



Ljubljana Summer School
Take the Best from East and West

5 – 23 July 2021

University of Ljubljana

SEB SCHOOL OF
ECONOMICS
AND BUSINESS

**GUIDELINES FOR COURSE PROPOSALS
AND PROGRAMME INFORMATION**

Ljubljana Summer School (LSS) is a 3-week internationally renowned programme launched in year 2000, which is organized by and held at the School of Economics and Business, University of Ljubljana. In July 2019, we celebrated our 20th anniversary with alumni from the first generation and more than 400 participants from all over the world took part in 25 courses. In 2020, we were forced to restructure and take the programme online and it turned out to be a great new learning experience for everyone involved.

We continue to write our story by creating memorable learning experiences and connections, either at the “meeting point of East and West” or online and we invite you to be part of it!

PROGRAMME INFORMATION

No matter what the final format of the programme will be (face-to-face or online), all courses will take place in the same three week period from 5 – 23 July 2021. All provided timetables and daily slots are preliminary and subject to change (depending on the final number of offered courses).

FACE-TO-FACE DELIVERY:

Programme timetable:

- ✦ **Welcome session and introductory meeting for course leaders**
Monday, 5 July
- ✦ **Lectures by weeks**
Tuesday – Friday (6 – 9 July); assigned daily time slot
Monday – Thursday (12 – 15 July); assigned daily time slot
Monday – Tuesday (19 – 20 July); assigned daily time slot
- ✦ **Study day for participants (no lectures)**
Wednesday, 21 July
- ✦ **Final examination/Project presentations**
Thursday, 22 July
- ✦ **Official farewell in class (certificates of attendance for participants) & Official closing ceremony**
Friday, 23 July

Daily time slots:

- ✦ 9.30 – 12.00 or 10.00 – 12.30 or 14.00 – 16.30.

We organize an attractive social programme during the weekdays for participants and course leaders (networking events, cultural events, etc.) and these events are organized in the afternoon/evening.





Ljubljana Summer School *Take the Best from East and West*

5 – 23 July 2021

It is expected that the course leader is present in Ljubljana throughout the 3-week programme, unless the course is co-taught with a colleague and lectures are divided. It is not possible to deliver a course in a shorter period. **In total, each course involves 30-contact hours + additional individual & group work for students outside the classroom.**

The number of enrolled students per course ranges from 15 to 30. In case of higher interest from students, we will individually discuss the maximum number of enrolments with the course leader(s).

Daily time slot for each course is set by the programme organizer once the courses for the programme are selected. Each course is assigned only one time slot and it stays the same for all lecture days. Students can register for two different courses at the programme; therefore the daily schedule cannot be changed once set.

All course leaders will gain access to Canvas (a web-based learning management system used by educators and students to access and manage online course learning materials and communicate about skill development and learning achievement). Face-to-face lectures will be held in classrooms at the School of Economics and Business (the appropriate classroom type will be confirmed with each course leader).

Please note that participants pay the tuition fee which includes all course materials, therefore they will not bare any additional costs with buying books or online study cases. If you plan to use any study cases or software that we should pre-order, please let us know in advance.

All students who want to receive the Transcript of records (with ECTS) must pass the final examination (final grading scale provided in the course syllabus template). The grade composition is determined by each course leader in the course syllabus. The evaluation criteria need to be further explained to students at the first lecture. **Final grading and the final grade announcement is the sole responsibility of the course leaders. All final grades must be submitted to the programme organizer by 27 July the latest.**

ONLINE DELIVERY:

Online programme timetable:

- ☀ **Welcome session**
Monday, 5 July
- ☀ **Lectures by weeks**
Tuesday – Friday (6 – 9 July); assigned daily time slot
Monday – Thursday (12 – 15 July); assigned daily time slot
Monday – Tuesday (19 – 20 July); assigned daily time slot
- ☀ **Study day for participants (no lectures)**
Wednesday, 21 July
- ☀ **Final examination/Project presentations**
Thursday, 22 July
- ☀ **Meeting hours with students & farewell**
Friday, 23 July



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SEB SCHOOL OF
ECONOMICS
AND BUSINESS

Daily online time slots:

☀ 13.00 – 15.30 or 16.00 – 18.30.

