



*Erasmus Spring generation 2024.*

# ERASMUS STUDENTS

## INFORMATION FOR INCOMING EXCHANGE STUDENTS

**Contact person:**  
Špela Pregl, Erasmus Coordinator  
[spela.pregl@vspv.si](mailto:spela.pregl@vspv.si)



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### **IMPORTANT DATES 2024/2025:**

**Student nomination deadline by sending institution: November 15<sup>th</sup>**

**Application deadline (fulfilled application sent to LSB): November 30<sup>th</sup>**

***Semester duration March 3<sup>rd</sup> to May 26<sup>th</sup> (PLANNED)***

### **STUDY PROCESS**

The semester typically starts at the beginning of March and concludes at the end of May. The schedule will be prepared in January according to the selected list of subjects by the side of applied Erasmus students.

Grades at LSB according to ECTS		Criteria in %	Grades according to ECTS	Description of knowledge
10	odlično	91%-100%	Excellent	Outstanding performance with only minor mistakes
9	prav dobro	81%-90%	Very good	Above-average standard but with some mistakes
8	prav dobro	71%-80%	Good	Average knowledge
7	dobro	61%-70%	Satisfactory	Good knowledge with some major mistakes
6	zadostno	51%-60%	Sufficient	Knowledge meets the minimum criteria
5-1	nezadostno	<51%	Fail	Knowledge does not meet the minimum criteria

*Grading system at Ljubljana School of Business (LSB).*

## VISA AND OTHER DOCUMENTS

Students need to acquire all required documents on their own, but we are happy to assist. Please keep in mind, that for longer stays (over 90 days), a visa might be required. Check ahead at the Embassy of Slovenia in your country. You can apply for a visa three months prior to departure, but no later than 15 calendar days before.

The application will most likely require you to present:

1. A valid passport (should not expire for at least a few months after returning home).
2. An appropriate formal photography
3. A proof of Means of Subsistence (proving financial sufficiency, in this case this is the Erasmus scholarship agreement)
4. A confirmation of being chosen for the mobility (provided by your or our school).
5. A confirmation of accommodation for the whole duration of the intended stay in Slovenia (provided by the accommodation you will book)

You can get some information here (choose your respective country of origin):

<https://www.gov.si/en/registries/countries/>

Citizens of European Economic Area (EEA) Member States may enter Slovenia with a valid identity card or a valid passport. Upon coming to Slovenia, you have to register a **temporary residence** with the local [Administrative Unit Offices](#).

## ACCOMMODATION – PLEASE START BOOKING THE MOMENT YOUR MOBILITY IS CONFIRMED

The Ljubljana School of business does not provide accommodation, since we do not have a campus. However, there are some student homes /dormitories available, also hostels or private rooms are a good option. Students can also find an apartment on [Airbnb](#) or here: [Student housing and accommodation for students Ljubljana, Slovenia | Erasmusu.com, Housing anywhere.](#)

Here are some recommendations (prices from spring 2023):

- DIJAŠKI DOM VIČ – student home Vič (**Really close to school, must book well in advance**)  
<http://dd-vic.si/>, write to [tina.rezar@ddvic.si](mailto:tina.rezar@ddvic.si)

Around EUR 230 per month per person in single room, around EUR 190 per month per person in double room.

- DIJAŠKI DOM POLJANE – student home Poljane ([In the city center](#))

<https://www.dijaskidom-poljane.si/358/hostel-in-trzenje-hostel-and-marketing.html>

write to [branka.langerholc@guest.arnes.si](mailto:branka.langerholc@guest.arnes.si)

