



# University of Nova Gorica

## Guide for International Students and Staff



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Guide for International Students and Staff

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# 1. About the University of Nova Gorica

The University of Nova Gorica (UNG) is a non-state, research-oriented and student-friendly university, which strives for the creation of new knowledge through harmonious cooperation of students and researchers, and for the transfer of knowledge to younger generations and into the business environments. Due to its strong international orientation, UNG cooperates with numerous institutions worldwide and encourages its teaching staff, researchers, experts and students to participate in numerous international research activities and projects.

UNG's qualities and its unique location in western Slovenia, along the Slovenian-Italian border, at the junction of the Slavic, Romance and Germanic cultures, have been drawing international students and staff to seek study or employment opportunities at our schools, research centres and laboratories.

UNG aims to provide high-quality education and engaging learning opportunities to students of all backgrounds. It has **seven schools** and offers **Bachelor's, Master's and doctoral study programmes** in the fields of natural sciences, technology, biotechnology, humanities, arts and management. Contemporary and ECTS-accredited study programmes, an extremely favourable teacher-student number ratio, personal approach to our students, modern teaching methods and excellent opportunities for becoming engaged in

various research projects help our students gain comprehensive and interdisciplinary knowledge in the chosen area of studies and develop and nurture their talents and skills in order to pursue successful professional and academic careers. Practical placements and student projects carried out in cooperation with businesses and aiming at finding solutions to actual problems enhances our students' competitiveness in the job market.

UNG has **five research centres** and **six research laboratories**. Researchers at UNG can benefit from a challenging and stimulating work environment and modern research equipment in our research units. They can join our renowned research teams and become engaged in research projects on an international scale.



Students of the School of Engineering and Management at the UNG Library Study Room  
Photo: UNG Archives

## 1.1 Contacts

### UNG schools

<b>School of Environmental Sciences</b> info.fzo@ung.si	<b>School of Humanities</b> info.fh@ung.si
<b>School of Engineering and Management</b> info.ptf@ung.si	<b>School of Arts</b> info.au@ung.si
<b>School for Viticulture and Enology</b> info.vsvv@ung.si	<b>School of Science</b> info.fn@ung.si
<b>Graduate School</b> info.fps@ung.si	

### UNG research centres and laboratories

<b>Centre for Atmospheric Research</b> info.cra@ung.si	<b>Laboratory for Environmental and Life Sciences</b> marina.artico@ung.si
<b>Centre for Systems and Information Technologies</b> info.csit@ung.si	<b>Laboratory for Astroparticle Physics</b> info.laod@ung.si
<b>Wine Research Centre</b> info.crv@ung.si	<b>Laboratory of Organic Matter Physics</b> info.lfos@ung.si
<b>Research Centre for Humanities</b> info.rch@ung.si	<b>Laboratory for Multiphase Processes</b> info.lvp@ung.si
<b>Center for Cognitive Science of Language</b> info.ckzj@ung.si	<b>Materials Research Laboratory</b> info.lrm@ung.si
	<b>Laboratory of Quantum Optics</b> info.lko@ung.si
<b>International Office</b> international.office@ung.si	<b>Student Office</b> studentska.pisarna@ung.si

Besides the **International Office** and the **Student Office**, the **Career Centre** of the University of Nova Gorica also offers help to international students and staff of the University of Nova Gorica. The Career Centre organises workshops and trainings on the topic of career orientation and development, offers information on formal and informal education, career planning (individual and group counselling), helps students and graduates search for jobs and establishes connections between UNG and employers. Moreover, it collects and disseminates information about vacancies, scholarships, summer schools, internships and practical work opportunities.

Contact:

#### **Career Centre**

karierni.center@ung.si

## 1.2 Getting to Nova Gorica, Slovenia

Slovenia is located in Central Europe, bordering Italy, Austria, Hungary and Croatia. It can be easily reached from all directions via various means of transport.

### Arriving by plane

The Slovenian main airport, the Jože Pučnik Airport of Ljubljana (<http://www.lju-airport.si>), offers many connections to various destinations abroad. However, the nearest international airport to Nova Gorica is the Trieste Airport, located in Italy, near the Slovenian-Italian border (<http://www.aeroporto.fvg.it/welcome/>). Two other airports in Italy – the Marco Polo Venice Airport (<http://www.veniceairport.it/en/>), and the Treviso Airport (<http://www.trevisoairport.it>) might also be useful.

### Arriving by car

Nova Gorica can easily be reached from all directions by motorway, as it is located along the H4 high-speed road/motorway leading from Ljubljana to Italy – Udine and further to Venice. A vignette is obligatory to be able to use Slovenian motorways. Vignettes can be bought in certain larger shops and at petrol stations. There are 24-hour service stations and petrol stations along the motorways approximately every 30 km. They are also common in cities and in smaller towns.

### Arriving by coach or train

There are frequent coach connections between the capital, Ljubljana, and Nova Gorica. For the timetable, refer to the website of the main coach operator: <http://www.ap-ljubljana.si/en/>. Moreover, the Eurolines international coach operator (<http://www.eurolines.com/en/>) offers various international connections with stopovers in Slovenia.

For train connections to/from Nova Gorica, check the national operator's website <http://www.slozeleznice.si/en/>. Since the main train station of the town of Gorizia (Italy) is located only about 2 km away from Nova Gorica, it is also worth checking connections to Gorizia on the website of the main Italian railway operator (<http://www.trenitalia.com>). If travelling from Germany, Austria and other Central European countries, also check the international connections offered by the German railway operator (<https://www.bahn.com/en/view/index.shtml>).

### Car pooling options

Car pooling has become increasingly popular among Slovenian students and one of the most useful carpooling websites is [www.prevoz.org](http://www.prevoz.org) (so far it is only offered in the Slovenian language). Through this website you might find some cheap travel opportunities within Slovenia and also to certain destinations abroad.

