



University of Ljubljana

**FACULTY OF  
ECONOMICS**

# ERASMUS+ INTERNATIONAL STAFF WEEK 2017



Co-funded by the  
Erasmus+ Programme  
of the European Union



**Welcome to Slovenia. Welcome to Ljubljana.**

**Welcome to the University of Ljubljana, Faculty of Economics.**

**Welcome to the Erasmus+ International Staff Week 2017.**

This brochure gathers information about the Erasmus+ ISW 2017 programme, participants and some useful information you might need during your stay.

Erasmus+ ISW 2017 programme includes topics on internationalisation, international accreditations and summer schools. It provides a learning experience of considerable and lasting added value. Welcoming 43 participants, 35 institutions and 22 countries is a valuable opportunity to network with participants from other countries and institutions, gather new insights on other's work and exchange ideas and knowledge in an international setting.

We wish you a successful and memorable week.

International Relations Office

## THE CITY OF LJUBLJANA



Situated between the Alps and the Adriatic Sea, the city of Ljubljana is classified as a mid-sized European city, but it has preserved its small-town friendliness and relaxed atmosphere while providing all the facilities of a modern capital. The city's character is marked by two widely differing and yet complementary features: Ljubljana is famed for its historical heritage and tradition while being a relatively young city with a modern lifestyle. It is the political and cultural heart of the Slovenian nation, safe and particularly charming in summer. In 2016 Ljubljana won **European Green Capital Award**.



## ABOUT SLOVENIA



Slovenia lies in the heart of Europe, where the Alps meet the Mediterranean and the Pannonia Plain meets the Karst. Its geographic location along Europe's virtual centreline sees the country linking East and West and that is what makes it so strategically well-positioned. As a beautiful and picturesque country, Slovenia makes a great destination. Mountains, lakes, waterfalls, forests, caves, hills, plains, rivers and the sea - you name it.

**Have a wonderful time in Slovenia!**

## UNIVERSITY OF LJUBLJANA

University of Ljubljana (UL) is the oldest and largest higher education and scientific research institution in Slovenia. UL is a comprehensive, traditional, research oriented university founded in 1919 and based in Ljubljana. UL encompasses 23 faculties and 3 art academies and has more than 40.000 undergraduate and postgraduate students plus approximately 5.600 higher education teachers, researchers, assistants and administrative staff.

UL takes a central pedagogical position by performing public services in the areas of special social importance which ensure the preservation of the national identity.

UL participates in many European and worldwide partnerships in higher education and it works actively in national and international R&D and educational programmes.

UL cooperates closely with the private sector, being the founder of the Slovenian Innovation Hub. UL is also the founder of the University incubator, the Institute for Research and Innovation, and the SMUL network.

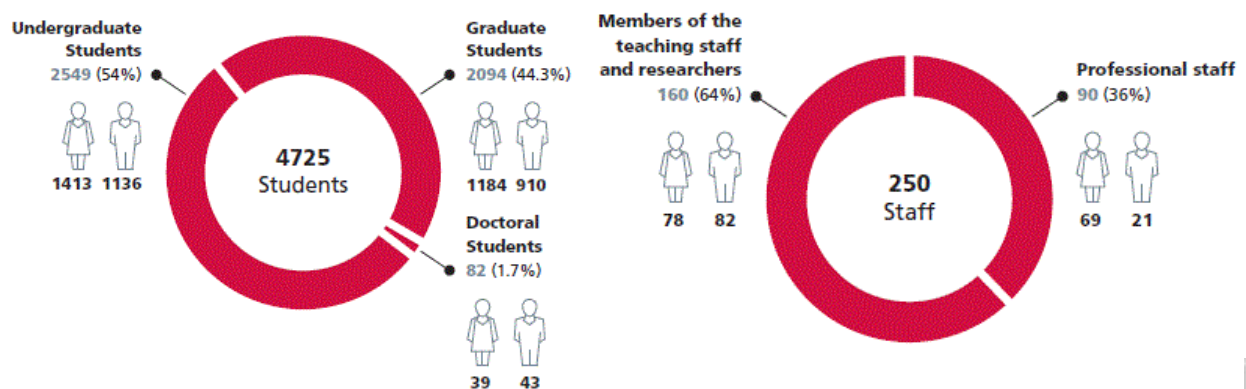
UL is listed amongst the top 3% university in world ranking.



## UNIVERSITY OF LJUBLJANA, FACULTY OF ECONOMICS

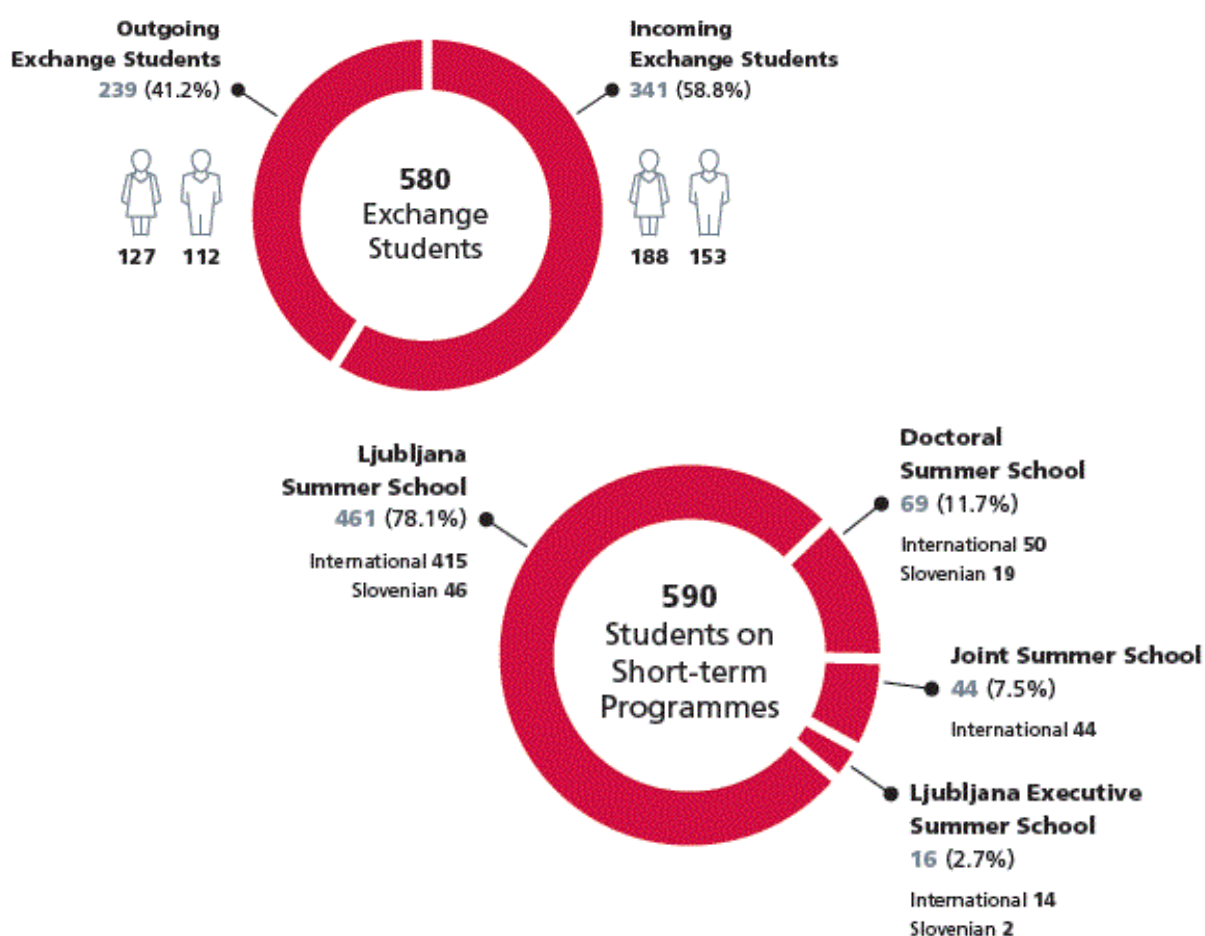
The Faculty of Economics, University of Ljubljana (FELU) was established in 1946 and is today the biggest higher education and research institution in the field of business and economics in Slovenia with the largest centre for executive education within a university setting. It is the only school in the wider region to have been awarded the EQUIS, AACSB and AMBA international accreditations.

The FELU provides education at all levels - undergraduate, graduate, doctoral, executive and lifelong learning - in key areas of specialisation. Almost all of the programmes are offered in Slovenian and in English and therefore aimed at an international audience.



## INTERNATIONAL RELATIONS OFFICE

The International Relations Office is a key advisor and promoter of the FELU's internationalisation. Its main tasks are strong international partnerships, organising and supporting student and academic & administrative staff mobility, organising internationally renown Ljubljana Summer School for undergraduate, graduate and doctoral students, gathering and disseminating useful information about international study and work opportunities and, finally, to constantly promote the FELU's international recognition worldwide. Number of partnerships: 198 from 46 countries worldwide + 28 Erasmus+ International Credit Mobility .



