

PRICE LIST FOR SERVICES IN THE ACADEMIC YEAR 2021/2022

The 2021/2022 service price list was adopted at the 104th meeting of the Administrative Board on 15 July 2021. The price list enters into force on 1 October 2021, with the exception of segment B1) Registration fees, which enters into force upon adoption by the Board.

Value-Added Tax (VAT) which is not accounted in accordance with the Law on Value Added Tax (Official Gazette of RS, Nos. 13/11 - official consolidated text, 18/11, 78/11, 38/12, 83/12, 86/14, 90/15 and 77/18), is **not included** in the prices. VAT is charged only for issues of duplicates under point B2.2 and under point III) Other services. Exceptions are points 7.1a, 7.1b, 7.1c and 7.2 under point III) Other services where VAT is not charged. The price list enters into force on the day it is adopted by the Administrative Board.

I. EDUCATIONAL ACTIVITIES		
A) TUITION FEES per study year (full-time and part-time study)¹		Amount in EUR
1) Study programmes 1st cycle²		
	Business in Contemporary Society	1.950
	Economy in Contemporary Society	1.950
2) Study programmes 2nd cycle		
	Knowledge Management ³	2.500
	Management and Quality in Education ⁴ (Slovene)	2.500
	Management and Quality in Education ⁵ (English)	3.500
3) Study programme 3rd cycle⁶		
	Knowledge Management (in English/Slovene language) ⁷	4.000
B) ADMINISTRATIVE FEES		Amount in EUR
They are accounted uniformly on all study cycles regardless of the study mode or e-education.		
B1) REGISTRATION FEES⁸		
1) Fees at the first enrolment in a study programme		38
	student ID, sticker for the student ID, fee for the information system, fee for extracurricular activities, annual library membership, and other fees related to studies	
2) Fees to be paid when enrolling into a higher study year, for re-enrolment, for students who keep their student status for 12 months after completing their final year and for students who have extended their student status for another 12 months after completing the final year		36
	Including everything as in the first registration, except the student ID	
3) Fees for persons without student status⁹		
	Administrative costs for keeping record for persons without student status	33
	Missing study obligations for ending the studies	per ECTS (see point II)
4) Fees for special cases of insurance - professional practice, learning in practice¹⁰		11,60
B2) OTHER FEES		
1) Exams and study units¹¹		
	Fourth and further sittings of an exam of a study unit	82
	Further sittings of an exam of a study unit – commission exam	132
2) Various certificates, decisions, and other documents¹²		
	Diploma certificate ¹³	7
	Duplicate of the diploma certificate ¹⁴	47
	Duplicate of the diploma supplement (in Slovene or English language)	58
	Duplicate of the student ID	3
	Duplicate of the student ID sticker	2
	Issue of various certificates for persons without a student status at the ISSBS and are not registered as persons without a student status in general (persons who graduated or been withdrawn or others)	17

	Issue of various certificates for students	13
3) Application processing¹⁵		
	Application for recognition of knowledge and skills acquired through formal education (this application also addresses the enrollment under criteria for transition and the determination of an additional study year) ¹⁶	61
	Application for recognition of knowledge and skills acquired through informal education (project work ...)	240
	Application for recognition of professional practice, learning in practice	70
	• Third and further completion of the application	31
	Application for determining bridging exams for enrollment in the bridging programme ¹⁷	Application CSA + per ECTS
	Other applications for discussion at the Commission for Student Affairs	38
	Application of a new topic for the bachelor's or master's thesis	40,80
	Application of a new topic for the doctoral dissertation	690
II. LIFELONG LEARNING¹⁸		
1) Taking individual exams with granted material and e-classroom access		Slovene/English
	Study programme 1. cycle – per ECTS, value of ECTS	40
	Study programme 2. cycle – per ECTS, value of ECTS ¹⁹	50
	Study programme 3. cycle – per ECTS, value of ECTS	67
	Examination/exam at the initiative of another higher education institution	120
2) Informal means of education		
	Seminars, courses etc.	determined by the decision of the dean
III. OTHER SERVICES²⁰		
1) Sundry		
	The third and all further technical examinations of:	
	Final work/diploma	28
	Master's thesis	38
	Doctoral dissertation	90
	Material costs for the graduation ceremony (only for students who participate in the ceremony) ²¹	30
	Issue of the Guarantee Letter for foreigners ²²	21
	Printing and binding of the doctoral dissertation	120
2) Foreign documents about education		
	Issue of the decision on the recognition of education acquired abroad for the purpose of further education ²³	free
	Issue of the opinion on the equivalence of a professional or scientific title acquired abroad for employment purposes	283
3) Consultancy and research services²⁴		
4) Elections to titles²⁵		
	Higher education teacher	1.547
	Higher education colleague and other titles	670
	Higher education teacher/colleague (re-election to title)	80% of the price for the first election
5) Technical support at the time of classroom rental²⁶		
	Technical support while using the classroom	20–100 EUR/hour
	Arrangement of premises in Covid conditions - disinfection	25 EUR / room
	Outside of working hours – opening and closing costs	20 EUR
6) Price of materials within the publishing house ISSBS²⁷		Decision by the dean
7) Library services		
7.1	Borrowing services	
a)	Annual membership ²⁸	
	ISSBS students	included in the enrollment fees
	Other users ²⁹	8

