

INFORMATION PACKAGE FOR INCOMING STUDENTS

Welcome Erasmus+ students!

In this Information Package for Incoming Students you will find all relevant information about your host institution and the courses, the country of Slovenia, the city of Slovenj Gradec and relevant administrative information for your stay in Slovenia. We look forward to seeing you at Faculty of Polymer Technology.



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1 ABOUT FACULTY OF POLYMER TECHNOLOGY

Faculty of Polymer Technology offers one of the most interesting technical study programmes in Slovenia based on one of the most prospective industrial branches at the moment.

Due to their widespread use and numerous positive characteristics, polymers represent the centre of interest and research of many companies and research institutes. The production and use of polymers has been continuously growing all over the world. Polymers can be found everywhere: in bio-medicine and pharmaceutical industry, aviation and automotive industries, in household appliances and sports requisites, in textile, construction and nanotechnology. Therefore, the knowledge of polymer technology is much appreciated and highly valued by employers and research services. Faculty of Polymer Technology is the national centre of know-how in polymer technology. Besides the widely acknowledged study programme, the faculty provides high-quality development, research and educational services for businesses.

Faculty of Polymer Technology is the only one in South East Europe offering holistic study programs in polymer technology, covering all aspects: Chemistry and Materials Science, Design and Simulation, Processing, Characterization of polymer materials and Applications.

Faculty of Polymer Technology is a private non-profit higher education and research institution based in Slovenj Gradec. It was founded in 2006 as Polymer Technology College and was promoted to Faculty by the Slovenian Quality Assurance Agency for Higher Education in February 2017. Its founders are companies from Slovene plastics industry (Adient Slovenj Gradec d.o.o., Grammer Automotive Slovenija d.o.o., Plastika Skaza d.o.o., Kopur d.o.o., BSH Hišni aparati d.o.o. Nazarje), Regional institutions (Municipality of Slovenj Gradec, RRA Koroška d.o.o) and Industry associations/Research organisations (GIZ Grozd Plasttehnika, TECOS - Razvojni center orodjarstva Slovenije)

1.1 STUDY PROGRAMMES

We provide our students with the necessary knowledge and skills to become innovative and competent engineers that are fit for responsible tasks in their future assignments.

The whole course of study is prepared according to European Credit Transfer System (ECTS). This is a student-centered system based on the student workload required to achieve the objectives of a programme, objectives preferably specified in terms of learning outcomes and competences to be acquired.

Erasmus+ incoming students can choose between offered subjects depending on level of study. List of study subjects is available here:

[**BACHELOR'S DEGREE POLYMER TECHNOLOGY**](#)

[**MASTER'S DEGREE POLYMER TECHNOLOGY**](#)

1.2 TEACHING METHODS

The study process consists of lectures and practical classes. Seminar papers and other written ways of solving problems, as well as team projects and presentations in the lecture room, are part of the study process. In most cases grades are based on several elements: active participation in lectures and practice sessions written seminar papers; team projects and presentations; and naturally, written and oral exams.

1.3 GRADING SYSTEM

Learning outcomes are graded with numerical grades from 1 to 10. Pass grades mark the successful completion of the exam and are as follows:

10 – excellent (exc 10)

9 – very good (vg 9)

8 – very good (vg 8)

7 – average (avg 7)

6 – satisfactory (sat 6)

Fail grades indicate unsuccessful completion of an examination and are as follows:

1-5 – unsatisfactory (un 1, 2, 3, 4, 5).

1.4 ACADEMIC CALENDAR

Winter semester: 1.10.2021 – 18.2.2022

Welcome Week: 23.9.2021 - 30.09.2021

Summer semester: 21.2.2022 – 8.7.2022

Welcome Week: 21.2.2021 – 25. 2.2022

Whole academic year: 1.10.2021 – 8.7.2022

Academic Calendar for Study Year 2021/2022	
Friday, 1. 10. 2021	Introduction Day and beginning of lectures in the winter semester
Monday, 1. 11. 2021	Holiday**
Friday, 24. 12. 2021 - Saturday, 2. 1. 2022***	Christmas and New Year's Holidays**
Friday, 21. 1. 2022	End of lectures in the winter semester

Monday, 24. 1. 2022 - Friday, 18. 2. 2022	Winter examination period
Tuesday, 8. 2. 2022	Prešeren's day, Slovenian Cultural Holiday**
Monday, 21. 2. 2022	Beginning of lectures in the summer semester
Monday, 18. 4. 2022	Easter Monday**
Monday, 25. 4. 2022 - Monday, 2. 5. 2022***	1st May Holidays *
Friday, 13. 5. 2022	The award ceremony of diplomas
Friday, 10. 6. 2022	End of lectures in the summer semester
Monday, 13. 6. 2022 - Friday, 8. 7. 2022	Summer examination period
Saturday, 25. 6. 2022	National day
Thursday, 30. 6. 2022	Last day to submit a progress report practical training for the current academic year
Monday, 15. 8. 2022	Holiday
Monday, 22. 8. 2022 - Friday, 16. 9. 2022	Autumn examination period
Friday, 30. 9. 2022	End of the academic year

* lectures-free days ** labour-free days (holidays)

1.4 LANGUAGE

If you would like to carry out mobility for study: Proficiency in speaking, reading and writing Slovenian language is essential, because both study programmes are conducted in Slovene (lectures, exams, and assignments.). The required level of knowledge in Slovenian language knowledge is B2. **If you would like to carry out mobility for research work for Diploma thesis at FTPO:** research work is possible to do in a laboratory of faculty. Proficiency in speaking, reading and writing English or German language is essential for smooth workflow. The required level of knowledge in English or German language is B2.