## INTERNATIONAL RELATIONS OFFICE TEAM



**DANIJELA VOLJČ**

*Head of the IRO and Director of Confucius Institute*

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**MOJCA MAHER PIRC**

*Erasmus+ projects & Ljubljana Doctoral Summer School*

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*Erasmus+ Projects & Staff Mobility*

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*Outgoing students*

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**PETRA BURGAR**

*Incoming students*

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**KATJA GOSTINČAR**

*Double Degree Programmes*

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**MIRZAD BRKIĆ**

*Ljubljana Summer School*

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## CONNECT



FELU International Relations Office



Erasmus+ ISW Ljubljana 2017



Lppbus Ljubljana public transit



Bicikelj Ljubljana



Visit Ljubljana and more



Explore Slovenia Top 100



In Your Pocket City Essentials

### USEFUL INFORMATION

**Faculty of Economics, University of Ljubljana (FELU)**, Address: Kardeljeva ploščad 17

Phone: +386 1 5892 592, Monday to Saturday: 7:00 - 21:00, Sunday closed

**Taxi Laguna:** +386 31 492 299

### OPTION FOR LUNCH

**Bistro Podmornica (at the FELU)**, Weekdays: 10:00 - 16:00, Saturday and Sunday closed

## **USEFUL INFORMATION**

**Police:** 113

**Emergency:** 112

**Emergency station:** Bohoričeva ulica 4. Tel.: +386 1 522 52 76,

**24-hour-open Pharmacy:** Njegoševa cesta 6K, Tel: +386 1 23-06-100

**24-Doctor/Dentist:** Metelkova ulica 9, Tel.: +386 1 472 3700

### **Events in Ljubljana**

Events: <http://www.ljubljana.si/en>

### **Working hours of shops**

Weekdays: 8:00/9:00 to 19:00/21:00

Saturdays: 8:00 to 13:00, shopping centers to 21:00

Sundays: only shopping centers from 9:00 to 15:00

### **The Fastest Way to Go Around Ljubljana**

Most widely used transportation is Ljubljana's public transport. Card "Urbana" can be obtained at green vending machines and it costs 2 EUR. 90-minute bus ride costs 1,2 EUR.

Another way to travel is to use Bicikelj system, which enables you to travel freely by day or night; 38 parking spots are available 24/7 at 31 stations in the wider city centre area. More information: <http://en.bicikelj.si/>

### **Water**

Slovenia is one of the most water-rich countries in Europe. It has numerous thermal springs and mineral springs as well as rivers and lakes. Tap water is drinkable all over Slovenia as it is clean and uncontaminated.

## **USEFUL INFORMATION**

### **A Polycentric Culture**

Slovenia has a polycentric culture. Slovenians are naturally indirect communicators but can moderate their behaviour when dealing with people who come from cultures where more direct communication is the norm.

### **Culture, Customs and Etiquette and Greetings**

Greetings are initially quite formal and reserved. When meeting someone for the first time, the most common greeting is a handshake. Handshakes should be firm and confident. It is really important to arrive on time when meeting with someone.

In Slovenia, smoking indoors is prohibited.

### **Tipping**

In Slovenia a tip is not an obligation, but it is appropriate in case of good service. In restaurants and bars, people usually leave some change.

### **Language in Slovenia**

Slovene or Slovenian belongs to the family of South Slavic languages. It is spoken by approximately 2 million speakers. Slovene is one of the rare languages to have preserved the dual grammatical number from Proto-Indo-European.

Although the country is relatively small, there are more than 32 different dialects spoken, which can be grouped into 7 larger dialect segments. The diversity in language is due to the influences of neighbouring countries as well as the mountainous nature of the country, which has led to isolated language development.

# Erasmus+ International Staff Week 2017

3 - 7 April 2017

## PROGRAMME

*Monday Venue: University of Ljubljana, Address: Kongresni trg 12*

*Tuesday - Thursday Venue: Faculty of Economics, Room P-119, Address: Kardeljeva ploščad 17*

### **Monday, 3 April 2017**

- 15.00 – 16.30      *Meeting only for Erasmus+ International Credit Mobility participants*  
*Meeting place: Vogalna soba (1<sup>st</sup> floor), University of Ljubljana, Address: Kongresni trg 12*
- 17.00 – 17.15      **Registration**
- 17.15                **Welcome gathering / Getting to know each other**  
*Meeting place: Zbornična dvorana (1<sup>st</sup> floor), University of Ljubljana, Address: Kongresni trg 12*

### **Tuesday, 4 April 2017**

- 9.00 – 9.15        *Arrivals of participants*  
*Meeting place: Room P-119, Faculty of Economics, Kardeljeva ploščad 17*
- 9.30 – 10.45      **Official Welcoming by the Dean, Professor Metka Tekavčič**  
**Presentation of the Faculty of Economics**  
*Group Photo*
- 10.45 – 11.45     *Coffee break with traditional sweets from participants' countries*
- 11.45 – 12.30     **International students present their experience**
- 12.30 – 13.00     **Internationalisation of higher education in Slovenia**  
**Study in Slovenia**  
Petra Bevek, Slovenian National Agency CMEPIUS
- 13.00 – 14.00     *Lunch break (at your own cost: around 5 EUR)*
- 14.00 – 16.00     **Internationalisation Workshop**  
Sharing challenges and good practices in groups  
Moderator: Tilen Balon, Secretary General
- 16.00 – 17.00     *Individual meetings*

### **Wednesday, 5 April 2017**

- 8.30 – 9.30        *Individual meetings*  
*Meeting place: Room P-119, Faculty of Economics, Kardeljeva ploščad 17*
- 9.30 – 11.00      **Slovenian history, joining EU and its economic situation today**  
Zarjan Fabjančič, Faculty of Economics
- 11.00 – 11.30     *Coffee break*

- 11.30 – 13.00      **Ljubljana Summer School**  
Bachelor, Master and Doctoral programme
- 13.00 – 14.00      *Lunch break (at your own cost: around 5 EUR)*
- 14.00 – 16.00      **Summer School Workshop**  
Sharing challenges and good practices in groups  
Moderator: International Relations Office
- 16.00 – 17.00      *Individual meetings*
- 18.00 – 19.30      **Ljubljana sightseeing**  
*Meeting place: Prešern's Square in city center, at the Prešern's statue*
- 19.30 – 21.30      **Dinner**  
*Address: Gostilna na gradu, Grajska planota 1*

#### **Thursday, 6 April 2017**

- 8.30 – 9.30      *Individual meetings*  
*Meeting place: Room P-119, Faculty of Economics, Kardeljeva ploščad 17*
- 9.30 – 11.00      **From Slovenian to international accreditations**  
**International accreditations EQUIS, AACSB, AMBA**  
Equis – Marjan Smonig, Head of Unit, Internationalisation  
AACSB – Associate Professor Igor Lončarski  
AMBA – Associate. Professor Andreja Cirman  
Moderator: Marjan Smonig, Head of Unit, Internationalisation
- 11.00 – 11.30      *Coffee break*
- 11.30 – 13.00      **Tomorrow's business school - can you see the future?**  
Andrew Crisp, CarringtonCrisp
- 13.00 – 14.00      *Lunch break (at your own cost: around 5 EUR)*
- 14.00 – 16.00      **International accreditations and Quality assurance Workshop**  
Sharing challenges and good practices in groups  
Moderator: International Accreditations and Quality Assurance Office
- 16.00 – 16.30      **Summary of the week**

#### **Friday, 7 April 2017**

- 8.15 – 18.00      *Optional trip to the Slovenian coast: **Karst & Coast Mystery***  
*Departure: 8.15*  
*Meeting place: Faculty of Economics, Kardeljeva ploscad 17*

## PARTICIPANTS



42 international participants  
25 participants from 10 EU countries  
17 from 11 non-EU countries



35 institutions



22 countries



Austria



Azerbaijan



Belarus



Denmark



Dominican Republic



Georgia



Germany



Hungary



Italy



Jordan



Kazakhstan



Lithuania



Macedonia



Montenegro



Norway



Poland



Portugal



Slovenia



South Africa



The Netherlands



Turkey



United Kingdom

# PARTICIPANTS

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Selver Softic

Internationalisation Coordinator at degree programme Business Informatics, R&D Project Manager

**CAMPUS 02 UNIVERSITY OF APPLIED SCIENCES**

Since 1996

Vision: "From Business for Business"

Austria



General information about CAMPUS 02 UAS:

Located in Graz, Austria

Approx. 1300 students

International accreditations: Erasmus+ and CEEPUS

5 regular studies (part and full time): IT & Business Informatics, Automation Technology, Accounting and Controlling, International Marketing, Innovation Management

5 post gradual academic courses

I am personally involved into internationalisation through project management in Erasmus+ KA2 projects and as an internationalisation coordinator for teacher mobility in Erasmus+ and CEEPUS at degree programme Business Informatics

International partners: > 60

International students: 18

Incoming exchange students: 7

Outgoing exchange students: 7

Courses in English: 100

Programmes in English: currently 1 from 2018, 3 in total

- Networking
- Making new contacts
- Starting new cooperation

My motto in life:

Learning is like rowing upstream; not to advance is to drop back.



**Simone Antensteiner-Falk**

Erasmus Assistant International Office

**UNIVERSITY OF APPLIED SCIENCES UPPER AUSTRIA**

Established in 1995

Vision: Teaching and learning with pleasure – researching with curiosity.  
The motivation and competence of our staff, our students and our graduates are the basis of our success.