Please note that we will organize a pre-meeting with all course leaders before the official start of the programme (*exact date to be confirmed*).

It is expected that the course leader is present throughout the 3-week programme, unless a course is co-taught with a colleague and lectures are divided. It is not possible to deliver a course in a shorter period. In total, each course involves 30-contact hours + additional individual & group work for students outside the lecture session.

All courses are delivered LIVE (not pre-recorded) to enable a more interactive experience for students. It is not mandatory to record sessions – the decision is left to the course leader.

The number of enrolled students per online course ranges from 10-20. In case of higher interest from students, we will individually discuss the maximum number of enrolments with the course leader(s).

Daily online time slot for each course is set by the programme organizer once the courses for the programme are selected. Each course is assigned only one time slot and it stays the same for all lecture days (different time zones will be taken into account). The daily schedule cannot be changed once set.

The tuition fee includes all course materials; therefore students will not bare any additional costs with buying books or online study cases. If you plan to use any study cases or software that we should pre-order, please let us know in advance.

All course leaders will gain access to **Canvas** (a web-based learning management system used by educators and students to access and manage online course learning materials and communicate about skill development and learning achievement).

Online classes can be delivered by using ZOOM, Microsoft Teams or any other preferred tools which are most suitable for the proposed course(s).

All students who want to receive the Transcript of records (with ECTS) must pass the final examination (final grading scale provided in the course syllabus template). The grade composition is determined by each course leader in the course syllabus. The evaluation criteria need to be further explained to students at the first lecture. **Final grading and the final grade announcement is the sole responsibility of the course leaders. All final grades must be submitted to the programme organizer by 27 July the latest.**



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STUDENTS ATTENDING THE PROGRAMME

The programme is open to undergraduate (Bachelor) and graduate (Master) students, as well as to recent graduates/young professionals who wish to gain skills in specific areas. We welcome students from University of Ljubljana and partner and non-partner institutions worldwide. We strive to keep the programme and the groups in classrooms international and culturally diverse.

A very detailed course syllabus is very important to them as the majority has to pre-approve the selected courses at their home institutions. Please note that Bachelor students in their final year might have to apply for a Master course (depending on the programme at their home institution).

A Certificate of Attendance is issued to all students who take full part in the programme. A Transcript of records is issued to students who complete all course obligations and take part in the final examination. Both certificates are prepared and issued by the programme organizer.

COURSE PROPOSALS AND SELECTION CRITERIA

COURSE PROPOSALS

If you have an idea for an interesting summer course and you want to teach in an international classroom by using interactive and innovative modes of teaching, you are welcome to send your application with up to 2 different course proposals. We welcome proposals for Bachelor courses (6 ECTS) and Master courses (7 ECTS). In the application form, you should specify if you are interested only in face-to-face delivery or only in online delivery. If you don't have a specific preference, you will be able to upload both templates.

Each lecturer is responsible for the course design and the content itself. All courses are taught in English. If you wish to deliver the course in cooperation with a colleague, you are responsible for the coordination within the course. Students expect the same level of teaching throughout the course, so the overall coordination between the co-lecturers is very important. Guest speakers are highly valued as well.

Supporting documents to be uploaded in the application form:

- ☀ Academic CV (in case of co-teaching, the Academic CV of the co-lecturer should be uploaded as well)
- ☀ Course syllabus(es) in the provided templates

Templates for course syllabuses:

[FACE-TO-FACE delivery template.doc](#)

[ONLINE delivery template.doc](#)





Ljubljana Summer School
Take the Best from East and West

5 – 23 July 2021

FACE-TO-FACE COURSE SYLLABUS should include:

- * Course title
- * Course level (Bachelor or Master)
- * Surname and name of the course leader(s)
- * Institution name and country of the course leader(s)
- * Course objectives and learning outcomes
- * Prerequisites for attending the course
- * Course syllabus/Daily topics
- * Teaching methods
- * Course materials/List of readings (texts, workbooks, case studies ...)
- * Examination methods and evaluation criteria (weighted categories)
- * Short course leaders('s) biography