### Public city transport in Nova Gorica

The town of Nova Gorica and its suburbs are connected by a network of free public city buses.

### 1.3 How to reach our campuses

UNG comprises three campuses, all of them being located in the Goriška region. The Nova Gorica Campus, where also the university's head offices are situated, is located in Rožna Dolina, a pleasant suburban area of the town of Nova Gorica, whereas the Ajdovščina Campus and the Vipava Campus are located in the Vipava Valley, which stretches east of Nova Gorica. All three campuses can be easily reached, also by public transport.

#### **Nova Gorica Campus**

Address:

University of Nova Gorica

Vipavska cesta 13, Rožna Dolina

SI-5000 Nova Gorica



Photo: UNG Archives

#### **Ajdovščina University Centre/Campus**

Address:

University of Nova Gorica - University Centre

Ajdovščina

Vipavska cesta 11 c

SI-5270 Ajdovščina



Photo: UNG Archives

#### **Vipava Campus**

Address:

University of Nova Gorica

Lanthieri Mansion, Glavni trg 8

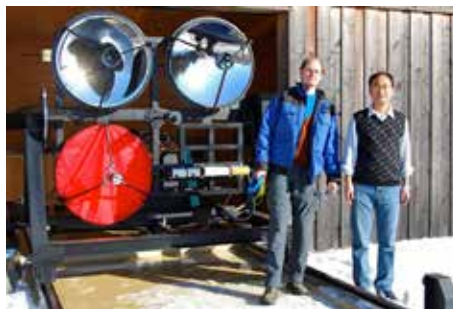
SI-5271 Vipava



Photo: UNG Archives

UNG also rents premises in Venice (in the Santa Elena Monastery) for the purpose of running the international doctoral study programme *Economics and Techniques for the Conservation of the Architectural and Environmental Heritage*, which is the result of a joint effort with the Università IUAV di Venezia. Certain other teaching and research activities of our doctoral programmes are also partly conducted at other locations at partner research institutions: on the premises of the Karst Research Institute in Postojna, at the International Centre for Genetic Engineering and Biotechnology (ICGEB) in Trieste (Italy) etc.

The Otlica observatory with a LIDAR system for long-distance remote atmospheric monitoring and research, located on the Trnovska planota plateau above Ajdovščina, also forms part of the Ajdovščina Campus.



Atmospheric Observatory at Otlica  
Photo: UNG Archives

## 2. Academic calendar

**Winter semester** lasts from October to January.

**Summer semester** lasts from February to May.  
Christmas and New Year's holidays last from December 25 until January 1.

### Examination periods:

Winter examination period:	February
Summer examination period :	June
Autumn examination period:	August, September



## 3. Accommodation

Students can be accommodated in different student residence halls. They can also rent a private flat or room in various locations. The prices for renting a private flat or room depend mainly on its location.

### **Student residence hall Erjavčeva, Nova Gorica**

This student residence hall is located in a mainly residential part of Nova Gorica, but still close to the town centre, only a 10-minute walk away from the main building of the University of Nova Gorica and the close proximity of the main railway station. The residence hall features modern double rooms, free wi-fi access, kitchens, dining and common rooms and other facilities.

Address: Erjavčeva ulica 36, Nova Gorica  
<http://www.sz-zip.si/podrocja-delovanja/samski-domovi-in-bivalnice/st-dom-ng>  
Info: [info@sz-zip.si](mailto:info@sz-zip.si)

### **Student residence hall Presta, Nova Gorica**

This residence hall is located very close to the town centre, within the walking distance (15 minutes) from the main university building. It offers apartment-like sets of two rooms sharing a common bathroom. The residence features modern rooms, free wi-fi access, cooking facilities, a common room etc. The residence hall is especially suitable for all students who would like to stay in a nice and quiet residence and at the same time enjoy student life.

Address: Marušičeva 1, Nova Gorica  
<http://www.nastanitveni-dom.si>  
Info: [info@prestagorica.si](mailto:info@prestagorica.si)

### **Dijaški dom Nova Gorica**

The residence is located in a calm part of Nova Gorica, a few minutes' walk from the main building of the University of Nova Gorica. It offers modernly equipped rooms to secondary-school and university students.

Address: Streliška pot 7, Nova Gorica  
<http://www.ddng.si>  
Info: [info@ddng.si](mailto:info@ddng.si)

### **Šolski center Nova Gorica – Dijaški dom**

Another new and pleasant residence for secondary-school and university students, located in Šempeter pri Gorici, also within the walking distance from the main building of the University of Nova Gorica.

Address: Ulica padlih borcev 26, Šempeter pri Gorici  
<http://dijaski.scng.si/predstavitev-nastanitev/>  
Info: [jasna.drascsek@scng.si](mailto:jasna.drascsek@scng.si) or [nina.grgic@scng.si](mailto:nina.grgic@scng.si)

### **Dijaški dom Ajdovščina**

The residence is located in Ajdovščina, in the heart of the Vipava valley, surrounded by beautiful nature. The residence is primarily occupied by high-school students but also offers beds to university students.

Address: Cesta 5. maja 12, Ajdovščina  
<http://www.ddajdovscina.si>  
Info: [dd.ajdovscina@gmail.com](mailto:dd.ajdovscina@gmail.com)

### **Dijaški dom Vipava**

A residence for high-school students, which also offers a few beds to university students. It is located in Vipava, a few minutes' walk away from the Lanthieri Mansion, which houses certain UNG facilities.

Address: Gabrijanova 19, Vipava

<http://www.sgv.si>

Info: [sgv\\_dd@iol.net](mailto:sgv_dd@iol.net)

Members of staff can also take advantage of the above-listed accommodation facilities, rent a private room or flat, or stay in a hotel. They are kindly advised to contact UNG prior to their arrival, as the relevant offices may offer help in accommodation booking.



