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## JoinEU-SEE: Information Sheet

### Name of University

	 Univerza v Mariboru
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### JoinEU-SEE contact person

Suzana Rizani <a href="mailto:Suzana.rizani@um.si">Suzana.rizani@um.si</a> 00386 2 23 55 255
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### General websites

Website of the university	<a href="http://www.um.si/Strani/default.aspx">http://www.um.si/Strani/default.aspx</a>
Website for JoinEU-SEE/Erasmus Mundus applicants	<a href="http://www.joineusee.eu/content.aspx?AID=25">http://www.joineusee.eu/content.aspx?AID=25</a>
Website of the International Relations Office / International Students	<a href="http://www.um.si/mednarodno-sodelovanje/splosno/Strani/default.aspx">http://www.um.si/mednarodno-sodelovanje/splosno/Strani/default.aspx</a>

### General academic calendar

Start and end dates of the winter term (lecture period)	01/10/2012 – 25/01/2013
Start and end dates of the spring term (lecture period)	25/02/2013 – 14/06/2013
Link to academic calendar	<a href="http://www.um.si/studij/splosno/Strani/Študijski-koledar-20112012.aspx">http://www.um.si/studij/splosno/Strani/Študijski-koledar-20112012.aspx</a>
Examination period(s)	28/01/2013 – 22/02/2013 17/06/2013 – 12/07/2013 19/08/2013 – 13/09/2013
Registration Session / Date	01/10/2012



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### Admission & registration

Admission & registration deadline for exchange students	01/10/2013
Admission & registration contact information / website for exchange students	
Admission & registration deadline for degree students	01/10/2013
Admission & registration contact information / website for degree students	

### Course information websites

Website for undergraduate studies	<a href="http://www.um.si/studij/dodiplomski-studij/Strani/default.aspx">http://www.um.si/studij/dodiplomski-studij/Strani/default.aspx</a>
Website for master studies	<a href="http://www.um.si/studij/podiplomski-studij/Strani/2--stopnja.aspx">http://www.um.si/studij/podiplomski-studij/Strani/2--stopnja.aspx</a> <a href="http://www.um.si/studij/podiplomski-studij/Strani/Razpis-za-vpis-2012-2013.aspx">http://www.um.si/studij/podiplomski-studij/Strani/Razpis-za-vpis-2012-2013.aspx</a>
Website for PhD studies	<a href="http://www.um.si/studij/podiplomski-studij/Strani/3--stopnja.aspx">http://www.um.si/studij/podiplomski-studij/Strani/3--stopnja.aspx</a> <a href="http://www.um.si/studij/podiplomski-studij/Strani/Razpis-za-vpis-2012-2013.aspx">http://www.um.si/studij/podiplomski-studij/Strani/Razpis-za-vpis-2012-2013.aspx</a>
Website for post-doc studies	/
Website with information for staff	<a href="http://www.um.si">www.um.si</a>

### **IMPORTANT INFORMATIONS FOR WB STAFF APLICANTS!**

1. For some WB countries exist the *Convention between the Republic of Slovenia and WB country to prevent double taxation*. To qualify for that, applicant must send to the University of Maribor fulfilled document KIDO7, which is available at [http://www.uradni-list.si/files/RS\\_-2004-138-05939-OB~P007-0000.PDF](http://www.uradni-list.si/files/RS_-2004-138-05939-OB~P007-0000.PDF). This has to be done at least one month before the start of planned staff mobility. **The subsistence allowance will be transferred to grantees bank account in WB country, at the end of planned staff mobility.**

2. For applicants from WB countries that the existing *Convention between the Republic of Slovenia and WB country to prevent double taxation* is not valid, will sign authorship contract, which is taxed 25%. **The subsistence allowance will be transferred to grantees bank account in WB country, at the end of planned staff mobility.**

**!POMEMBNE INFORMACIJE ZA MOBILNOST ZAPOSLENIH IZ UM NA GOSTUJOČO WB UNIVERZO!**

Štipendija, v višini 2500,00 EUR za eno mesečno mobilnost zaposlenih iz UM v države Zahodnega Balkana, je izplačljiva na dva načina:

- 1) Udeleženec programa na domači fakulteti dvigne potni nalog s pomočjo katerega se mu bodo obračunali potni stroški, kilometrina, cestnine ter stroški goriva. K potnemu nalogu udeleženec prav tako priloži račun namestitve. Stroški v višini 2500,00 se nato povrnejo, na osnovi izdanega *Zahtevka za nakazilo stroškov*. Omenjeni zahtevek izda računovodstvo domače fakultete ob zaključku mobilnosti. Stroški ne smejo presegati višine štipendije 2500,00 EUR. **Štipendija se nakaže ob zaključku mobilnosti in predložitvi zgoraj omenjenih dokumentov.**
- 2) Podpis avtorske pogodbe, od katere se odvede 25% davek. **Štipendija se nakaže ob zaključku mobilnosti, ter ob predložitvi končnega poročila.**

**Language of instruction and verification of language proficiency**

Language/s of instruction	<b>Slovene</b> (some courses are offered in English, depends on the Faculty) - For more information's see List of study programs
Language test certificate required for JoinEU-SEE exchange students (yes/no)	Certificate of Slovene <b>OR</b> English knowledge ( <u>from home University</u> ) proving at least a B1 Level language (European Framework) knowledge. Applicants are asked to use the Language Assessment Sheet, which can be found here: <a href="http://www.joineusee.eu/content.aspx?sm=0&amp;men=8&amp;AID=8">http://www.joineusee.eu/content.aspx?sm=0&amp;men=8&amp;AID=8</a>
Language test certificate required for JoinEU-SEE degree students (yes/no)	Certificate of Slovene <b>OR</b> English knowledge ( <u>from home university</u> ) proving at least a B1 level language (European Framework) knowledge. Applicants are asked to use the Language Assessment Sheet, which can be found here: <a href="http://www.joineusee.eu/content.aspx?sm=0&amp;men=8&amp;AID=8">http://www.joineusee.eu/content.aspx?sm=0&amp;men=8&amp;AID=8</a>