ONLINE COURSE SYLLABUS should include:

- * Course title
- * Course level (Bachelor or Master)
- * Surname and name of the course leader(s)
- * Institution name and country of the course leader(s)
- * Course objectives and learning outcomes
- * Prerequisites for attending the course
- * Course syllabus/Daily topics
- * Online teaching methods and tools/software used:
- * Course materials/List of readings (texts, workbooks, case studies ...)
- * Online examination methods and evaluation criteria (weighted categories)
- * Short course leaders('s) biography

APPLICATION FORM AND SELECTION CRITERIA

The final course selection is influenced by several general factors, e.g.:

- *Is the course title and content attractive and interesting for potential participants?*
- *Does the course design include interactive and innovative modes of teaching?*
- *Is the course content consistent with the level of the course (Bachelor or Master)?*
- *Is the background and experience of the lecturer (and co-lecturer) of high-quality and does it match the content of the course?*

Specific factors for the final selection cannot be disclosed. The set of received course proposals varies every year; therefore it is difficult to predict the areas/topics that will be selected in the end. Each lecturer can offer up to 2 different courses, which might increase the chances of being selected.

The final deadline for submitting the [online application](#) is **11 November 2020 (23.59 CET)**.

The selection will be finalized by mid-December and we will inform you about the selection results by email.



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SEB SCHOOL OF
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AFTER SELECTION

During the application period (from mid-January to June) all selected courses will be offered and marketed within the 2021 Ljubljana Summer School programme. The programme organizer is responsible for the promotion of the programme as a whole and for reaching out to the target groups for all courses. We offer discounts for early bird applications and group discounts for some Ljubljana Summer School partner universities.

It is also highly recommended that the course leaders themselves promote their courses at their universities and through their own international networks.

As soon as the minimum number of enrolments per course (15 for face-to-face, 10 for online) is reached, we will send a final confirmation to you and to the applicants. If the number of applicants is below minimum by the end of April, the offered course might have to be cancelled. **It is of high importance to assign a substitute course leader in case of illness or other higher force.**

Only after we send a final confirmation that your course will be held, you can book your flights and we can start arranging accommodation (face-to-face delivery).

FINANCIAL MATTERS

ONLINE delivery

Payment for teaching: 3.000 EUR (*before tax*)

Means of payment:

- **Freelance contract*** (*it is necessary to acquire a Slovenian tax number beforehand; we send the forms required*).
- **Official invoice issued by a legal entity** (*no tax forms required*).

**Please note: Existing Double taxation avoidance (DTA) agreements with some countries state that higher education teachers and researchers who come to Slovenia may be entitled to a partial or full tax exemption. You should check the details of the individual tax treaty relevant to your situation. Handling tax matters is in the domain of each individual.*

FACE-TO-FACE delivery

Payment for teaching: 3.500 EUR (*before tax*)

Means of payment:

- **Freelance contract*** (*it is necessary to acquire a Slovenian tax number beforehand; we send the forms required*).
- **Official invoice issued by a legal entity** (*no tax forms required*).

**Please note: Existing Double taxation avoidance (DTA) agreements with some countries state that*





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Accommodation is organized and covered for all course leaders for the entire length of the programme (plus one day before the start and one day after the end if required). *We do not cover costs for family members/guest visitors, but we can book an appropriate room/apartment to accommodate everyone and the course leader can cover the difference.*

Lunch is organized and covered on weekdays from Monday to Friday (for course leaders only).

Ljubljana city public transport is covered for all course leaders (the bus pass is valid throughout the programme for unlimited use).

Daily trip for all course leaders and several organized social/cultural events are also covered (for course leaders only).

Transportation costs to and from Ljubljana are not covered. All additional expenses during the programme need to be covered by each individual as well.

Contact information

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*University of Ljubljana
School of Economics and Business*

Summer programmes in Ljubljana