**Austria**



General information about your university:

1440+ regular students at Campus Steyr (5890+ all Campuses)  
Founded 20 years ago, now one of the leading Universities of Applied Sciences in Austria  
Located in Steyr - a city of 39.0000 inhabitants with the atmosphere of a small town and just one hour's drive from Linz  
Home to factories of BMW, MAN and SKF [www.steyr.at](http://www.steyr.at)

Your personal experience and background in the field of international cooperation:

Participation in Staff Training Week  
Assistant Int. Office (since 10 years): Staff mobility, student mobility (outgoings)

Campus Steyr, School of Management:

International partners: 120, 49 nations  
International students: 200  
Incoming exchange students: 140  
Outgoing exchange students: 200  
Courses in English: more than 100  
Programmes in English: 11 "Management" Degrees:  
Bachelor: Production and Management, International Logistics Management, Process Management and Business Intelligence, Marketing and Electronic Business, Global Sales and Marketing, Controlling, Accounting and Financial Management  
Master: Supply Chain Management, Operations Management, Global Sales and Marketing, Controlling, Accounting and Financial Management, Digital Business Management

Your personal expectations from Erasmus+ Staff Week 2017

Exchange of experiences  
Social skills  
Learn more about summer school

My motto in life:

What you wish to kindle in others must burn within yourself.



Sevil Imanova

Head of International Relations and Project Management Office, Senior Lecturer at Industrial Engineering Department

Venera Suleymanova

Senior Lecturer at English Language and Literature Department

**BAKU ENGINEERING UNIVERSITY**

Established in 2016

Vision: To educate our students in understanding of fundamental engineering principles, to create learning opportunities allowing students to unify knowledge to improve the quality of life and create wealth through the generation of new ideas.

Azerbaijan



**General information about your university:** Baku Engineering University is one of the best higher education institutions functions under the Ministry of Education. Baku Engineering University prepares engineers on all levels of higher education, execute programmes of higher and additional education in this sphere, and conduct fundamental and applied science researches. The establishment of the university aims to improve the teaching of engineering technologies and prepare highly qualified personnel for the industry. According to the current level of development of the Azerbaijani economy the university aims to prepare experts with the ability to work with innovative technologies and organize production processes.

**Sevil Imanova**

with 17 years teaching experience, the head of the Department of International Relations, is responsible for the planning and management of projects funded by the main international donors (European Commission, and other international agencies) in private and public sector development in education.

Higher Education Refom Expert Erasmus +

Alumna of Erasmus+

Coordinator of two Tempus CB Projects

Coordinator of two Erasmus+ Capacity Building Projects

Official Coordinator of FameLab Project in Azerbaijan

**Venera Suleymanova**

Erasmus PostDoc alumna, is a senior lecturer at the department of English Language and Literature.

International partners: 100  
 International students: 207  
 Incoming exchange students: 1  
 Outgoing exchange students: 20  
 Programmes in English: 21

Our personal expectations are that Erasmus+ Staff Week 2017 will enable the participants to exchange innovative practices, foster international research cooperation and international academic networks, contribute to academic life at host university, and enhance the motivation of non-mobile students to study abroad.

My motto in life:

CHASE YOUR DREAMS, YOU MIGHT CATCH ONE



Radzivon Marozau  
 Assistant Director, Head of Start-up School  
**SCHOOL OF BUSINESS AND MANAGEMENT OF TECHNOLOGY OF  
 BELARUSIAN STATE UNIVERSITY**

Established in 1996  
 Vision: Meeting the challenges of today, we train leaders of tomorrow  
 Republic of Belarus



Since the moment of its foundation in 1996, SBMT BSU was internationally oriented business school, being the most innovative part of Belarusian State University and providing the high quality programs in field of business education. SBMT BSU is focused on academic and scientific cooperation currently having 45 agreements with business schools in EU, Asia, CIS and the USA and annually this scope is becoming larger. Strategically SBMT BSU is an active participant of a number of international research and educational projects, running dual degree programs with EU partners. SBMT BSU was the first Business school in Belarus which has opened MBA (since 1998) and BBA (since 2014) programs taught in English. SBMT BSU is a member of EFMD, BMDA, BUP. Now one of the strategic goals is to become first Business school in Belarus accredited by AACSB International.

PhD from the University of Deusto (Erasmus Program)  
 Program Director of the Joint Belarusian-German Manager Training Program  
 Project manager in several international projects

International partners: 45  
 International students: 50  
 Incoming exchange students: 17  
 Outgoing exchange students: 25  
 Courses in English: 60  
 Programmes in English: 2 (BBA and MBA)

To discuss international accreditation issues with the focus on AACSB.  
 To discuss possible joint projects, especially in the field of entrepreneurship  
 To get acquainted with colleagues from European universities

My motto in life:  
 Think smarter, not harder



Aliaksandr Pyko

Head of International Relations Office

**SCHOOL OF BUSINESS AND MANAGEMENT OF TECHNOLOGY OF  
BELARUSIAN STATE UNIVERSITY**

Established in 1996

Meeting the challenges of today, we train leaders of tomorrow

Republic of Belarus



Since the moment of its foundation in 1996, SBMT BSU was internationally oriented business school, being the most innovative part of Belarusian State University and providing the high quality programs in field of business education. SBMT BSU is focused on academic and scientific cooperation currently having 45 agreements with business schools in EU, Asia, CIS and the USA and annually this scope is becoming larger. Strategically SBMT BSU is an active participant of a number of international research and educational projects, running dual degree programs with EU partners. SBMT BSU was the first Business school in Belarus which has opened MBA (since 1998) and BBA (since 2014) programs taught in English. SBMT BSU is a member of EFMD, BMDA, BUP. Now one of the strategic goals is to become first Business school in Belarus accredited by AACSB International.

Head of International Affairs  
Office

Coordination of dual degree programs and students mobility  
SBMT BSU International projects management

International partners: 45  
International students: 50  
Incoming exchange students: 17  
Outgoing exchange students: 25  
Courses in English: 60  
Programmes in English: 2 (BBA and MBA)

To discuss international accreditation issues with the focus on AACSB.

To discuss possible joint projects, students mobility, dual degree programs etc.

Networking with colleagues from European universities.

My motto in life:

*Screw it, let's do it :) R. Branson*



Christina Gilling

International Coordinator

**UNIVERSITY OF SOUTHERN DENMARK**

Established in 1966

Denmark



*General information about your university:*

The University of Southern Denmark received its first students in Odense in September 1966. We now have five faculties and about 32,000 students, more than 15% of whom come from abroad. Our more than 5,400 employees are divided between the main campus in Odense and regional campuses in Slagelse, Kolding, Esbjerg, Sønderborg and Copenhagen. Several international reports testify that we conduct world-class research and belong to the Top 50 of the world's young universities.

*Your personal experience and background in the field of international cooperation:*

In and outgoing student counselling and admin. Erasmus mobility tool and other data-handling IT-tool.

Partnerships within the Erasmus network.

International partners:	<i>100 Overseas, 400 Erasmus</i>
International students:	<i>6000 International Students</i>
Incoming exchange students:	<i>500 Incoming exchange</i>
Outgoing exchange students:	<i>600 Outgoing exchange</i>
Courses in English:	<i>200+ Courses taught in English</i>
Programmes in English:	<i>80+ Programmes in English</i>

*Your personal expectations from Erasmus+ Staff Week 2017:*

- 1) New ideas to attract more student.
- 2) How to administer faculty broad summer school.
- 3) Network with colleagues on know-how in the daily work.

My motto in life:

My math teacher taught me in elementary school, that when you add the numbers and come up with two different results – newer go with the average –make a choice or do it again!



Lone Lundgaard Jensen  
International Coordinator

**CPHBUSINESS**

Established in 2012

Vision: Develop the best education for our national and international students by offering professional higher education programmes characterised by diversity and flexibility

Denmark



General information about your university:

Copenhagen Business Academy is Denmark's largest business academy and consists of five campuses in Greater Copenhagen and Northern Zealand. Copenhagen Business Academy is a career-drive University of Applied Science which offers professional higher education programmes in which theory and practical skills always go together.

Your personal experience and background in the field of international cooperation:

2000-2008 employed in the Danish National Agency for the Erasmus programme

2015- employed as international coordinator at Cphbusiness

International partners: 60

International students: 1000

Incoming exchange students: 100

Outgoing exchange students: 100

Courses in English: integrated in the curricula of the 10 programmes in English

Programmes in English: 10

Have a look at our [video](https://www.cphbusiness.dk/english/): <https://www.cphbusiness.dk/english/>

Your personal expectations from Erasmus+ Staff Week 2017

Meet partners and potential new partner universities

My motto in life:

Love while you've got love to give. Live while you've got life to live. Piet Hein



Maria Luisa Ferrand Estepan  
Institutional Mobility Director

**INSTITUTO TECNOLOGICO DE SANTO DOMINGO**

Established in 1972

Dominican Republic



The Instituto Tecnológico de Santo Domingo - INTEC (INTEC University) is a private University, providing a public, not-for-profit service, and was founded in 1972. Have approximately of 5, 200 students divided into 5 areas or faculties: Engineering (Civil, Industrial, Industrial Design, System, Electronics and Communication, Electrical, Mechanical, Mechatronics, Software, cybersecurity (new degree) ) including a 2+2 programs between Penn State, Miami University, Illinois University, City College of New York and Wester Michigan. Health: School of Medicine. Business: Business Administration, Economics, Accounting and Marketing, International Business, Comercial Engineering. Social Sciences and Humanities: Psychology, Cinema and Audiovisual Communication; Basic and Environmental Sciences: Mathematics in Statistics with an Actuarial Science Concentration, Biotechnology (new degree). Also, have center of studies who work with specific topic in special project or research like Gender Center, Environmental Center, Entrepreneurism Center, Education Center, etc. Since its foundation, INTEC has graduated 24,700 students, distributed in the following percentages: 2% from the Basic and Environmental Sciences Area, 7% from the Social Sciences and Humanities Area, 26% from the Business Area, 11% from the School of Medicine and 54% from the Engineering Area.

