

STUDENT INFORMATION GUIDE (SIG)



FOR THE

INTERNATIONAL COURSES

TO BE HELD AT THE

SLOVAK ARMED FORCES ACADEMY

LIPTOVSKÝ MIKULÁŠ

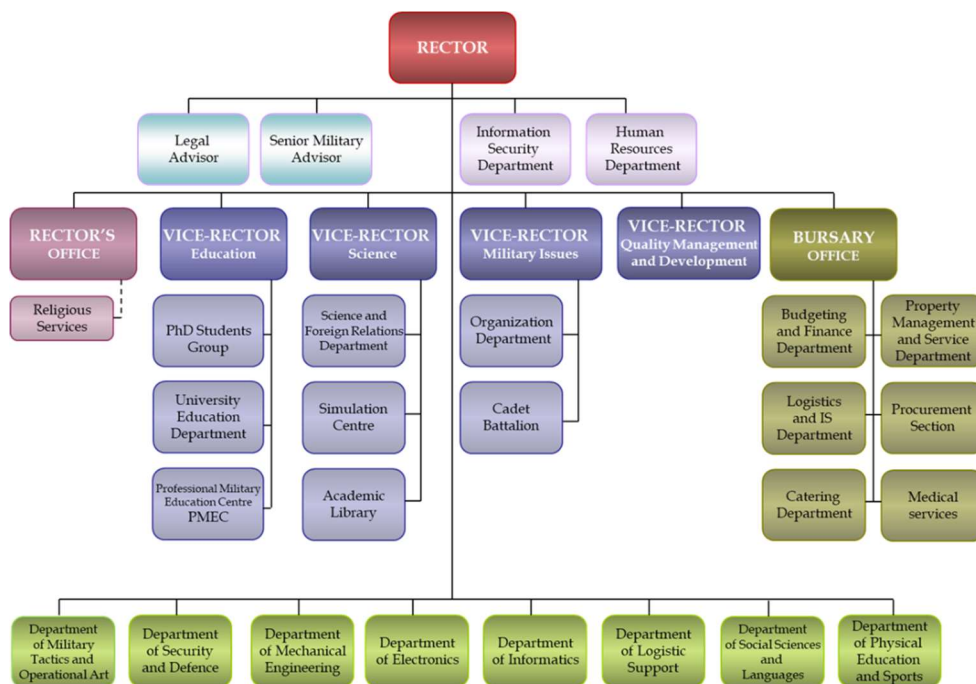
2024

INTRODUCTION

1. The Student Information Guide (SIG) for the Armed Forces Academy of general Milan Rastislav Stefanik (AFA) will be available as required. All of the students are obliged to follow all of the rules stated in this document. The SIG will also be available at the AFA website – <https://weblm.aos.sk/en/article/international-courses-documents-for-students>
2. The intent of SIG is to cover the majority of information required by all of the students nominated into courses organized by AFA. **All of the students and/or visitors are obliged to follow all of the rules and regulations contained in this SIG as well as other Course directors' instructions issued at the Armed Forces Academy of general Milan Rastislav Stefanik.**
3. There will be a short additional instruction for each course issued by AFA directly to applicants containing any supplementary information required for a particular course. This will be delivered at least two (2) weeks prior to the course starting date or short after the application closing date.
4. Each country and organization that sends students to the AFA courses, must determine the status to which they will accord the courses regarding their national needs, priorities and the overall career structure in their chain of command. This can be assisted by briefings through the official representatives (DEEP, Defence attaches, SHAPE, DH etc.) concluded the information available on various websites, particularly the AFA page at www.aos.sk, e-ITEP, e-PRIME, the SIG and through the AFA staff briefing held on a regular basis at Liptovský Mikuláš. The AFA staff will also brief MODs and GS as required. The AFA is NATO accredited E&IT facility supported by NATO and follows NATO Standards of Quality.