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Kind of certificate required	Certificate of Slovene <b>OR</b> English knowledge ( <u>from home university</u> ) proving at least a B1 level language (European Framework) knowledge. Applicants are asked to use the Language Assessment Sheet, which can be found here: <a href="http://www.joineusee.eu/content.aspx?sm=0&amp;men=8&amp;AID=8">http://www.joineusee.eu/content.aspx?sm=0&amp;men=8&amp;AID=8</a>
Minimum scores for required English tests	
TOEFL score (computer/internet/paper)	No TOEFL test needed
Cambridge/Oxford score	No Cambridge/Oxford test needed
IELTS score	No IELTS test needed
Other tests	No

## Housing

Housing assistance	Student Dormitory <a href="http://www.um.si/studij/bivanje/Strani/default.aspx">http://www.um.si/studij/bivanje/Strani/default.aspx</a>
Link to housing information/application	<a href="http://www.studentskidomovi.uni-mb.si/">http://www.studentskidomovi.uni-mb.si/</a> <a href="http://www.um.si/studij/podiplomski-studij/Strani/Razpis-za-vpis-2012-2013.aspx">http://www.um.si/studij/podiplomski-studij/Strani/Razpis-za-vpis-2012-2013.aspx</a>
Housing application deadlines	JoinEU SEE students will receive a mail from respective contact person from Student's dormitory with all needed information's
Approx. rental costs per month	<a href="http://www.studentskidomovi.uni-mb.si/dokumenti/0_Ceniki/Cenik_stanarin_in_ostalih_storitev_ter_parkiranja.pdf">http://www.studentskidomovi.uni-mb.si/dokumenti/0_Ceniki/Cenik_stanarin_in_ostalih_storitev_ter_parkiranja.pdf</a> Room with one bed – aprox 153 EUR Room with two beds – aprox 140 EUR
Living expenses (incl. rent, food, public transport, etc.)	Max 400 EUR (in this price is included rent for Student dormitory and costs for meal coupons for students lunch which are aprox 50 EUR per month)
Facilities for students with special needs	Available



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### Welcome Service

Mentor system	Available – Erasmus Student Network <a href="http://www.esn-mb.org/content/buddy-system">http://www.esn-mb.org/content/buddy-system</a>
Welcome event / orientation week	Available – Erasmus Student Network <a href="http://www.esn-mb.org/content/welcome-weeks">http://www.esn-mb.org/content/welcome-weeks</a>
(Intensive) language courses offered before the beginning of the semester	Available – Intensive Slovene language course – free of charge
(Intensive) language courses offered during the semester	Available but not free of charge
Is the language course free of charge? yes/no	YES
Other	/

### International Office / International Student Service Office

Address	University of Maribor Slomškov trg 15 2000 Maribor
Contact person for incoming students	Suzana Rizani <a href="mailto:Suzana.rizani@um.si">Suzana.rizani@um.si</a> 00386 2 23 55 255
Contact person for outgoing students	Suzana Rizani <a href="mailto:Suzana.rizani@um.si">Suzana.rizani@um.si</a> 00386 2 23 55 255
Contact person for incoming and outgoing staff	Suzana Rizani <a href="mailto:Suzana.rizani@um.si">Suzana.rizani@um.si</a> 00386 2 23 55 255



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## OTHER USEFUL INFORMATION

### ERASMUS STUDENT NETWORK:

<http://esn-mb.org/>

<http://www.esn-mb.org/content/contact>

### SURVIVAL GUIDE FOR ERASMUS STUDENTS:

<http://www.esn-mb.org/content/survival-guide>

<https://www.dropbox.com/s/ckn7yqvfh0i98qs/students-guide-lq.pdf>

### HOW TO GET MEAL COUPONS:

<http://www.esn-mb.org/content/food-coupons>

### CAREER CENTER OF THE UNIVERSITY OF MARIBOR

<http://www.kc.uni-mb.si/o-nas/English>

### OTHER USEFUL WWW PAGES:

<http://www.maribor.si/>

<http://maribor-pohorje.si/recommended.aspx>

<http://www.termemb.si/>

<http://www.maribor-slovenia-travel-guide.com/>

<http://www.inyourpocket.com/slovenia/maribor>

<http://www.vreme-si.com/vreme-maribor.php>

### IMPORTANT INFORMATION'S:

#### **Translation of documents:**

If original documents (certificates, transcripts, etc.) are not in Slovene language, they must be accompanied by a translation into Slovene **OR** English language. Selected degree students will have to provide certified translations into Slovene language during the application process at the University of Maribor.

#### **Degree seeking students:**

Please have in mind that only a limited number of applicants can be admitted to the degree programmes. If you apply, make sure your application holds all the necessary documents and your prior education matches the programme you apply to.

#### **Visa and residence permit:**

Once you are selected as JoinEU SEE scholar, you will receive Invitation letter from University of Maribor. Please get in touch with Slovenian Embassy in your country as soon as possible. Procedure for getting visa/residence permit lasts approximately 5 or more weeks.



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