b)	Reminders ³⁰	
	1. reminder	3
	2. reminder	6
	3. reminder or reminder prior to enforcement	9
	Lawsuit	Actual costs
c)	Fee for overdue books ³¹	0,25 EUR/day
d)	Lost material ³²	Price of the replacement copy or cost of lost material + processing costs 10 EUR
e)	Damaged material	Repairment costs + processing costs 10 EUR
7.2	Inter-library exchange³³	
a)	Material from ISSBS units (increased by postage)	
	Book (1 unit)	5
	Articles up to 10 pages (every following page: 0,07 cents)	3
	Fast-forwarding of the article by fax, e-mail	6
b)	Material from Slovene libraries (increased by postage)	Price of supplier + 3 EUR
c)	Material from foreign libraries (increased by postage)	Price of supplier + 5 EUR

Payment methods (possible to pay in 5 instalments):

Study programme	ECS/BCS	KM2	MQE	KM3	MQE - English
1. instalment = at enrollment	390	500	500	1.000	1.000
2. instalment = 15. 12. 2021	390	500	350	750	625
3. instalment = 15. 2. 2022	390	500	350	750	625
4. instalment = 16. 4. 2022	390	500	350	750	625
5. instalment = 15. 6. 2022	390	500	325	750	625

Fees are not returned when a student withdraws from the faculty. In this case, the already paid tuition fee is also not paid back. If a student withdraws, no more invoices are issued for the following instalments, and the student is obliged to pay the invoices that were already issued.

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Mag. Matjaž Pajk
Chairman of the Administrative
Board

¹ In accordance with Article 77 of The Higher Education Act (Official Gazette of RS, Nos. 32/12 - official consolidated text, 40/12 - ZUJF, 57/12 - ZPCP-2D, 109/12, 85/14, 75/16, 61/17 - UPS and 65/17; hereinafter HEA), residents of the Republic of Slovenia and residents of the Member States of the European Union may be charged for tuition fee if they already have the level of education that is equal to or higher than the level of education of the programme they are enrolled in, or if they do not yet have the same level of education as acquired with the programme but their student status expired in the previous study programme according to Article 70 of HEA.

In accordance with the Rules on tuition fees and stays in public dormitories for Slovenians without Slovenian citizenship and foreigners in the Republic of Slovenia (Official Gazette of RS, Nos. 77/16 and 25/19), the tuition fee on the full-time study programmes of 1st and 2nd cycle is also charged to foreigners (residents of states that are not members of the European Union). The tuition fee for foreigners is charged in accordance with Article 3 of the Rules on tuition fees in the same amount as for residents of the Republic of Slovenia per part-time study programme.

² Candidates who enrol in the final year of the study program according to the Criteria for transferring pay the obligations for the completion of studies by credit points. If the costs of paying study obligations by credit points exceed the amount of tuition fees for the year of study of the enrolled programme, the student is charged the tuition fees of the year and not the payment of credit points.

³ A student who does not obtain a higher level of education by enrolling in the programme has a 50% discount on tuition fees and the tuition fee is 1.250€.