GENERAL

5. Importantly, the International courses will also allow officers to work together and to get to know each other in order to enhance mutual confidence and better understanding as well as exposing all students to a sustained and concentrated period in a full English language environment.
6. National courses are organized in Slovak language only.
7. The AFA staff consists of the following key departments and key personnel.



LOCATION

8. The courses are based at the Armed Forces Academy of general Milan Rastislav Stefanik at Liptovský Mikuláš, which is located in the Liptov region of north-central Slovakia (location is approx. 019.35°E, 049.04°N). The town is 270 km from Bratislava by road or rail. There is Liptov Region website: <https://www.visitliptov.sk/en/>
9. The Liptov region is a principal tourist area within Slovakia providing a wide range of activities in both winter and summer. Activities range from skiing, downhill as well as cross-country, snowboarding and sledding and in the summer, hiking, caving, camping, water sports and cycling as well as hunting and fishing. The region is also well known for its hot springs, historical and archaeological sites.
10. The area is also home to a wide variety of natural life including European brown bears, deer, wild boar, foxes, badgers and otters together with numerous varieties of birds and fish.
11. The town of Liptovský Mikuláš, named after Saint Nicholas, has a population of around 33,500. It is situated on the River Vah and lies 577m above sea level. The website, in various languages, can be accessed through www.mikulas.sk/en/visitor.
12. The town can be reached by both rail and road communications. Nearest International airports are Krakow, Vienna, Budapest.
13. **Time and Weather.**
 - a. **Time.** The SVK is in the Central European Time Zone (GMT + 1). Summertime (GMT +2) takes effect from the last Sunday in March until the last Sunday in October.
 - b. **Weather.** In Liptovský Mikuláš, the temperatures can differ from - 25°C in winter to

+35°C in the mid summer. The Tatra mountain region has a very different climate to that of Bratislava. It might be snowing there between Nov – mid Apr.

14. **Postal Address:** The postal address for the AFA is:

**Rank and Name,
“Name of the department which is responsible for particular course”
Armed Forces Academy of GEN M. R. Stefanik
P. O. Box 45, Demänová 393
031 06 Liptovský Mikuláš 6
Slovak Republic**

15. **E Mail.**

- a. E Mail: cv@aos.sk
b. Web page www.aos.sk

PRE-COURSE ADMINISTRATION

16. **Pre-courses Qualifications.**

- a. **Language.**

(1) International courses are organized by the International Courses Department (ICD) and carried out only in English Language. These are the courses that rely almost completely on discussion, presentations and the formal issue of orders. It is therefore a mandatory requirement that students attending the ICD course have reached at least NATO STANAG 6001 Level 2 (2.2.2.2.) in the English language, course requirement dependent.

(2) National courses are organized in Slovak language.

- b. **IT/Computer Requirements.**

(1) There are **no** mandatory training levels for IT/computer skills. It is generally understood that students have working level of knowledge of the Microsoft Office applications (Word, Power Point and Excel).

17. **Documentation.** Each student is to arrive at the AFA course with the following documents:

- a. A valid identification card, passport, with visa if applicable, for which the expiry date should be at least 6 months **after** the final day of the course.
b. A NATO Travel Order if applicable.

- c. Medical certificate (only for long term course (ISOC) and only foreigners), in English, to show that the officer is medically and dentally capable to attend the long term course. It is required to be sent together with an application form.
- d. A biography/CV – TO BE SENT VIA E-MAIL NLT 14 DAYS prior to start of the course (NOT structured, but fully written in readable form).
- e. Travel and medical insurance document if required, e.g. for holders of Schengen VISA.
- f. Course application form if requested by Course organizer.

18. **Finances.** All officers must arrive at AFA courses being capable to support themselves financially for the duration of the course including any period of travel to and from the course such as trains, buses, taxis, food and accommodation. There are ATMs in the Liptovský Mikuláš, which take standard credit cards of Visa, MasterCard, Cirrus and Amex. For students who bring cash, departments' staff can provide secure facilities to hold that cash.

