

STUDENT INFORMATION GUIDE (SIG)



**FOR THE
INTERNATIONAL COURSES
TO BE HELD AT THE
SLOVAK ARMED FORCES ACADEMY
LIPTOVSKÝ MIKULÁŠ**

INTRODUCTION

1. The Student Information Guide (SIG) for the International Courses department (ICD) will be available for as required. The SIG will also be available at the International Courses department's website - http://www.aos.sk/index_eng.php?page=isoc_documents.
2. The intention is that the SIG will contain the majority of information required by any MOD officer, student or visitor to the International Courses department. **Acceptance on to the International Courses department course by a student or visitor is taken as complete acceptance by that person of the rules and regulations contained in this SIG and in other ICD instructions issued at the Academy.**
3. There will be a short additional instruction for each course issued directly by SVK AFA directly to applicants containing any supplementary information required for a particular course. This will be delivered at least four (2) weeks prior to the course starting date or short after the application closing date.
4. **Status** Each country that sends students to the ICD course, must determine the status to which they will accord the course regarding their national priorities and the overall career structure of their officers. This can be assisted by briefings from the SVK DAs at post, through the information available on various websites (particularly the ICD page at www.aos.sk, the SIG and through the ICD staff briefing held on a regular basis at Liptovský Mikuláš. ICD staff will also brief MODs and GS as required. The ICD is supported by NATO and is open to validation by NATO as to the content of its syllabus.

GENERAL

5. Importantly, the course 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. The ICD staff consists of the following personnel.
 - a. Chief of International Courses Department – Lieutenant Colonel
 - b. Head Lecturer – Major
 - c. Senior Lecturer – Major
 - d. Senior Lecturer – Major
 - e. Lecturer - Captain
 - f. Lecturer - Captain
 - g. Training NCO - MSgt
 - h. Logistic NCO - MSgt
 - i. Personal assistant - Civil Service

LOCATION

7. The courses are based at the Slovak Armed Forces Academy at Liptovský Mikuláš, which is located in the Liptov region of north-central Slovakia (the Academy's location is approx. 019.35°E, 049.04°N). The town is 270 km from Bratislava by road or rail. There is a Liptov Region website: www.liptov.sk
8. 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 mineral springs, historical and archaeological sites.
9. 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.
10. 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, on the town can be accessed through www.mikulas.sk .
11. The town can be reached by both rail and road communications.
12. **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. There might be snowing between Nov – mid Apr.
13. **Postal Address:** The postal address for the ICD is:

**Rank and Name,
ICD
Armed Forces Academy
P. O. Box 45, Demänová 393
031 06 Liptovský Mikuláš 6
Slovak Republic**

14. **E Mail.**
 - a. E Mail: icd@aos.sk , zuzana.freissl@aos.sk , rastislav.heldak@aos.sk
 - b. Web page www.aos.sk

PRE-COURSE ADMINISTRATION

15. Pre-courses Qualifications.

a. English Language.

(1) The ICDs courses are carried out only in the 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 NATO STANAG 6001 Level 2 (2.2.2.2.) in the English language.

b. IT/Computer Training.

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

16. Documentation. Each student is to arrive at the ICD course with the following documents:

- a. A valid 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 provided by the SVK DA for non NATO members.
- c. Medical certificate, in English, to show that the officer is medically and dentally fit to attend the course. To be sent together with an application form.
- c. A biography/CV – TO BE SEND VIA E-MAIL NLT 14 DAYS prior to start of the course (NOT structured, but fully written).
- g. Travel and medical insurance document if required, e.g. for holders of Schengen visas.
- h. ICD application form.

17. Finances. All officers must arrive at ICD course being able 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, ICD staff will 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 Academy 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, ISOC25).

The fee for each course you may find on ETOC, ePRIME or at the webpage http://www.aos.sk/index_eng.php?page=isoc_catalogue.

- b. **Accommodation and meal** cost is in accordance with the bursars pricelist.
18. **Travel.** The students' countries are responsible for the travel arrangements to and from Liptovský Mikuláš.
19. **Students' Status.** The status of students attending the ICD course is covered by the NATO SOFA 1951 and the NATO PfP SOFA 1996. Because of this reason 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.
20. **Medical Requirement.** All ICD students must be medically and dentally fit to join the course. A Medical certificate, in English and to be signed by a Doctor or Medical Officer, is to be brought by all students on the ICD course. It is mandatory for every student to be in possession of this form on arrival at ICD.
- Note: Students travelling to and from Slovakia using Schengen visas are required to have valid travel and medical insurance before a Schengen visa is issued.
21. **Registration with National Embassy accredited to Slovakia.** It is important that all students or visitors to the ICD course register their presence with their Embassy accredited to the Slovak Republic.

ICD REGULATIONS

22. **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 the Academy, 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 Slovak Academy.

23. **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.
- b. Leave may not be taken during the course, by any student, except under compassionate or medical circumstances. Where there are formal ICD course organised weekend activities **all** students are expected to attend.

24. **Families and Dependants.**

- a. There is **no** provision for families and dependants to accompany students on the ICD course. However, where 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 ICD course classes, formal weekend activities where applicable and complete all required out of hours work.

