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v Ljubljani Labacensis



Source: [www.slovenia.info](http://www.slovenia.info), Dunja Wedam

**FACULTY OF MEDICINE  
FACULTY OF PHARMACY  
FACULTY OF HEALTH SCIENCES**

of the  
**UNIVERSITY OF LJUBLJANA**

cordially invite you to the

**ERASMUS+ STAFF  
TRAINING WEEK**  
»TOGETHER IS BETTER«  
focused on  
**INTERPROFESSIONAL  
LEARNING AND  
COOPERATION IN THE  
FIELD OF HEALTH**

**Dates: October 21<sup>st</sup> 2019 to October 25<sup>th</sup> 2019**

**Venues:**

**UL Faculty of Medicine  
UL Faculty of Pharmacy  
UL Faculty of Health Sciences**

Do not miss this opportunity to get to know our University and the three organising Faculties. We would like to welcome you to join us and celebrate with us our 100<sup>th</sup> anniversary, enjoy the green city of Ljubljana and get to know your colleagues from the partner universities!

Dear Colleagues,

In the last two decades, the University of Ljubljana has been an active participant of the Erasmus+ programme. And how the situation has changed! Since the exchange of the first couple of students per year in the beginning we are now accepting more and more students and staff every year. We feel honoured to have many excellent partners who can enrich our knowledge and share their good practices and the same time we are certain that we can contribute our innovative solutions and ideas as well.

The specific needs in the field of Health and the wish to prepare our graduates in a best way for their future working positions have made us think and decide for the topic of the STT week on interprofessional teaching and cooperation. At the University of Ljubljana the three organising faculties are namely engaged broadly in the field of health profession education: medicine, dental medicine, pharmacy and other health professions (nursing, midwifery, physiotherapy, radiology). These professions are forced to work together with the goal of providing the best care possible for the patients. The task of the faculties is to prepare them in advance and this specifically means tackling the idea of interprofessionalism already during their higher education programmes. The idea of the STT week is to give good practices and gather the knowledge how these topics could and should be addressed in the future and to answer the questions if the universities are prepared to tackle this particular issue.

The STT week will be held at the three organising faculties: Faculty of Medicine, Faculty of Health Sciences and Faculty of Pharmacy of the University of Ljubljana and focused on their specificities so you will have the chance to get to know each of them, the academic and student society as well as our capital city Ljubljana.

We are expecting active participants, who will share their innovative ideas and best practices from their home universities. The preliminary programme consists of presentations of our faculties and a mixture of workshops where the active participation of the participants will be welcomed. We will include in the STT week the »open house« where the opportunity to meet foreign universities will be given to our incoming and outgoing students. Meetings with certain departments/institutes or specialised offices of the faculty could be arranged upon special request of the participants.

Please, find enclosed the preliminary programme, including the social programme with the expenses covered by the organisers. For accommodation and travel costs, we encourage the participants to apply for Erasmus+ grants available for staff mobility but we will later assist you with further practical information about the accommodations possibilities.

As places are limited to 30 people, the participants will be selected on the basis of geographical diversity and fields of interest. In case of too many applications, we will limit the participation to one participant per institution.

The registration will be closed on July 1<sup>st</sup> 2019 and should be done online via the [following link](#). The updated information will be posted on [our web page](#).

Do not hesitate contacting us if you have further questions. We are looking forward to welcoming you in Ljubljana in October 2019!

## **ORGANISING COMMITTEE OF THE ERASMUS+ STT WEEK 2019**

### **UL Faculty of Medicine**

Mag. Jerneja Čelofiga, IRO

Mag. Ajda Rudel, IRO

Prof. dr. Tomaž Marš, Erasmus+ coordinator

### **UL Faculty of Pharmacy**

Prof. dr. Iztok Grabnar, Erasmus+ coordinator

Doc. Dr. Janja Zupan, MSc Pharm

Prof. dr. Lucija Peterlin Mašič, MSc Pharm

### **UL Faculty of Health Sciences**

Mag. Barbara Babnik, IRO



Faculty of Medicine



Faculty of Pharmacy



Faculty of Health Sciences

**FACULTY OF MEDICINE / MEDICINSKA FAKULTETA  
FACULTY OF PHARMACY / FAKULTETA ZA FARMACIJO  
FACULTY OF HEALTH SCIENCES / FAKULTETA ZA ZDRAVSTVENE VEDE  
of the  
UNIVERSITY OF LJUBLJANA / UNIVERZE V LJUBLJANI**

