



**BORDERS** **nd**

**Application & Logistics**  
guidelines



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# APPLICATION details for university management

- All the application processes are done internally by each university individually.
- The management of the virtual mobility office of each university does the selection of BA/MA students, PhD students, administrative staff and researchers.
- The data of the selected participants should be sent to the organiser no later than 15 April 2024
- The minimum number of attendees per course is 8. If the minimum number is not reached, the course will not be carried out, which will be known as soon as we get all the applications.
- You should nominate a total of 15 students, 10 of which are paid under the T4EU budget and 5 are paid as BIP participants under the Erasmus+ budget.
- The BIP will be open in the Beneficiary Module until the end of February with all partners as co-organisers so you will be able to link your students.
- Each university should provide the names of the participating students in the Excel form provided by the organizers. You have to be very careful to provide their full names (i.e. first names and surnames), including all the letters as they are written in the passport, as this will be the basis for the creation of their personal identification number in Slovenia.

## STUDENT STREAM

- Each student participates in 1 course, which will run the whole week, but during the application process they can rank 3 courses that they would like to attend in order of desirability.
- The maximum number of students per university per course is 3.
- Each course has a maximum number of attendees - see the Course Catalogue for specific figures. This is implemented to provide quality content in every course.
- Each student can choose between 1-3 courses but has to rank them, the first being their first choice. They will receive the decision on which course they can attend after the end of the application period.

**APPLICATION DEADLINE:**  
**15 April 2024**

Sent to:  
**t4euweek@upr.si**

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## PHD STREAM

- The process for PhD students is the same – done internally by each university and then communicated to the organising team before 15 April.
- Each PhD student participates in 1 course, which will run the whole week, but during the application process you can rank 3 courses that you would like to attend in order of desirability.
- The courses for PhD students are marked in the Course catalogue
- The maximum number of PhD students per university per course is 3.
- PhD students will additionally have separate events to present their work and study field, like Pecha Kutcha, mixers and other activities.

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## ADMINISTRATIVE & RESEARCH STREAM

- The selection process for staff and researchers will be done by the representatives in the Management Board.
- You will receive a link later on to send to the selected people for them to apply to the T4EU week.
- In this stream, the participants are representatives involved in different work packages, tasks or virtual offices, representatives in the Student Council and researchers coming for meetings.
- The programme for the administrative & research stream will be published separately.

**For additional information contact:**

**[nika.ivanovic@upr.si](mailto:nika.ivanovic@upr.si)**

## ARRIVAL

The T4EU Week will take place in Trieste, Italy, from Monday to Wednesday, and in Koper, Slovenia, from Wednesday to Friday, so make sure you take this into account when planning your trip. Please arrive at least one day before the event. Although the two cities are close to each other, we do not recommend that you plan to stay in only one of the cities, but rather book your accommodation in both Trieste and Koper, depending on the programme.

On Wednesday, the day of the move from Trieste to Koper, transport and various relocation options will be arranged by the organisers. You will therefore only need to organise your own transport from the airport to your first accommodation in Trieste and from your second accommodation in Koper to the airport.

For more information and help with bookings, please contact [t4euweek@upr.si](mailto:t4euweek@upr.si).



**TO TRIESTE**

Trieste is a city of arts, culture, sports and nature.

If you take a walk along the waterfront or on trails above the city, you will appreciate the varied panoramas and understand the city, not just from a scenic point of view, but from a cultural one as well.

The presence of monuments and landmarks belonging to the diverse ethnic groups that have lived and mingled here since the 17th century illustrates why, even today, Trieste is culturally ready to pave the way towards a new humanistic era. With its performing arts theatres, an opera house, museums, literary cafés, film and science festivals, the city offers a wide variety of daily activities.

Living in Trieste also means taking advantage of the many organisations and facilities geared towards lovers of the outdoors, such as swimming, rowing, snorkelling and scuba diving, horseback riding, spelunking, rock climbing, hiking, tennis and golf, not to mention sailing – the annual Barcolana regatta attracts thousands of racers from around the world. Moreover, if you love mountain biking, you can follow a number of cycling trails from the Karst down to the coasts of Slovenia and Croatia, as well as enjoy other historical surroundings.