## 4. Health insurance and medical care

Foreign **EU/EEA students and staff** should possess a valid European Health Insurance Card. **Students and staff from non-EU countries** should obtain a health insurance certificate from the body responsible for health affairs in their home countries. This certificate should contain information demonstrating that they have health insurance and a clear description of the scope of their rights.

Foreigners have to obtain appropriate valid health insurance coverage including sickness and accident **prior to their arrival** to Slovenia.

The level of health care services in Slovenia corresponds to the European standards. Every foreign visitor has the right to emergency medical care.

Main medical facilities/health care units in the Nova Gorica area, Ajdovščina and Vipava:

### **Primary health care centre/Zdravstveni dom Nova Gorica**

Rejčeva ulica 4  
5000 Nova Gorica  
+386 5 3383200  
<http://www.zd-go.si/>

### **General hospital “Dr. Franc Derganc” Nova Gorica**

Ulica padlih borcev 13A  
5290 Šempeter pri Gorici  
+386 5 3301000  
<http://www.bolnistica-go.si/>  
24h emergency medical help calls: +386 5 3301117

### **Primary health care centre/Zdravstveni dom Ajdovščina**

Tovarniška cesta 3  
5270 Ajdovščina  
+386 5 3693000  
<http://www.zd-ajdovscina.si/>

### **Primary health care centre Vipava/ Zdravstvena postaja Vipava**

Beblerjeva ulica 5  
5271 Vipava  
+386 5 3655110

**General national medical emergency  
call number: 112**



Students of 2012 Erasmus Intensive Language Course during the excursion to Trieste, Italy  
Photo: UNG Archives

# 5. Facts about Slovenia and the Goriška region

## 5.1 Basic facts about Slovenia

Slovenia is a country in Central Europe, a member of the European union, with the population of approximately 2 million people and an area of 20,273 square kilometers. It lies between the Alps and the Adriatic Sea, bordering Austria on the north, Hungary on the north-east, Croatia on the south-east and Italy on the west. The country is known for its natural beauties and diverse landscape, ranging from high snow-capped mountains and ski resorts, to the charming Mediterranean coastal towns and sea resorts, mysterious underground caves, vast areas of unspoilt nature, dense forests, rolling hills covered in vineyards and lowlands dotted with picturesque villages.

**Time zone:** CET (GMT + 1)

**Climate:** Slovenia's climate ranges from sub-Mediterranean in the south-west, to continental climate in most of the rest of the country, and Alpine in the Alpine areas. In the Goriška region, where Nova Gorica, Ajdovščina and Vipava are situated, the climate is sub-Mediterranean with hot summers and mild winters. However, the Vipava Valley, especially the town of Ajdovščina is known for the Bora (Slovene: Burja) wind, which is extremely strong and, particularly in winter, gives the impression of greater cold.



**Official languages:** Slovenian (also called Slovene), whereas in areas with a recognised Italian/Hungarian minority the official language besides Slovenian is also Italian/Hungarian.

**Currency:** Euro

## 5.2 The Goriška region

The University of Nova Gorica is located in the Goriška region, in western Slovenia, bordering Italy. In most of the region, the climate is sub-Mediterranean, while in the north, there are the mountains, the Alps and thus the climate is (sub-) Alpine. The region is known for its beautiful nature, especially the famous Soča Valley with its emerald river, Soča. The unspoilt forests of the Trnovska planota plateau also attract many nature lovers, while the hilly Brda area and the Vipava Valley, two famous winegrowing areas, boast with their excellent wines, fruit and vegetables production, and charming traditional towns and villages. The region has a rich history and marked the history



Brda, located in the north-west of Nova Gorica, is a famous winegrowing area.  
Photo: TIC Brda Archives



The Roman remains in the town of Ajdovščina  
Photo: Gregor Humar

especially in World War I, as this is where the Soča/Isonzo Front took place.

### **Nova Gorica**

Nova Gorica is the largest town in the Goriška region and the region's main economic, cultural and administrative centre. It is situated along the Slovenian-Italian border, forming a common urban area with the adjacent Italian town of Gorizia. Nova Gorica is a young and lively town with interesting history. Nowadays it attracts students, the young population in general, and numerous tourists, who find this vibrant young town a perfect destination and a starting point for trips into the Soča valley, to the Alps, or to Italy.

### **Ajdovščina**

Ajdovščina is a small town in the heart of the Vipava Valley. It was founded about 2,000 years ago

by the Romans, and the Roman remains are still present – the most remarkable are the preserved Roman fortresses. The town is surrounded by the hills of the Trnovska planota plateau on the north and a low hilly area on the south. This part of the Vipava Valley is known for wine- and fruit-growing.

### **Vipava**

Vipava is a picturesque small town in the Vipava Valley, dominated by the interesting ruins of the castle sitting on the hill above the town and surrounded by vineyards and fields. The town is the local viticultural and enological centre. Moreover, it is also known for its attractive Mediterranean architecture. The highlight is definitely the Lanthieri Mansion, located on the town's main square. The Lanthieri Mansion houses certain facilities of the University of Nova Gorica.

The Vipava Valley  
Photo: Gregor Humar



# 6. Practical information for foreigners travelling to Slovenia

## Shops

Shops are open continuously, on weekdays usually from 7:00 or 8:00 am to 7:00 pm, and on Saturdays from 7:00 or 8:00 am to midday. Larger shopping centres are usually open from 8:00 or 9:00 am to 8:00 or 9:00 pm, and on Sundays and most public holidays until 1:00 or 3:00 pm.

Slovenia's official currency is Euro and most of the shops accept credit cards.