25. **Course Attendance and Reports.**

- a. **Attendance.** All students are expected to attend the full course including the 'Joining Week' (ISOC course only). 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%.
- b. **Dress and equipment.** Students should wear field uniform (combat/camouflage uniform) throughout the course. Field equipment such as messing items, compass, binoculars etc. are not required. This equipment, where required, will be provided by the ICD.

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 ISOC course only (Icebreaker, Closing Dinner). Jacket and tie is **NOT** required. Clothing should be suitable for the time of year of the ICD course.
- 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.

26. Students who come to the course in their own cars are to be aware that only official vehicles may enter the Academy. All other cars are to be parked outside the Academy in the large car park provided. During winter, officers should note that there is no cover provided for cars.
27. 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.
28. It is mandatory in Slovakia to drive with headlights. It is also required to have a valid vignette to drive on motorways. These vignettes are obtainable on www.e-znamka.sk
29. **Security.** The following security issues are to be observed.
 - a. The level of classification of information on the courses is 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. ICD's students will be issued with a Slovak Academy identity (ID) card for the duration of the course. This will be handed in at the end of the course. ICD's 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.
 - d. Accept for certain items (travel tickets, passports and cash), which will be accepted for secure storage by ICD HQ, student officers are responsible for the security of all their own personal belongings and property.

Facilities and Administration at the Academy Liptovský Mikuláš

30. **Internet.** There are Internet facilities in the instructional block for use by students. WIFI internet connection is provided for students at accommodation rooms.
31. **Accommodation.** The accommodation floors provide living accommodation for 14 students on each floor together with a small kitchen facility for hot drinks.
32. **Rooms.** Each living accommodation floor contains 7 suites, each with two single bedrooms and a shared shower/basin facility and separate toilet. There is also one single bedroom and bathroom for the fifteenth student. Bed linen are provided, but there is a need to bring own bath and hand towels.

33. Every officer will sign for his/her room and the contents on arrival and will be responsible for its condition and any damage that occurs during the course. Such damage or losses must be paid for by the student.
34. The electrical supply throughout the Academy is 220v 50Hz. The sockets and plugs are standard central European design, round double pin with earth. There are electrical points in each room. There are no telephone sockets or computer/data points in the accommodation rooms.
35. Students are reminded that if they bring a penknife they should pack it in their main baggage and not attempt to take it on an aircraft in their hand luggage or on their person. Students are not to bring oversized or large knives on the course. Personal weapons of any sort are prohibited.
36. If non-Slovak students bring a mobile telephone they should ensure that it can be used in Slovakia prior to arrival. All mobile telephones are to be switched off during instructional periods.
37. **Irons and Ironing Boards.** These are supplied in the ICD accommodation.
38. **Launderette.** Laundry facilities are available to students. Detail arrangements are to be determined.
39. **Valuables.** Students are advised that ICD can accept no responsibility for personal items brought to the course except in the case of tickets, passports and money, which may be officially stored under secure conditions. Students who bring valuable items such as laptops, mobile telephones and electronic equipment are responsible for the security of those items and for other personal belongings such as cash, bank and credit cards etc.
40. **Smoking. Please note that ALL bedrooms are non-smoking** (including the balconies located outside each bedroom).

Smoking is prohibited in the Academy except for designated smoking areas.

Combined Facilities.

41. **Dining Hall.** Dining is provided in the main Academy dining room. There are 3 meals each day except on Weekends dinner when a dining ticket vouchers are provided.
42. **Alcohol.** Note that alcohol is prohibited throughout the Academy but there are several restaurants and a bar situated a few minutes walking distance from AFA facilities as well as many bars and restaurants in Liptovský Mikuláš (5 minutes of drive).
43. **Sports Facilities.**

The Armed Forces Academy has a considerable range of indoor and outdoor sport facilities. These include:

- (1) A 50m indoor Olympic standard swimming pool (currently under reconstruction).
- (2) Indoor tennis, volleyball, basketball courts.
- (3) Indoor 5-a-side football and handball pitch.
- (4) Weight training room.
- (5) Outdoor running track, football pitch, volleyball and tennis courts.

44. **Religion.** The Academy includes 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.
45. **Medical Centre.** The Academy possesses a medical centre 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 Form E111.
46. **International Day. (For ISOC course only)** to give you the opportunity to present your Country, an “International Day” will be organized during the ISOC course. Students are invited to bring a little of their national specialities (food and/or drink) 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 – Bratislava	00 421 2
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
Bratislava Central Railway Station	02 5249 5906
ICD Duty Officer	00 421 903 824 726