- a. **Course fee** – The participants may pay the cost (for the fee, accommodation etc.) directly to the account below - no later than 7 days before course start or in cash at the AFA on the first day of the Course. For ISOC course only - fee paying participant have meals for free.

Account number:

IBAN : SK35 8180 0000 0070 0016 6344

SWIFT: SPSRSKBA

Bank: Štátna pokladnica

Address: Radlinského 32, 810 05 Bratislava 15

Account owner: Akadémia ozbrojených síl generála Milana Rastislava Štefánika.

As a message for recipient, please write **name of participant and course number** (e.g.: John Smith, ISOC30).

The fee for each course you may find on e-ITEP, e-PRIME or at the webpage <https://weblm.aos.sk/en/article/course-catalogue>.

- b. **Accommodation and meal** cost is in accordance with the bursars' pricelist.

19. **Travel.** Sending units, organizations and agencies are responsible for the travel arrangements to and from Liptovský Mikuláš, AFA can only assist.

20. **Students' Status.** The status of students attending the International course is covered by the NATO SOFA 1951 and the NATO PfP SOFA 1996. Because of these reasons students should be in possession of a NATO Travel Order which can be issued by the SVK DA. Students coming from countries which have visa or special visa regime with Slovak Republic will be provided with visa through the Slovak Ministries of Foreign and Internal Affairs for the duration of the course. The maximum stay in Slovakia without a visa is 90 days for **all** students from NATO allied or partner nations.

21. **Medical Requirement.** All AFA students must be medically and dentally fit to join the courses.

Note: Students travelling to and from Slovakia using Schengen VISA are required to have valid travel and medical insurance before a Schengen VISA is issued.

22. **Registration with National Embassy accredited to Slovakia.** It is important that all International students or visitors to the AFA courses register their presence with their national Embassy accredited to the Slovak Republic.

REGULATIONS

23. **Discipline.** All students are expected to conduct themselves correctly as representatives of the Armed Forces of their country. Compliments should be paid to senior officers in accordance with national custom. Students should bear in mind that the considerable number of foreign nationalities, with differing badges of rank and uniform, at AFA, might cause uncertainty with Slovak soldiers and junior officers as to rank and status. All students are required to obey the laws of the Slovak Republic and the laws and regulations of the AFA.
24. **Leave and National Holidays.**
- a. It is not possible to allow each student time off to celebrate his, or her, own national holidays during the course except as allowed for on the official programme (course schedule).
 - b. Leave may not be taken during the course, by any student, except under compassionate or medical circumstances. When there are formal course weekend activities **all** students are expected to attend.
25. **Families and Dependants.**
- a. There is **no** provision for families and dependants to accompany students on the AFA courses. However, if students bring families or dependants for weekends or short visits advice may be given in finding local hotels or agents for house rental.
 - b. Students are to be aware that when families visit Liptovský Mikuláš during a course no special leave will be granted and students are expected to attend all course classes, formal weekend activities when applicable and complete all required out of hours work.
26. **Course Attendance and Reports.**
- a. **Attendance.** All students are expected to attend the full length of the course. It is not possible for students to attend parts of the course to suit their own or their national requirements. Student absence during the course must not exceed 20%. Unexcused absence is grounds for **immediate dismissal** from the course (e.g. in case of positive alcohol testing).
 - b. **Dress and equipment.** Students should wear field uniform (combat/camouflage uniform) throughout the course. For some national courses class “A” uniform is required

during the exams and final ceremonies. This requirement will be clarified by Course directors in advance. Field equipment such as messing items, compass, binoculars etc. are not required, if not closely specified by Course Director and course needs.

Students will need to bring the following items in addition to their field uniform:

- c. Civilian clothes. This should include smart casual clothing for the few formal evening occasions during the International courses only (Icebreaker, Closing Dinner). Jacket and tie is **NOT** required. Clothing should be suitable for the time of year of the when course is organized.
- d. It is essential that students bring appropriate uniform to cope with winter temperatures of - 25°C and summer temperatures of + 35°C.