## Telephoning

International access code: 00

International country code: 386

The national landline telephone provider is Telekom Slovenije. More information on their services is available at <http://www.telekom.si/en>.

Mobile phone providers have contracts with the major European and global providers.

Some mobile phone providers:

Telekom Slovenije: <http://www.telekom.si/en>

Si.mobil: [www.simobil.si](http://www.simobil.si), [www.bob.si](http://www.bob.si)

Tušmobil [www.tusmobil.si](http://www.tusmobil.si)

T-2: [www.t-2.net](http://www.t-2.net)

Telemach: <http://telemach.si/>

## Important telephone numbers:

**112 – urgent medical help, fire brigade, veterinary help, rescue teams**

**113 – Police emergencies**

**1987 – roadside assistance and towing (AMZS)**

## Banks

At banks, you can exchange money and traveller's cheques, open a bank account, transfer cash and perform various types of non-cash banking transactions. The opening times of banks vary, but larger banks are usually open from 8:00 am to 17:00 pm on weekdays, some of them also on Saturday mornings.

## Post offices

Post offices are usually situated in city/town centres. You can send letters, express mail and telegrams via post across Slovenia or abroad. You can also perform financial transactions at post offices.

More information on services and post offices and their opening times is available at <http://www.posta.si/>.

## Student meals for international students

During your stay at UNG as an international student, you will be entitled to buy meals at extremely reduced prices, since the Slovene government subsidises (co-finances) student meals. Normally, you can get the whole daily menu offer. Other dishes can be ordered too, but extra charges may apply for that, so ask in advance. A student meal

system enables the students to pay at reduced prices at special terminals at cash desks in many restaurants across Slovenia. To activate your personal account in this system, which works all over Slovenia, you have to own a mobile phone with a SIM card of one of the Slovene national operators or you have to buy a special chip card.

The list of the restaurants offering student meals is available at: <http://www.studentska-prehrana.si>.

You can only activate your account at the Students Organisation Klub goriških študentov (KGŠ). If you wish to register into the system at the KGŠ Students' Organisation office you have to show a personal document and a certificate proving that you are an exchange student at the University of Nova Gorica. This certificate will be given to you by the UNG Student Office and it will contain your student identification number.

Klub goriških študentov  
Trg Edvarda Kardelja 1  
5000 Nova Gorica, Slovenia  
<http://www.kgs.si>

Please remember that you cannot have subsidised meals in any restaurant or bar.  
For more information please refer to the the KGŠ Students' Organisation office.

## **Sports and recreation**

UNG does not own any sports facilities, but there are various public and private facilities in Nova Gorica, Ajdovščina and Vipava.

## **Going out – restaurants, pubs, clubs, etc.**

In Nova Gorica, as well as in Ajdovščina and Vipava, most of the restaurants and pubs are located on or around the main town squares. However, in the near vicinity of Nova Gorica you will find pleasant restaurants, such as Žogica or Primula in Solkan. In Ajdovščina, there is a nice traditional inn with good food at the source of the Hubelj river. In Vipava you will find nice restaurants in the little alleys of the old town. Another option is the Vipavski hram restaurant, located on the premises of the local winery. The so-called »tourist farms« in the villages around Nova Gorica, Ajdovščina and Vipava are also known for culinary delights and excellent wines. The adjacent town of Gorizia in Italy also offers some good pubs, clubs and restaurants. There are also many open-air festivals and concerts in the Goriška region and it is best to consult the local Tourist Board for the updated information on the upcoming events.



International students of UNG  
presenting their home countries  
Photo: Dejan Šuc



International student of UNG  
holding a presentation on her  
experience of studying and living  
in Nova Gorica  
Photo: Dejan Šuc

### Other useful links

Tourist Board Nova Gorica: <http://www.novagorica-turizem.com/eng/>

Tourist Information Centre Ajdovščina: <http://www.tic-ajdovscina.si/?lng=eng>

Tourist Information Centre Vipava: <http://www.izvirna-vipavska.si/sl>

Vipava Valley official web portal: <http://www.vipavskadolina.si/en/>

Useful information for foreigners in Slovenia: <http://www.infotujci.si/index.php>



# 7. Information for international students

The sections below contain useful information and guidelines for students studying at the University of Nova Gorica.

For further information concerning the international mobility, please consult the International Office: **international.office@ung.si**

For further information concerning the enrolment, admission criteria for full-time students and accommodation issues, please contact the Student Office: **studentska.pisarna@ung.si**

## 7.1 Admission procedure for regularly enrolled international students

The candidates should submit their applications for enrolment and the proof of recognition of education through the electronic form via the eVS online portal. The attachments should be sent to the Student Office by e-mail or regular post.

Obligatory attachments:

- The original or copy (duplicate) of the certificate or diploma, which must be legalized on the basis of:
  - the 1961 Hague Convention (at the court with territorial jurisdiction where the certificate or diploma has been issued); with properly filled in Apostille form affixed or
  - the Authentication of Documents in International Traffic Act.

- A certified Slovene or English translation of the certificate or diploma referred to in the first indent;
- Annual report cards, transcripts, a diploma supplement or some other evidence on the contents and duration of education (in Slovene or English);
- CV (including short chronological description of the applicant's entire educational process, prepared by the applicant)
- Letter of intent

The candidates are expected to provide all the documentation by the deadline (please check the deadlines on the University's website or ask the Student Office).

In case the number of candidates exceeds the enrolment student quota, the candidates will be selected based on their GPA from their previous studies.