GLOSSARY OF TERMS

&	And
ACT	Allied Command Transformation
AD	Air Defence
AOS	Akadémia ozbrojených síl generála Milana Rastislava Štefánika (Academy of the Armed Forces)
Armr	Armour
Arty	Artillery
Avn	Aviation
BAE	Battlefield Area Evaluation
BC	British Council
C3 (C4I)	Command, Control and Communications (Computers and Intelligence)
CD (Rom)	Compact Disc (Read-only material)
CI	Chief Instructor
CIMIC	Civil Military Co-operation
COA	Courses of Action
Comdt	Commandant
CONOPS	Contingency Operations
COS	Chief of Staff
CPE	(NATO) Contact Point Embassy (found in each PfP Capital by a NATO Ally)
CSRC	Conflict Studies Research Centre (part of the UK Defence Academy)
CSS	Combat Service Support
CV	Curriculum Vitae (Life Description or Biographical Notes)
DA (ADA)	Defence Attaché (Assistant Defence Attaché)
DComdt	Deputy Commandant
DCOS	Deputy Chief of Staff
DS	Directing Staff (Instructors)
DSL(ELW)	(UK) Defence School of Languages (English Language Wing)
DVD	Digital Video Disc
DW	Defence Writing
€	The common sign for the Euro/euro currency
EAPC	(NATO) Euro-Atlantic Partnership Council
e.g.	for example
ELD	English Language Development
ELT	English Language Training
Engr	Engineers (Pioneers)
etc	et cetera, - and so on
EU	European Union
Ex	Exercise
FCO	(UK) Foreign and Commonwealth Office (Ministry of Foreign Affairs)

FYROM ¹	Former Yugoslav Republic of Macedonia
GENFORCE	Generic Force (an imaginary enemy force)
GMT	Greenwich Meantime (Zulu time)
GS	General Staff
HN	Host Nation
HQ	Headquarters
ICC	International Call Code
ICD	International Courses Department
ID	Identity (Card)
IELTS	International English Language Testing System
Intel	Intelligence
IPB	Intelligence Preparation of the Battlefield
IPP	Individual Partnership Programme
IS/IMS	(NATO) International Staff/International Military Staff
ISTAR	Intelligence, Surveillance, Target Acquisition and Recognition/ Reconnaissance
IT	Information Technology
JS	Job Description
ISOC	International Staff Officers' Course
kgs, kms	Kilograms, kilometres
Log	Logistics
m	Metres
MAP	(NATO) Membership Action Plan
MapEx/ MAPEX	Map Exercise
ME	Mission Estimate/Main Effort
MFA	Ministry of Foreign Affairs
MOD	Ministry of Defence
MoU	Memorandum of Understanding
Msn/msn	Mission
MTI	Military Targets for Interoperability (NATO Strategic Commands)
NAO	Národná akadémia obrany (National Defence Academy)
NEO	Nationals' Evacuation Operation or Non-combatant Extraction Operation
NLD	The Netherlands
No	Number (English shortened version, used for buses, trains etc)
NSC	NATO Strategic Commands (e.g. SHAPE)
Obs/obs	Obstacle or observer
OF 2, 3, 4.	(NATO) Officer (Grades) OF 2 Capt, OF 3 Maj, OF 4 Lt Col
OOTW	Operations Other than War (PSO, Humanitarian or Natural Disaster ops)

¹ Turkey recognises the Republic of Macedonia with its constitutional name.

OpO	Operation Order
Ops	Operations
OS	Operational Studies/Offensive Support
OSW	Operational Service Writing
PA	Personal Assistant
PCC	Partnership Coordination Cell (SHAPE) or Prague Capabilities Commitment
PEP	(UK) Peacekeeping English Project (Joint project between UK MOD, Foreign Office and BC to support ELT in foreign Armed Forces under bilateral co-operation programmes.
PC/PfPTC	(NATO) Partners Countries /Partnership for Peace Training Centre
PO	Post Office (Box)
POC	Point of Contact
Pr	Presentation
Prac	Practical
PSE	(NATO) Partnership for Peace Staff Element
PSO	Peace Support Operations
PWP	(NATO) Partnership Work Programme
RIC	'Red Ink Correction' (the formal marking of a student's written or oral work by the DS) RICs are key assessments in a student's overall course work.
SAI	Standing Administrative Instruction
Schengen Agreement	A Treaty between Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Italy, Greece, Luxembourg, Netherlands, Norway, Portugal, Spain and Sweden regarding unrestricted travel by citizens of those countries within the Schengen region. All these countries except Norway and Iceland are European Union members.
SEEBRIG	South East European Brigade
SEESP	South East Europe Stability Pact
SHAPE	Supreme Headquarters Allied Powers Europe
SVK or SVKK	Slovak Crown (unit of currency)
SLP	Standardised Language Profile (NATO STANAG 6001)
SOB	Senior Officers' Briefing
SOFA	Status Of Forces Agreement
SR/SRD	Syndicate Room/Syndicate Room Discussion
SVK	Slovak Republic (international 3-letter code)
STANAG	Standardisation Agreement (NATO)
TEWT	Tactical Exercise Without Troops (Tactical discussion and analysis exercise using real ground as opposed to a MAPEX)
UIN	Unit Identification Number (a UK administrative and budgeting code)
UK/UKDEL	United Kingdom/ United Kingdom Delegation (NATO)
UN	United Nations
WO	Warrant Officer (in UK can be Class 1 (Senior) or Class 2 (Junior))
Mon, Tue, Wed, Thu, Fri, Sat & Sun	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday.