Words of welcome from the Dean of the Faculty of Management Koper

I am pleased to welcome you on behalf of the Faculty of Management Koper!

This brochure is for you – foreign students willing to study in Slovenia, but still hesitating about the faculty which will best meet your needs and expectations.

This brochure will provide you with some useful information about the Faculty of Management (FM) and courses offered in English for the Spring Semester 2005/2006, undergraduate and postgraduate study programmes as well as the FM Summer School. Admission procedures are explained, together with accommodation possibilities. The brochure also provides a useful insight into student life at the faculty and in Koper.

Courses given in English are explained in detail in the brochure. During the Spring Semester 2005/2006, twelve courses from our undergraduate Management programme will be taught in English. I am confident that they will meet the demands of foreign students, as they are up-to-date and taught by internationally recognised professors. In addition, incoming students can also take business language courses.

Students with a good command of Slovenian will have the opportunity to attend lectures in the Slovenian language. By attending courses given to Slovenian students studying at various study programmes, they will have the opportunity to further diversify the range of available subjects.

I hope that this will encourage you to look through the brochure and make your study decisions easier.

We are looking forward to seeing you at our faculty.

Koper, April 22, 2005

Prof. Dr. Egon Žižmond
Dean of the Faculty of Management
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The University of Primorska is the youngest university in Slovenia, established in 2003. It is located in Koper, in the Slovenian Littoral, which boasts a healthy economy and flourishing multicultural community. More than 5300 students are studying at the university in the academic year 2004/2005. 387 professors and researchers, as well as 115 administrative staff members are currently employed at the university.

The following institutions are members of the University of Primorska:
- Faculty of Management Koper
- Faculty of Education Koper
- Faculty of Humanities Koper
- College of Health Care Izola
- Turistica – College of Tourism Portorož
- Science and Research Centre of Koper
- Primorska Institute of Natural Science and Technology Koper
- Students Dormitory
Teachers and students
The Faculty of Management (FM) employs 79 teaching faculty, research faculty members and faculty assistants, and 32 administrative staff members. In the academic year 2004/2005, 1885 students were enrolled in the undergraduate study programme and 596 students in the postgraduate study programmes.

Study programmes
The faculty offers undergraduate and postgraduate study programmes in the field of management, both for profit and non-profit organizations:

- undergraduate professional higher education study programme Management
- undergraduate university study programme Management
- postgraduate specialist study programme Management in Education
- postgraduate specialist study programme Management in the European Environment
- postgraduate master study programme Management
- postgraduate doctoral study programme Management

In the academic year 2004/2005, undergraduate study programmes of FM have been redesigned in accordance with the Bologna Declaration and will be implemented for the first time in the academic year 2005/2006.

Research
FM has developed research activities and projects carried out through the following institutes and centres: Economic Institute, Institute of Informatics, Institute of Law, Institute of Management in Education, Institute of Behavioural Studies, Research Methodology Centre, Quality and Evaluation Centre, Centre for Excellence in Teaching and Learning, E-learning Centre, and Centre for Advising Students on their Academic and Professional Development. FM is currently involved in different national and international research programmes and projects.

Consulting
Management consulting activities encompass research and development projects and corporate consulting in the fields of economics and business, management, and law on behalf of companies and other organisations.

Annual international scientific conferences
FM organises conferences on an annual basis, thus providing the foundations for the exchange of knowledge and experience between domestic and numerous foreign professionals. The 6th international conference entitled Managing the Process of Globalisation in New and Upcoming EU Members will be held on November 24–26, 2005 in Portorož, Slovenia.

Training courses and seminars
FM offers training courses and seminars for individuals and companies who are looking for additional expertise in various fields. We provide training courses, seminars, workshops, especially in the fields of
economics and business, management, law, personal professional development and performance, foreign languages for business purposes, computer skills, international business correspondence, human resource management, educational reform in accordance with the Bologna Declaration, and also tailor-made courses for groups by agreement.

**International co-operation**

FM co-operates with higher education and other educational and research institutions on the regional and national level as well as internationally. We have established international co-operation with different faculties from Austria, Bulgaria, Denmark, France, Germany, Hungary, Italy, Norway, Poland, Turkey, Sweden, Switzerland, and the U.K. Detailed information about our partners can be found on our web page (www.fm-kp.si).

FM has acquired experience in international projects such as Phare-CBC, Phare MOCCA, Tempus, Interreg, Socrates/Erasmus, Leonardo da Vinci, and EU Framework Programme 5th and 6th.

**Library**

FM has a library which is open to all students and staff, as well as other visitors. It is well supplied with management and business books in Slovenian and other languages, as well as with periodicals in various areas, while students also have access to different databases through the Internet. The library provides specialised literature and periodicals, mostly in Slovenian and English, inter-library lending, Internet access, etc.

**International Relations Office**

International Relations Office gives support to incoming and outgoing students within the framework of the Socrates/Erasmus international student exchange programme and other frameworks. Students willing to study at FM will get information on procedures and application deadlines, as well as necessary administrative tasks regarding visas and other information related to studying and living in Slovenia. International student enrolment and other formalities are carried out through the International Relations Office.

**Academic year**

The academic year consists of two semesters, the Autumn and the Spring Semester. The Autumn Semester lasts from October 2005 until mid-February 2006 and the Spring Semester from mid-February 2006 until the end of June 2006. The examination period for the Spring Semester lasts from June 1 to June 30.

Students should therefore plan to be at FM for at least five months, from February until the end of June for the Spring Semester.

**The credit system**

Study achievements at FM are measured according to the European Credit Transfer System. The credits for a particular course stand in relation to the total amount of work in an academic year.