Erasmus+ Staff Training Week focused on Interprofessional learning and Cooperation in the field of Health

21 - 25 October 2019

Sunday, 20 October 2019

/	<b>Arrival of participants to Ljubljana</b>
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Monday, 21 October 2019

Venue: UL Faculty of Medicine, Campus Vrazov trg, Ljubljana

<b>9:00 – 9:15</b>	Registration of the participants	
<b>9:15 – 10:00</b>	Presentation of the STT agenda and presentation of the participants	
<b>10:00-15:00</b>	Interprofessional learning and cooperation	<b>WORKSHOP: How to include interprofessional learning in the study program design?</b> - Best practices from the participants
	Practical training	<b>WORKSHOP: Challenges and good practices in organising practical clinical training for the medical students at the faculty and for the mobility students at the faculty and University Clinical Centre in Ljubljana</b> - Best practices from the participants
	Student Activities	- Public health projects organised by the Association of Medical Students of the Faculty of Medicine and their contribution to interprofessional learning and cooperation in the field of Medicine - Best practices from partner universities

Tuesday, 22 October 2019

Venue: UL Faculty of Medicine, Campus Vrazov trg, Ljubljana

<b>9:00-14:00</b>	Connecting to the environment	<ul style="list-style-type: none"> <li>- Role of the universities in the broader perspective</li> <li>- Should we play a more active role in responding to the need of the environment?</li> </ul>
	Participation of students in scientific and research work	<b>WORKSHOP: How to engage students in the research work?</b> - <ul style="list-style-type: none"> <li>- University research prize, university research projects, integrated curriculum with a research component</li> </ul>
<b>14:00</b>	<b>SOCIAL PROGRAM</b> (visit to Škocjan Caves, UNESCO world natural and cultural heritage)	
<b>18:00</b>	<b>WELCOME DINNER</b>	

**Wednesday, 23 October 2019**

Venue: UL Faculty of Pharmacy, Campus Aškerčeva cesta, Ljubljana

<b>9:00-15:00</b>	Interprofessional learning and cooperation	<ul style="list-style-type: none"> <li>- Teacher mobility, Mobility of the Research staff</li> <li>- Cooperation of clinical pharmacists and University Clinic of Respiratory and Allergic Diseases Golnik; possibilities of cooperation</li> </ul>
	Practical training	<ul style="list-style-type: none"> <li>- Opportunities of practical training of Erasmus+ students in economic sector (pharmaceutic industry and pharmacies)</li> <li>- Pharmaceutic company LEK</li> <li>- Visit to the LEK museum</li> </ul>
	Student Activities	<ul style="list-style-type: none"> <li>- Examples of good practices in organising the EPSA congress and summer schools by the Students of Pharmacy</li> </ul>