Intec work in 2 + 2, 3 + 1 , Exchange Student, Medical Rotation, Social Work, Field trip, Study Abroad, etc., special program 2 to 8 weeks intensive program, where teachers and students from USA Universities and the INTEC, develop an academic program with value credit (in attach you could see a model of program). Depending on the need and themes, is developed entirely in English or Spanish, and this combined with research on specific business areas or the topic they are working.

International Studies Department Director (2008 - Present). Belongs to the Academic Distinctions of the institution as a Professor with the rank of Instructor. Master Degree in Educational Management if University of NOVA and INTEC. Psychology Degree of Institute Tecnológico de Santo Domingo (INTEC).

Know more our Partner, make networking and learn from good practice.



Irma Kukhianidze

Lawyer

**CAUCASUS UNIVERSITY**

Tbilisi, Georgia

Vision: Internationalization

Georgia



General information about your university:

CU was established in 1998, when the USA Government via a grant from the Eurasia Foundation and US Information Agency (USIA), in cooperation with Georgia State University, funded the Caucasus School of Business (CSB) and introduced the first western-style business education in Georgia. Caucasus University was established in the year 2004, on the basis of Caucasus School of Business. Nowadays, we have 9 Schools. The university grants Bachelor, Master's and Doctor's degrees to its graduates in accordance with the rules and laws of Georgian legislation.

Your personal experience and background in the field of international cooperation.

My personal experience in the field of International Cooperation, interesting and educational for me. I have learnt how to explain students to participate in exchange programs, learn more about credits in foreign partner universities and deepen their knowledge.

International partners: - *More than 130 partner Universities from 70 countries worldwide.*

International students: *11*

Incoming exchange students: *10 per semester*

Outgoing exchange students: *30 per semester*

Courses in English: *35*

Programmes in English: *We have English taught programs in Business (all levels), Law (Master), and International Relations (Master).*

*Your personal expectations from Erasmus+ Staff Week 2017.*

*I am looking forward to meeting with Erasmus+ team, to exchange our experience and expand future cooperation between our Universities.*

My motto in life:

*"To do is to be", Socrates*



Ani Tavartkiladze  
Exchange Programs Coordinator

**CAUCASUS UNIVERSITY**

Tbilisi, Georgia

Vision: Internationalization

Georgia



General information about your university:

CU was established in 1998, when the USA Government via a grant from the Eurasia Foundation and US Information Agency (USIA), in cooperation with Georgia State University, funded the Caucasus School of Business (CSB) and introduced the first western-style business education in Georgia. Caucasus University was established in the year 2004, on the basis of Caucasus School of Business. Nowadays, we have 9 Schools. The university grants Bachelor, Master's and Doctor's degrees to its graduates in accordance with the rules and laws of Georgian legislation.

Your personal experience and background in the field of international cooperation.

My personal experience in the field of International Cooperation past 6 months has been informational, interesting and educational for me. I have learnt how to be a good coordinator for International students, as well as for our Students.

International partners: - More than 130 partner Universities from 70 countries worldwide.

International students: 11

Incoming exchange students: 10 per semester

Outgoing exchange students: 30 per semester

Courses in English: 35

Programmes in English: We have English taught programs in Business (all levels), Law (Master), and International Relations (Master).

Your personal expectations from Erasmus+ Staff Week 2017.

I am looking forward to meeting with the Erasmus+ team, to exchange our experience and expand future cooperation between our Universities.

My motto in life:

"Learn from yesterday, live for today, hope for tomorrow" Albert Einstein



Marko-René Sušnik

Director Quality Management & Accreditation

**FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION**

**GOETHE UNIVERSITY FRANKFURT**

Established in 1914

Vision: "To be one of the leading German academic institutions in economics and business administration with a strong focus on research and internationalisation."

Germany



General information about the Faculty:

One of the largest Faculties in this field in Germany  
5.300 students (900 international students)  
66 Prof., 23 Honorary Prof., 70 Part-time teaching staff  
2 Bachelor, 5 Master Programs, Dr. rer. pol. / Ph.D. Education  
AACSB Accreditation  
Close cooperation with business community  
Strong Focus on Finance and Monetary Economics

My personal experience and background in the field of international cooperation:

Several lectures at partner universities Lyon II (France), Tongji University Shanghai (China) and Lomonossow University (Russia)

International partners:	120 in all continents
International students:	900 out of 5.300
Incoming exchange students:	200 (approx.)
Outgoing exchange students:	250 (approx.)
Courses in English:	dozens
Programmes in English:	6
Exchange of academic staff	

My personal expectations:

Gain further knowledge on programme topics and exchange views and experience with colleagues  
Deeper understanding of Slovenian educational system and culture

My motto in life:

- Take risks; you don't have a voice if you don't. You have to venture outside your boundaries. That's what life's all about. (Kelly Wearstler)
- Magic is believing in yourself, if you can do that, you can make anything happen. (Wolfgang Goethe)



Anne Höpfner  
Quality Manager

**HHL LEIPZIG GRADUATE SCHOOL OF MANAGEMENT**

Established 1898 and re-established 1992

Leipzig Leadership Modell

Germany



*General information about your university:*

*5 study programs (MSc in Management, MBA, both full-time and part-time, Global Executive MBA + PhD Program)  
about 570 students à really personal university  
AACSB accredited since 2003  
Internationalisation strategy in progress since 2014  
Strong focus on entrepreneurship à SpinLab – The HHL Accelerator*

*I gathered the most important professional experience during the process of “my” first AACSB reaccreditation. Currently I’m working on combining national and international institutional accreditation. Also, I spent a staff training week in Tallinn in 2015.*

*International partners: 130+ international partner universities  
International students: 20 – 90% (differs per program)  
Incoming exchange students: 80+ per year  
Outgoing exchange students: 50-60 students per year  
Courses in English: 100%  
Programmes in English: all Programs in English*

*I expect to get some insights into the Slovenian accreditation system as well as how others manage the AACSB standards. Furthermore, I think I’ll get to know interesting people to share knowledge with. And of course I’d love to see nice places in Ljubljana J.*



**HHL** LEIPZIG  
GRADUATE SCHOOL  
OF MANAGEMENT

My motto in life:

*Why not?*



Sylvia Zabel

Student Mobilities Coordinator, International Office

**OTTO VON GUERICKE UNIVERSITY MAGDEBURG**

Established in 1954 and extended, by merger, in 1992

Vision: "Bridging East and West in Future-Oriented Technologies"

Germany



General information about your university:

- Otto von Guericke University Magdeburg welcomes a good percentage of international students per year (about 15 %). We render full services to our degree and non-degree students from abroad, from academic counselling to accommodation, social care and other.
- Magdeburg University runs several full English degree programmes in diverse fields. All are accredited by renowned national and partly international agencies.

I have studied Languages and Translation at Humboldt University Berlin and at the University of Maputo. After several years as translator in a big law firm, I have started to work as International Coordinator at Magdeburg University in 2002.

International partners: 210  
International students: 2,000  
Incoming exchange students: 150/year  
Outgoing exchange students: 200/year  
Courses in English: 100 per semester  
Programmes in English: Eight

Magdeburg University has been exchanging students with the University of Ljubljana since 2015. Our students use to come back from Slovenia full of fondest memories. I am glad to have the opportunity to meet in person our partners and to learn about their work routine.

My motto in life:

"Do the best you can until you know better. Then, when you know better, do better."



Ayse Derre

Manager International Programs

**PFORZHEIM UNIVERSITY**

Established in 1877 as a Ducal Academy of Arts and Crafts

(later School of Design)

Germany



General information about your university:

6.300 students in total; 1963 Business School was founded; 1992 School of Engineering

Pforzheim has one of the worldwide leading programs in Transportation Design; located in a highly competitive industrial area in the southwest of Germany (SAP, Bosch, Daimler, Porsche)

AACSB, CEEMAN, EFMD

...

Your personal experience and background in the field of international cooperation

Started working in the International Office as a student assistant

Been working as Incoming Coordinator since 2014

International partners: more than 100

International students: 600

Incoming exchange students: 250-300

Outgoing exchange students: 250-300

Courses in English: 50

Programmes in English: 6

Your personal expectations from Erasmus+ Staff Week 2017

Networking

Learn more about international accreditations and the University of Ljubljana

Meet my Slovenian counterparts

My motto in life:

Keep calm and carry on!



Susanne Sinn-Bisinger

Quality Management; Ranking management; Project coordinator BE SEA – int. project

**REUTLINGEN UNIVERSITY**

Established in 1855

Vision: The brightest minds for the world, the greatest expertise for our country

Germany



**Internationalisation:**

More than 180 partner universities worldwide

**ESB Business School:**

Leading school of International Business Management and International Operations Management in Germany

More than 30 years experience in international double degree programmes (10 Links); IPBS Network

International accreditations: AACSB accreditation in process

Your personal experience and background in the field of international cooperation

Personal int. experience: more than 10 years living & working experience in Thailand, England & Ireland

International partners: more than 180

International students (20% of all students) from over 90 nations study in Reutlingen.

Incoming exchange students: > 450

Outgoing exchange students: > 600

Programmes in English: 1 Bachelor, 5 Master

Your personal expectations from Erasmus+ Staff Week 2017

Exchange on summer school programmes

Meet colleagues

My motto in life:

Be yourself!