Students’ learning achievements at FM are graded according to the following system:
# Teaching methods

Teaching is carried out in different forms, such as lectures, seminars, group work and independent study all supported by information and communications technology and e-learning environment. The teaching and learning process is based on proactive methods and stimulates the students to critically evaluate the knowledge acquired.

Lectures for exchange students, offered in English, are carried out in smaller groups (15 students) and the students are encouraged to actively participate during the lectures. If courses are chosen by less than 10 students, teaching is carried out in the form of individual consultations.

# Fee

Socrates/Erasmus and CEEPUS students are exempt from fee payment. Students who are not studying within the Socrates/Erasmus and CEEPUS programme, need to pay a fee of approximately EUR 200 per course, except in cases when an agreement has been signed between the two institutions.

# Tutorship

To foster your integration into the new society and culture, a student – tutor will wait for you at the time of your arrival to Koper. The tutor will help you find your way around Koper within the first couple of weeks, help you integrate in the faculty life and local community and do his/her best to make your stay pleasant.

# Student Association

The FM Student Association (called ŠTORM) (www.drustvo-storm.si) keeps students well informed on various issues related to students. It actively participates within the local community and co-operates with other faculties. ŠTORM’s vision is to insure a varied and high-quality programme of social activities in which the majority of students would willingly participate.

ŠTORM is in charge of students’ social life, as it organises sports activities (basketball, volleyball, aerobics, table tennis, etc.) and events (dance courses, film evenings, travelogues, fresher’s parties, the academic ball, etc.).

The Erasmus Student Network (ESN) is a group of students at the University of Primorska. It is part of the ESN International and helps incoming students in their integration. You can contact them by e-mail on: esn@soup.si.

<table>
<thead>
<tr>
<th>Slovenian grade</th>
<th>ECTS grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 (excellent)</td>
<td>A</td>
<td>Outstanding performance with only minor errors</td>
</tr>
<tr>
<td>9 (very good)</td>
<td>B</td>
<td>Above the average standard but with some errors</td>
</tr>
<tr>
<td>8 (good)</td>
<td>C</td>
<td>Generally sound work with a number of notable errors</td>
</tr>
<tr>
<td>7 (satisfactory)</td>
<td>D</td>
<td>Fair, but significant shortcomings</td>
</tr>
<tr>
<td>6 (sufficient)</td>
<td>E</td>
<td>Performance meets the minimum criteria</td>
</tr>
<tr>
<td>1–5 fail</td>
<td>F, FX</td>
<td>Some more work required before the credit can be awarded</td>
</tr>
</tbody>
</table>
Courses offered in English in the Spring Semester 2005/2006

For international students, who come to our faculty within the Socrates/Erasmus programme or other forms of international exchange undergraduate programme, courses in English are provided in the Spring Semester 2005/2006. Foreign students with a good command of Slovenian attend lectures together with Slovenian students. Business language courses are also available for incoming students. FM reserves the right to alter courses offered in English. An updated offer will be available online after October 1, 2005.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Courses</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-012</td>
<td>Structuring the Modern Organization</td>
<td>6</td>
</tr>
<tr>
<td>02-016</td>
<td>Entrepreneurship</td>
<td>6</td>
</tr>
<tr>
<td>02-026</td>
<td>Quality Management</td>
<td>6</td>
</tr>
<tr>
<td>02-028</td>
<td>Organisation Culture and Business Ethics</td>
<td>6</td>
</tr>
<tr>
<td>02-034</td>
<td>European Business</td>
<td>6</td>
</tr>
<tr>
<td>02-041</td>
<td>Corporate Renewal Management</td>
<td>6</td>
</tr>
<tr>
<td>02-042</td>
<td>Management Decision Making</td>
<td>6</td>
</tr>
<tr>
<td>02-043</td>
<td>Economics Analysis and Politics</td>
<td>6</td>
</tr>
<tr>
<td>02-044</td>
<td>Regional and Structural Economics</td>
<td>6</td>
</tr>
<tr>
<td>02-046</td>
<td>Labour and Social Security Law</td>
<td>6</td>
</tr>
<tr>
<td>02-063</td>
<td>e-Business</td>
<td>6</td>
</tr>
<tr>
<td>03-024</td>
<td>International Economics</td>
<td>6</td>
</tr>
</tbody>
</table>

Structuring the Modern Organization

Course code: 02-012, 6 ECTS

The objective of the course is to give students an in-depth understanding of internal structures of modern organizations in inter-organizational networks, supported by information and communications technology. The course starts with a critical analysis of the traditional organization theory and explains its legacy in contemporary organizations. Students will also learn that information and communications technology is dramatically changing the way organizations are structured and the way they operate. At the end of the course students will be also familiar with new organizational paradigms, such as Internet and other virtual organizations that characterize the new economy in the global environment.

The end of course assessment consists of a written and/or oral exam and an individual essay. The student’s attendance is also taken into account.

Literature


Entrepreneurship
Course code: 02-016, 6 ECTS
The course explores all aspects of new venture creation, including: the idea generation, start-up and growth. Students will learn about the foundations of entrepreneurship, how to create a business plan for a new venture, and about issues and methods that are important for firm growth after start-up.

Students will be required to prepare a business plan (team project assignment) and take an individual mid-term quiz test.

Literature

Quality Management
Course code: 02-026, 6 ECTS
A systematic management of quality is one of the most important innovations of the 20th century organizations. It has enabled an effective industrial production, improved people’s lives, created the economic well-being and value, raised the consciousness about customers’ needs and enhanced cooperation among employees as well as their power. The objective of the course is to give students an understanding of the development of quality, basic definitions of quality accession, quality assurance and management, and different quality management systems. The course provides an overview of the methods and techniques that help the organization improve the relation to quality and introduce the employees to activities connected with it. Students also learn about process oriented quality management systems and procedures for improving the quality of products, services and processes.