**Thursday, 24 October 2019**

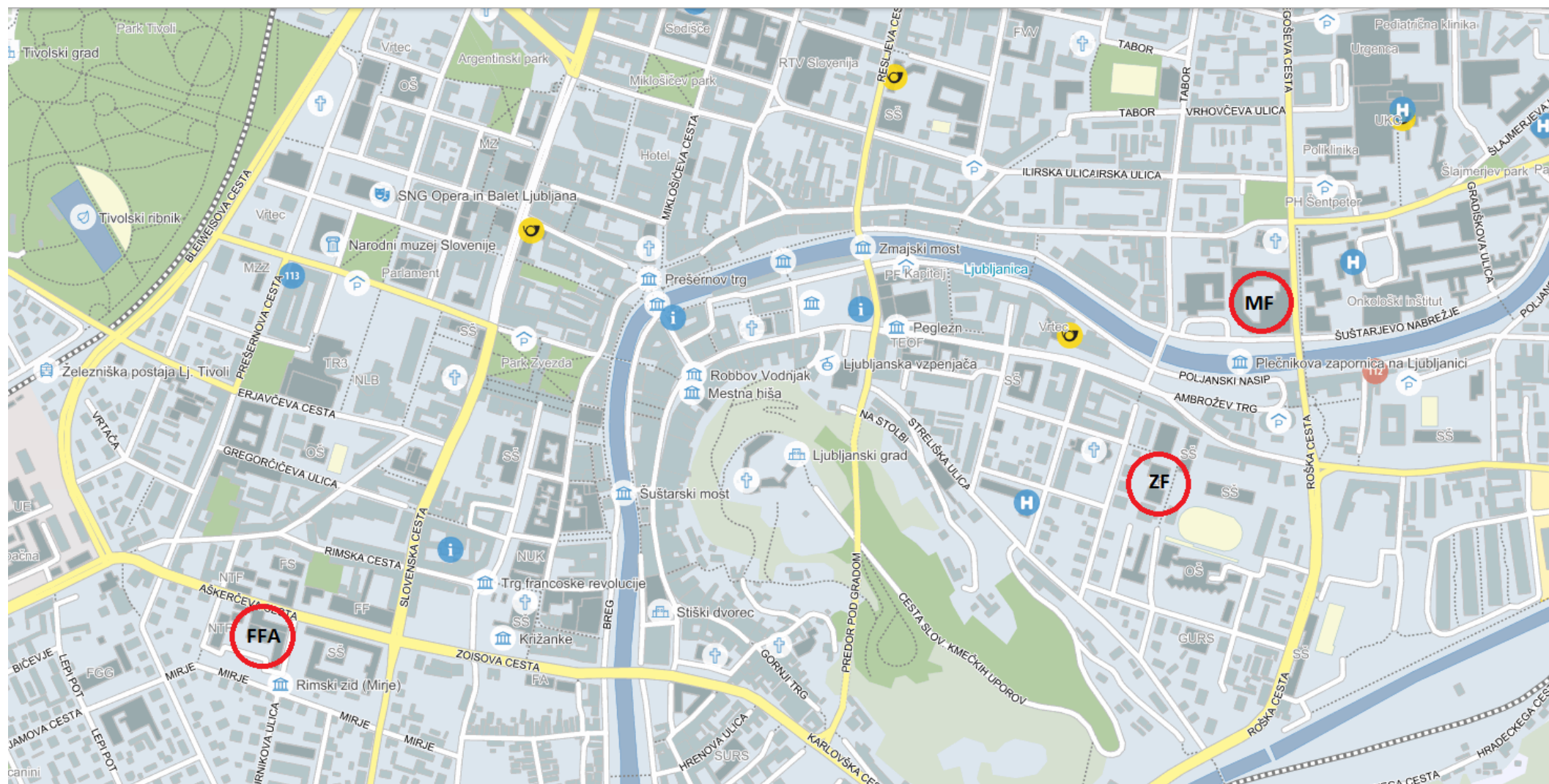
Venue: UL Faculty of Health Sciences, Campus Zdravstvena pot, Ljubljana

<b>9:00-15:00</b>	Interprofessional learning and cooperation	Presentation of the elective course “Interprofessional cooperation”
	Practical training	<ul style="list-style-type: none"> <li>- Presentation of the organisation and performance of the practical training at the faculty</li> <li>- Visit to the premises for the practical training of the students at the faculty</li> <li>- Presentation of “Erasmus Radiography Group” as an example of good practice of the practical training in international environment</li> </ul>
	Connecting to the environment	<ul style="list-style-type: none"> <li>- Experience in working with affiliated institutions offering practical training for the students</li> <li>- Presentation of examples of good practice of student participation with the economy and non-economy sector - Projects Creative Path to Knowledge (PKP) and Student Innovation Projects for Social Benefit (ŠIPK)</li> </ul>
	Participation of students in	<ul style="list-style-type: none"> <li>- Inclusion of students in research work within the framework of the study program Radiological technology</li> </ul>

