

## **Instructions for implementing the Price List of the School of Economics and Business for the 2023/2024 academic year**

The Governance Board of the School of Economics and Business, University of Ljubljana at its session held on 13 April 2023, adopted, and supplemented, at its session held on 23 May 2023, the *Instructions for Implementing the Price List of the School of Economics and Business for the 2023/2024 academic year* as an attachment to the SEB LU Price List. These Instructions determine implementation of the Price List of Services of the School of Economics and Business in the 2023/2024 academic year in first-cycle or undergraduate studies, second-cycle or master's studies, and third-cycle or doctoral studies.

### **A. First-cycle (undergraduate) and second-cycle (master's) study programmes**

#### **1. Contribution for study**

A student of the School of Economics and Business (full-time or part-time study) pays the contribution for the costs of study for every study year in which they are enrolled in the school and hold student status. The contribution for study totals €30.85 and includes a fee for the use of ICT (€13.50) and an annual fee for the library services of the University of Ljubljana, the Central Technical Library (CTK) and the National and University Library (NUK) as well as other libraries at members of the University of Ljubljana (€17.35).

Besides the contribution for study, the student pays a fee for the activity of the SEB LU Student Council amounting to €3.00 and a fee for advanced study methods (business cases, visits to companies, business simulations, purchase of articles) amounting to €25.00. Students who enrol in additional studies in the SEB LU do not pay the library subscription fee.

#### **2. Tuition fee**

The tuition fee for a year of an individual study programme is stated in the SEB LU Price List of the School of Economics and Business, University of Ljubljana for the 2023/2024 academic year. The tuition fee for an individual year of the study programme is paid by students for:

- part-time study in the first and second cycle,
- full-time study in the first and second cycle,
  - if they have already achieved a level of education equalling at least the level of education acquired under the study programme in which they are enrolled,
  - if they have already repeated a year or changed the study programme and want to enrol in a new study programme (they pay the tuition fee in all years of the study)
  - if they are foreign citizens from states outside of the EU and citizens of non-EU member states with which the Republic of Slovenia does not have an agreement (exceptions include: foreign citizens with permanent residence in Slovenia who are either themselves residents of Slovenia for tax purposes or where at least one of their parents or guardians is; foreign citizens who have been granted international protection or applicants for international protection under the International Protection Act).

A student who enrolls in the English track of the first-cycle University Degree Programme in Business and Economics and/or the English track of the master's study programme which is provided only as full-time study pays the tuition fee in the amount and in the manner applicable to full-time study, irrespective of which type of study they are enrolled in.

The paid tuition fee for a year of full-time study (for the first and the second cycles of study) and of part-time study (for the second cycle of study) is valid for one academic year, whereas in part-time study (for the first cycle of study) it is valid for two academic years due to the way in which the study is implemented.

In the case of regular advancement to the next year, students have the right to education and to complete their study according to the conditions that applied at the time of their enrolment, including the tuition fee.

Students must by themselves arrange medical insurance with the competent health insurance institute and pay all related contributions.

The validity of the paid tuition fee is not connected with enrolment and/or the rights arising from student status.

Students in the master's study programme Business and Organisation (IMB) who enrol for the first time in the master's study and have previously not used the options of enrolment, repetition of a year or change of a study programme and/or who have not yet achieved the level of education equalling at least the level of education obtained under the study programme in which they are enrolled, pay the costs of additional services upon enrolment amounting to €3,300.00. The costs of additional services include the services of career counselling, a mentorship programme, additional training in soft skills, individual expert assistance, use and 24-hour access to the IMB premises as well as the costs of a large number of foreign teachers and foreign guests holding practical experience in the teaching process.