The end of course assessment consists of a written and/or oral exam, interim written assignments, and the active participation of students in discussions and debates.

Literature:

Organisation Culture and Business Ethics
Course Code: 02-028, 6 ECTS
Business as such, not to speak about the business world based on global competition, sometimes tend to create scepticism about moral and ethic issues and dilemmas, let alone serious moral and ethical reasoning and acting. Because of instrumentalization and self-instrumentalization of actors within the working and business spaces there is the risk of losing the basic human connection with the “ordinary”, surrounding forms of “normal” life outside the organisation. The aim of the course is to develop at least some tools for possible critical thinking and acting at the crossroad between business and “ordinary” social, cultural, political, everyday life, especially in time of the so-called “transition”.

The end of course assessment consists of an oral exam and an obligatory assignment.
European Business
Course code: 02-034, 6 ECTS
The course focuses on the wider European business environment, which is a result of many different integration frameworks – EU, EMU, EFTA, EAA, CEFTA, customs unions and free trade arrangements. It provides basic knowledge on the EU as such and it is focused on integration effects on new member states of Central Europe. The course also deals with social, economic, legal and business issues related to the European integration process. An essential part of the course will be focused on formulating modern business strategies for internal market needs.

The end of course assessment consists of a written exam, oral exam and an obligatory assignment.

Corporate Renewal Management
Course code: 02-041, 6 ECTS
The course concentrates on special circumstances within an organisation which are normally seen as unusual and transitory although they are increasingly present in every organisation on account of the considerable instability of external and internal environments. A continuous emergence of crises and critical situations within a corporate organisation questions its further existence and development and therefore requires a cautious but rapid and firm implementation of suitable measures. The course includes the procedures, methods and models used in the framework of radical (revolutionary) changes to restructure a corporate organisation. The most important procedures applied in this process are restructuring and reengineering.

The end of course assessment consists of a written exam.

Management Decision Making
Course code: 02-042, 6 ECTS
Throughout this course, students will take a close look at the process of decision making. By learning about different steps in the individual and group level
decision-making process and organisational issues involved in it, students will understand what it needs to be considered in the effective decision-making process and what can be done to improve the quality of decisions that are made at a managerial level. This course is thus intended to teach the basics of psychological, behavioural, and sociological aspects of decision-making in an organisation at different management levels. Making decisions is becoming increasingly difficult due to the following complex factors: uncertainty, multiple objectives, stakeholders’ consensus, drastic technological changes, and extended time horizons for strategic investments. Analytic frameworks and methodologies together with individual intuition and knowledge of organisational politics and power relationships are essential instruments that can help support the kind of managerial decisions that are made in practice.

The end of course assessment consists of a written exam.

Literature:

Economic Analysis and Policy
Course Code: 02-043, 6 ECTS
The goal of the course is to provide a clear and consistent introduction to the principles of modern economic theory supplemented with the examples of empirical analysis from the Slovenian economy and other European economies. The basic goal of the course is to qualify students to develop an understanding of the economic development. Three particular goals of this course are: to introduce students with the basic issues of microeconomic and macroeconomic theory, to qualify students for conducting basic economic analysis of factors of potential and actual gross domestic product, and to acquaint students with actual economic problems and phenomena.

The end of course assessment consists of a written exam.

Literature:
Regional and Structural Economics
Course code: 02-044, 6 ECTS
This course provides students with theory, policy and practices of regional and structural economics and presents market efficiencies, sources of market failures, the role of the government and institutions in development as well as sources of government failures. Students will better understand the relation between efficiency and equity in competitive markets focusing on regional competitiveness. Students will also learn about the evolution of the European Union regional and structural policies and main EU economic and social cohesion policies. They will learn about strategies, entrepreneurship, peripheral regions, a well as territorial and local development.

The end of course assessment consists of a written exam and an obligatory assignment or project work.

Literature:

Labour and Social Security Law
Course code: 02-046, 6 ECTS
The first part of the course provides an introduction to individual and collective work relations and the basic notions of social security. The second part deals with the source of legal position of employees in the work process. Students learn about basic principles of labour law, the sources that regulate the position of employees, the rights and obligations of the parties of the employment contract and other types of contracts related to labour law, and about the supervision and sanctioning in the case legal norms regulating the position of employees are not applied.

The end of course assessment consists of a written and/or oral exam.

Literature:
e-Business
Course Code: 02-063, 6 ECTS
The course deals with the usage of information and communications technology which is changing today's business practice and business itself - the electronic business. The course is divided in five main parts which cover a wide topic of e-business from various perspectives: an introduction of electronic business together with an overview of e-business models and applications; e-business infrastructure, i.e. the needed hardware, software, communications, and standards for implementing and using e-business; e-business support services such as e-business security, electronic payment systems, order fulfilment, etc.; and the strategy and implementation of e-business from a managerial perspective. The last part deals with digital economy and the information society.

The end of course assessment consists of weekly activities in the e-classroom, group projects, the web page creation and the presentation of an enterprise initiative for e-business.

Literature:

International Economics
Course Code: 02-049, 6 ECTS
The purpose of this course is to assess the interaction between governments, corporations and market on economic development and welfare. Special attention is given to the institutional framework of global economy through international organizations such as IMF, The World Bank and WTO. Both, the importance of governmental policies, as well as the impact of regional trade blocs (such as the EU, NAFTA, Mercosur and ASEAN) are assessed.

The end of course assessment consists of a written exam and an obligatory assignment.