Jan Heidemanns

Coordinator International Relations

**UNIVERSITY OF HOHENHEIM - FACULTY OF BUSINESS, ECONOMICS AND SOCIAL SCIENCES**

Established in:1818

Germany



Faculty of Business, Economics and Social Sciences

- 5,000+ students
- 4 Undergraduate and 8 Graduate programmes
- Double-Bachelor and -Master programmes in cooperation with universities in Italy and Belgium
- Faculty exchange agreements with 47 Erasmus+ and 11 overseas partners
- Hohenheim Summer School on "Innovation | Entrepreneurship | Finance"
- AACSB Membership

My personal experiences and background:

- Student Exchange - Summer School Organisation - Recognition of courses completed abroad

International partners: 58 (Faculty level)

International students: 583 (out of 5.221 (2016/2017))

Incoming exchange students: 111 (2016/2017)

Outgoing exchange students: 114 (2016/2017)

Courses in English: 15 (Undergraduate) 58 (Graduate)

Programmes in English:

M.Sc. Economics M.Sc. International Business and Economics

Your personal expectations from Erasmus+ Staff Week 2017

- Networking and new partnerships - Interesting workshops - Getting better to know FELU and Ljubljana



Livia K. Toth

Student Affairs Officer

**UNIVERSITY OF PÉCS, FACULTY OF BUSINESS AND ECONOMICS**

Established in 1367/1975

Hungary



The English language joint-degree programme of the Faculty of Business and Economics was founded in 1996. Our internationalization continued with founding the English language master programme in 1999. Both programmes operate in collaboration with the London-based Middlesex University Business School. This relationship is our main international cooperation. Apart from this we have a German language degree programme in cooperation with Fernuniversität in Hagen. In addition to that an international PhD programme is also operates on our campus since 2002. We have many exchange partners in Europe and also in the USA, Canada and Russia. We do not have an international accreditation yet but this is our main intention at the moment.

International partners: 83  
International students: 138  
Incoming exchange students: 60/year  
Outgoing exchange students: 50/year  
Courses in English: 62  
Programmes in English: 3

I've been coordinating our English language BA and MSc programmes since 2002. I've been dealing with international students from the beginning therefore I have considerable experience on this field.

I hope I am going to experience effective and innovative methods in connection to international related issues in higher education. I am planning to introduce the observed good practices into our everyday business.

My motto in life:

When you love what you have, you have everything you need.



Carla Galardi

Student programs office

**UNIVERSITY OF SIENA, SCHOOL OF ECONOMICS AND MANAGEMENT**

Established in Siena

Italy



The University of Siena is one of the oldest in Europe with ancient tradition of teaching and research at high levels; it offers Bachelor's, Master's and Long Cycle degree Courses, a large number of Doctoral programmes and Postgraduate Courses.

Siena also offers one Bachelor and twelve Master degree courses- entirely held in English. With over 18.000 students the University of Siena ranked first among the medium-sized Italian Universities for study grants and services for students according to the CENSIS Research Institute classification 2015. The Times Higher Education World University Rankings considered the University of Siena in a position between 401 and 500. Over the years the University of Siena has enhanced its strategy of internationalisation, aiming at attracting students and researchers from all parts of the world and at establishing long-term partnerships with universities, public and private institutions all over the Globe. To this end, it is member of many important national and international networks: Coimbra Group, EUA, EURAXESS, IAU, MAGNA CHARTA OBSERVATORY, ISCN, TUNE, UNIMED and COPERNICUS Alliance.

Unfortunately, I have not any experience and background in the field of international cooperation except for the Double Degree Programmes of the School of Economics and Management.

The University of Siena has a central office International Relation Division

International partners: 579

International students: 1163

Incoming exchange students: 800

Outgoing exchange students: 400

Degree Programmes in English: 13 (1 Bachelor Degree – 12 Master Degree)

*I hope to share best practices about administrative procedures and career services focused on the Double Degree Programme and to get knowledge about international education system and mobility programmes.*



Professor Rifat Shannak  
Dean of Jordan University Business School

**UNIVERSITY OF JORDAN**

Established in 1962

Vision: Aspire to be a better person

Jordan



General information about your university:

It was the first university in Jordan with international cooperation (MOUs)  
Working towards AACSB accreditation  
A leading Arab university

Your personal experience and background in the field of international cooperation:

Worked in Bahrain on a sabbatical leave, worked as a Regional Manager for Near & Middle East, Was involved in some international projects

International partners: Many <50

International students: Over 5000

Incoming exchange students: Around 50

Outgoing exchange students: Around 50

Courses in English: Many in different specializations

Programmes in English: Many

Your personal expectations from Erasmus+ Staff Week 2017:

Getting to know and share knowledge with international colleagues

My motto in life:

Learn, live and be happy



Dana Fawzi Kakeesh

Assistant Dean for Development and Quality Assurance Affairs

**JORDAN UNIVERSITY BUSINESS SCHOOL (JUBS)-  
UNIVERSITY OF JORDAN**

Established in 1962

Vision: To become a well-recognized Business School a centre of excellence for developing and disseminating cutting-edge business knowledge and best practices locally and regionally.

Jordan



The University of Jordan has a growing number of international students as the ultimate goal of the university is to achieve excellence and distinction in every aspect. Also, the JUBS is in the process of getting the accreditation from the Association to Advance Collegiate Schools of Business (AACSB). Thus, the overall internationalization efforts will help advance and accomplish our accreditation mission and achieve our strategic plan.

During my studies at the University of York in England, I was a University Ambassador for 2 years and the Social Media Representative of the Arab Society for 3 years. Also as an Asst. Dean for Quality affairs and being involved in the accreditation process. All of these positions have gave me exciting and invaluable opportunities to work and interact with so many different cultures.

**2016/2017 Academic Year**

International partners: 33 Erasmus+ Partners

International students: 5000 students

Incoming exchange students: 75 students

Outgoing exchange students: 145 students

Courses in English: 400 courses

Programmes in English: 95 programmes

I believe that attending Erasmus+ Staff Week training workshop will help me in expanding my knowledge, developing new skills, and performing my current responsibilities more efficiently and effectively.

**My motto in life:**

Life Begins at the End of Your Comfort Zone.



Nailya Akhmarova

Admission Support Officer

**JSC KIMEP UNIVERSITY**

Established in 1992

Vision: Committed to excellence

Kazakhstan



General information about your university:

Internationalisation

International accreditations

English is the official language of instruction and communication

North-American credit system of education

60% of KIMEP faculty are Ph.D. or Doctor of Science degree holders

Student-centered culture: the focus on students and their well-being

More than 30 student clubs and organizations

Your personal experience and background in the field of international cooperation:

Admission of international students;

Recognition of international students' diplomas in the Ministry of Education and Science of RK

International partners: more than 160 international partner universities

International students: more than 300 international degree students study each semester

Incoming exchange students: more than 100 exchange students come to KIMEP on the mobility program each year

Outgoing exchange students: more than 250 KIMEP students participate in the mobility program each year

Courses in English: all courses taught in English

Programmes in English: all programs taught in English

*Your personal expectations from Erasmus+ Staff Week 2017*

International practice in recruitment and admissions

To learn international expertise in providing best-quality customer service

Deepen my geographical knowledge in the inspiring, creative, and cosmopolitan environment of European university

My motto in life:

"Whatever you decide to do, make sure it makes you happy." Paulo Coelho



Sholpan Orazaliyeva  
 International Officer  
**KIMEP UNIVERSITY**  
 Established in 1992  
 Kazakhstan



General information about your university:

Internationalisation: <https://www.kimep.kz/international/en/>  
 International accreditations: <https://www.kimep.kz/discover/en/kimep-rankings-accreditation/www.kimep.kz>

*Working since October, 2016*

International partners: About 170  
 International students: 339  
 Incoming exchange students: 26  
 Outgoing exchange students: 44  
 Courses in English: Almost all Courses in English  
 Programmes in English: Almost all Courses in English

Your personal expectations from Erasmus+ Staff Week 2017:  
 To get new experience in my field and implement in KIMEP University

My motto in life:

To improve managerial skills in International academic mobility sphere.



Vesna Bucevska

Vice Dean for Science and International Cooperation

**SS CYRIL AND METHODIOUS UNIVERSITY IN SKOPJE, FACULTY OF ECONOMICS-SKOPIE**

Established in 1950

Vision: In the coming decade the Faculty of Economics hopes to achieve the following: To retain its position as the Republic of Macedonia's leading institute for education in the field of economics and business; To be one of the top five institutions of its kind in South-Eastern Europe; To bring its syllabus even closer to the needs of the economy and the public sector; To strengthen its cooperation with eminent universities abroad; To contribute fully to the country's international integration. To acquire international accreditation

Macedonia



General information about your university:

Internationalisation

215 signed Erasmus + Bilateral Agreements ;

Member of the most relevant regional academic networks: UNICA,

CEEPUS, CEI,EUA, IAU, EAIE, AUF, NET/USEE, ERA, EEN, IUC

([http://www.ukim.edu.mk/en\\_content.php?](http://www.ukim.edu.mk/en_content.php?meni=74&glavno=74)

[meni=74&glavno=74](http://www.ukim.edu.mk/en_content.php?meni=74&glavno=74) )

International accreditations (none)

I am a Vice dean for science and international cooperation since 2013

International partners: over 200 Universities

International students: 67

Incoming exchange students: no exact info

Outgoing exchange students: 64

Courses in English: Mobility windows (subject courses intended for mobility students)

Programmes in English: no exact info

To exchange ideas with other participants and to find partners for establishing new Erasmus agreements

My motto in life:

LIVE EVERY DAY TO THE FULLEST - IN MODERATION.



