



Project "Fostering Internationalization at Montenegrin HEIs through Efficient Strategic Planning – IESP"

SUMMERSCHOOL TRAINING

Day 1: Thursday, 22nd October 2020, 8.30 – 12.30

University of Ljubljana SCHOOL OF ECONOMICS AND BUSINESS

Introduction: 8:30 – 8.45

Break: 10.15 – 10.45

Part 1: 8.45 – 10.00

- Presentation: 8.45 – 10.00
- Q&A: 10.00 – 10.15

Part 2:

- Presentation: 10.45 – 12.10
- Q&A, closing: 12.10 – 12.30

Lecturers:

Ms Adrijana Lazić

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Ms Mojca Maher Pirc

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- Short presentation of summer programmes organised at the University of Ljubljana School of Economics and Business.
- Academic programme and quality assurance.
- Optional programme for students and teaching staff.
- Financial planning.
- Marketing and communication.
- Support staff & services before, during and after programme.
- Best practices and lessons learned (crisis management, cross-cultural tips and tricks ...).
- Summer Schools as a tool for internationalization at home.
- Experience from online 2020 edition of Ljubljana Summer School and Doctoral Summer School.



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Day 1: Thursday, 22nd October 2020, 14.00 – 16.00

University of Ljubljana FACULTY OF MARITIME STUDIES AND TRANSPORT

Lecturers:

Asst. Prof. Dr. Patricija Bajec

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Assoc. Prof. Dr. Violeta Jurković

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- 1. A brief presentation of both lecturers**
- 2. A brief introduction of the project focused on the design of the Training Modules**
- 3. Preparations for the organisation of the summer school:**
 - Selection of the location of the organisation and institution.
 - Selection of the appropriate term for the organisation of the summer school.
 - Promotion of the summer school, dissemination of information about the summer school.
 - Defining the criteria for the selection of participants and lecturers of the summer school.
 - Designing the program and schedule of the summer school.
 - Preparation of teaching materials for participants.
 - Arrangements of good practice visits (Port of Koper).
 - Registration of participants.
 - Arrangements of accommodation and meals for participants.
 - Preparation of all essential information for participants.
- 4. The organisation of the Summer Logistics School:**
 - Assistance to summer school participants in accommodation.
 - Reception of participants.
 - Arrangement of lecture rooms.
 - Monitoring the performance of the school and the evaluation of the performance.
 - Managing risks during the summer school.
 - Completion of summer school.
 - Awarding certificates of participation.
- 5. Evaluation of the performance of the Summer Logistics School:**
 - Identification of evaluation elements.
 - Identification of evaluation tools.
 - Preparation of evaluation questionnaires.
 - Selection of evaluators of each training module.
 - Data processing and preparation of an evaluation report.
- 6. Teaching methods used during the Summer Logistics School**
 - Why are they important.
 - Which ones to use.
 - How to use them (preparation of the lecturer and participants).



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Day 2: Friday, 23rd October 2020, 9:30 – 13:30

University of Ljubljana ACADEMY OF FINE ARTS AND DESIGN

Part 1: 9.30 - 11.00

Break: 11.00 -12.00

Part 2: 12.00 – 13.30 (12.30 – 13.30: Assoc. Prof. Domen Fras)

Lecturers:

Ms Mateja Vidrajz

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Assoc. Prof. Domen Fras

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Steps on how to plan an international summer school:

- STEP 1: Initiative or gaining approval: convincing your superiors of the benefits of the programme.
- STEP 2: Internal preparation: designing and planning, identifying your pupils, set agenda of the summer school, founding and budget preparation, designing your outlook, preparing communication strategy.
- STEP 3: External preparation: implementing your communication strategy and getting people interest in your programme.
- STEP 4: Practical preparation: getting ready to start your summer school.
- STEP 5: Implementation of planned summer school activities.
- STEP 6: Evaluation & Reporting: get valuable insights from pupils, asses what was learned and how to improve for next year.

All these steps will be presented through the insights of the implementation of our first international school at the Academy of Fine Arts and Design.

We will present practical planning tools and how to deal with obstacles created by the COVID 19 crisis and how to adapt the programme to make the summer school available online.



Project "Fostering Internationalization at Montenegrin HEIs through Efficient Strategic Planning – IESP"

Day 2: Friday, 23rd October 2020, 14:30 – 15.30

University of Ljubljana FACULTY OF LAW

Lecturers:

Prof. Dr. Janez Kranjc

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Assoc. Prof. Dr. Jerca Kramberger Škerl

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For more than 20 years, University of Ljubljana Faculty of Law has been organizing two or three one-week summer schools over summer months, usually led by two lecturers from one of our partner universities from abroad.

Participants are mostly students of the University of Ljubljana Faculty of Law, but occasionally also other lawyers or our former graduates join the group, especially those who are professionally engaged in legal terminology (eg court interpreters, translators).

Presentation would take the form of a short (max. 60 min) informal conversation or discussion of opinions.

Two of our professors, who have been organizing these summer schools for many years, would present the concept and practical aspects of organizing summer schools and would also be available for giving advice or sharing experiences.

They will also present an example of good practice of moot-court competition and legal clinics.