Literature:
International students, who come to our faculty within the Socrates/Erasmus programme or other forms of international exchange, can attend business language courses as well.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Business language courses</th>
<th>ECTS</th>
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</thead>
<tbody>
<tr>
<td>02-064</td>
<td>Business English Basics</td>
<td>6</td>
</tr>
<tr>
<td>02-008</td>
<td>Business English 1</td>
<td>6</td>
</tr>
<tr>
<td>02-019</td>
<td>Business English 2</td>
<td>6</td>
</tr>
<tr>
<td>02-067</td>
<td>Business English 3 (Preparation Course for BEC Vantage)</td>
<td>6</td>
</tr>
<tr>
<td>02-065</td>
<td>Business Italian Basics</td>
<td>6</td>
</tr>
<tr>
<td>02-009</td>
<td>Business Italian 1</td>
<td>6</td>
</tr>
<tr>
<td>02-020</td>
<td>Business Italian 2</td>
<td>6</td>
</tr>
<tr>
<td>02-066</td>
<td>Business German Basics</td>
<td>6</td>
</tr>
<tr>
<td>02-010</td>
<td>Business German 1</td>
<td>6</td>
</tr>
<tr>
<td>02-021</td>
<td>Business German 2</td>
<td>6</td>
</tr>
</tbody>
</table>

**Business English Basics**

Course code: 02-064, basic level to pre-intermediate level, 6 ECTS

The course is aimed for students with basic or pre-intermediate knowledge of general English. During the course, students develop reading, writing, speaking and listening skills used in various business situations. They also revise and upgrade basic grammatical structures, which are studied in an appropriate general or business context. The vocabulary studied at pre-intermediate level covers the following topics: preparing business trips, arranging appointments, telephoning, negotiating and dealing with problems, visiting a company, describing products, looking for a job and presenting information. Students prepare a mini presentation on the topic they choose.

The end of course assessment consists of a written, oral exam and an oral presentation.

**Literature:**


**Business English 1**

Course code: 02-008, upper-intermediate level, 6 ECTS

Students develop speaking, listening, reading and writing skills used in different business situations (telephone conversations, presentations, business meetings, negotiations, business correspondence and others). At the same time students enhance their knowledge of general English (vocabulary, language functions and grammatical structures) and enrich their vocabulary with terminology related to the fields of management and other business related studies.

The end of course assessment consists of a written, oral exam and a presentation.
Business English 2
Course code: 02-019, upper-intermediate to advanced level, 6 ECTS

By actively participating in discussions and simulated business situations students develop the ability to independently present their opinions and interpret information, texts and situations in a foreign language. The topics discussed develop and upgrade the students’ vocabulary in the fields of management, entrepreneurship, marketing, banking, international trade, the European Union and other related areas by taking into account the current trends and developments in the fields in question.

The end of course assessment consists of a written and oral exam.

Literature

Business English 3 (Preparation course for BEC Vantage)
Course code: 02-067, 6 ECTS

Students are prepared to take the international business English exam (Business English Certificate – Vantage) carried out by the Examination Centre for English as a Foreign Language at the Cambridge University. Students upgrade their knowledge of general and business English and get acquainted with the content and form of the exam. The emphasis is on reading comprehension of business texts, business correspondence, listening comprehension of authentic texts and oral communication skills.

The end of course assessment consists of a written and oral exam.

(This is only a preparation course for the University of Cambridge BEC Vantage exam and does not cover the costs of the actual examination. Students can later decide to take this exam which is organized by the British Council in most countries in Europe and thus receive an International Business English Certificate).

Literature
Business Italian Basics
Course Code 02-065, beginners’ level
6 ECTS
Students acquire basic language notions (vocabulary, grammatical structures, language functions) and develop the four language skills (listening, reading, writing and speaking) at beginner’s level with special attention paid to spoken communication. The course provides language skills for basic communicative situations in everyday life dealing with topics such as introducing oneself, meeting guests, presenting a town, asking for directions, commenting on the weather, etc.

The end of course assessment consists of a written and oral exam.

Literature

Business Italian 1
Course code: 02-009, upper-intermediate level to advanced level, 6 ECTS
Students revise and enhance their grammar knowledge: tenses, aspect, implicit verbal forms, different forms of the passive, conditional clauses, reported speech, use of capital letters, types of addressing people, punctuation, etc. Practical classes are intended for strengthening grammar structures by means of different tests and exercises, broadening general and technical vocabulary, learning how to use abbreviations. Students learn to analyse, summarise, and adapt texts from the daily and magazine press. They also explain the terminology, summarise, and compare the economic and business situation in Slovenia and abroad.

The end of course assessment consists of a written, oral exam and an oral presentation.

Literature
**Business Italian 2**

Course code: 02-020, advanced level, 6 ECTS

The course focuses on writing business letters, the presentation of a group paper, and practising the use of technical language. Types of texts to be analysed: company description, product description, chronicle, review, evaluation. Students read and compare economic and social situations in Italy and at home (Il Mondo, Panorama) and learn about the relation between the general communication language and technical language, between the micro-language of management and other micro-languages, such as business systems, financing, marketing. The course also provides the basics of translation: invitations, advertisements in two languages, etc.

The end of course assessment consists of a written, oral exam, oral presentation and written assignments.

**Literature**


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**Business German Basics**

Course Code 02-066, beginners’ level, 6 ECTS

Students acquire basic language notions (vocabulary, grammatical structures, language functions) and develop the four language skills (listening, reading, writing and speaking) at beginner’s level. The course provides language skills for basic communicative situations in a business environment (social contacts, telephoning, asking for and giving directions, inquiring about products, hotel and restaurant situations, fairs, etc.) and includes corresponding role-play exercises.

The end of course assessment consists of a written and oral exam.