Asta Skrockaitė-Narbutienė

Team Leader of International Studies

**ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS**

Established in 1999

Vision: Best Management University in Baltic States

Lithuania



- *ISM is an international university – some of our full time staff are foreigners;*
- *Vilnius is the best city to do Erasmus in (2016 data from international students)*
- *ISM started AACSB accreditation process*
- *4 palms*
- *ISM's exchange processes are the best quality in Lithuania (National Agency's data, 2016)*
- *Visit our website [www.ism.lt](http://www.ism.lt)*

*As a Team leader I am responsible for the International Studies of the university: communication with partners, in/out mobilities, welcome / integration, exchange selections, Erasmus applications – everything to make our and your students welcome!*

International partners: 140

International students: 90

Incoming exchange students: 150 per year

Outgoing exchange students: 120 per year

Courses in English: *all courses taught in English (6 Bs, 3 MSc Programmes)*

Programmes in English: *please insert number*

*First of all – to know the university our students spend half a year in and feel the amazing atmosphere they share when come back. Secondly - to meet persons that are in the other end of the emails. Share ideas and collect insights.*

My motto in life:

*Be the one who you would respect yourself.*



Isidora Lakic

IRO Officer

**UNIVERSITY OF MONTENEGRO**

Established in 1974.

Montenegro



*UoM* was founded in 1974. Since then, academic mobility at the University is among the top priorities in the institution's internationalization process through which the University of Montenegro is striving to increase its international visibility and the quality of research and teaching. The objectives stated by the University of Montenegro Internationalization Strategy are:

- 1.Improving our ranking and international visibility;
- 2.Increasing the number of students and staff participating in exchange programmes;
- 3.Increasing the number of international projects;
4. Foundation and implementation of programmes in foreign languages, independently or through double/joint diplomas.

Work in IRO Office of UoM for 3 years; Started as Intern where there was Erasmus Mundus programme available; Now mostly in charge of Erasmus+ within which UoM increased its outgoing mobility for 100 %

International partners: Erasmus +: 59; Bilateral agreements: 127 with 35 countries

International students: up to 350

Incoming exchange students: up to 30 per year

Outgoing exchange students: up to 200 per year

- meeting with the colleagues from other universities
- sharing experiences
- learning by others' experiences and work
- networking



**Dorothee Witte**

Adviser – International Office – Winter and Summer Programmes

**BI NORWEGIAN BUSINESS SCHOOL**

Established in 1943

BI Norwegian Business School will be a leading business school in Europe attracting the best students and excellent faculty, both in terms of research and teaching. With the best minds on our team we are going to have an impact on international research, on the students' learning, and on the practice in the business and public sector.

Norway



**General information about BI Norwegian Business School**

Our strategic plan for 2015 – 2018 can be summarized in three words: “International”, “Impact” and “Interaction”.

Triple Crown accreditation: EQUIS, AACSB and AMBA. Less than 1 % of business schools worldwide have achieved a triple accreditation.

- International coordinator at faculty level for 2 years at University College in Norway.
- 3 years as Outbound Exchange Coordinator at the University of Auckland, NZ
- 1,5 years in my current position at BI, Oslo

International partners: 220 partners

International students: 1200 students

Incoming exchange students: 650 students/year

Outgoing exchange students: 400 students/year

Courses in English and programmes in English: 1 Bachelor programme (BBA) with two majors and 4 Master programmes with different majors.

**Expectations**

Networking, best practice exchange, inspiration, new knowledge.

My motto in life:

“Believe you can, and you are halfway there.”



Ewa Buczynska  
International Relations Office  
**KOZMINSKI UNIVERSITY**

Established in 1993

As an international and academic broad profile business school, we strive for the highest quality education in the fields of ethical business, management, social sciences and business law. Combining practice with theory, we conduct research, which in the opinion of the academic community contributes to the body of science both in Poland and internationally.

Poland



**General information about Kozminski University:**

KU is the most internationalized University in Poland ("RP" & "Perspektywy" 2014-16 national ranking),  
Students visiting KU come from more than 60 countries,  
More than 200 agreements with partners on 6 continents,  
Annually ca. 130 students leave from and more than 200 students come to KU within the Erasmus + and Bilateral Agreements,  
Among our visiting lecturers, we hosted Nobel Prize winners, Presidents, Prime Ministers, Ministers and Ambassadors of many countries.

**International accreditations:**



I work in the International Office for over 10 years, for last 5 in the Exchange program office. I am interested in the cultural differences and providing multicultural services to our students and academic staff.

International partners: over 200

International students: over 1000

Incoming exchange students: over 350 per year

Outgoing exchange students: over 150 per year

Courses in English: approx. 150 per semester

Programmes in English: KU offers English programs on all levels (undergraduate, graduate, postgraduate and PhD), including joint programs on undergraduate, graduate and postgraduate levels with partners from Western Europe

I am keen on building international relations with other participants, exchanging best practices, ideas and expectations of internationalization process. Cultural activities are also essential to get to know better the hosting institution.

**My moto in life:**

It is worth to be honest, even though it is not profitable. It is profitable to be dishonest, but it is not worth.

Prof. Bartoszewski



Malwina Styczen  
Project Manager  
**KOZMINSKI UNIVERSITY**

1993

As an international and academic broad profile business school, we strive for the highest quality education in the fields of ethical business, management, social sciences and business law. Combining practice with theory, we conduct research, which in the opinion of the academic community contributes to the body of science both in Poland and internationally.

Poland



General information about Kozminski University:

KU is the most internationalized University in Poland ("RP" & "Perspektywy" 2014-16 national ranking),  
Students visiting KU come from more than 60 countries,  
More than 200 agreements with partners on 6 continents,  
Annually ca. 130 students leave from and more than 200 students come to KU within the Erasmus + and Bilateral Agreements,  
Among our visiting lecturers, we hosted Nobel Prize winners, Presidents, Prime Ministers, Ministers and Ambassadors of many countries.

International accreditations:



I work in the Kozminski University for over 10 years, for last 4 in the Project Management Office. I am interested in the cultural differences and providing multicultural services to our students and academic staff.

International partners: please insert number  
International students: 1000  
Incoming exchange students: more than 200  
Outgoing exchange students: ca.130

Courses in English: more than 100  
Programmes in English: KU offers English programs on all levels (undergraduate, graduate, postgraduate and PhD), including joint programs on undergraduate, graduate and postgraduate levels with partners from Western Europe

I would like to meet the representatives of offices which are responsible for improvements of processes at university for administration staff on field of cooperation between departments. I would like to exchanging best practices, ideas of internationalization process.

My moto in life:

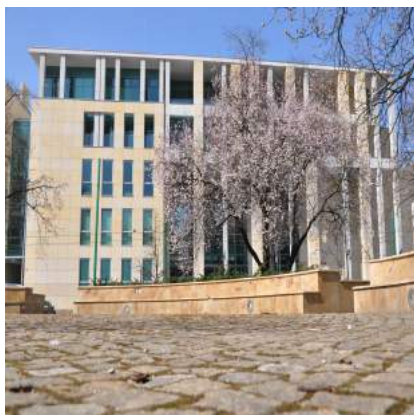
Be happy in life and live so that people around me were also happy.



Aleksandra Kania  
 International Student Coordinator  
 Center for Studies in English

**POZNAN UNIVERSITY OF ECONOMICS AND BUSINESS (PUEB)**

Established in 1926  
 Poland



Poznan University of Economics and Business is the 2nd best university of economics in Poland.

Our graduates are in high positions in business and public life. One of our most famous alumni is Jan Kulczyk, who for years was the richest businessman in Poland.

We cooperate with over 175 universities in Europe and around the world, including 140 ERASMUS+ exchange programmes.

Our international accreditations: CEEMAN, AMBA, EPAS.

I've been promoting and co-running studies in English at the Poznan University of Economics and Business for 3 years now. During this period I represented PUEB in numerous education fairs in Brazil, China, Taiwan, US, Georgia, Kirgizstan, Kazakhstan and Azerbaijan.

- International partners: 175
- International students: 200
- Incoming exchange students: 200
- Outgoing exchange students: 200
- Courses in English: 300
- Programmes in English: 12

I would like to discover new ideas and improve skills in the area of promoting and running studies in English.  
 My goal is to successfully implement gathered knowledge in the academic year 2017/2018.

My motto in life:

Discover the world, study abroad!



Agata Kowalik

Outgoing Students Officer

**SGH WARSAW SCHOOL OF ECONOMICS**

Established in 1906

Poland



General information about SGH Warsaw School of Economics:

- Oldest and most renowned economics university in Poland
- Student body of 15000
- Programmes offered at all study levels
- Wide array of study programmes
- ACCA, ECA CeQuint and CEEMAN IQA accreditations

Almost 9 years of experience in working with Polish students going abroad for studies and internships under Erasmus programme

*International partners: 270*

*International students: 1057*

*Incoming exchange students: 479 in 2016/2017 academic year*

*Outgoing exchange students: 318*

*Courses in English: 240*

*Programmes in English: 4 at BA level; 5 at MA-level*

Learning from Slovenian and international practices about best practices regarding immersing foreign students in local culture and methods of cultural adaptation; exchanging best practices

My motto in life:

Black is such a happy colour.