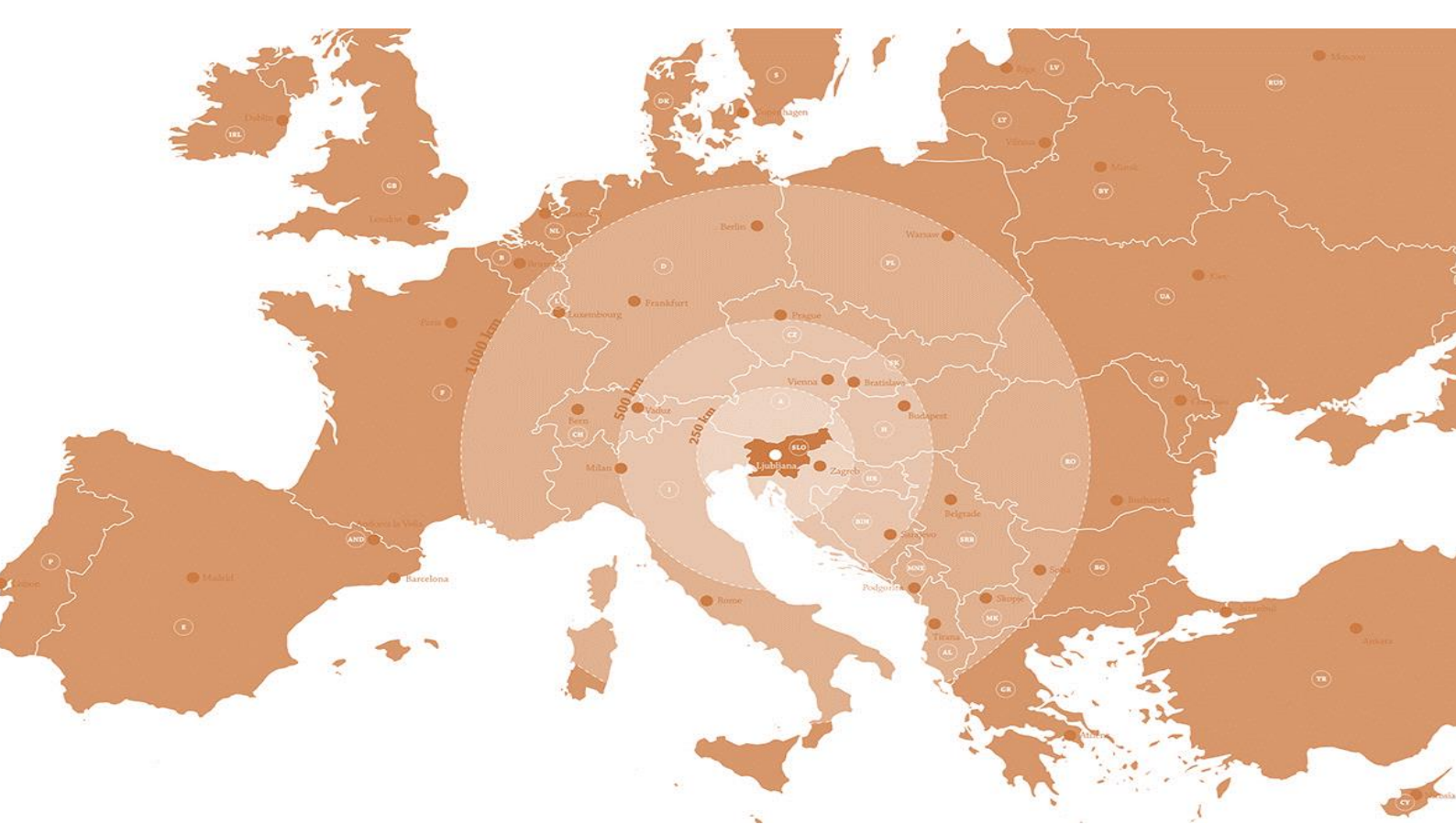
Around EUR 300 per month per person in single room, around EUR 250 per month per person in double room, around EUR 200 per month per person in triple room.

- SIMBOL HOSTEL

<http://simbol-hostel.ljubljana-hotel.com/en/> - approximately 400 EUR/month.

The location of our school is [here](#). You can take a virtual tour of our premises [here](#).





## TRAVELLING TO LJUBLJANA

How to reach Ljubljana? Click [HERE](#).

### By airplane

Plane ticket prices may vary significantly from one provider to another, and the service varies as well. Before booking, check the amount of luggage, included in the price. Usually, when purchasing a plane ticket, we also pay the risk of cancellation (especially in current times). Also, make sure the name you provide when booking a plane ticket is exactly the same as stated on your documents (passport or ID card).

Slovenia has one large commercial airport, [Ljubljana Airport](#) (LJU). It is located approximately 20km from Ljubljana. You can take a taxi from the airport to the city or book a [GOOPTI](#) transfer, which is cheaper, but you will most likely share the ride with other passengers. The closest airports to Ljubljana are Zagreb (Croatia), Vienna, Graz (Austria), Trieste or Venice (Italy) and Budapest (Hungary).

### By train

The main rain station is located directly in the center of Ljubljana. To check possible railway connections, choose *International transport* on the [Slovenian railways web page](#).

### By bus

The main rain station is located directly in the center of Ljubljana. To check possible railway connections, choose international transport on the [Ljubljana bus station web page](#).

## THE INSURANCE

The participants are responsible for insuring themselves and their luggage on the way. The arrangements of insurance should be taken care of prior to leaving for the mobility. Before coming to Slovenia make sure you have [appropriate health insurance coverage](#) (including for accidents and liability) and enough supply of any prescription medications that you need. If you have medical issues, you should contact the [Student Health Centre of the University of Ljubljana](#), which has a team of qualified professionals.

## GETTING AROUND IN LJUBLJANA

Transport around Ljubljana is easy with city transport:

- **Bus** [connections are pretty good](#), one fare is EUR 1.50, however, you cannot pay for city bus fares in cash. Those wishing to travel on [Ljubljana city buses](#), should purchase the [Urbana](#) public transport card, available from LPP ticket offices, tourist information centers and most of the newsstands and post offices. Erasmus students can buy a monthly subsidized Urbana, but you need to have your student status papers, which are provided by the Ljubljana School of Business in the first week of you mobility. The bus stop for bus No 6 and 6b in front of our school is called Glince (No 703082). The bus stop across the street (direction city center) is also called Glince (but No 703081). You can check the timetables [here](#).
- **Rent-a-bike** BicikeLJ is available for the sunny days. It operates 24/7 and offers more than 60 stations, from 300 to 500 meters apart, easily accessible, and ideal for overcoming short distances. More [here](#).
- **Taxi** service is widespread in Ljubljana, however, we do not have Über in Slovenia. Avoid getting a cab ad hoc, we suggest you call for it, it might be much cheaper. Always choose the car with an obvious Taxi sign. A few taxi services: [Taxi METRO](#) (provides a useful app), [Taxi CAMEO](#) (also provides an app), [Taxi LAGUNA](#).
- Since the city is quite small, you will probably be getting around **on foot** most of the time.