**Literature**


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**Business German 1**

Course code: 02-010, intermediate level, 6 ECTS

Students upgrade and improve the knowledge acquired in secondary school and develop the four language skills (listening, reading, writing and speaking) on a higher level with particular attention paid to the specific needs and principles of business life. The course focuses on enhancing general knowledge (grammatical structures, vocabulary, language functions), learning business terminology and practices in communication skills based on texts and role-plays (telephone conversations, writing faxes, business meetings, presentations, negotiations, etc.).
The end of course assessment consists of a written, oral exam, interim examination, oral presentation and written assignments.

**Literature**


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**Business German 2**

Course code: 02-021, upper-intermediate level

6 ECTS

Students develop their basic language skills with the emphasis on written communication in German. They are trained to provide and receive business information, use technical literature and present business activities in German. The course includes lectures on advanced language and grammar structures, extended business terminology, business correspondence (business letters, faxes, minutes), the style of contracts and agreements, financial statements, a contrastive overview of company law, role-play exercises reflecting complex situations in business life, technical texts analysis, and presentations of diagrams.

The end of course assessment consists of a written, oral exam, interim examination, oral presentation and written assignments.

**Literature**


The FM Summer School is designed for graduate and postgraduate students who would like to upgrade their knowledge in management.

The FM Summer School 2005 will be held from June 20 to July 9, 2005 in a beautiful ancient city of Koper which lies on the Adriatic coast, only 20 km away from Trieste and 150 km away from Venice. Undergraduate and postgraduate students from all over Europe are expected to attend.

We offer the following courses in English:

<table>
<thead>
<tr>
<th>Course code:</th>
<th>Courses</th>
<th>Duration</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01-005</td>
<td>Principles of Management</td>
<td>June 20–June 25</td>
<td>8</td>
</tr>
<tr>
<td>01-044</td>
<td>Digital Economy and e-Business</td>
<td>June 27–July 2</td>
<td>6</td>
</tr>
<tr>
<td>01-057</td>
<td>International Business</td>
<td>July 4–July 9</td>
<td>6</td>
</tr>
<tr>
<td>Postgraduate courses Management</td>
<td></td>
<td></td>
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<tr>
<td>20-004</td>
<td>Strategic Management</td>
<td>June 20–June 25</td>
<td>6</td>
</tr>
<tr>
<td>20-018</td>
<td>Employment, Social Security and Industrial Relations</td>
<td>June 27–July 2</td>
<td>5</td>
</tr>
<tr>
<td>20-019</td>
<td>Human Resource Management</td>
<td>July 4–July 9</td>
<td>5</td>
</tr>
<tr>
<td>Postgraduate courses Management in Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-001</td>
<td>Management Processes</td>
<td>June 20–July 2</td>
<td>8</td>
</tr>
<tr>
<td>10-003</td>
<td>Human Resource Management</td>
<td>July 4–July 9</td>
<td>8</td>
</tr>
</tbody>
</table>

During the study there will be also time for the social programme, which includes visits to Ljubljana, the capital of Slovenia, the Postojna caves, Salt pans in Sečovlje, as well as different historical places in the region.

The FM Summer School 2006 will be held from June 19 to June 30, 2006. The list of courses and the date for application will be available on the faculty web site from October 2005.

Certificate
All students who will participate in the summer school will receive a certificate. For those who will receive a positive assessment, the Transcript of Records with the obtained ECTS credits will be issued.

Information

For the Summer School 2006 all details will be available on the above mentioned web site after October 1, 2005. For any questions please e-mail the International Relations Office at: international@fm-kp.si
In the academic year 2005/2006 the faculty offers seven study programmes in the Slovenian language which have been accredited by the Council for Higher Education of the Republic of Slovenia. The European Credit Transfer System (ECTS) is applied in all study programmes and enables the students to assert between 16% to 20% of all credit units from courses taken at other higher education institutions in Slovenia and/or abroad.

In the academic year 2005/2006, postgraduate study programmes at FM will be redesigned in accordance with the Bologna Declaration.

Undergraduate professional higher education study programme Management
This study programme has been designed to match three-year business programmes abroad. The programme is practically oriented with the emphasis on the applicability of skills related to economics, business, law, and organisational sciences. Third year students have to complete in-company practical training in a chosen company. Our highly qualified graduates are trained to occupy responsible managerial positions in companies and institutions.

**Duration:** 3 years (6 semesters)
**ECTS:** 180 (30 electives)
**Structure:** 22 subjects, seminar papers, a thesis
**Degree awarded:** diplomirani ekonomist equiv. to Bachelor of Arts in Economics – BA Econ.

Undergraduate university study programme Management
This study programme is theoretically oriented. Graduates are skilled to efficiently plan their personal development as well as plan and manage companies or institutions. Students focus on research and development work and are prepared for postgraduate studies.

**Duration:** 3 years (6 semesters)
**ECTS:** 180 (30 electives)
**Structure:** 23 subjects, seminar papers, a specialist thesis
**Degree awarded:** univerzitetni diplomirani ekonomist equiv. to BA (Hons) in Economics

Postgraduate specialist study programme Management
This study programme provides general knowledge in business, economics, law and behavioural sciences, necessary for a successful management of organisations and successful leadership. Students also develop applicable knowledge within the following study areas: general management, management of information systems, financial management, marketing management, human resources management, and management in international operations. Graduates have the necessary knowledge and skills for demanding projects and management consultancy.

**Duration:** 1 year (two semesters)
**ECTS:** 60 (up to 20 electives)
**Structure:** 6 subjects and a seminar paper
**Degree awarded:** specialist managementa equiv. to a Postgraduate Diploma in Management
Postgraduate specialist study programme
Management in the European Environment
This study programme provides general knowledge in management, economics, law, political science and sociology in addition to specialised knowledge within international operations. Graduates can find work in profit and non-profit organisations, enterprises, public services, industrial and interest groups as well as consulting organisations.