Małgorzata "Gosia" Nowicka

CIEE Assistant Resident Director and Erasmus Mundus Programmes Administrator

**SGH WARSAW SCHOOL OF ECONOMICS**

Established in 1906

Poland



General information about SGH Warsaw School of Economics:

- Oldest and most renowned economics university in Poland
- Student body of 15000
- Programmes offered at all study levels
- Wide array of study programmes
- ACCA, ECA CeQuint and CEEMAN IQA accreditations

Over 8 years of experience in working with overseas students from North America and Asia; over 7 years of experience in preparing Orientation Week activities for all incoming students at SGH

- International partners: 270
- International students: 1057
- Incoming exchange students: 479 in 2016/2017 academic year
- Outgoing exchange students: 318
- Courses in English: 240
- Programmes in English: 4 at BA level; 5 at MA-level

Learning from Slovenian and international practices about best practices regarding immersing foreign students in local culture and methods of cultural adaptation; exchanging best practices

My motto in life:

Harder, better, faster, stronger



Cristina Sobreira

Incoming Mobility coordinator

**ISCTE-INSTITUTO UNIVERSITÁRIO DE LISBOA**

Established in 1972

Vision: the vision of ISCTE-IUL as a research university focused on continuous improvement dynamics of the institution in the various fields of its management and activity

Portugal



General information about your university:

Internationalisation: Proceed with the operations overseas and build up the relevant capacities as part of the internationalization strategy; Continue to develop an action plan with clear goals and benchmarks (mobility, strategic partnerships, research collaborations, international activities; To increase outgoing mobility, improve the proportion of international programmes, i.e. Erasmus, Fulbright and others; Raise support for incoming student.

International accreditations: AACSB;AMBA;EUR-ACE

Working at the IRO has been an amazing experience: have been assisting to an incredible development where new programmes and challenges have arisen. If at the beginning the focus was more on exchange, nowadays that exchange has become a common experience it is supposed to go beyond on international students recruitment, tailor made programmes, Research and Innovation.

- International partners: 450
- International students: 1984
- Incoming exchange students: 497
- Outgoing exchange students: 333
- Courses in English: 134
- Programmes in English: 43

My personal expectations from Erasmus+ Staff Week 2017 are to learn from experiences of other invited Universities, good practices, brainstorming on particular matters. Enhance the partnership with the University of Ljubljana, sharing some acknowledgement on common similar matters

My moto in life:

Try to be a better person and make an effort to have a better world!



Rita Jordão

Erasmus Institutional Coordinator and International Mobility Office Coordinator  
**ISEG – LISBON SCHOOL OF ECONOMICS & MANAGEMENT / UNIVERSITY OF LISBON**

Established in 1911 (the University was founded in 1759)

Extending the boundaries of scientific knowledge in the fields of Economics, Finance and Business, in teaching, research, community service and the scientific and cultural international exchange of students, academic staff and researchers furthering the socio-economic development of Portugal and its international credibility.



Internationalization in ULisboa involves the entire academic community in educational and research projects together with its international partners. Taking the responsibility of making the city of Lisbon one of the great European capitals of culture and science, every year, ULisboa receives about 13,5% of the total number of students, from over 100 countries, who are seeking a high quality education as well as a different culture, a delightful weather and the hospitality that Lisbon, and Portugal, have to offer. ULisboa, a national and international leader assumes its motto: a University from Lisbon to the world.

International accreditations (2016):

Shanghai Ranking (ARWU):

1st in Portugal, 1st in Iberian Peninsula, 2nd in Ibero-American Area, 62nd in Europe, 160th in the World

U-Multirank: Teaching & Research “Excellent”

U.S. Best Global Universities Rankings:

1st in Portugal, 106th in Europe, 240th in the World,

CWTS Leiden Ranking:, 1st in Portugal, 33th in Europe, 118th in the World

University Ranking by Academic Performance (URAP):

1st in Portugal, 51th in Europe, 121 st in the World

International Partner: 1657

International Students: 3473

Incoming Students: 2045

Outgoing Students: 1803

Courses in English: +3000

Programmes in English: 50

As the

coordinator of the International Mobility Office of ISEG/ULisboa and also the Erasmus Institutional Coordinator, I have had the privilege to participate in several Erasmus Staff Weeks and one training in Washington DC (in the frame of the Fulbright Program). These trainings have given me the knowledge to import good practices to ISEG.

My personal experience and background in the field of international cooperation is diversified. From managing the cooperation agreements that include students 'exchange, including the Erasmus+ and the non-European ones; analysing new partnerships; benchmarking reputed Universities in order to collect the best practices; attracting International Full-Degree Students to Study at ISEG; dealing with all the incoming mobility at ISEG.

Gain of several academic practices at the Faculty of Economics, University of Ljubljana, always regarding the internationalization, the International Accreditations and the Quality Assurance. ISEG/ULisboa is very engaged in achieving some important accreditations and getting in touch with a reputed institution that already has some of these accreditations, is very important for me. Personally, this will also mean a professional growth in terms of accessing new networks, gaining an intercultural competence and improving my international communication and having access to more international exchange programmes.

My motto in life: Carpe diem.



Sónia Domingues  
Head of the Academic Division

**ISEG – LISBON SCHOOL OF ECONOMICS & MANAGEMENT / UNIVERSITY OF LISBON**

Established in 1911 (the University was founded in 1759)

Extending the boundaries of scientific knowledge in the fields of Economics, Finance and Business, in teaching, research, community service and the scientific and cultural international exchange of students, academic staff and researchers furthering the socio-economic development of Portugal and its international credibility.

Portugal



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Courses in English: +3000

Programmes in English: 50

In charge of 3 departments, Undergraduate Office, Postgraduate Office and International Mobility Office and former Institutional coordinator of Erasmus + Programs.

Management, coordination, planning and organization.

Wide experience in Academic Services and International Programmes (incoming, outgoing and international full-degree).

Responsible for international student admission – bachelors programmes.

International cooperation agreements and partnerships; International student applications and admission; incoming and outgoing exchange students and programmes, university internationalization.

Learn and benefit from each other’s experiences and procedures concerning international issues and accreditations.

Prepared to show knowledge and experiences.

I believe it will be an event to remember.

My moto in life: Eat Well, Work Hard, Love Truly, Travel



Yolanda van der Westhuizen

Senior Administrative Officer: Accreditation and Language Services

**UNIVERSITY OF STELLENBOSCH BUSINESS SCHOOL**

Established in 1964

Vision: To be globally distinguished as the business knowledge partner in Africa.

South Africa



The University of Stellenbosch Business School, located in the Tyger Valley business district in the northern part of Cape Town, offers a wide range of internationally accredited management and leadership programmes. USB is recognised as a top school in the international business school network. It was the first school from an African university to receive all three international accreditations: AACSB, EQUIS and AMBA. Overall, we strive to develop responsible leaders through well-grounded business education and research. USB's programmes are relevant for South Africa, other African countries and beyond. Over and above our flagship MBA, we offer programmes in Development Finance, Leadership Development, Management Coaching, Futures Studies and Project Management.

My experience in the field of international cooperation centres on the USB's international accreditations. In addition to the work I do in preparing for and supporting accreditation efforts, I have had the pleasure of receiving the visiting international assessment teams. In addition, I liaise with international visiting faculty to collect and maintain their CVs for the USB.

International partners: 32 in Western Europe, 8 in the UK, 5 in Eastern Europe, 8 in Scandinavia, 5 in Africa, and 19 in Eurasia, Middle East, Australasia and the Americas

International students: In 2016, 299 on degree programmes and 661 mostly from partner schools on shorter academic exchange programmes

Incoming exchange students: 29

Outgoing exchange students: All MBA students (on average 260 per annum) go on the International Study Module, while 2-3 go on exchanges annually

Courses in English: please insert number

I would like to connect with staff from other business schools to share experiences on managing international accreditations. I look forward to the network opportunity presented by the International Staff Week, as well as the exposure to a new country and its culture.

My motto in life is: In a world where you can be anything, be kind.



Bertien Hoving  
Exchange Officer

**UNIVERSITY OF GRONINGEN**  
**FACULTY OF ECONOMICS AND BUSINESS**  
The Netherlands



General information about your university:

UG ranked in/close to top 100 worldwide  
FEB Accredited by AACSB & EQUIS:  
Top 1% of business schools worldwide  
Nobel Prize winner in Chemistry 2016/ Ben Feringa  
Around 6,400 degree students (4,200 BSc / 2,200 MSc);  
1100 international degree students  
Research-intensive school; almost all  
lecturers are active researchers

Your personal experience and background in the field of international cooperation:

Worked for Admission Work  
for:  
Exchange Office  
Student Support Desk

International partners: 150 in 40 different countries  
International students: 1100  
Incoming exchange students at our faculty: 350  
Outgoing exchange students at our faculty: 430  
Courses in English: <https://www.rug.nl/ocasys>  
Programmes in English: most of our programmes are in English

Your personal expectations from Erasmus+ Staff Week 2017  
Learn more from our contract partners about work methods and Internationalisation.

My motto in life:

Carpe Diem



Şevket Kaan EDİZ

Administrative Staff (Officer, Project Expert)

**DOKUZ EYLUL UNIVERSITY**

Established in Izmir

Vision: Being one of the best enterprising and innovative education, science centers of the world.

Turkey



Dokuz Eylul University has 15 faculties, 10 graduate schools, 3 schools, 7 vocational schools, a conservatory and 58 research centers with 75.568 students in 2016-2017 academic year.

Faculty of Engineering has EUR-ACE accreditation for all (11) programs. Dokuz Eylul University International Biomedicine and Genome Institute works on developing innovative technologies, instruments and services for diagnosis and treatment of diseases and drug development. DEPART (Dokuz Eylul Technology Development Zone) is in service since 2013 with 137 companies and more than 1100 employees within.