Students of 2012 Erasmus Intensive Language Course on a hiking tour to the Trnovska planota plateau  
Photo: UNG Archives

### 7.1.1 English language requirements for international students

International students whose first language is not English need to have a good command of their written and spoken English language skills. The following are acceptable English language qualifications for study\* at the University of Nova Gorica:

- Cambridge First Certificate In English (FCE, grade A);
- Cambridge Certificate in Advanced English (CAE);
- Cambridge Proficiency in English (CPE);
- IELTS certificate (overall score of 7.0);
- TOEFL (paper-based): overall score of 600;
- TOEFL (internet-based): overall score of 110;
- International Baccalaureate (IB English Language B at higher level – grade 5 or IB English Language B at standard level – grade 7);
- European Baccalaureate (score of 70% in English);

The general minimum level of English language skills required is B2 (in accordance with CEFR).

### 7.2 Admission procedure for exchange students

Students who wish to come to the University of Nova Gorica for the purpose of study/practical placement should first submit their mobility application forms to the International Office of the University of Nova Gorica. The application form can be

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\* *The students who wish to study at the School of Arts of the University of Nova Gorica must prove their English language skills at the School's entrance examination.*

found on the International Office's website. Alternatively, the students can contact the International Office to send them the form.

Upon receiving the students' Mobility Application Form, the International Office checks the forms to ensure that they are eligible and complete before passing them to the appropriate Departmental Coordinator/Dean of School/Head of Laboratory for formal approval. If a student is accepted, he/she receives a formal acceptance note. If a student's application lacks all the required documents or if any other problem concerning the application arises, the student is contacted directly by the International Office. For this reason all applicants are kindly asked to make sure that they write legibly on the forms.

### 7.3 Entering Slovenia and visa information for international students

Foreigners are required to register temporary residence at an administrative unit within three days of settling or being served a temporary residence permit.

The registration of a temporary residence is valid for no longer than one year. The registration of a temporary residence must be renewed before the expiry of the registration (source: <http://www.infotujci.si/>).

**EU citizens** do not need a permit (visa) to enter the Republic of Slovenia; they can enter with a valid identity card or a valid passport regardless of their purpose of stay. EU citizens staying in Slovenia for a period shorter than three months do not have to register their place of residence, they only

need to register at the respective police station within three days of crossing the state border.

If they wish to stay in Slovenia for a period longer than three months, they must register their place of residence at their local administrative unit prior to the expiry of the three-month permitted residence period. Alternatively, they may apply for a certificate on the registration of their residence immediately after their entry into Slovenia.

**Foreign citizens from non-EU member states** coming to the Republic of Slovenia for study, specialisation, professional or practical training purposes will be issued visas or temporary residence permits.

### 7.3.1 Short-stay visas

When applying for a short-stay visa, the applicant's supporting documents must, in accordance with the provisions of the Article 14 of the Visa Code, provide evidence of the following:

- the purpose of the intended journey;
- proof of accommodation, or proof of sufficient funds to cover the applicant's accommodation;
- a proof that the applicant possesses sufficient funds both for the duration of the intended stay and for the return to his/her country of origin or residence, or for transit to a third country to which they are certain to be admitted, or a proof that they are in a position to acquire such means lawfully, in accordance with Article 5(1)(c) and (3) of the Schengen Borders Code;
- information enabling an assessment of the applicant's intention to leave the territory of the EU Member States before the expiry of the visa applied for.

The supporting documents under Article 14 of the Visa Code submitted by the applicant when applying for a visa may include:



## **a) Documentation relating to the purpose of the journey**

### **For business trips:**

- an invitation from a company or an authority to attend meetings, conferences or events connected with trade, industry or work
- other documents which show the existence of trade relations or relations for work purposes
- entry tickets for fairs and congresses, if appropriate
- documents proving the business activities of the company
- documents proving the applicant's employment status in the company

### **For journeys undertaken for the purposes of study or other types of training:**

- a certificate of enrolment at an educational establishment for the purposes of attending vocational or theoretical courses in the framework of basic and further training
- student cards or certificates of the courses to be attended

### **For journeys undertaken for the purposes of tourism or for private reasons:**

- documents relating to accommodation
  - an invitation from the host if the applicant is staying with one
  - a document from the establishment providing accommodation or any other appropriate document indicating the accommodation envisaged
- documents relating to itinerary
  - confirmation of the booking of an organised

trip or any other appropriate document indicating the envisaged travel plans

- in the case of transit: visa or other entry permit for the third country of destination; tickets for onward journey

### **For journeys undertaken for political, scientific, cultural, sports or religious events or other reasons:**

- invitation, enrolments or programmes stating (wherever possible) the name of the host organisation and the length of stay or any other appropriate document indicating the purpose of the journey

## **b) Documentation allowing for the assessment of the applicant's intention to leave the territory of the EU-member states prior to the expiry of the visa:**

- return ticket or a reservation
- proof of financial means in the country of residence
- proof of employment; bank statements
- proof of real estate property
- proof of integration into the country of residence: family ties; professional status

## **c) Documentation on the applicant's family situation**

- consent of parental authority or legal guardianship (when a minor is not travelling with them)
- proof of family ties with the host/inviting person

As a rule, the visa application should contain originals and copies of the documentation.