Duration: 1 year (2 semesters)
ECTS: 60 (up to 20 electives)
Structure: 10 subjects, seminar papers and a specialist thesis
Degree awarded: specialist managementa v izobraževanju equiv. to a Postgraduate Diploma in Management in Education

Postgraduate master and doctoral study programme Management
The master’s and doctoral study programme is based on management, with an interdisciplinary approach integrating economics and business, law, management and behavioural science. The programme prepares students for efficient and successful organisation, management and control in companies and other organisations within a changing environment.

Master studies
Duration: 2 years (4 semesters)
ECTS: 120 (up to 30 electives)
Structure: 7 subjects, seminar papers, individual research work and a thesis
Degree awarded: magister znanosti equiv. to an MA degree

Doctoral studies
Duration: 4 years (direct doctoral programme) or 2 years (after the master’s degree)
ECTS: 240 (up to 30 electives) for the direct doctoral programme
Structure: 7 subjects, seminar papers, individual research work, scientific and research projects, 2 scientific papers published in an internationally recognised publication and a doctoral thesis
Degree awarded: doktor znanosti equiv. to a PhD degree

Postgraduate specialist study programme
Management in Education
This study programme is designed to provide general knowledge in the field of management (leadership, management, management of people, relationship towards the environment, managing resources, etc.), necessary for managing educational organisations. By enrolling in this programme, students get an insight into the dynamics of organisations. Graduates are equipped for a wide range of occupations in education as well as for the managerial positions in educational organisations.

Duration: 1 year (2 semesters)
ECTS: 60 (up to 20 electives)
Structure: 8 subjects, seminar papers and a specialist thesis
Degree awarded: specialist managementa v izobraževanju equiv. to a Postgraduate Diploma in Management in Education
Information and procedures for incoming international students

Application
Students who would like to study at FM in the Spring Semester 2006 have to submit the following completed forms by November 15, 2005:

- application form for international students,
- Learning Agreement,
- 2 photos (passport format).

The forms have to be sent to the following address:
University of Primorska, Faculty of Management Koper, International Relations Office, Cankarjeva 5, SI-6000 Koper, Slovenia. (Forms are available on the FM web site: www.fm-kp.si, English pages, International Relations.)

Learning Agreement
The Learning Agreement, signed by the home and host institution, should also be submitted together with the application form.

Transcript of Records
The Transcript of Records shows which courses were taken and what grades were achieved. It will be faxed to the coordinator in charge of student exchange in the home institution, while students will receive an original transcript.

Student identification card
Exchange students receive a student identification card which allows entrance to various university facilities. In addition, it allows students to purchase meal coupons (20 per month), which are worth two or three times their purchase price and can be used in many restaurants in the region. The card allows discounts on purchasing entrance tickets for swimming pools, fitness, museums and some means of public transport.

Accommodation
The International Relations Office at the University will assist students in finding their accommodation. Applicants should submit the Housing Request Form by November 15, 2005 to the following address:
University of Primorska
International Relations Office
Muzejski trg 2, SI-6000 Koper, Slovenia

The price for a room in the students' residence is between EUR 80 to EUR 120 per month. Most of the rooms are double bed. Due to a shortage of rooms, not all applications can be granted. Students are advised to look for private accommodation. A room in a private house costs between EUR 120 to EUR 180 per month plus other costs (electricity, water, phone). Local newspapers give information on private accommodation.

Health care
The level of health care in Slovenia corresponds to European standards. Every foreign visitor has the right to emergency medical care. Foreign students from EU member countries and countries of the European economic region should have the forms E128, E111 or the E-card. The document type depends on the authorised insurance agency of the country of their
Students should contact the authorized insurance agency, where they have been insured, and ask for one of the above mentioned forms.

Students from non-EU member countries should obtain the health insurance certificate from the body responsible for health in their home country. This certificate should contain information demonstrating that they have health insurance and a clear description of the scope of their rights. Students have to get a health insurance certificate prior to their arrival in Slovenia.

**Border formalities**

Border formalities are minimal and correspond to European standards. To cross the border, a valid passport will suffice. Citizens of the European Union and some other countries may cross the border using a valid identity card; however, their visit may not extend three months. All those who need visas to visit Slovenia can get them at the Slovenian embassy or consulate in their country. Slovenian and foreign citizens crossing the Slovenian borders may take or bring with them no more than approximately EUR 2,100 per person.

**First Residence Permit**

Since May 1, 2004 EU citizens can enter the Republic of Slovenia with a valid identity card or passport. For the first three months of their stay in Slovenia, EU citizens do not need a residence permit. After this period, however, students are required to apply for a First Residence Permit at the local Administrative Unit. The application should contain the following enclosures:

- a valid identity card or passport,
- confirmation of enrolment at FM Koper, provided by FM on the basis of the application,
- proof of sufficient means of support during your residence in Slovenia (grant or other incomes – minimum amount required is EUR 190 per month),
- health insurance certificate (home country).

Proof on sufficient means of support and health insurance certificates have to be translated into Slovenian and the translation has to be certified by a notary.

Citizens of some countries outside the EU have to obtain a first residence permit. The students have to submit an Application for first residence permit at the nearest diplomatic or consular representative office of the Republic of Slovenia. The application should contain the following enclosures:

- a certified photocopy of the passport,
- confirmation of enrolment at FM, provided by FM on the basis of the application,
- proof of sufficient means of support during your residence in Slovenia (grant or other incomes – minimum amount required is EUR 190 per month),
- health insurance certificate (home country),
- confirmation of no criminal proceedings being instituted against the person in question: issued by a competent body in your home county.

