



Ljubljana Summer School
Take the Best from East and West
6 – 24 July 2020

University of Ljubljana

SEB SCHOOL OF
ECONOMICS
AND BUSINESS

CALL FOR COURSE PROPOSALS

Information guide

About

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. We continue to write our story by creating memorable learning experiences and connections at the meeting point of East and West.

Programme

The programme consists of a set of individual courses that take place during the same 3-week period in July. Each course is developed by the course leader (proposer) and taught in English.

Official programme (*presence required*):

- ☀ **Welcome ceremony and introductory meeting for lecturers**
Monday, 6 July
- ☀ **Lectures by weeks**
Tuesday – Friday (7 – 10 July); 3 hours per day
Monday – Thursday (13 – 16 July); 3 hours per day
Monday – Tuesday (20 – 21 July); 3 hours per day
- ☀ **Study day for participants (no lectures)**
Wednesday, 22 July
- ☀ **All final examination/Project presentations**
Thursday, 23 July
- ☀ **Official farewell in class (certificates of attendance for participants) & Official closing ceremony**
Friday, 24 July

We organize an attractive social programme during the weekdays for participants and academics (networking events, cultural events, etc.).

It is expected that academics are present throughout the whole programme, unless a course is co-taught with a colleague and the lectures are divided. Please note that it is not possible to deliver a course in a shorter period. During the lecture days, all courses are delivered between 9:00 and 16:00 (3 different time slots) in order to provide time for extra-curricular and social activities in the afternoon/evening). Daily course schedule is set up by the LSS organizers





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and each course is held in the same time slot every lecturing day (either in the morning or in the afternoon). Each lecture is held for 3 lecturing hours, including a 10-minute break.

Participants

The programme is open to undergraduate (Bachelor) and graduate (Master) students. We welcome participants 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 documents (certificates) are prepared and issued by the Ljubljana Summer School organizers. The Certificates of attendance are handed to students by course leaders in class on the last day (Friday).

COURSE PROPOSALS AND SELECTION PROCESS

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 3 different course proposals. We welcome proposals for Bachelor courses (6 ECTS) and Master courses (7 ECTS).

Each lecturer is responsible for the course design and the content itself. 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.

Each course proposal (syllabus) should include the following information:

- Course title
- Type of course (Bachelor: 6 ECTS or Master: 7 ECTS)
- Course objectives, goals and learning outcomes
- Course description (daily topics, teaching methods)
- Course materials (texts, workbooks, case studies, equipment, software, readings, ...)
- Prerequisites for attending the course
- Evaluation criteria and grading (weighted categories)
- Specific lecture room requirements (if any)





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Please keep in mind that case studies used within the course should not focus on examples from only one (your own or any other) country, as participants should gain a more global perspective. If you want to connect with a local company for a site visit, to work on a real business case or to invite a company representative to your lecture, we will do our best to help you with the organization.

Please note that participants pay the tuition fee which includes all course materials, therefore they will not bear any additional costs with buying books or online study cases. If you plan to use any cases or software that should be pre-ordered and paid, please specify it in the course syllabus.

A selection out of all received course proposals has to be done. The final 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 3 different courses, which might increase the chances of being selected.**

The final deadline for submitting the [online application](#) is **11 November 2019**.

The supporting documents requested are:

- *Academic CV (in case of co-teaching, the Academic CV of the co-lecturer should be uploaded as well)*
- *Course syllabus(es) in Word document*

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

AFTER SELECTION

During the application period (from mid-January to June) all selected courses will be offered and marketed within the LSS 2020 programme. A minimum of 15 applicants is required for a course to take place. As soon as the minimum is reached, we will send a final confirmation to you and the applicants. If the number of applicants is below minimum by the early-bird deadline (6 May 2020), the offered course might have to be cancelled. The maximum





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number of participants per course is not pre-defined; in case many participants want to register for one course, this is discussed individually with the course leader.

Only after we send you a final confirmation that the course will be held, you can book your flights and we can start arranging accommodation. **It is of high importance to assign a substitute for teaching the course in case of illness or other higher force.**

The Ljubljana Summer School organizers will be responsible for the promotion of the programme as a whole and for reaching out to the target groups for all courses. The promotion is done online through the Ljubljana Summer School website, partner universities and networks, different portals etc. We offer discounts for early bird applications and group discounts for some Ljubljana Summer School partner universities. It is also highly recommended that academics promote their own courses at their universities and through their own international networks.

Financial matters

Payment for teaching:

- Bachelor course (6 ECTS): 3.500 EUR before tax
- Master course (7 ECTS): 4.000 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.*

Accommodation and lunch:

- Accommodation is organized and covered from 6 to 24 July (*for academics only*).
- Lunch is organized and covered on weekdays from 6 to 24 July (*for academics only*).

Transportation costs are not covered.

The organized social/cultural events are also covered (*for academics only*).

All additional expenses during the programme need to be covered by each individual.





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Contact information

Ms Adrijana Lazić

Summer programmes coordinator

summer.school@ef.uni-lj.si

*University of Ljubljana
School of Economics and Business
International Relations Office
Kardeljeva ploscad 17
1000 Ljubljana, Slovenia*

Summer programmes in Ljubljana



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