## SUBSIDIZED STUDENT MEALS

Student meals for Erasmus+ students are subsidized through meal vouchers. Each student receives around 22 vouchers monthly (depending on the number of working days in the respective month), the value of one voucher is 3,86 EUR. Some canteens offer a full meal in exchange for a voucher, however, most restaurants require extra payment up to approximately 4,30 EUR. For this price, usually a complete lunch is served (soup, main course, salad, dessert).

At least 4 hours must pass between using two vouchers. More info [here](#).

Many students cook their own meals. To get an idea of food prices in Slovenia, you can check two online grocery stores (only available in Slovene): [Mercator](#) and [SPAR](#), we also have [Hofer](#) (Aldi) and [Lidl](#), which are discounters, so prices can be lower. Food market with fresh local fruit and vegetables in the center and at some other locations around the city.

## STUDENT WORK OPPORTUNITIES

During your studying in Slovenia and with student status you may work via [student job centres](#) or, rather, a job referral note.

## BANKING IN SLOVENIA

Opening a [bank account](#) is possible at almost any bank in the Republic of Slovenia. It is safer to deposit your money in an account – carrying large amounts of cash is not recommended. Using a card is the most common way to pay in Slovenia. Most shops, hotels and restaurants accept Eurocard, VISA, MasterCard, Diners Club, American Express and other payment cards.

## TAX IDENTIFICATION NUMBER

You will need a [tax identification number](#) to open a bank account (to work via a student job centre, receive a scholarship from a Slovenian institution, etc.).

## MOBILE PHONES

There are four main phone carriers in Slovenia: Telekom, A1, Telemach, and T-2. Each carrier offers a wide variety of cell phones, and you can choose from different pre-pay plans. Please visit a local store or their website for more information. **You can purchase a prepaid phone card at a gas station in front of our school.**

## KEEPING SAFE

[Slovenia](#) is considered to be a relatively safe destination. According to data from the Global Peace Index, Slovenia is ranked among the 10 safest countries in the world. However, it is important that you [take precautions](#) in keeping yourself and your possessions safe.

## THINGS TO DO

Slovenia is a sustainable destination of unique experiences that we enjoy sharing with you. Take time to discover our beautiful green country, where the Alps meet the Mediterranean and the Pannonian Plain. Ljubljana is a very lovely and vibrant city to live in. It boasts numerous sights, picturesque districts and pleasant corners. → [10 of Ljubljana's Top Attractions](#)





## FINANCIAL SUPPORT **ONLY FOR NON-EU STUDENTS**

Erasmus+ students receive financial support as follows:

### SCHOLARSHIP:

EUR 800 per month (BIH, MNE, ALB), EUR 850 per month (UA, GA, ZAE, AZR, BHU).

Students are entitled to this scholarship on the basis of the agreement and do not need to provide any invoices in order to receive the grant.

### TRAVEL COSTS REFUND

Travel costs are limited to the following amounts (depending on the country):

Amounts in EUR	travel support	green travel support*
Bosna and Herzegovina	180	/
Montenegro	275	/
Albania	275	320
Ukraine	309	417
Azerbaijan, Georgia	395	535
Bhutan, United Arab Emirates	1188	/
Colombia, Malaysia	1735	/

\*green travel refers to carpooling, train bus, other sustainable means. Consult Erasmus+ coordinator at LSB for more info.

Travel costs include transport from home county (city) to the LSB (Ljubljana, Slovenia) and back. **For transport to mobility and return home, invoices for the purchase of tickets (plane, train, taxi, bus ...) need to be provided.** In the case of transport by car, the kilometers travelled are charged at a price of 0.43€/km, attach an invoice for any vignettes and toll payments.

Common costs, **NOT COVERED** by the Erasmus+ program:

- a) Accommodation during the exchange
- b) Food
- c) Local transport
- d) Insurance

### PAYMENT

The participant receives the first 80% of scholarship to their account prior to arrival – usually 2 weeks before the start of mobility. **Travel expenses are paid according to the invoice and attached documents (invoices, tickets, etc.) Please make sure you save the receipts for transport, highway tolls, insurance etc.** The last 20% and travel costs are transferred upon return home and submission of the final Erasmus+ questionnaire.

All funds are transferred to the participant's account and cannot be withdrawn from the LSB in cash. However, you can withdraw it from your bank account.

**ADDITIONAL INFO**

Špela Pregl, Erasmus Coordinator

[spela.pregl@vspv.si](mailto:spela.pregl@vspv.si)



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**THE NUMBER OF WAYS TO LIVE  
IN ONE LIFETIME IS LIMITLESS.  
SO WHY LIMIT YOURSELF?**

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