Proof of sufficient means of support and health insurance certificates have to be translated into Slovenian and the translation has to be certified by a notary.
Slovenian embassies and consulates abroad
Slovenia has embassies and consulates in many countries around the world from which you can obtain general information about Slovenia. Citizens of some countries need visas for Slovenia, and these can be obtained at all Slovenian embassies and consulates abroad. Numerous countries have embassies and consulates in Slovenia that will assist their citizens visiting our country.

Information
Ministrstvo za zunanjé zadeve
(Ministry of Foreign Affairs)
Prešernova 25, SI-1000 Ljubljana
tel.: +386 1 4782 000, 4782 305
fax: +386 1 4782 340
e-mail: info.mzz@mzz.sigov.mail.si
http://gov.si/mzz/eng

Slovenian language courses
Intensive Slovenian language courses are offered free of charge for Erasmus exchange students before they start with the Autumn Semester. The duration of the course is four weeks from Monday to Thursday. The application deadline is December 1, 2005 for courses starting in January 2006. The courses are organised by the Centre for Slovenian as a Second/Foreign Language in Ljubljana. While attending these courses, exchange students live in Ljubljana in students’ hostels. Due to a limited number of rooms in Ljubljana, applications have to be sent on time.
Further information can be found on: www.ff.uni-lj.si/center-slo/default.asp. Application forms can be found on: europa.eu.int/comm/education/programmes/socrates/erasmus/eilc/index_en.html and should be sent to the University of Ljubljana, Faculty of Arts, Centre for Slovenian as a Second /Foreign Language, Kongresni trg 12, SI-1000 Ljubljana, Slovenia.

A Slovenian language course will be organised also at the University of Primorska during the Spring Semester.
Other useful information

Currency
The Slovenian currency is called ‘tolar’ (SIT). 1 EUR is approximately 240 SIT (exchange rate in April 2005). You can find daily currency exchange rates on the web page of the Bank of Slovenia: www.bsi.si/html/eng/financial_data/daily/tecajna_list.asp.

Banks
Banks will exchange foreign currency and travellers cheques for tolars and vice versa. Foreign residents may open tolar and foreign currency accounts, and it is possible to send money orders and transfer payments. Changing money is also possible at exchange offices in hotels, petrol stations, tourist agencies, supermarkets, etc.

National holidays
Slovenia has the following national holidays: 1 and 2 January, 8 February, 27 April, 1 and 2 May, 25 June, 15 August, 31 October, 1 November, 25 and 26 December.

Living costs
We recommend approximately EUR 400 per month. With this amount you can cover all basic living costs (accommodation, food, books, public transport).

Shops
Most shops have the following working hours: from 8 a.m. to 8 p.m. during the week, from 8 a.m. to 1 p.m. on Saturdays. On Sundays and national holidays food stores are open in the morning.

Climate
The climate in Koper is Mediterranean – sunny and hot summers (average temperature is around 27°C) and mild winters (average temperature is around 5°C).

Useful contacts
Students Office at the Faculty of Management: + 00386 5 610 20 37
Library: + 386 5 610 20 5/ 386 5 610 20 30
International Relations Office at the University of Primorska: + 386 5 627 80 04
Ministry of Foreign Affairs: + 386 1 478 89 05
Frequently asked questions

Q: How and when should I apply for studying at FM?
A: You should submit the application form for international students and the Learning Agreement by November 15, 2005 at the latest.

Q: What formalities should be completed before coming to Slovenia?
A: Before coming to Slovenia students from countries outside the EU should submit the application for First Residence Permit at the nearest diplomatic or consular representative office. The procedure is described in Information and procedures for incoming international students. In addition, you should be aware that health insurance is required for international students studying in Slovenia.

Q: How much is the tuition fee?
A: Socrates/Erasmus and CEEPUS students are eligible for a fee waiver. Other students should pay a fee of approximately EUR 200 per course, except in cases in which home and host institutions have signed an agreement on the free exchange of students.

Q: How are students organised? How can I participate?
A: There is a Student Association at FM called ŠTORM, which organises cultural, educational and sports activities. Recently, the Student Organisation of the University of Primorska has been established, within which the Erasmus Student Network (ESN) is active.

Q: Is it possible to learn Slovenian before the beginning of the Spring Semester?
A: Before the beginning of the Spring Semester 2005/2006 a course entitled Slovenian language for exchange students will be organised at the Faculty of Arts in Ljubljana, meant for Socrates/Erasmus students. Additional information is available on: www.ff.uni-lj.si/center-slo.
Q: May I attend lectures in the Slovenian language?
A: Foreign students are allowed to attend undergraduate and postgraduate lectures in Slovenian. Schedules will be available on FM web pages at the beginning of September 2005.

Q: Which formalities must I go through after my arrival?
A: All new students staying in Koper have to report the place of their temporary residence at the Administration Unit within three days after their arrival (non-EU citizens) or within three months (EU citizens).

Q: Where can I eat during my stay in Koper?
A: For students staying in the students’ residence in Koper a canteen is available. Otherwise there are a number of different restaurants in Koper, offering a wide variety of meals at reasonable prices. There are also some specialised national restaurants: Italian, Mexican, Chinese, and Turkish. As an exchange student, you can purchase meal coupons with which you can buy meals in many restaurants at very reasonable prices.

Q: Who can I turn to with my problems?
A: The tutor will be happy to help you. There are also people in the International Relations Office who are responsible for such situations.

Q: Can I select a foreign language at the beginner’s level?
A: Yes, you can select German and Italian at the beginner’s level.

