

**PRICE LIST FOR SERVICES IN THE ACADEMIC YEAR 2024/2025**

The 2024/2025 service price list was adopted at the 120<sup>th</sup> meeting of the Administrative Board on 1 February 2024 and on 128<sup>th</sup> meeting on 1 October 2024. The price list enters into force on 1 November 2024, with the exception of segments A) Tuition fees per study year and B1) Registration fees which both enter into force for the enrollment of students in the academic year 2024/2025.

The prices do not include Vat, which is not calculated in accordance with ZDDV-1(Ur. l. RS, no. 13/2011, with amendments and additions).

| <b>I. EDUCATIONAL ACTIVITIES</b>   |   |                      |
|--|---|----------------------|
| <b>A) TUITION FEES per study year (full-time and part-time study)<sup>1,2,7</sup></b>  |   | <b>Amount in EUR</b> |
| <b>1) Study programmes 1st cycle<sup>2</sup></b>   |   |                      |
|  | Business in Contemporary Society  | 2.350                |
|  | Economy in Contemporary Society   | 2.350                |
| <b>2) Study programmes 2nd cycle</b>   |   |                      |
|  | Knowledge Management (KM) <sup>3</sup>  | 2.700                |
|  | Management and Quality in Education (MQE) <sup>4</sup> , (in Slovene language)  | 2.500                |
| <b>3) Study programme 3rd cycle<sup>5</sup></b>  |   |                      |
|  | Knowledge Management (in English language) <sup>6</sup>   | 4.000                |
| <b>B) ADMINISTRATIVE FEES</b>  |   | <b>Amount in EUR</b> |
| They are accounted uniformly on all study cycles regardless of the study mode or e-education   |   |                      |
| <b>B1) REGISTRATION FEES<sup>7</sup></b>   |   |                      |
| <b>1) Enrolment fees (into the 1st year, and higher study years, re-enrolment, enrolment for persons without student status<sup>8</sup>)</b> |   | 50                   |
|  | fee for the information system and e-notification, fee for extracurricular activity, fee for the annual library membership  |                      |
| <b>2) Fees for special cases of insurance - professional practice, learning in practice<sup>9</sup></b>                                      |   | 13,88                |
| <b>B2) OTHER FEES</b>  |   |                      |
| <b>1) Exams and study units<sup>10</sup></b>   |   |                      |
|  | Fourth and further sittings of an exam of a study unit  | 82                   |
|  | Further sittings of an exam of a study unit – commission exam   | 132                  |
| <b>2) Various certificates, decisions, and other documents<sup>11</sup></b>  |   |                      |
|  | Diploma certificate   | 15                   |
|  | Duplicate of the diploma certificate  | 52                   |
|  | Duplicate of the diploma supplement (in Slovene or English language)  | 64                   |
|  | 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                   |
| <b>3) Application processing<sup>12</sup></b>  |   |                      |
|  | Application for recognition of knowledge and skills acquired through formal education, for recognition of professional practice/learning in practice and for recognition of the principal's exam (this application also addresses the enrollment under criteria for transition) <sup>13</sup> | 95                   |
|  | Application for recognition of knowledge and skills acquired through informal education (project work ...)  | 325                  |
|  | Other applications for discussion at the Commission for Student Affairs   | 70                   |
|  | Application for determining bridging exams for enrollment in the bridging programme <sup>14</sup>   | 70 + per ECTS        |
|  | Application of a new topic for the bachelor's or master's thesis  | 60                   |
|  | Extension of the topic of the doctoral dissertation   | 100                  |
|  | Application of a new topic for the doctoral dissertation  | 690                  |
| <b>II. LIFELONG LEARNING<sup>15</sup></b>  |   |                      |