## **2.1. Tuition fee payment method**

The tuition fee for an individual year in the 2023/2024 academic year is paid as a one-off amount. Part-time students can pay the tuition fee for an individual year in three instalments. Payment in three instalments means that the student pays the first instalment equalling 55 % of the total tuition fee immediately upon enrolling in the first year, the second instalment equalling 30% by no later than 28 February, and the remaining 15 % by no later than 30 April of the current academic year. The tuition fee can also be paid with the Diners payment card (a max. of 24 instalments), but this only applies to holders of the Diners Club Slovenia card.

Upon paying the tuition fee, a student concludes a Study Agreement with the SEB LU, stipulating the rights and obligations of both parties. A student who fails to pay the tuition fee according to the Study Agreement has their access to Student-net restricted up until the day the amount outstanding is paid.

A student who advances to a higher year due to a fast-track study is obliged to pay the total tuition fee for a year upon enrolling in the higher year. If the student has not yet paid the total tuition fee for the past year, enrolment in a higher year and/or enrolment in the next academic year are not possible.

A student who is bound to pay the tuition fee must pay it for the entire study programme (for all years) until the completion of the study and/or the day of graduating as a bachelor or a master irrespective of their potential early advancement, completion of the programme or exams that have been recognised based on previously fulfilled obligations.

## **2.2. Relief regarding payment of the tuition fee**

### **2.2.1. Relief regarding payment of the tuition fee is a one-off amount (it only applies to part-time study)**

If a student pays the total tuition fee for a year upon enrolment, the tuition fee specified in the SEB LU Price List is reduced by a specific amount, as follows:

- by €115.00 upon enrolment in the 1st, 2nd and 3rd years of the part-time University Degree Programme Business and Economics (*UPES*) and the 1st, 2nd and 3rd years of the part-time Professional Degree Programme Business Administration (*VPŠ*),
- by €155.00 upon enrolment in the 1st and 2nd years of the second-cycle part-time master's study.

The mentioned relief does not apply to payment using Diners card!

### **2.2.2. Relief regarding payment for full-time study in the first and second cycles for foreign students**

Payment of the tuition fee in the amount stated in the SEB LU Price List for the 2023/2024 academic year in the first and second cycles of full-time study for foreigners who are from states outside of the EU and who pay the tuition fee is charged upon the student's enrolment in a higher year based on their good study success in an amount equalling 55 % of the yearly tuition fee for students who advance to a higher year and at the SEB LU have achieved in the

current year an average score that is equal to or exceeds 8.00, and/or in the amount equalling 30 % of the yearly tuition fee for students who advance in a higher year and at the SEB LU have achieved in the current year an average score that is equal to or exceeds 9.00. Deductions only apply to students who have completed the entire year of study at the SEB LU and did not repeat the previous year. Students who transfer from other programmes and whose courses are recognised upon the transfer are not entitled to this deduction.

### 2.3. Return of the tuition fee and withdrawal from the school

A student may terminate their study by filing a **written statement of withdrawal**, and they are obliged under Article 14 of the *Rules on Contributions and Cost Evaluation of the University of Ljubljana* to **pay part of the tuition fee**, namely:

- 10 % of the contractual tuition fee if they withdraw by filing an irrevocable written statement of withdrawal by 31 October of the current year and/or within 15 days of entering into the Study Agreement or
- 55 % of the contractual tuition fee if they withdraw by filing an irrevocable written statement by 30 September 2024 for part-time students in the first-cycle programmes and by 19 February 2024 for students in the second-cycle master's programmes and full-time students in the first-cycle programmes who are obliged to pay the tuition fee.

In the case of a withdrawal after the dates specified in the above indent or if no written statement of withdrawal has been filed, the student is obliged to pay the total yearly tuition fee in accordance with the Study Agreement.

### 2.4. Bridging (differential) exam for enrolment in a master's study programme

The price of an individual bridging (differential) exam for enrolment in a master's study in the 2023/2024 academic year is €150.00 and includes lectures and an exam (3 exam dates, up-to and including 30 September 2023).

## 3. Costs of completing the study

The costs of completing the study are paid by students who have not enrolled in a year or in an additional year in the academic year due to suspension of the study or the loss of status.

