

PRICE LIST FOR SERVICES IN THE ACADEMIC YEAR 2023/2024

The 2023/2024 service price list was adopted at the 118th meeting of the Administrative Board on 29 March 2023. The price list enters into force on 1 October 2023, with the exception of segment A) Tuition fees per study year and B1) Registration fees which both enter 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 the Republic of Slovenia, No. 13/11 – official consolidated text, 18/11, 78/11, 38/12, 83/12, 86/14, 90/15, 77/18, 59/19, 72/19, 196/21 – ZDOsk, 3/22 and 29/22 – ZUOPDCE), 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 (in Slovene language)	2.500
3) Study programme 3rd cycle⁵		
	Knowledge Management (in English language) ⁶	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 FEES⁷		
1) Fees at the first enrolment in a study programme		51
	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		46
	Including everything as in the first registration, except the student ID	
3) Fees for persons without student status⁸		
	Administrative costs for keeping record for persons without student status	55
	Missing study obligations for ending the studies	per ECTS (see point II)
4) Fees for special cases of insurance - professional practice, learning in practice⁹		12,31
B2) OTHER FEES		
1) Exams and study units¹⁰		
	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 documents¹¹		
	Diploma certificate ¹²	13
	Duplicate of the diploma certificate ¹³	47
	Duplicate of the diploma supplement (in Slovene or English language)	58
	Duplicate of the student ID	5
	Duplicate of the student ID sticker	2
	Issue of various certificates for persons without a student status at the ISSBS who are not registered as persons without a student status in general (persons who graduated, had been withdrawn or others)	20

3) Application processing¹⁴		
	Application for recognition of knowledge and skills acquired through formal education and for recognition of professional practice/learning in practice (this application also addresses the enrollment under criteria for transition) ¹⁵	95
	Application for recognition of knowledge and skills acquired through informal education (project work ...)	325
	Application for determining bridging exams for enrollment in the bridging programme ¹⁶	65 + per ECTS
	Other applications for discussion at the Commission for Student Affairs	65
	Application of a new topic for the bachelor's or master's thesis	52
	Application of a new topic for the doctoral dissertation	690
II. LIFELONG LEARNING¹⁷		
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 ¹⁸	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 SERVICES¹⁹		
1) Sundry		
	The second and all further technical examinations of:	
	• Final work/diploma and master thesis	36 + VAT
	• Doctoral dissertation	80+ VAT
	Material costs for the graduation ceremony (only for students who participate in the ceremony) ²⁰	55+ VAT
	Shipping of the diploma certificate via post (abroad)	Cost of diploma certificate + shipping cost
	Shipping of the doctoral dissertation abroad	10 EUR + printing and binding of diploma/dissertation + shipping cost
	Issue of the Guarantee Letter for foreigners ²¹	35
	Printing and binding of the doctoral dissertation (3 issues)	220 + VAT
	Printing and binding of the diploma/master thesis (2 issues)	110 + VAT
	ISSBS hoody	10 + VAT
2) Foreign documents about education		
	Issue of the decision on the recognition of education acquired abroad for the purpose of further education ²²	free
	Issue of the opinion on the equivalence of a professional or scientific title acquired abroad for employment purposes	350
3) Consultancy and research services²³		
4) Elections to titles²⁴		
	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 rental²⁵		
	Technical support while using the classroom	20–100 EUR/hour
	Outside of working hours – opening and closing costs	20 EUR
6) Price of materials within the publishing house ISSBS²⁶		Decision by the dean
7) Library services		
7.1	Borrowing services	
a)	Annual membership ²⁷	
	ISSBS students	included in the enrollment fees
	Other users ²⁸	8
b)	Reminders ²⁹	

	1. reminder	3
	2. reminder	6
	3. reminder or reminder prior to enforcement	9
	Lawsuit	Actual costs
c)	Fee for overdue books ³⁰	0,30 EUR/day
d)	Lost material ³¹	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 exchange³²	
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 3 instalments):

Study programme	ECS/BCS	KM2	MQE	KM3
1. instalment = at enrollment	650	850	700	1500
2. instalment = 15. 12. 2023	650	850	650	1500
3. instalment = 15. 2. 2024	650	850	650	1000

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.

Celje, 29 March, 2023
Number: 8/2023-Cenik_storitev-23/24

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 accommodation in public student halls of residence for Slovenian nationals without Slovenian citizenship and foreign nationals 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 programme 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 fee 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 40% discount on tuition fees and the tuition fee is 1.500€.

⁴ A 20% discount on the tuition fee is granted, thus the tuition fee is 2.000€. A student who does not obtain a higher level of education by enrolling in a higher year has a 40% discount on the tuition fee, which is in this case 1.500€. The additional year is accounted according to the missing ECTS points and the "Detailed instructions for determining the additional year of the master's study programme of the 2nd cycle Management and Quality in Education (MQE)". For applications for the recognition of knowledge and skills submitted to CSA by the deadline defined in the "detailed instructions for determining the additional year", the value of 1 ECTS is 25€, for applications submitted after the deadline 1 ECTS is 40€. The invoice for the additional year is issued after the end of the 1st year and the payment can be made in three installments. The price for 1 ECTS of the 1st year MQE and of the additional year is 50€.

⁵ 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€.

⁶ 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 programme. 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.

⁷ If extracted from the ISSBS, they are not returned.

⁸ 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 the tuition fee for one year of study of the enrolled programme, the student is charged the tuition fee of the year and not the payment of credit points.

⁹ The amount can change during the year in accordance with Decision on determination of contributions for special cases of insurance (Official Gazette of the Republic of Slovenia, no. 14/17 , 64/17, 19/18 , 17/19 , 18/20 , 36/21, 38/22 and 30/23).

¹⁰ Also applies for students without student status.

¹¹ Paid when submitted.

¹² VAT added to price.

¹³ VAT added to price.

¹⁴ All applications are paid when submitted. Each submitted application is charged separately. The decision issued by the CSA on the obligation to complete an additional year on the MQE study programme is not charged.

¹⁵ Erasmus students and participants of the summer school are not charged for recognition.

¹⁶ Obligations for bridging programmes are charged with a 50% discount and have to be paid before taking the exams.

¹⁷ ISSBS students are charged with a 50% discount for obligations for the Lifelong Learning.

¹⁸ Exception: the price for 1 ECTS for the additional year in the study programme Management and Quality in Education, as stated in footnote 4.

¹⁹ VAT added to price.

²⁰ Material costs for the graduation ceremony (entertainment, cultural programme etc.). The amount includes the graduated student and three accompanying persons.

²¹ The faculty has the option of charging. Deciding on the extent and form of cooperation.

²² Issue of the Decision on the basis of the Act on Evaluation and Recognition of Education (Official Gazette of the Republic of Slovenia, No. 87/11 , 97/11 - corr. and 109/12). The application for a decision on recognition of abroad obtained education for the purpose of continuing education is not charged – it is addressed by the Commission for Student Affairs.

²³ Negotiations determine the price.

²⁴ Elections in the interest of ISSBS can be exempt from payment.

²⁵ Classrooms may be rented for free if it is in the interest or in cooperation with the ISSBS.

²⁶ ISSBS students and graduates get a discount.

²⁷ VAT is not charged.

²⁸ 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.

²⁹ VAT is not charged.

³⁰ 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.

³¹ The price of the replacement copy according to the VAT rate of 9.5% and the processing costs at 22% VAT rate.

³² Exempt from paying VAT.