### 7.3.2 Long-stay visas

#### **a) Documentation to be submitted by the family members of an EU citizen or Slovenian national who enter the country for the purposes of family reunification:**

- marriage certificate (extract from the Register of births, deaths and marriages of the Republic of Slovenia) or extra-marital union certificate (statement of the partners stating they have lived together for at least 2 years, authenticated by a notary or the competent body abroad, signed by at least 2 witnesses or including documentation proving extra-marital union in accordance with the local legislation)
- original and its authenticated translation of certificate of no criminal record;
- certificate of sufficient funds to support themselves (under Article 33 of the Aliens Act, ZTuj-2), except in cases when the third-country national exercises the right of free movement as stipulated by Directive 2004/38/ES (unification of third-country national's family with an EU citizen residing in Slovenia)
- travel health insurance

#### **b) Documentation to be submitted by the participants in courses, studies or other forms of education/training for a period ranging from 3 months to 1 year at most (e.g. language courses, summer schools, etc.):**

- certificate of enrolment, certificate attesting the

payment of fees where appropriate, or certificate attesting sufficient funds, and travel health insurance

#### **c) Documentation to be submitted by foreign students and employees in higher education, because of Slovenia's interest in the area of higher education and science demonstrated by the relevant ministry:**

- written opinion of the Ministry of Education, Science and Sport (issued on the basis of the Rules of the relevant ministry which is responsible for the drafting of the Rules) and entry into the electronic record (in preparation)
- scholarship of the Republic of Slovenia or certificate of sufficient funds
- original and its authenticated translation of certificate of no criminal record (due to the acquisition of a residence permit at an administrative unit)
- travel health insurance

As a rule, the visa application should contain originals and copies of the documentation.

**Before submitting the visa application documentation, please contact the respective embassy, as the provisions might change over time.**

More info: [http://www.mzz.gov.si/en/travel\\_and\\_visa\\_information/](http://www.mzz.gov.si/en/travel_and_visa_information/)

### 7.3.3. Temporary residence permit

If you wish to enter and stay in the Republic of Slovenia for **purposes other than those permitted on the basis of your visa**, you are required to be in possession of a **residence permit** issued in the Republic of Slovenia, which must be obtained before entry into the Republic of Slovenia.

**A first permit for temporary residence** in the Republic of Slovenia may only be issued as a temporary residence permit. The application for the granting of the first temporary residence permit must be submitted at a diplomatic mission or consulate of the Republic of Slovenia abroad, which shall then refer it to a competent administrative unit in the Republic of Slovenia for consideration. In the event that all the conditions are fulfilled, the administrative unit shall issue a permit and send it to a diplomatic mission or consulate of the Republic of Slovenia abroad, where it shall then be served to you. The first temporary residence permit must be obtained prior to entry into the Republic of Slovenia, apart from the exceptions stipulated by law.

The first temporary residence permit may be issued after entry into Slovenia under certain conditions stipulated by law to the following foreigners:

- professional athletes, sports trainers or private sports operators;
- persons who intend to serve in Slovenia as clergymen or members of religious institutes in a registered religious community;
- persons who will perform charitable and humanitarian activities for an established humanitarian

- organisation or registered religious community;
- reporters for foreign media or foreign correspondents accredited in Slovenia;
- persons who prove the existence of an interest of the Republic of Slovenia in the field of the economy, education, science or culture by submitting an opinion issued by the competent ministry;
- researchers, college/university teachers or college/university associates with the residence permit obtained for researcher, college/university teacher or college/university associates;
- foreign students;
- long-term residents in another EU member state and their family members;
- victims of trafficking in human beings;
- victims of illegal employment;
- holders of the EU Blue Card and their family members who are in possession of a residence permit issued in another EU member state;
- long-term residents in another EU member state and their family members.

In the event that you are unable to obtain the first temporary residence permit prior to your entry into the Republic of Slovenia owing to unpredictable circumstances, the permit can be served to you by the administrative unit issuing the permit, while you are obliged to provide evidence that you legally reside in the Republic of Slovenia, that your application for the issue of the first temporary residence permit was submitted prior to your entry into the Republic of Slovenia, that you have been fingerprinted at a diplomatic mission or consulate of the Republic of Slovenia prior to entering the Republic of Slovenia and that, after entry into the Republic of Slovenia, you have informed the administrative unit com-

petent for issuing the permit of your entry into the country, the address and duration of the planned stay and the reasons preventing you from obtaining the first temporary residence permit prior to entry into the Republic of Slovenia. All the above stated conditions for exceptions in the serving of the first temporary residence permit at an administrative unit after your entry into the Republic of Slovenia must be fulfilled together.

Aside from basic conditions:

- a valid passport (the expiry date of which exceeds the intended period of stay in the Republic of Slovenia by at least three months);
- health insurance covering urgent health care services in the Republic of Slovenia as a minimum requirement;
- sufficient means of subsistence in a monthly amount at least equal to the basic minimal income in the Republic of Slovenia;
- 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, and you are also required to submit two of your fingerprints at a diplomatic mission or consulate of the Republic of Slovenia abroad for their digital capture,
- you are also required to fulfil **other conditions** for the issue of the first temporary residence permit, all of which **depend on the purpose of your stay** in the Republic of Slovenia. You are obliged to prove that you have met one of the permitted reasons or purposes of your stay in the Republic of Slovenia and that you are re-

quired to fulfil the conditions stipulated by law regarding the issue of residence permits.

### **Extension of a temporary residence permit**

Under the same conditions as for the issue of the first temporary residence permit, another person may apply for an extension to a permit in your stead (e.g. an employer, research organisation, higher education institution, or a representative of one of the contracting parties). A temporary residence permit may be extended under the same conditions that apply for its issue; therefore, you are required to attach evidence that the conditions have been met, in the same way as when obtaining the first temporary residence permit. If you wish to extend your temporary residence permit, you may submit the application for an extension to an administrative unit before its expiry.

### **Subsequent residence permit**

This type of permit should be applied for if you, for example, stay in the Republic of Slovenia on the basis of a temporary residence permit for the purpose of studying and wish to extend your stay after the expiry of this permit for the purpose of employment. You are required to submit this application at an administrative unit before the expiry of a temporary residence permit. The conditions, the procedure and the manner of issue are the same as for an extension to a temporary residence permit.