Obligatory payers of the costs of SEB LU services also include those who have never enrolled in the SEB LU, graduates of the undergraduate or first-cycle study and graduates of the master's or second-cycle study at the SEB LU since the day of graduating and/or obtaining a master's degree, students who withdrew from the SEB LU and students who terminated their study. Suspension of the study starts on the day the student loses their student status. Parallel students who hold student status in their parent school in the 2023/2024 academic year are not considered persons without status should they terminate their study at the SEB LU.

### 3.1. Completion of the study

Students who want to **continue with their suspended study** must file a written application with the Student Affairs Office for continuation of the study, including a statement about the payer of the study costs. Based on the conditions for continuation and completion of a suspended study as stated in the applicable study programme and the decision of the SEB LU Senate, the Student Affairs Office issues a written decision specifying all of the study and financial obligations which the student must satisfy to complete the study.

#### 3.1.1. Completion of the study after a suspension of less than two academic years

Students and graduands whose status expired on 30 September 2022 or later and have not met the conditions for advancing to a higher year or not passed all exams to complete their study must pay for each exam attempt in line with the SEB LU Price List for the 2023/2024 academic year in which they fulfil all other academic obligations within the enrolled study programme. The price of an individual exam attempt is €68.70 for the 1st, 2nd and 3rd exam attempt as well as €206.00 for the fourth and any subsequent exam attempt. The payment of costs of sitting for an exam is only possible based on an issued invoice and the student can register for an exam in the Student Affairs Office by presenting the certificate of payment.

A student who had completed all of their study obligations, except for the final thesis, before they lost their status and who had, no later than within 6 months of losing their status, the topic of their final thesis confirmed (officially registered), will be able to complete their studies without any additional payment provided they complete them within 2 years of losing their status.

If a student fails to fulfil these conditions they must pay the costs of the final thesis upon submitting the completed final thesis for its defence.

### **3.1.2. Completion of the study after a suspension exceeding two academic years**

Students whose status expired before 1 October 2021 (without the status in the 2021/2022 and 2022/2023 academic years) and who have not met the conditions to advance to a higher year in the 2023/2024 academic year, and graduands whose status expired before 1 October 2021, must pay the following in order to continue their study in the 2023/2024 academic year:

- the costs of issuing the decision on continuation and finalization of study after interruption of more than 2 years, which they must pay before the decision is issued,
- the costs of the class and fulfilment of study obligations for all courses specified in the decision on the continuation and completion of the study. The amount of the course equals the percentage of the tuition fee for a year based on the number of ECTS of the course. The payment of the costs of the course is only feasible based on an issued invoice and the student can register for an exam in the Student Affairs Office by presenting confirmation of payment;
- the costs of the final thesis which are paid upon submitting the completed thesis for its defence and/or grading.

Payment of the costs of completion of the study is valid within an individual study year for which a decision on completion was issued and cannot be transferred to following academic years as well as no reimbursement of the costs paid for a class with an exam can be claimed.

## **4. Relief regarding payment of costs stated in the SEB LU Price List for 2023/2024**

The SEB LU will consider relief for the payment of services within the framework of its financial capacity when a special interest for the SEB LU exists.

**The prices of services where relief is possible do not include the tuition fee (except for the relief referred to in item 2.2.), the payment for a decision on completion, the payment of individual exam attempts, the payment of an examination-board exam, a class with an exam and the costs of submitting the final thesis, which is why the part or total relief regarding payment of the above costs stated in the SEB LU Price List is not possible.**

Within the framework of its available funds, the SEB LU will consider providing relief on payments of services for a student who has achieved **appropriate study results**, but was unable to fulfil their study obligations for **justifiable reasons** that are well documented. A student is only entitled should they be incapable of paying for the services by themselves and, for objective reasons, not have any other possibilities to acquire financial means (e.g. a special purpose loan, a scholarship, co-financing by companies etc.).