If you would like to carry out mobility for traineeship: traineeship is possible to do in a laboratory of faculty. Proficiency in speaking, reading and writing English or German language is essential for smooth workflow. The required level of knowledge in English or German language is B2.

1.5 EXTRA CURRICULUM ACTIVITIES

There are different events organized for students as extra curriculum activities. Mostly they are organized by Career Center FTPO. We host different experts from companies (from Slovenia and also

from foreign countries). Visting experts share their knowledge, experience and opinions among students.

2 THE CITY OF SLOVENJ GRADEC AND HOW TO GET THERE

Slovenj Gradec is the cultural and economic centre of the Mislinja valley. The town developed between Mount Uršlja gora and the western Pohorje mountain range at the confluence of the rivers Mislinja and Suhodolnica. The city of Slovenj Gradec is lying at an atitude of 413 square kilometers above sea level and it is home to 7.244 people. Municipality of Slovenj Gradec counts 16.328 inhabitants. It is a small town which with two neighbour towns (Ravne na Koroškem, Dravograd) offers everything that people need for pleasant living.

Slovenj Gradec has always been and still remains rooted within its historical and cultural tradition. The most important artistic monuments in the town are to be found in the Gothic church of the Holy Spirit and in the church of St. Elizabeth; it is also interesting to examine the old town centre which has been preserved in its original design. In the nearby surroundings, there are quite a few cultural and historical monuments, whose particular characteristics resonate in a wider cultural context. The most important are the church of St. George at Legen, the ruins of Vodriž castle and the church of St. Pancras above Stari trg (the Old Square). There are also some sites of ethnological interest that have been preserved, and among them we find many traditional Slovene hayracks (Slovene: "kozolci"), old peasant houses, chapels and, here and there, a few old watermills and sawmills.

In Slovenj Gradec there are also the birthplaces and places of creativity of numerous important people, such as: one of the last European printers of the "Incunabula", Matevz Cerdonis; the Baroque painter Franc Strauss, the composer Hugo Wolf, the poet Ernst Goll, the sculptor Franc Berneker, the writers Franc Ksaver Meško and Ljuba Prenner, the painters Jože Tisnikar, Bogdan Borčič, Karel Pečko and many others. Traditional artisan work has also been handed down to contemporary masters, working from their homes.

Leisure activities in Slovenj Gradec

Slovenj Gradec offers hiking, biking, skiing at Kope, swimming pool, tennis court, fitness, aerobics. . You can also take up horse riding, climbing, judo or dancing lessons.

More informations are available:

<http://www.slovenjgradec.si/en>

<http://www.koroska.si/en/>

Videos of lovely Slovenj Gradec:

https://www.youtube.com/watch?v=Evf2O_I7_ko

https://www.youtube.com/watch?v=Gq_BhpgX3UE

https://www.youtube.com/watch?v=v_d-rLjmhCU

2.1 HOW TO GET THERE

AIR

Ljubljana Jože Pučnik Airport, is 20 km from the centre of Ljubljana, and it has good connections with other European airports. At airport we suggest you to use shuttle services to get to Slovenj Gradec.

<http://www.fraport-slovenija.si/en/Main/>

RAIL&BUS

Public bus connections link Koroška with Ljubljana, Maribor, and Velenje.

https://www.nomago.eu/?_ga=2.146754737.406298905.1587619798-1085492785.1586374648

Public train connections link the region with Maribor, as well as with Bleiburg (Pliberk) in Austria.

<http://www.slo-zeleznice.si/en/>

CAR

Approximately travel time

Austria:

Klagenfurt – Dravograd – Slovenj Gradec: 1 hour 15 minutes

Graz – Radlje ob Dravi – Slovenj Gradec: 1 hour 50 minutes

Croatia: Zagreb-Ptuj-Slovenj Gradec: 3 hours

Italy: Trst-Ljubljana-Velenje-Slovenj Gradec: 2 hours 35 minutes

Madžarska: Budapest-Slovenj Gradec: 4 hours 15 minutes

2.2 LIVING EXPENSES

ACCOMODATION:

Students have to make a reservation in a private accommodation. Usually students share rooms (to keep expenses down) so you can expect to have a roommate. Prices vary according to the extent of comfort and the size.

Our suggestions:

- **YOUTH HOSTEL SLOVENJ GRADEC** (90-120 EUR per month): <http://www.turizem-slovenjgradec.si/en/accommodation/youth-hostel>
- **PRIVATE ROOM IN AN APARTMENT IN SLOVENJ GRADEC** (100-150 eur per month):
<http://www.realestate-slovenia.info/>
http://www.bolha.com/nepremicnine/stanovanja/?adTypeH=03_Najamem%2F&location=Koro%C5%A1ka%2F

FOOD: average 5 EUR for meal. The cheapest way to get a good meal is to join **subsidized student meals system**. Price for one meal in Slovenj Gradec is currently between 1,87 € and 3,90€.