	scientific and research work	<ul style="list-style-type: none"> <li>- Presentation of examples of good practice in the co-shaping of study subjects in cooperation with partners in the international environment: <ul style="list-style-type: none"> <li>• project AQU @ TEACH, Erasmus + / KA2</li> <li>• "INNOVATION PROJECT"</li> </ul> </li> </ul>
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Friday, 25 October 2019	
Venue: UL Faculty of Medicine, Campus Vrazov trg, Ljubljana	
<b>9:00-13:00</b>	Visit to the Faculty of Medicine Campus Korytkova street
	Open House – getting to know the students
	Closing remarks, final certificates

Location of the venues (UL Faculty of Medicine, UL Faculty of Pharmacy and UL Faculty of Health Sciences)



- UL Faculty of Medicine, Campus Vrazov trg (MF)
- UL Faculty of Pharmacy, Campus Aškerčeva cesta, Ljubljana (FFA)
- UL Faculty of Health Sciences, Campus Zdravstvena pot, Ljubljana (ZF)

# GENERAL INFORMATION

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## 1. APPLICATION

Please, fill in the following document and submit it before July 12<sup>th</sup> 2019:

<https://docs.google.com/forms/d/e/1FAIpQLSdU9JuLymPiVAEJrxFtYsTyAX7oTiAKiXQrszaxp0i6uJZJgw/viewform>

The updated information about the Staff Training week will be published and updated on our webpage: [https://www.mf.uni-lj.si/en\\_GB/study/exchange-programmes/erasmus-for-staff/stt-week-2019](https://www.mf.uni-lj.si/en_GB/study/exchange-programmes/erasmus-for-staff/stt-week-2019)

As the places are limited for 30 people, the participants will be selected on the basis of geographical diversity and fields of interest. In case of more applications, the participation will be limited to one participant per institution.



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## 2. COSTS

University of Ljubljana/participating faculties will cover the following costs:

- Coffee breaks and lunch breaks during the program
- Social programme offered on Tuesday, October, 22<sup>nd</sup> 2019
- Welcome dinner, offered on Tuesday, October 22<sup>nd</sup> 2019

Participants will have to organise and cover travel costs and accommodation. Please do not make arrangements before we have confirmed your participation on July 5<sup>th</sup> 2019. We will assist the accepted participants in finding accommodation. Participants will have to cover the rest of expenses.

### 3. ARRIVAL

BY AIR: Ljubljana Jože Pučnik Airport is the main airport of the country. It is located 30 km from the centre of Ljubljana and has good connections with other European cities. Different options of public transport take you from the airport to Ljubljana in around half an hour.

#### **PUBLIC TRANSPORT FROM THE AIRPORT TO LJUBLJANA**

##### **Bus: Airport - Ljubljana**

<b>Monday to Friday</b>							
<b>5.00</b>	6.05	7.00	8.00	9.00	10.00	11.00	12.00
<b>13.00</b>	14.00	15.00	16.00	17.00	18.00	19.00	20.00
<b>Saturdays, Sundays and Holidays</b>							
<b>7.00</b>	10.00	12.00	14.00	16.00	18.00	20.00	

The ticket for the bus from the Airport to Ljubljana costs 4,10 € and can be bought in the bus. The Journey takes 45 minutes and the last stop is the Central Bus Station in Ljubljana. Check the exact information about the departures from »letališče Brnik« at the web page: <https://www.ap-ljubljana.si/en/>

##### **Shuttle Transport**

The Schedule is organised in accordance with the flight schedule of the airport. The shuttles leave after the plane lands and wait at the parking in front of the airport building. The tickets can be bought directly at the shuttle and costs from 9 €. The last stop is the Central Bus Station in Ljubljana, but you can also arrange drop off at different locations in Ljubljana. For more information please see: <https://www.fraport-slovenija.si/sl/potniki-in-obiskovalci/kako-do-nas/transferni-prevozi---shuttle/>

##### **Airport transport limo & taxi**

Taxis are available in front of the airport main building. You should pay for the taxi transfer from the airport to the city centre around 25€.