|  |  |   |
|--|--|---|
| <b>1) Taking individual exams with granted material and e-classroom access</b> |  | Slovene/English   |
|  | Study programme 1, cycle – per ECTS, value of one ECTS   | 47  |
|  | Study programme 2, cycle KM – per ECTS, value of one ECTS  | 55  |
|  | Study programme 2, cycle MQE – per ECTS, value of one ECTS <sup>16</sup>   | 50  |
|  | Study programme 3, cycle – per ECTS, value of one ECTS   | 67  |
|  | Examination/exam at the initiative of another higher education institution   | 120   |
| <b>2) Informal means of education</b>  |  |   |
|  | Seminars, courses etc.   | determined by the decision of the dean  |
| <b>III. OTHER SERVICES</b>   |  |   |
| <b>1) Sundry</b>   |  |   |
|  | The second and all further technical examinations of:  |   |
|  | • Final work/diploma and master thesis   | 40  |
|  | • Doctoral dissertation  | 90  |
|  | Material costs for the graduation ceremony (only for students who participate in the ceremony) <sup>17</sup>             | 60  |
|  | Shipping of the diploma certificate via post (abroad)  | Cost of diploma certificate + shipping cost   |
|  | Shipping of the diploma paper, master thesis or doctoral dissertation via post (abroad)                                  | 15 EUR + printing and binding of diploma/dissertation + shipping cost               |
|  | Issue of the Guarantee Letter for foreigners <sup>18</sup>   | 50  |
|  | Printing and binding of the doctoral dissertation (3 issues)   | 240   |
|  | Printing and binding of the diploma/master thesis (2 issues)   | 120   |
|  | ISSBS hoody  | 10  |
| <b>2) Foreign documents about education</b>                                    |  |   |
|  | Issue of the decision on the recognition of education acquired abroad for the purpose of further education <sup>19</sup> | free  |
|  | Issue of the opinion on the equivalence of a professional or scientific title acquired abroad for employment purposes    | 400   |
| <b>3) Consultancy and research services<sup>20</sup></b>                       |  |   |
| <b>4) Elections to titles<sup>21</sup></b>                                     |  |   |
|  | 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  |
| <b>5) Technical support at the time of classroom rental<sup>22</sup></b>       |  |   |
|  | Technical support while using the classroom  | 20 - 100 EUR/our  |
|  | Outside of working hours – opening and closing costs   | 20 EUR  |
| <b>6) Price of materials within the publishing house ISSBS<sup>23</sup></b>    |  | Decision by the dean  |
| <b>7) Library services</b>   |  |   |
| <b>7.1</b>   | <b>Borrowing services</b>  |   |
| a)   | Annual membership  |   |
|  | ISSBS students   | included in the enrollment fees   |
|  | Other users <sup>24</sup>  | 8   |
| b)   | Reminders  |   |
|  | 1. reminder  | 3   |
|  | 2. reminder  | 6   |
|  | 3. reminder or reminder prior to enforcement   | 9   |
|  | Lawsuit  | Actual costs  |
| c)   | Fee for overdue books  | 0,30 EUR/day  |
| d)   | Lost material  | Price of the replacement copy or cost of lost material + processing costs<br>10 EUR |
| e)   | Damaged material   | Repairment costs + processing costs<br>10 EUR                                       |
| <b>7.2</b>   | <b>Inter-library exchange</b>  |   |

|    |  |                           |
|----|--|---------------------------|
| 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 | 800     | 900 | 700 | 1500 |
| 2. instalment = 15. 12. 2024  | 800     | 900 | 650 | 1500 |
| 3. instalment = 15. 2. 2025   | 750     | 900 | 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, 1 October 2024  
Number: 21/2024-Price list-24/25



Katja Esih, univ. dipl. ekon.  
Head of the Administrative Board

<sup>1</sup> 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, 25/19 and 56/22), 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.

<sup>2</sup> 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.

<sup>3</sup> 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€.

<sup>4</sup> 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 2<sup>nd</sup> 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 50€. The invoice for the additional year is issued after the end of the 1<sup>st</sup> year and the payment can be made in three installments.

<sup>5</sup> If a student has to complete 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 study programme and then a 50% discount is granted.

<sup>6</sup> 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.

<sup>7</sup> If a student withdraws from the ISSBS, registration fees are not returned.

<sup>8</sup> Students without student status are charged with the missing study obligations if they do not graduate after the expiration of 12 months from the end of the study last year for full-time studies in study programmes of the 1<sup>st</sup> and 2<sup>nd</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> cycle, and after the expiration of 36 months for 2<sup>nd</sup> cycle study programmes at which students have to complete an additional study year and for 3<sup>rd</sup> 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.

<sup>9</sup> 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, 30/23 and 19/24).

<sup>10</sup> Also applies for students without student status.

<sup>11</sup> Paid when submitted.

<sup>12</sup> 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.

<sup>13</sup> Erasmus students and participants of the summer school are not charged for recognition.

<sup>14</sup> Obligations for bridging programmes are charged with a 50% discount and have to be paid before taking the exams.

<sup>15</sup> ISSBS students are charged with a 50% discount for obligations for the Lifelong Learning.

---

<sup>16</sup> Exception: the price for 1 ECTS for the additional year in the study programme Management and Quality in Education, as stated in footnote 4.

<sup>17</sup> Material costs for the graduation ceremony (entertainment, cultural programme etc.). The amount includes the graduated student and three accompanying persons.

<sup>18</sup> The faculty has the option of charging. Deciding on the extent and form of cooperation.

<sup>19</sup> 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.

<sup>20</sup> Negotiations determine the price.

<sup>21</sup> Elections in the interest of ISSBS can be exempt from payment.

<sup>22</sup> Classrooms may be rented for free if it is in the interest or in cooperation with the ISSBS.

<sup>23</sup> ISSBS students and graduates get a discount.

<sup>24</sup> In accordance with the Regulation of basic library services (Official Gazette of RS, no. 29/03 and 162/22), minor and unemployed persons are exempt from paying membership.