Instructions how to join system of subsidized student meals are available here: <https://www.sou-lj.si/sl/vsebina/subsidized-student-meals>

The list of restaurants in Slovenj Gradec where you can get subsidized meals: <https://www.studentska-prehrana.si/sl/restaurant>

2.3 THE RESIDENTIAL PERMIT AND HEALTH INSURANCE

ENTRY AND RESIDANCE PERMIT OF EU AND EEA CITIZENS

EU and EEA citizens may enter Slovenia with a valid personal ID or passport. You are not required to obtain an entry permit, i.e. a visa or a residence permit.

For the first three months after entry, you may stay without residence registration. You are obliged to report temporary adress to the relevant Administrative Unit in Slovenj Gradec, Meškova ulica 21, 2380 Slovenj Gradec.

Office hours of Administrative Unit in Slovenj Gradec:

Monday, Tuesday: 8 a.m. -12 a.m, p.m – 3 p.m.

Wednesday: 7 a.m. – 12 a.m., 1 p.m.- 5 p.m.

Friday: 8 a.m – 1 p.m.

While for a longer stay you are required to register your residence, i.e. submit an application for the issue of a residence registration certificate at the Administrative Unit in Slovenj Gradec (Meškova ulica 21, 2380 Slovenj Gradec) before the expiry of the permitted three-month stay. You can of course also apply for the issue of a residence registration certificate immediately upon your entry into the country.

More informations are available here:

http://www.mnz.gov.si/en/services/slovenia_your_new_country/entering_the_country/citizens_of_eu_and_eea/

ENTRY AND RESIDENCE FOR CITIZENS OF THIRD COUNTRY NATIONAL

If you are a third-country national (all countries except EEA member states, which include EU member countries and Norway, Iceland and Liechtenstein) and you wish to enter the Republic of Slovenia or stay there for study purposes you are required to obtain a visa at a diplomatic mission or consulate of the Republic of Slovenia abroad prior to entering the Republic of Slovenia.

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

- researchers, college/university teachers or college/university associates who have concluded a hosting agreement and are lawfully residing in Slovenia on the basis of a valid passport or identity card (where no visa is required), C visa or a valid residence permit issued in another EU member state;
- international students who are lawfully residing in Slovenia on the basis of a valid passport or identity card (where no visa is required), C visa or a valid residence permit issued for study purposes in another EU member state, or D visa issued for study purposes in another EU member state.

2.4 INSURANCE AND HEALTHCARE

Students from the EU countries need a Health Insurance Card. Students from countries outside the EU must bring a document confirming that they have insurance in their home country, along with their passports.

If you need medical care please go to Hospital Slovenj Gradec, Gosposvetska cesta 1, 2380 Slovenj Gradec and enter at doors named »Urgenca«.

3 APPLICATION PROCEDURE

1. Please contact the Erasmus coordinator/International Office of your home institution to receive informations about possible host institutions.
 - If your university/faculty is an Erasmus+ partner of FTPO, you can apply for Erasmus+ mobility for study in line with the following application procedure.
 - If your university/faculty is not Erasmus+ partner of FTPO you can not apply for Erasmus+ mobility until your instituion and FTPO do not conclude Inter-institutional Agreement (please contact your Erasmus+ coordinator).
2. You must be nominated at your home institution.
3. Mobility for study: contact your Erasmus coordinator for help in selecting your classes.
4. Mobility for traineeship: contact Erasmus coordinator at FTPO to direct you to your future traineeship mentor that you could fill out Programme of Erasmus+ mobility.
5. Please send Erasmus+ student application application form (attachments: CV, Transcript of Records, recommended also Language Certificate) and Learning Agreement to our Erasmus+ coordinator before deadline. Please send documents by e-mail to: erasmus@ftpo.eu

Application Deadline:
For winter semester: 30. 6.



For summer semester: 30. 11.

6. We check Learning Agreement.
7. All three parties (student, host institution, sending institution) need to sign the Learning Agreement.
8. You will receive formal Acceptance Letter.

The winter semester for ERASMUS+ students will start on 1 October 2018, with first lectures and/or Introduction Day.

4 ERASMUS+ MOBILITY FOR TRAINEESHIP

Traineeship (work placement) means that you as student spend a period of time in an enterprise or organisation in foreign country with a view to acquire specific competences that are required by the labour market, carry out work experience, improve the understanding of the economic and social culture of that country.

If your traineeship is undertaken as part of your degree, your School must approve your traineeship programme.

If the placement is voluntary, it doesn't have to be directly related to your field of study.

At the Faculty of Technology for Polymers we want to help industry to solve challenges that arise during production and also to ensure better quality of their products. We have state-of-the-art equipment for testing polymer materials/products and offer support also for development of materials and products as well as tailor-made trainings. More you can read here.

5 ERASMUS COORDINATOR

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