I have attended midterm review meeting of a 7th framework project in IPGP in 2015.

I have been carrying out Financial Signatory role on behalf of Dokuz Eylul University within European Commission framework programme.

International partners: > 20

International students: 1296 (Associate degree:14, undergraduate:788, graduate:354, postgraduate:140)

Incoming exchange students: 132

Outgoing exchange students: 267

Courses in English: > 100

Programmes in English: 61 (More than %30 english)

Your personal expectations from Erasmus+ Staff Week 2017: Having knowledge about FELU, Ljubljana, Slovenian education system as well as Slovenian culture, creating links between education institutions, practicing exchange of expertise and experience are my main expectations.

My motto in life:

Fortis fortuna adiuvat.



Cansu Kuman Sezgin  
Training Specialist at Graduate School of Business Executive Education Programs

**KOÇ UNIVERSITY**

Established in 1993

Vision: Vehbi Koç, the founder of Koç Group Company, expressed the vision in the first lecture of Koç University on October 4, 1993, "The purpose of Koç University is to raise extraordinary young people. As the number of such young people is sufficient and they succeed in reaching the leadership positions that they deserve; the future of our country shall be guaranteed... As the number of qualified individuals we educate increases, we will have the ability to serve our country better."

Turkey



**Koç University** was founded in 1993 as a non-profit private university in Istanbul, Turkey. In years, Koç University has become one of the leading universities in Turkey with Colleges of Social Sciences and Humanities, Administrative Sciences and Economics, Science, Engineering, Law, Nursing and Medicine, Koç University offers 22 undergraduate, 32 graduate and 18 PhD programs.

**Koç University Executive Education Programs** operating as a professional training unit under GSB, designs and delivers customized programs to meet the specific needs of organizations, and presents open-enrollment programs on selected topics. Programs enriched with **case analyses, group workshops, project workings, simulations** and all other tools, aim to develop the competencies of executives.

Our multi-purpose programs offers participants not only lectures by distinguished lecturers but also company visits with Koç Group and Non-Koç Group companies, where the participants find chance to know Turkish companies and business life closely. For an excellent **study tour experience** Exec Ed Programs also provide logistic support such as accommodation at our campuses, transportation, cultural activities and catering services. Up to now a number study trip groups from many countries and nations including France, Spain, South Korea, USA, South Africa, Denmark and Switzerland, have been hosted by Koç University Executive Education

In 2013, I was working as a project and research coordinator at Cultural Heritage Preservation Assoc. during my master's, since then I am responsible of international relations, budgeting, funding and researching. In 2014, I started to work at Koç Uni. Exec Ed and still organizing international study trips, open-enrollments and custom-made programs. Besides, for 1 year, I am dealing with SAP and agreements phase of my department as well.

**International partners:** Erasmus KA 103: 108 / Erasmus KA107:6

**International students:** 107

**Incoming exchange:** 2015-2016 : 338 /2016-2017: 94

**Outgoing exchange:** 2015-2016 : 273 /2016-2017: 246

**Programmes & Courses in English:** Koç University's all programmes and courses are in English

**Expectations**

First of all I really like to know Slovenian culture; therefore I will stay for more days after the week. I am eager to meet participants who will come from other nationalities and being familiar with their style of doing business. Maybe I can find a chance to manage new relations with universities. In addition, since I'm working at Exec Ed, I would like to meet Exec Ed professionals.

My motto in life: We have seen many things, but still got the beginnings.



Poppy Etherden  
Study Abroad Assistant

**UNIVERSITY OF HERTFORDSHIRE**

Established in 1952 (university status since 1992)

Vision: "To be internationally renowned as the UK's leading business-facing university."

United Kingdom



General information about your university:

UH has over 25,300 students, including more than 2,800 overseas students from ~100 different countries.

In the top 100 universities in the world under 50 years old (THE 100 under 50 rankings 2015)

Undergraduate and Postgraduate courses offered in 10 schools of study.

95% of UH students are employed or in further study within 6 months of graduation.

Your personal experience and background in the field of international cooperation

Working in the European and Study Abroad office at UH gives me the opportunity to meet and interact with students from all over the world on a daily basis.

International partners: ~180

International students: 2,800+

Incoming exchange students: ~500

Outgoing exchange students: ~320

Courses in English: All courses

Programmes in English: 800+ (undergrad', postgrad', Continuing professional development (CPD), online distance learning and short courses)

Your personal expectations from Erasmus+ Staff Week 2017-

I hope to learn more about summer schools and the interaction and collaboration between universities.

My motto in life:

*Do the things that others say you can't.*



Vito Veneziano

Associate Dean (Commercial) & Senior Lecturer in Computer Science

**UNIVERSITY OF HERTFORDSHIRE (UH),  
SCHOOL OF COMPUTER SCIENCE**

Established in Hatfield

Hertfordshire

United Kingdom



General information about your university:

Internationalisation (franchising our BSc and MSc degrees world-wide): UH is among the **top 20% of the world's most international universities**

Leading business-facing university in the UK

96.2% Graduate Employability (in the first 20 in the UK)

About 50% International academic staff

Very active in Horizon 2020 and other frameworks

As an international academic member of staff myself, I have been involved in projects and initiatives across the board with many international students & partners. UH values diversity, sharing and collaboration across teaching, research and commercial work.

International partners: 183 International academic institutions

International students: 2,800+ international students from over 100 countries worldwide

Incoming exchange students: about 500

Outgoing exchange students: about 320

Courses in English: all (plus many English courses for non-native students)

Programmes in English: 800+ (undergraduate, postgraduate, Continuing professional development (CPD), online distance learning and short courses)

Networking

Learning new ways of managing and supporting commercial activities

How business is supporting academic institutions abroad

My motto in life:

*Fortune favors the brave*

## SURVIVAL SLOVENIAN

More than 2 million people speak Slovenian language. The first book in Slovenian language was printed in the 16th century. There are more than 30 Slovene dialects which are sometimes so different that speakers have difficulties understanding each other. But Slovene is a romantic language as it has a special form - dual - when referring to two people, objects and concepts. (Source: Pocket Slovene, Faculty of Arts, 2014)

WELCOME	DOBRODOŠLI	HOT	VROČE
DELICIOUS	OKUSNO/ODLIČNO	COLD	MRZLO
BREAKFAST	ZAJTRK	SUGAR	SLADKOR
LUNCH	KOSILO	I WOULD LIKE...	RAD/A BI...
DINNER	VEČERJA	WHERE IS...?	KJE JE...?
TEA	ČAJ	WHAT TIME IS IT?	KOLIKO JE URA?
COFFEE	KAVA	HOW MUCH IS IT?	KOLIKO STANE?
MILK	MLEKO	RIGHT	DESNO
JUICE	SOK	LEFT	LEVO
HELLO	ZDRAVO, ŽIVJO	HERE/THERE	TU/TAM
GOODBYE	NASVIDENJE, ADIJO	NEAR	BLIZU
HAVE A NICE DAY	LEP DAN ŽELIM	FAR	DALEČ
GOOD LUCK	SREČNO	LET`S GO	GREMO
PLEASE	PROSIM	TOGETHER	SKUPAJ
THANK YOU	HVALA	SEE YOU SOON	SE VIDIMO KMALU
HOW ARE YOU?	KAKO STE? KAKO SI?	HELP!	NA POMOČ!
WHAT`S YOUR NAME?	KAKO TI JE IME?	I`M LOST	IZGUBIL/A SEM SE
WHERE ARE YOU FROM?	OD KOD STE/SI?	WATCH OUT!	PAZI!
PLEASED TO MEET YOU	ME VESELI	TODAY	DANES
GOOD MORNING	DOBRO JUTRO	TOMORROW	JUTRI
GOOD AFTERNOON	DOBER DAN	YESTERDAY	VČERAJ
GOOD EVENING	DOBER VEČER	BICYCLE	KOLO
YES	DA	STATION	POSTAJA
NO	NE	STREET	ULICA
FRUITS	SADJE	SQUARE	TRG
VEGETABLES	ZELENJAVA	CASTLE	GRAD
SOUR	KISLO	DRAGON	ZMAJ
SWEET	SLADKO	BRIDGE	MOST

## NOTES

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University of Ljubljana

FACULTY OF  
ECONOMICS

# KNOWLEDGE FOR PROGRESS

University of Ljubljana, Faculty of Economics is the leading national institution in business and economics. It offers Bologna type programmes in all three cycles (3+2+3 structure), executive and lifelong learning education in Slovenian and English language.

## INTERNATIONAL PROGRAMMES IN ENGLISH

### Undergraduate Programme

University degree in Business and Economics

- specialization in Marketing\* or International Business\*

\* double degree option

### Master Programmes

- Bank and Financial Management\*
- Business Informatics (Information Management\*)
- Economics\*
- International Business
- Money and Finance\*
- Quantitative finance and Actuarial Science\*
- Tourism
- IMB (International Master Programme in Business Administration)
- EMTM (European Master in Tourist Management) - joint degree
- JMPSE (Public Sector and Environmental Economics) - joint degree
- MBA (Master in Business Administration)

### Doctoral Programme

- Doctoral Program in Economics and Business

[WWW.EF.UNI-LJ.SI/INTERNATIONAL](http://WWW.EF.UNI-LJ.SI/INTERNATIONAL)

International recruitment  
[martina.sagln@ef.uni-lj.si](mailto:martina.sagln@ef.uni-lj.si)