More info:

[http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/residence\\_permit\\_for\\_the\\_third\\_country\\_national/temporary\\_residence\\_permit/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/residence_permit_for_the_third_country_national/temporary_residence_permit/)

## 7.4 Student job opportunities

Students can look for student jobs through a very well-developed network of student job agencies. Temporary student jobs do not require contracts or have other implications regular employment forms have but are managed through the so-called “študentska napotnica” (“student job order”), issued by student job agencies (in Slovenian, the latter are called “študentski servis” or “mladinski servis”).

To be able to undertake a student job, international students/pupils must possess the status of a student or pupil at a Slovenian higher education institution or high school in the current academic year, obtain a Slovenian tax number at an Administrative Unit in Slovenia, and open a Slovenian bank account (usually the banks do not charge anything to students to open and manage bank accounts in Slovenia).

## 7.5 Grading system used by universities in Slovenia

To assess the students' knowledge and achievements, the universities in Slovenia use a six-level grading scale from 1 to 10. The passing grades are from 6 to 10, while the failing grades range from 1 to 5.

### Grading scale:

- 10 excellent (best possible grade)
- 9 very good
- 8 very good
- 7 good
- 6 sufficient (lowest passing grade)
- 5 or lower (failing grades)



Slavica Schuster, international full-time student of the Graduate School of the University of Nova Gorica and professional handball player

Photo: Primož Breclj

Seminars are graded on pass/fail basis. Final work (diploma, master diploma or doctoral dissertation) are assessed by one of the two following decisions: “successful” or “not successful”.

The study programmes are evaluated with **ECTS** (European Credit Transfer System) credit points. This allows the students to enter other comparable ECTS-accredited study programmes across Europe during or after completing their studies at a study programme in Slovenia. The University of Nova Gorica strongly encourages the participation of students in mobility/exchange programmes.

The students accumulate 60 ECTS each academic year and in order to proceed to the next year of study, they must obtain a certain number of credit points. To successfully complete the studies, the students are required to have successfully completed all the required exams, the research/project work and/or practical placement required by the study programme, and to successfully defend the final thesis.



## 7.6 Information for students – athletes

The University of Nova Gorica offers **special schemes of studies for athletes**, which are tailored to their needs and helps the athletes manage both their sports careers and studies.

We are **the first university in Slovenia to offer the status of athlete** to all athletes who are registered as competitors, take part in competitions and achieve notable sports results. Acquiring the status of an athlete as defined by the National Olympic Committee is not a prerequisite for obtaining the status of athlete at our university.

Studying in small groups, an excellent professor – student ratio and opportunities for distance learning enable us flexibility in terms of offering athletes favourable conditions of studies and tailoring the studies to the athletes' needs.

Studies are **tailored to the specific needs** of individual students – athletes and their coaches. The modifications to a certain extent depend on the selected study programme (for instance, the amount of mandatory practical classes). Certain students–athletes might be exempt from attending lectures, allowed to choose groups for practice sessions, and might adapt exam dates, deadlines for seminar papers or reports, while others might be allowed to be absent for a longer period of time during the academic year.

Rok Bratina, graduate of the School of Humanities of the University of Nova Gorica, mountain runner  
Photo: Uroš Švigelj, [www.tekac.si](http://www.tekac.si)

The mild climate of the Goriška region offers **favourable conditions for training** in winter as well, if compared to other parts of Slovenia, when training in winter months may be difficult. The excellent location of the town of Nova Gorica, near the hills and, on the other hand, the Adriatic coast, and the town's quality sports infrastructure offer many opportunities for practising various sports activities.

The University of Nova Gorica also **cooperates with local sports clubs and organisations** on a long-term basis and thus helps promote sports and increase the general public's awareness of the importance of education for athletes.

### Further information:

Ms Veronika Piccinini

E-mail: [veronika.piccinini@ung.si](mailto:veronika.piccinini@ung.si)



# 8. Information for international staff

In the following section, you can find basic information for international staff coming to the University of Nova Gorica. For further information, please consult the International Office (international.office@ung.si).

## 8.1 Entering Slovenia and visa information for international staff

Foreigners are required to register temporary residence at an administrative unit within three days of settling or being served a temporary residence permit.

The registration of a temporary residence is valid for no longer than one year. The registration of a temporary residence must be renewed before the expiry of the registration (source: <http://www.infotujci.si/>).

International staff members are also kindly requested to inform the International Office of the University of Nova Gorica about their arrival date in advance.

## 8.2 Visa information

**EU citizens** do not need a permit (visa) to enter the Republic of Slovenia; they can enter with a valid identity card or a valid passport regardless of their purpose of stay. Citizens staying in Slovenia for a period shorter than three months do not have to register their place of residence, they only need to register at the local police station within three days of crossing the state border.

If they wish to stay in Slovenia longer than three months, they must register their place of residence at their local administrative unit prior to the expiry of the three-month permitted residence period. Alternatively, they may apply for a certificate on the registration of their residence immediately after their entry into Slovenia.

**Foreign citizens not from non-EU member states** coming to the Republic of Slovenia for study, specialisation, professional or practical training purposes will be issued visas or temporary residence permits.

### 8.2.1 Short-stay visas

Supporting documents under Article 14 of the Visa Code should provide evidence of the following:

- the purpose of the intended journey;
- proof of accommodation, or proof of sufficient funds to cover the applicant's accommodation;
- that the applicant possesses sufficient funds both for the duration of the intended stay and

for the return to his/her country of origin or residence, or for transit to a third country to which they are certain to be admitted, or that they are in a position to acquire such means lawfully, in accordance with Article 5(1)(c) and (3) of the Schengen Borders Code;

- information enabling an assessment of the applicant's intention to leave the territory of the EU Member States before the expiry of the visa applied for.