**An appropriate study result is considered to be the case when a student has not attempted to sit an exam more than twice.** The justifiable reasons for which a student was unable to fulfil their study obligations in the time period envisaged by the study programme include disability, disease, provided that the student's personal doctor has issued a letter confirming that the student was unable to fulfil their study obligations for at least one year in the last two academic years, parenthood in the last two academic years, family and social circumstances in the last academic year which, according to the opinion and/or decision of the Centre for Social Work prevent normal study work, the status of an elite athlete or top artist in the last academic year and active participation in the SEB LU or UL bodies in the last academic year. A student is entitled to relief if they have fulfilled both above elements (an appropriate study result and a justifiable reason).

The types of relief on the payment of services according to the SEB LU Price List are as follows:

- A free first exam attempt for students who terminated their study and, for a justifiable reason, have never taken an exam during the period of their student status or validity of the tuition fee.
- Extension of the deadline for the payment of the second and/or third parts of the tuition fee for a part-time study (30% and/or 15% of the tuition fee) to enrol in a higher year.
- Extension of the deadline for the payment of other costs (completion of the study etc.).
- Extension of the validity of the tuition fee for a max. 1 year, only once in the period of study.

**Relief is not possible for other services under the SEB LU Price List.**

A student who wants to exercise their right to relief regarding the payment of services must file a written application with the Student Affairs Office and attach to it appropriate official documentary proof of objective justifiable reasons and inability to pay for the services. Applications without any documentary proof are rejected. When determining the type and use of individual relief for a student, the student's previous study success, the nature of the justifiable reason, and the student's financial ability are taken into account. The student may file an appeal against the decision. Appeals are finally decided on by the Governance Board of the SEB LU.

**5. Payment and relief regarding payment for students in pre-Bologna study programmes upon enrolment in Bologna programmes in the 2023/2024 academic year**

Students who in the 2023/2024 academic year enrol in the last year of a study programme in the first or second cycle from old, pre-Bologna study programmes of undergraduate and graduate study at the SEB LU are granted relief on the payment of the tuition fee, namely for:

1. Enrolment in the 3rd year of part-time or full-time study in the University Degree Programme Business and Economics (*UPEŠ*), for which the following must be fulfilled, based on the application for the recognition of obligations:

- if up to 3 courses are missing, relief can be granted in an amount equalling two-thirds of the tuition fee of the 3rd year of the *UPEŠ* study (the provisions of items 2.1 and 2.2 of these Instructions do not apply);
- if up to 6 courses are missing, relief can be granted in an amount equalling one-third of the tuition fee of the 3rd year of the *UPEŠ* study (the provisions of items 2.1 and 2.2 of these Instructions do not apply).

If a student is missing 7 or more courses to complete the programme, relief regarding the payment of the tuition fee is not possible, except with respect to the provisions of items 2.1 and 2.2. of these Instructions.

2. For enrolment in the 3rd year of part-time or full-time study in the Professional Degree Programme Business Administration (*VPŠ*), the following must be fulfilled, based on the application for the recognition of obligations:

- if up to 2 courses are missing and the professional final thesis has been completed, relief can be granted in an amount equalling two-thirds of the tuition fee of the 3rd year of the *VPŠ* study (the provisions of items 2.1 and 2.2 of these Instructions do not apply);
- if up to 5 courses are missing and the professional final thesis has been completed, relief can be granted in an amount equalling one-third of the tuition fee of the 3rd year of the *VPŠ* study (the provisions of items 2.1 and 2.2 of these Instructions do not apply).

If a student is missing 6 or more courses and has not prepared a professional final thesis to complete the programme, relief on the payment of the tuition fee is not possible, except with respect to the provisions of items 2.1 and 2.2. of these Instructions.