Q: Where do I get additional information?
A: For more information you should contact the FM International Relations Office. Contact person: Janja Prelesnik – Čendak e-mail: international@fm-kp.si tel: +386 5 610 20 07; fax: +386 5 610 20 15
About Slovenia

Slovenia borders Italy, Austria, Hungary and Croatia with a surface area of just over 20,000 sq km and about two million people. Since 1 May 2004, it has been a new member of the European Union. Slovenia has beaches, snow capped mountains, hills awash in grape vines and wide plains blanketed in sun flowers to Gothic churches, baroque palaces and Art Nouveau civic buildings. Its incredible mixture of climates brings warm Mediterranean breezes up to the foothills of the Alps, where it can snow in summer. More than half of its total area is covered in forest.

The city of Koper

The city of Koper lies in the southwest Slovenia on the Adriatic coast, only 20 km South of Trieste, Italy and about 30 km North of Croatian border. Besides Koper, there are other three important towns along the Slovenian coast, Izola, Piran and Portorož. Koper with its historic town centre on a former island and a vast hinterland is one of the most picturesque and attractive areas in the northern part of the Istrian peninsula. With respect to its area and number of inhabitants, the Municipality of Koper is one of the largest in the wider Primorska region. And taking into
account its degree of economic development, traffic infrastructure and lively cultural life it is among the most developed areas of Slovenia. The population of Koper is mainly Slovenian but there is also an active Italian minority. Due to the official bilingual policy in the area, the Italian language and all other cultural values of the Italian national minority are preserved on an equal basis. Koper is not only a trade and industrial centre of Slovenian Istria, but in many ways also its cultural focal point. The town has many schools, from elementary and secondary schools to different higher education institutions and faculties. A very fast development in the field of higher education in the past few years has led to the foundation of the third Slovenian university, the University of Primorska, which was established in 2003.

The town offers a number of interesting cultural spots and activities. You can visit museums, galleries, the cinema, the theatre, and a rich library. Cultural organisations provide an exceedingly rich cultural scene. Koper also has several modern sports and recreation facilities (www.slo-istra.com) offering a number of sports events and activities.

How to reach Koper

By plane
The nearest airports are the International Airport of Ljubljana, Slovenia (Brnik – 23 km northwest of Ljubljana and 135 km away from Koper) and the International Airport of Trieste, Italy (Ronchi – 62 km away from Koper). There are very good bus connections between Koper and Ljubljana and Koper and Trieste. The Portorož airport (20 km away from Koper) is designed only for general aviation (planes for up to 40 passengers). There are no regular flights from other airports to Portorož.

By car
You can reach Slovenia and Koper via major highways from Italy, Austria, Hungary, and Croatia.

By train
Slovenia can be reached by train as there are regular connections with Italy, Austria, Germany, The Netherlands, Belgium, Hungary, and Croatia. There are no direct lines to Koper but you have to get to Ljubljana or Trieste (Italy) from where you can reach Koper by local train or bus.

By bus
It is also possible to reach Slovenia and Koper from neighbouring countries by bus. Internal bus transport is well organized and relatively inexpensive.
First of all, I’ve met very nice people here. The students living with me in the students’ residence are not only very friendly, but also helpful. What is more, I found great support from other Slovenian students, too. I am also very grateful to our tutors for the assistance, help and support they have given us.

Our professors at FM are people of great wisdom, knowledge and experience. They are also very friendly; we have personal contacts with them, which is a new experience for me, because on my lectures in Poland students are in a way anonymous, their relations with professors are sheer official. I am very happy to have the opportunity to spend my time in such a lovely place. Koper is a beautiful city, especially for those who love the sea. I really enjoy my staying here.

Małgorzata Balcerowska, Poland, Erasmus student

The environment in Koper is friendly and beautiful: professors are well-prepared and kind, there are plenty of activities planned by the international office, the faculty is well-organized and the people are helpful and nice. Koper is also a sea-side town and this provides you with many, many advantages. Koper is a base for amazing day trips, too. Ljubljana is 1 hour far by car, in the neighbourhood there are beautiful caves, Croatia and its coast, etc. Would I choose the Faculty of Management Koper again? Sure!

Alberto Minarelli, Italy, Erasmus student

The exchange programme at the Faculty of Management offers an excellent cocktail of international aspects, professional education and good times. The standards are high and there is a full workload but there are ample opportunities for exploring the beautiful sights around the Primorska area and getting to know other students on a formal and informal basis. The events organized thus far have been very exiting – especially the excursion to Vinakoper – Slovenia’s leading vine producer, and the graduate ball – an event held at the prestigious Grand hotel in Portorož. The well functioning International Office also organizes Slovenian language classes and has set up a buddy (tutor) programme for each incoming exchange student so that everyone feels welcomed from day one and has a local friend.

Rune Gulev, Denmark, PhD student
I’m glad that I’ve met so many people in Koper: professors, teachers and students from all over Europe who are really friendly. I think this experience I’ve gained here will develop my personality and will open a new ‘horizon’ to the everyday changing world! Thank you for the very good organisation and for the attention you pay to us!

_Ralica Ralcheva, Bulgaria, Erasmus student_

Slovenia is such a nice country but so small, I couldn’t believe it has only 2 million inhabitants. Geography gives people a funny impression of the country. When I was flying to Ljubljana and I saw all those mountains, I wasn’t sure where the plane would land.

Slovenia is a beautiful country. People here speak English very well, what surprised me in a very positive way. Besides, they are very friendly. I am attending 4 lectures, including the Slovenian language, which by the way is the most entertaining, and I still have enough time to have fun. It is a great pleasure for me to be here.

_Agnieszka Stanik, Poland, Erasmus student_