficient means for living, • a valid contract with your flat owner. <p>Health insurance</p> <p>Students from EU and European economic region countries should have the E 128 form, E 111 form or E-card. You should contact the authorized insurance agency where they are insured and ask for one of the abovementioned forms.</p> <p>If you have no health insurance in your home country, contact the insurance company that can cover your insurance in Slovenia:</p> <p>ASSISTANCE CORIS Ul. Bratov Babnik 10 1000 Ljubljana Phone: +386 1 519 20 20, Fax: +386 1 519 16 98 Website: Coris</p> <p>During a temporary stay in Slovenia, insured citizens will be able to claim medical services in public health institutions on the basis of the European health insurance card. Medical services may only be claimed on the primary level in health centres.</p> <p>In case of medical problems, it is best to go to students' health facility (Zdravstveni dom): Aškerčeva cesta 4, 1000 Ljubljana</p> | <p>administrative unit in Slovenia (in Ljubljana: Tobačna ulica 5, 1000 Ljubljana).</p> <p>With your application you have to enclose:</p> <ul style="list-style-type: none"> • A valid passport (the expiry date of which exceeds the intended period of stay in the Republic of Slovenia by at least three months); • Confirmation of enrolment at the higher education institution; • Health insurance covering urgent health care services in the Republic of Slovenia as a minimum requirement. This certificate should contain, in addition to stating that you have health insurance, a clear description of the scope of your rights and it should be already valid from the time of the application for the residence permit or at least two weeks before the departure; • Sufficient means of subsistence in a monthly amount at least equal to the basic minimal income in the Republic of Slovenia (290,00 EUR/per month); parent's statement; • A police clearance certificate of not older than three months from your country (if the country in question issues it), translated into Slovenian, and verified; • An authentic photograph of yourself (3,5 x 4,5 cm). <p>All certificates, confirmations or appendices must be translated into the Slovene language and the translation certified by a notary.</p> <p>The permit in a form of a card will be handed to you.</p> <p>In case your application is denied, you have the right to appeal.</p> <p>If you have a valid residence permit issued by another European state that is party to the Schengen Agreement, you may enter the Republic of Slovenia on the basis of this permit and a valid travel document and stay there for no longer than three months (90 days) in a</p> |
|--|--|

| | |
|--|---|
| | <p>six-month period, which includes the combined duration of your stay in all Schengen States except for the state which issued the visa, starting on the date of the first entry into one of Schengen States or until the expiry of visa validity if this is shorter. Within 90 days period, you are obliged to apply for first residence permit at the relevant administrative unit in Slovenia (in Ljubljana: Tobačna ulica 5, 1000 Ljubljana).</p> <p>Health insurance Please bring your insurance policy papers with you. If you have no health insurance in your home country, contact the insurance company that can cover your insurance in Slovenia:</p> <p>ASSISTANCE CORIS UI. Bratov Babnik 10 1000 Ljubljana Phone: +386 1 519 20 20, Fax: +386 1 519 16 98 Website: Coris</p> <p>In case of medical problems, it is best to go to students' health facility (Zdravstveni dom): Aškerčeva cesta 4, 1000 Ljubljana</p> |
|--|---|

Important telephone numbers:

Fire Brigade and First Aid: 112
Police Emergency: 113
Emergency Room: +386 1 522 84 08, Address: Bohoričeva 4

ERASMUS+ MOBILE APP! Use this app to guide you through the whole Erasmus+ mobility experience!



3. CONTACTS



International Office

ERASMUS Institutional Coordinator
Mrs. Anamarija Meglič

Telephone: +386 1 5881 327

Fax: +386 1 5688 213

E-mail: anamarija.meglic@gea-college.si

GEA College - Faculty of Entrepreneurship

Dunajska 156
1000 Ljubljana, Slovenia, EUROPE Telephone:
+386 1 5881 300

Fax: +386 1 5688 213

E-Mail: info@gea-college.si

Web: www.gea-college.si