#### **OTHER AIRPORTS IN A RANGE OF 200KM**

Because of the proximity of some Airports (Venice, Trieste – Italy, Zagreb – Croatia, Graz and Klagenfurt – Austria) to Slovenia you can arrive also by low cost airlines, flying to these airports. You can check for transportation possibilities to Ljubljana by using the shuttle service. For more information please check: <https://www.goopti.com/en/> or <https://shuttle.nomago.si/en/home>

BY TRAIN: Ljubljana has good railway connections with all large European cities. The railway station is located in the centre of Ljubljana. Train travel within Slovenia is convenient and inexpensive. For more information please see: <http://www.slo-zeleznice.si/en/passengers/slovenia>

BY BUS: The bus is one possible means of reaching Ljubljana. For more information see: <https://www.ap-ljubljana.si/en/>



#### 4. ACCOMMODATION

We have prepared a special agreement with several hotels in Ljubljana. In order to book the hotel with the special offer please follow these steps:

##### **B&B HOTEL LJUBLJANA PARK\*\*\*** (<http://www.hotelpark.si/>)

30 rooms

PRICE: 88€/night + city tax 3,13€ per person per night

SERVICE: breakfast included

ROOM TYPE: superior single room

PARKING PLACE in the hotel garage: 15€ for 24h.

PAYMENT: at reception upon arrival/per invoice

CANCELLATION POLICY: free cancellation 7 days before arrival, otherwise the guest has to pay 2-nights accommodation

**RESERVATION: Please see attachment number 1 of this document**

##### **HOTEL MEKSIKO\*\*\*** (<https://www.hotel-meksiko.si/sl-si>)

20 rooms

PRICE: 95€/night + city tax 3,13€ per person per night

SERVICE: breakfast included

ROOM TYPE: double room for single use

PARKING PLACE in the hotel garage: 15€ for 24h.

PAYMENT: at reception upon arrival/per invoice

**RESERVATION: Please see attachment 2 of this document**

##### **CITY HOTEL LJUBLJANA\*\*\*** ([www.cityhotel.si](http://www.cityhotel.si))

PRICE: 98€/night + city tax 3,13€ per person per night

SERVICE: breakfast included

ROOM TYPE: Standard SGL rooms

10 rooms

Special offer: shuttle service to the airport organised by hotel (9€ for one way)

PARKING PLACE in the hotel garage: 18€ for 24h (please make a reservation)

Payment: credit card or per invoice

**RESERVATION: DEADLINE: 5.9.2019 EN:** <https://www.cityhotel.si/events/eid/295/>

##### **UNION HOTELS** (<http://www.union-hotels.eu/>)

###### **Hotel Lev\*\*\*\***

PRICE: 150€/night + city tax 3,13€ per person per night

SERVICE: breakfast included

ROOM TYPE: Standard SGL rooms

20 rooms

**RESERVATION: Please see attachment 3 of this document**



Source: [www.slovenia.info](http://www.slovenia.info), Alan Kosmač



Source: [www.slovenia.info](http://www.slovenia.info), Aleš Fevžar

## 5. CONTACT

Faculty of Medicine  
International Office  
Mag. Jerneja Čelofiga

E-mail: [international.erasmus@mf.uni-lj.si](mailto:international.erasmus@mf.uni-lj.si)

Address: University of Ljubljana  
Faculty of Medicine  
Vrazov trg 2, 1000 Ljubljana, Slovenia  
Tel: +386 1 543 78 01 (from 7:00 – 14:30)

Attachment 1: B&B Hotel Ljubljana Park

## RESERVATION FORM

Event: » STT Week Ljubljana «

20.10. – 26.10.2019

Last and First name/Company: \_\_\_\_\_ Adress: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date of arrival: \_\_\_\_\_

Date of departure: \_\_\_\_\_

**TYPE OF HOTEL ROOM, included breakfast, internet access (please indicate your choice):**

Superior single room  Price: 88 EUR per room/ night

Supplement for city tax is 3,13 €/person/night.