Supporting documents under Article 14 of the Visa Code submitted by the applicant when applying for a visa may include:

#### **a) Documentation relating to the purpose of the journey**

##### **For business trips:**

- an invitation from a company or an authority to attend meetings, conferences or events connected with trade, industry or work
- other documents which show the existence of trade relations or relations for work purposes
- entry tickets for fairs and congresses, if appropriate
- documents proving the business activities of the company
- documents proving the applicant's employment status in the company

##### **For journeys undertaken for the purposes of study or other types of training:**

- a certificate of enrolment at an educational establishment for the purposes of attending vocational or theoretical courses in the framework of basic and further training
- student cards or certificates of the courses to be attended



Gorica Grbović, Ceepus Freemover from Serbia, during her research work at the Laboratory for Environmental Research  
Photo: UNG Archives

### **For journeys undertaken for the purposes of tourism or for private reasons:**

- documents relating to accommodation:
  - an invitation from the host if the applicant is staying with one
  - a document from the establishment providing accommodation or any other appropriate document indicating the accommodation envisaged
- documents relating to itinerary:
  - confirmation of the booking of an organised trip or any other appropriate document indicating the envisaged travel plans
  - in case of transit: visa or other entry permit for the third country of destination; tickets for onward journey

### **For journeys undertaken for political, scientific, cultural, sports or religious events or other reasons:**

- invitation, enrolments or programmes stating (wherever possible) the name of the host organisation and the length of stay or any other appropriate document indicating the purpose of the journey;

### **b) Documentation allowing for the assessment of the applicant's intention to leave the territory of the EU member states prior to the expiry of the visa:**

- return ticket or a reservation
- proof of financial means in the country of residence

- proof of employment; bank statements
- proof of real estate property
- proof of integration into the country of residence: family ties; professional status

### **c) Documentation on the applicant's family situation:**

- consent of parental authority or legal guardianship (when a minor is not travelling with them)
- proof of family ties with the host/inviting person

As a rule, the visa application should contain originals and copies of the documentation.

## **8.2.2 Long-stay visas**

### **a) Documentation to be submitted by the family members of an EU citizen or Slovenian national who enter the country for the purposes of family reunification:**

- marriage certificate (extract from the Register of births, deaths and marriages of the Republic of Slovenia) or extra-marital union certificate (statement of the partners stating they have lived together for at least 2 years, authenticated by a notary or the competent body abroad, signed by at least 2 witnesses or including documentation proving extra-marital union in accordance with the local legislation);
- original and its authenticated translation of certificate of no criminal record;

- certificate of sufficient funds to support themselves (under Article 33 of the Aliens Act, ZTuj-2), except in cases when the third-country national exercises the right of free movement as stipulated by Directive 2004/38/ES (unification of third-country national's family with an EU citizen residing in Slovenia);
- travel health insurance.

**b) Documentation to be submitted by the participants in courses, studies or other forms of education/training for a period ranging from 3 months to 1 year at most (e.g. language courses, summer schools, etc.):**

- certificate of enrolment, certificate attesting the payment of fees where appropriate, or certificate attesting sufficient funds, and travel health insurance.



International students of UNG taking part in the event promoting mobility, organised by the UNG International Office  
Photo: Dejan Šuc

**c) Documentation to be submitted by foreign students and employees in higher education, because of Slovenia's interest in the area of higher education and science demonstrated by the relevant ministry:**

- written opinion of the ministry of higher education and science (issued on the basis of the Rules of the relevant ministry which is responsible for the drafting of the Rules) and entry into the electronic record (in preparation)
- scholarship of the Republic of Slovenia or certificate of sufficient funds
- original and its authenticated translation of certificate of no criminal record (due to the acquisition of a residence permit at an administrative unit)
- travel health insurance

As a rule, the visa application should contain originals and copies of the documentation.

**Before submitting the visa application documentation, please contact the respective embassy.**

More information:

[http://www.mzz.gov.si/en/travel\\_and\\_visa\\_information/](http://www.mzz.gov.si/en/travel_and_visa_information/)

# 9. International Assessments and Rankings of the University of Nova Gorica

Despite its short tradition (celebrating its 20th anniversary in 2015) and a relatively small size, the University of Nova Gorica excels on an international scale. According to the results of the international **Round University Ranking system (RUR)**, performing evaluations and rankings of leading world universities, the University of Nova Gorica in 2016 was ranked in the excellent 203th place and thus joined the elite group of world's most renowned universities. In the area of the quality of teaching, the University of Nova Gorica was ranked in an even higher, excellent 87th place, also due to the extremely favourable student-professor ratio. RUR measures the performance of the leading world universities on an annual basis by universities' overall results achieved across four key missions: teaching, research, international diversity and financial sustainability.

The University's excellence has also been recognised in the **U-Multirank 2015 and 2016** comparative world university rankings as well as in the **"European Commission's report on the Scientific Output and Collaboration of European Universities in the period from 2007 to 2011"**, stating that according to the criteria of scientific excellence and the scientific impact of its publications, The University of Nova Gorica is ranked among five best universities in Europe, including the University of Oxford, the University of Cambridge, the École Polytechnique Fédérale de Lausanne (EPFL) and the ETH Zürich.

Such university rankings represent a valuable source of information for prospective students deciding at which university to study, since the quality of studies and study programmes ensuring high employment prospects are of key importance.

**"The team found a small, young, active and enthusiastic university, with happy and satisfied students with a substantial amount of high quality research."**

European University Association (EUA)' Institutional Evaluation Programme 2015 - Evaluation Committee's statement about the University of Nova Gorica



The graphic illustration of UNG's profile on the U-Multirank 2016 global ranking chart.

Source: [www.umultirank.org](http://www.umultirank.org)

*Dear student/staff member,*

*We hope that this booklet has provided you with all the necessary information concerning studying or working at our university. Should you have any further questions, please do not hesitate to contact us, we will do our best to assist you.*

*We wish you a pleasant stay at the University of Nova Gorica.*

*International Office and Student Office Teams*



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