



SLOVENIJA
LC LJUBLJANA

IAESTE Slovenia
Pivovarniška ulica 6
1000 Ljubljana
Slovenia

The International Association for the Exchange of Students for
Techniacal Experience - IAESTE Slovenia

awards the

Confirmation of active membership

to

Luka KURNJEK

for his involvement and voluntary work in the Slovenian IAESTE student association.

Position held

President of IAESTE Slovenia

Duration: from 1st of October 2013 to 20th of January 2015

As a president he was the official representative of IAESTE Slovenia. He was legally responsible for Associations activity. He was in touch with all members of national committee and was successfully solving different problems: legal issues of the exchange program, communicating with the University of Ljubljana and taking part in presentations. He was also participating on the international level.

President of IAESTE Slovenia

Timotej Lestan

Signature:

Ljubljana, 14.6.2016





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Position held

Cofounder and Coordinator of IAESTE TECH - iTECH project

Duration: from 1st of December 2013 to 1st of MAy 2014

iTECH is a one month project which consists of free lectures and workshops for students. During the project, he was showing good organizational skills, ability of leadership and also great team spirit. In the project itself, he was also taking part in organizing lectures and workshops and coordinated some of the events on site. He knew how to motivate people and had always great ideas.

President of IAESTE Slovenia
Timotej Lestan

Signature:

Timotej Lestan

Stamp:



Ljubljana, 14.6.2016



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for his involvement and voluntary work in the Slovenian IAESTE student association.

Position held

TREASURER OF LOCAL AND NATIONAL COMMITTEE

Duration: from 1st of October, 2012 to 30th of September, 2013

I hereby confirm that Luka Kurnjek has held the above mentioned title in the study year of 2012/2013 as an active member of Slovenian IAESTE association, and has fulfilled all the tasks mentioned in this document.

Alojz Vajda
President of National Committee IAESTE Slovenia

Signature: Alojz Vajda

Stamp: _____



Annexes:

TREASURER OF LOCAL AND NATIONAL IAESTE COMMITTEE

1. Collecting annually membership fee, registration fees for organized events, international tax for internships and giving out the belonging bills.
2. Making bank transfers, which include payment of fees for IAESTE international, reservations and payment for regional and global IAESTE events and covering bills for services, given out by Slovenian companies.
3. Note down the income-outcome money transfer and monthly reporting of the current financial status in the local and national committee, to the board.
4. Writing and sending the annual financial report to the Slovenia tax directorate.

HIS OTHER CONTRIBUTIONS IN STUDENT YEAR 2012/13

- Leading the development of the new internet page for the Slovenian IAESTE association.
- Organizing the annual English test for students, being interrogator at the language part of the test, checking the tests and giving marks to students.
- Presenting IAESTE on various engineering faculties, student events and on the World engineering forum 2012.
- Organizing the Central European Convention of the IAESTE association, that was held in Maribor, Slovenia from 1st to 4th of November, 2012. He was one of the main organizers and was in charge for the finances.

Nives Naraglav
National Secretary of IAESTE Slovenia

Signature: Naraglav

Ljubljana, 8. 10. 2013

Stamp: _____





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Luka KURNJEK

for his involvement and voluntary work in the Slovenian IAESTE student association.

Position held

UNUSED OFFER COORDINATOR

Duration: from 1st of February, 2011 to 30th of September, 2012

I hereby confirm that Luka Kurnjek has held the above mentioned title in the study year of 2011/2012 as an active member of Slovenian IAESTE association, and has fulfilled all the tasks mentioned in this document.

Jan Novak
President of Local Committee IAESTE Ljubljana

Signature: Jan Novak

Stamp: _____



Annexes:

UNUSED OFFER COORDINATOR JOB DESCRIPTION

1. Transfer of knowledge about unused internship offers to the members of the association, mainly dealing with questions about the application process and content of their application.
2. Downloading and organizing unused offers from the IntraWeb platform, and forwarding them to all members of the Slovenian IAESTE association on daily basis.
3. Helping members to fill out the nomination form and organize the documents correctly. Giving advice and example of how a good CV and motivation letter look like.
4. Sending the documents to the National Secretary and keep up to date the communication between the students and the National Secretary, who is in touch with the foreign country.
5. In Case of candidate's acceptance, transfer of official documents that confirm his application, from the country of nomination to the candidate and back again.

HIS OTHER CONTRIBUTIONS IN STUDENT YEAR 2011/12

- Making of a new presentation about IAESTE and its promotion on various faculties.
- Going with a foreign student through all the procedure of arranging a Slovenian tax number, a bank account, a student card, the contract for working and the finding of accommodation.
- Helping with the summer reception program, where he organized a cultural weekend trip to Prekmurje. The event included free accommodation, a sight seeing tour to a pottery village, vine tasting in the local vineyards, visiting a greenhouse powered by geothermal energy, going swimming in a thermal spa and the participation on an regional folklore festival.

Jan Plot
National Secretary of IAESTE Slovenia

Signature: Jan Plot

Ljubljana, 2. 10. 2012

Stamp: _____