3. For enrolment in the 2nd year of full-time or part-time second-cycle master's study programmes at the SEB LU for which, based on the application for the recognition of obligations, a master's thesis must be prepared and at most one course can be missing, relief is possible equalling one-half of the tuition fee of the 2nd year of the master's study (the provisions of items 2.1 and 2.2 of these Instructions do not apply).

If a student has not prepared a master's thesis and 2 or more courses are missing to complete the programme, relief on the payment of the tuition fee is not possible, except with respect to the provisions of items 2.1 and 2.2. of these Instructions.

Completed or uncompleted courses of the master's study programme do not include the obligation of (*Business Skills Development 1 and 2*), but only courses that are worth at least 6 ECTS.

Payment of the tuition fee equalling one-third, one-half or two-thirds of the year must be made in a single instalment (without a deduction) and is valid for one (current) academic year.

## **B. Doctoral Programme in Economics and Business**

### **1. Contribution for study**

A student of the School of Economics and Business pays the contribution for study for every study year in which they are enrolled in the school and hold student status. The contribution for study totals €30.85. The contribution for study includes a fee for the use of ICT (€13.50) and an annual fee for the library services of the University of Ljubljana, the Central Technical Library (CTK) and the National and University Library (NUK) as well as other libraries at members of the University of Ljubljana. (€17.35).

Besides the contribution for study, the student pays a fee for the activity of the SEB LU Student Council amounting to €3.00 and a fee for advanced study methods (business cases, visits to companies, business simulations, purchase of articles) amounting to €25.00. Students who enrol in additional studies in the SEB LU do not pay the library subscription fee.

### **2. Tuition fee**

The tuition fee for a year in the doctoral study programme is stated in the SEB LU Price List for the 2023/2024 academic year.

- The tuition fee for 1 year of the 4-year doctoral study programme is €4,700.00.

#### **2.1. Tuition fee payment method**

The student pays the tuition fee upon enrolment. The tuition fee can also be paid in 3 instalments such that the student pays the first instalment equalling 55 % of the tuition fee upon enrolment, the second instalment equalling 30 % of the tuition fee by no later than 28 February, and the remaining 15 % by no later than 30 April in the current academic year.

A student who is enrolling for the first time in the third-cycle study programme at any member of the University of Ljubljana must pay the tuition fee for the entire study programme (for all years) until the completion of the study, irrespective of their potential early advancement, completion of the programme or exams that have been recognised based on previously fulfilled obligations.

A student who has already enrolled in the third-cycle study programme at any member of the University of Ljubljana and who, based on recognised obligations from the previous programme according to the decision of the Senate of the SEB LU, advances early must pay the tuition fee for the year in which they are enrolling.

If the student has not yet paid the total tuition fee for the past year, enrolment in a higher year and/or enrolment in the next academic year are not possible.

With the tuition fee for a year, the student pays for the performance of all study obligations in the year for which they have paid the tuition fee and

for at most 2 exam attempts within doctoral studies. A student without the status who has paid the tuition fee for a year of doctoral study programme may take exams within the doctoral study without any payment, namely for 2 years as of the date of losing their status, for the first or second exam attempt.

#### **2.2. Return of the tuition fee and withdrawal from the school**

A student may terminate their study by filing a written statement of withdrawal and is obliged under Article 14 of the *Rules on Contributions and Cost Evaluation of the University of Ljubljana* to pay part of the tuition fee, namely:

A student must pay part of the tuition fee also when they withdraw from the University of Ljubljana before the end of the academic year, hence:

- 10 % of the agreed tuition fee if they withdraw by 31 October of the current year and/or within 15 days of concluding the Study Agreement,
- 55 % of the agreed tuition fee if they withdraw before the end of the first semester.

In the case of a withdrawal after the dates specified in the above indent or if no written statement of withdrawal has been filed, the student is obliged to pay the total yearly tuition fee in accordance with the Study Agreement.

### **3. Relief regarding payment of costs stated in the SEB LU Price List for 2023/2024**

Item 4 of Chapter A must be reasonably applied.