Cars, Car Parking and Bicycles.

- 27. Students who come to the course by their own car are to be aware that only vehicles with permission may enter the AFA. Students are allowed to request their entry allowance in advance together with application form. All other cars are to be parked outside the AFA in the large car park provided (Monitored by camera system). During winter, officers should note that there is no cover provided for cars.
- 28. Foreign students who bring their cars into Slovakia are to ensure that they have the correct insurance for the duration of the course and that they bring documentation to show they possess a valid driving licence as well as proof of ownership of the vehicle.
- 29. It is mandatory in Slovakia to drive with headlights all the year. It is also required to have a valid vignette to drive on highways/motorways. These vignettes are obtainable on www.e-znamka.sk
- 30. **Security.** The following security issues are to be observed.
 - a. The level of classification of information on the courses is usually UNCLASSIFIED.
 - b. The ICD instructional and accommodation areas are secure areas accessed by push-button locks and smart card. Students are to ensure they do not let anyone apart from members of ICD know the code or to allow anyone else to enter the ICD areas.
 - c. AFA's students will be issued with an AFA identity (ID) card for the duration of the course. This will be handed in at the end of the course. International students **do not need** to bring their national armed forces ID card with them. Their passport, and where applicable their visa, will be the principal proof of identity to the Slovak authorities together with their NATO Travel Order.

Accommodation at AFA.

Accommodation for the students of international courses is organized via ICD, no direct request from students is needed.

Accommodation for the students of national and other courses organized by AFA must be requested directly by students via <https://weblm.aos.sk/clanok/ubytovanie>

Combined Facilities.

31. **Dining Hall.** Dining is provided in the main AFA dining room **for all students** on request and reservation.
For all **International students**, breakfast, lunch and dinner (Mon.-Thu) and breakfast and lunch on Fri. For ISOC students whose meals are included in the fee, meal coupons are provided for weekends. Dining for the students of international courses is organized via ICD, no direct request from students is needed.
32. **Alcohol.** Note that alcohol is prohibited throughout the AFA and zero tolerance is applicable for all the students during the classes. There are several restaurants and bars situated a few minutes walking distance from AFA facilities as well as many bars and restaurants in Liptovský Mikuláš (5 minutes of drive). During the official activities (Ice-breaker, International Day, closing dinner) permission for welcome drink is allowed.
33. **Sports Facilities**
Available for students Monday - Friday.
34. **Religion.** There is a Chapel for those who wish to worship. The principal religion is Roman Catholicism but arrangements for Protestant or Orthodox worship can also be made. Arrangements for prayer for Muslim students can be made on request in advance.
35. **Medical Centre.** AFA possesses a medical centre (open only during workweek) to which all students will have access under the terms of the NATO and NATO PC SOFA for the duration of their course. Under the terms of the SOFA students are entitled to the equivalent medical care which would be due to a Slovak student officer. Students from EU countries should also bring EU Medical ID.
36. **International Day.** (For ISOC course only) to give you the opportunity to present your Country, an “International Day” is organized during the ISOC course. Students are invited to bring a little of their national specialities (food and/or drink, can be also alcoholic) and share them with their colleagues. Please inform the Logistic NCO when you arrive if you need cold storage or such. Cutlery, glasses and a chilled storage area will be provided.

COMMUNICATION

USEFUL SLOVAK TELEPHONE NUMBERS

Organisation	Telephone number
International Call Code (ICC) Slovakia	00 421
ICC – Liptovský Mikuláš	00 421 44 (Inside Slovakia the code is 044)

Fire – Ambulance - Police	150 – 155 – 158
Emergency Calling	112
Foreigners' Police Department	096 101 1111
Information within Slovakia	1181
Slovak Rail Enquiries	02 5058 7565