Piazza Unità

## Trieste Airport - TRS (33 km from Trieste)

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There are several options to get from Trieste Airport to Trieste:

1. SHUTTLE: Book a [GoOpti](#) shuttle (shared van) transfer directly to your final destination in Trieste. Please note that advance booking is necessary.
2. TRAIN:
  - a. On the TRIESTE-VENICE railway line, you will now find the new "TRIESTE AIRPORT" stop, served every day by:
    - 6 "Freccie" high-speed trains
    - 20 local trains to/from UDINE
    - 28 local trains to/from VENICE
    - 48 local trains to/from TRIESTE
  - b. Please see the [Trenitalia website](#) to find the right connection with your flight.
  - c. The MI.CO.TRA service (Miglioramento dei Collegamenti transfrontalieri di trasporto pubblico) offered by Ferrovie Udine Cividale runs on the Trieste-Udine-Villach line. It stops at Trieste Airport on weekdays and runs to Trieste Central Station on Saturdays, Sundays and holidays. [SEE HERE](#)
3. COACH: Trieste Airport is integrated into the public transport network of the APT GORIZIA coach operator.
  - COACH SERVICE: Coach Service 51
  - FARE CODE: E06
  - ONE-WAY FARE: € 4.05
  - Tickets can be bought at the airport:
    - from the 24/7 automatic ticket machines located inside (arrivals hall of the passenger terminal, next to the main exit) and outside the airport (on the covered walkway, in front of the bus stops),
    - at the tourist information counter - Infopoint Turismo FVG (arrivals hall of the passenger terminal).
4. TAXI: Taxis are available outside the passenger terminal daily between 8 a.m. and midnight.

For more information and bookings:

  - Phone +39 0481 778000, + 39 040 307730
  - Mobile (available from 8 a.m. to midnight): +39 389 9681210
  - [info@taxitriesteairport.it](mailto:info@taxitriesteairport.it)
  - <http://www.taxitriesteairport.it/>

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## Venice Treviso Airport - TSF (145 km from Trieste)

There are several options to get from Treviso Airport to Trieste:

1. SHUTTLE: Book a [GoOpti](#) shuttle (shared van) transfer directly to your final destination in Trieste. Please note that advance booking is necessary.
2. TRAIN via Treviso:
  - Take a [shuttle to Treviso train station](#).
  - Take a train to Trieste Centrale (a combined ticket from the airport can be purchased online from [Italian Railways](#)) or a bus to Trieste (Autostazione) with [FlixBus](#) (advance booking is necessary).
3. TRAIN via Venezia Mestre:
  - Take a bus to [Venezia Mestre train station](#).
  - Take a train to Trieste Centrale (tickets can be purchased online from [Italian Railways](#)).
4. TAXI: The service is provided by the company Radio Taxi Treviso. For more information and bookings:
  - Phone: +39 0422 431515
  - Text: +39 338 844 2000

## Venice Marco Polo Airport - VCE (120 km from Trieste)

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There are several options to get from Venice Marco Polo Airport to Trieste:

1. Book a [GoOpti](#) shuttle (shared van) transfer directly to your final destination in Trieste. Please note that advance booking is necessary.
2. TRAIN via Venezia Mestre:
  - Take a bus to [Venezia Mestre train station](#) (ACTV bus line 15 or ATVO MESTRE EXPRESS shuttle) - journey time 20-25 minutes.
  - Take a train to Trieste Centrale (tickets can be purchased online from [Italian Railways](#)).
3. COACH/BUS: All bus-related information is available [here](#).

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## Ljubljana Airport - LJU (114 km from Trieste)

To get from Ljubljana Airport (Jože Pučnik Airport) to Trieste, you have a couple of options:

1. Book a [GoOpti](#) shuttle (shared van) transfer directly to your final destination in Koper. Please note that advance booking is necessary.
2. Other options can be found at the [Ljubljana Airport website](#).

**FROM TRIESTE**



**TO KOPER**

The transfer options will be provided by the organisers. You will be able to choose to travel:

- by bus
- by bicycle

We will also make sure your luggage gets to your accommodation.

Koper, the largest town of Slovenian Istria, is home to about 55,000 people and is also the only Slovenian port. It is considered one of the oldest Slovenian towns, with its rich history dating back to the Middle Bronze Age. This year, Koper is celebrating its 1500th anniversary.