**PAYMENT – please select the way of payment:**

**BY BANK TRANSFER** – proforma invoice will be send to your e-mail address. Payment must be made at least 30 days before arrival

**BY CREDIT CARD** – full payment directly at the hotel when checking in. Credit card details are required only as guarantee. Please fill it below.

\*The room can be canceled free of charge the latest 7 days before arrival. In case of later cancelation or no show, the hotel will charge you the cost of 2 nights.

**CREDIT CARD DETAILS:**

Credit card type \_\_\_\_\_ Card number: \_\_\_\_\_

Expiry date (Month/Year): \_\_\_\_ / \_\_\_\_

CVC code: \_\_\_\_\_

**DEAD-LINE FOR HOTEL RESERVATIONS:** till 20.08.2019. All reservations are on request upon availability.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**RESERVATION FORM IS TO BE SEND TO E-MAIL OR FAX:**

E-mail: [indsales-ljubljana@hotelbb.com](mailto:indsales-ljubljana@hotelbb.com) or Fax number: +386 1 433 05 4



**RESERVATION FORM**  
**Faculty of Medicine 2019**

**20.10. – 25.10.2019**

**16.174**

Reservation form should be sent to the following e-mail or faxed to the number:

**E-mail: [info@hotel-meksiko.si](mailto:info@hotel-meksiko.si); fax: + 386 1 200 90 89**

TITLE \_\_\_\_\_  
FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ October 2019      Departure Date: \_\_\_\_\_ October 2019

Please indicate your choice of ROOM TYPE (rate is per room per night and includes VAT and buffet breakfast):

SINGLE USE ROOM – 95 €

**Tourist tax is not included in the price and it costs additional 3,13€ per person per night.**

**PAYMENTS**

Hotel accommodation is to be paid directly at the hotel when checking out. Your credit card details are required as a deposit guarantee. The one night deposit will not be drawn from your credit card unless the reservation has been cancelled in up to 2 days before arrival. For no show hotel will charge one overnight.

TYPE: \_\_\_\_\_ NUMBER: \_\_\_\_\_ EXPIRY DATE and CVC code: \_\_\_\_\_

**DEAD-LINE FOR HOTEL RESERVATIONS: 20.09.2019**

Please note that in the case of booking after 20.09.2019, the accommodation in the hotel cannot be guaranteed.

For hotel guests parking is possible in Parking garage Meksiko per cost 15 € / 24 h.

We accept reservations for airport shuttles as well. To do so, please contact us at [info@hotel-meksiko.si](mailto:info@hotel-meksiko.si).

Date: \_\_\_\_\_

Signature (optional): \_\_\_\_\_

## STT week Ljubljana

20st October – 26th October 2019

*Accommodation proposals in Ljubljana City Centre – UNION HOTELS*

### 1. Hotel Lev \*\*\*\*

Hotel Lev is the best choice for everyone looking for classical elegance and modern comfort. Located in the very heart of Ljubljana, just a few minutes' walk from the main sightseeing attractions and less than 30 minutes' drive from Jože Pučnik international airport.

#### PRICES

Rooms: Premier Double room

Single use – 150 EUR/night

Double use– 165 EUR/night

The above prices include buffet-style breakfast, VAT, complimentary use of the hotel swimming pool, gym, and sauna at Grand Hotel Union Business, as well as Wi-Fi internet access inside the rooms.

The prices exclude the city tax in the amount of € 3.13 / night / person.

#### LINK FOR RESERVATION:

<https://reservations.travelclick.com/86073?groupID=2595629>

Last day for reservation: 06<sup>th</sup> September 2019

After this date rooms will be available on request, please contact reservations department directly:

[lev@union-hotels.eu](mailto:lev@union-hotels.eu) or +386 1 308 1438



Vošnjakova 1

SI-1000 Ljubljana, Slovenia

<http://www.union-hotels.eu/en/hotel-lev/>