⁴ A 25% discount on the tuition fee is granted, thus the tuition fee is 1.875€. A student who does not obtain a higher level of education by enrolling in a higher year has a 50% discount on the tuition fee, which is in this case 1.250€. The additional year is charged according to the missing ECTS. For application for recognition of knowledge and skills submitted to the Students' Affairs Committee by 30 November 2021 of the first enrolled study year, the ECTS will be charged 32 EUR. For applications submitted after 1 December 2021, the ECTS will

be charged 50 EUR. The invoice for the additional study year is issued at the end of the first year and may be paid in three instalments.

⁵ Each missing ECTS is charged 70 EUR. If the costs for the additional year exceed the amount of tuition fee, the student is charged the tuition fee not the payment of credit points.

⁶ If a student has less than 60 ECTS per year, the price is 67€ per ECTS. If a student has to complete study obligations from the master's programme prior to enrolling in the programme, the price for one ECTS is charged in proportion to the tuition fee of the 2. cycle (2.500€) and then a 50% discount is granted. The price for one ECTS is 21€.

⁷ If someone who already accomplished part of the programme's ECTS prior to enrollment, as a member of Lifelong Learning, chooses to enroll in the programme, the account of the paid credits will be made in the first year of enrollment in the program. Therefore, the amount of tuition fee for the first year is the difference between the already paid amount and the tuition for the study year.

⁸ If extracted from the ISSBS, they are not returned.

⁹ Should a student remain without a student status during the studies, he or she pays the administrative costs for contributions for persons without student status. The student is charged with the missing study obligations if he or she does not graduate after the expiration of 12 months from the end of the last year for full-time studies in study programmes of the 1st and 2nd cycle, or after the expiration of 24 months for part-time studies and for full-time studies for which students were charged tuition in study programmes of the 1st and 2nd cycle, and after the expiration of 36 months for 2nd cycle study programmes at which students have to complete an additional year and for 3rd cycle study programmes. If the costs of paying study obligations by credit points exceed the amount of tuition fees for the year of study of the enrolled programme, the student is charged the tuition fees of the year and not the payment of credit points.

¹⁰ The amount can change during the year in accordance with The decision on the determination of contributions for specific examples Insurance (Official Gazette of RS, Nos. [14/17](#), [64/17](#), [19/18](#) and [17/19](#))

¹¹ Also applies for students without student status.

¹² Paid when submitted.

¹³ VAT added to price.

¹⁴ VAT added to price.

¹⁵ All applications are paid when submitted. If a student submits more than one application at a time, he or she is charged for the most expensive application among them.

¹⁶ Erasmus students and participants of the summer school are not charged for recognition.

¹⁷ Obligations for bridging programmes are charged with a 50% discount and have to be paid before taking the exams.

¹⁸ ISSBS students are charged with a 50% discount for obligations for the Lifelong Learning.

¹⁹ Exception: the price for 1 ECTS for the additional year in the study programme Management in Quality in Education. Look at footnote 4 and 5.

²⁰ VAT added to price.

²¹ Material costs for the graduation ceremony (entertainment, cultural programme etc.). The amount includes the graduated student and three accompanying persons.

²² The faculty has the option of charging. Deciding on the extent and form of cooperation.

²³ Issue of the Decision on the basis of the The Law on the assessment and recognition of education (Official Gazette of RS, Nos. 87/11, 97/11 - corr. And 109/12). The application for a decision on recognition of education obtained abroad for the purpose of continuing education is not charged – it is addressed by the Commission Student Affairs.

²⁴ Negotiations determine the price.

²⁵ Elections in the interest of ISSBS can be exempt from payment.

²⁶ Classrooms may be rented for free if it is in the interest or in cooperation with the ISSBS.

²⁷ ISSBS students and graduates get a discount.

²⁸ VAT is not charged.

²⁹ In accordance with the Regulation of basic library services (Official Gazette of RS, no. 29/03), minor and unemployed persons are exempt from paying membership.

³⁰ VAT is not charged.

³¹ The fee for overdue books counts only on work days of the library and begins on the 4. working day after the expiration date of the borrowing. If a member returns the books before the fourth day, he or she is not charged the fee for overdue books. If a member returns the books after the fourth day, he or she pays the fee from the first day on. VAT is not included.

³² The price of the replacement copy according to the VAT rate of 9.5% and the processing costs at 22% VAT rate.

³³ Exempt from paying VAT.