Koper is characterised by a blend of medieval town and green countryside.

**FROM KOPER**



See the arrival to Trieste section for the same transit options. The organisers will provide a bus transfer from KOPER TRAIN STATION to TRIESTE TRAIN STATION on Friday afternoon and Saturday morning.

# ACCOMMODATION

As the event takes place in two locations, please book your accommodation:

- from the day of arrival until Wednesday, 22 May, in Trieste, Italy,
- from Wednesday, 22 May, until your departure in Koper, Slovenia.

Due to the rich programme, we do not recommend a daily transfer from other locations (in case you book your accommodation in one place for the whole duration of the event). The transfer from Trieste to Koper will be arranged by the organiser.

For assistance in booking accommodation, please contact [t4euweek@upr.si](mailto:t4euweek@upr.si).

## TRIESTE (from arrival to 22 May)

### HOSTELS:

- [Hotello](#)
- [Ostello Tergeste](#)
- [Controvento Hostel](#)

### APARTMENTS and RESIDENCES:

- [Casanova Trieste Centrale](#)
- [Flugelrad Apartment](#)
- [Affittacamere Berzi](#)
- [AL 106](#)
- [Affittacamere Guerrero Rooms](#)
- [B&B Piazza Goldoni Trieste](#)
- [Urbanauts Studios Minelli](#)
- [Residence Le Terazze Trieste](#)
- [Residenza Le 6a](#)
- [Theresia residence](#)
- [Palazzo Talenti 1907](#)
- [Rialto Residence Hotel](#)
- [Residence Garibaldi](#)
- [B&B Zenzero Cannella](#)

### HOTELS:

- [Barbacan Boutique Hotel](#)
- [Hotel L'Albero Nascosto](#)
- [Trieste Art Loft](#)
- [Hotel Porta Cavana](#)
- [The Modernist Hotel](#)
- [Urban Hotel](#)
- [Victoria Hotel](#)
- [ContinentalHotel](#)
- [Le Corderie Hotel](#)
- [Forum Boutique Hotel](#)
- [NH Hotel](#)
- [James Joyce Hotel](#)
- [Coppe Hotel](#)
- [Alla Posta Hotel](#)
- [Città di Parenzo Hotel](#)



## KOPER (from 22 May to departure)

The University of Primorska has contacted some of the major accommodation providers in the municipality for this event, which are holding several rooms for your reservation until 1 April. So please make your reservation as soon as possible, even if you do not have the names and other details of the participants yet. After this date, we can no longer guarantee discounts and free rooms.

When contacting the providers, please quote the CODE T4EUWEEK to be given the opportunity to book and receive special rates.

For further assistance, please contact [t4euweek@upr.si](mailto:t4euweek@upr.si).

### Grand Hotel Koper

Website: <https://www.grandkoper.com/>

Contact: [booking@grandkoper.com](mailto:booking@grandkoper.com)

Financial Rank: €€€

Distance from city centre: 1-minute walk

### Hotel Vodišek

Website: [www.hotel-vodisek.com](http://www.hotel-vodisek.com)

Contact: [info@hotel-vodisek.com](mailto:info@hotel-vodisek.com)

Financial Rank: €€

Distance from city centre: 11-minute walk

### Boutique Hotel Capodistria

Website: <https://www.hotel-capodistria.com>

Contact: [info@hotel-capodistria.com](mailto:info@hotel-capodistria.com)

Financial Rank: €€

Distance from city centre: 15-minute walk

### Hotel Žusterna

Website: <https://www.terme-catez.si/si/obala/namestitve/aquapark-hotel-zusterna>

Contact: [zusterna@terme-catez.si](mailto:zusterna@terme-catez.si)

Financial Rank: €/€€

Distance from city centre: 29-minute walk

### Hostel Museum

Website: [www.hostel-museum.com](http://www.hostel-museum.com)

Contact: [hostel.museum@gmail.com](mailto:hostel.museum@gmail.com)

Financial Rank: €

Distance from city centre: 0,5-minute walk

Reserve your  
accommodation **AS SOON**  
**AS POSSIBLE** due to lack  
of availability and  
time-sensitive offers.





**beyond**  
● **BORDERS**