4 WELCOME GUIDE FOR EXCHANGE STUDENTS



Univerza *v Ljubljani*

Resolutely on the chosen paths

Content

Information guide for exchange students

1.	THE CITY OF LJUBLJANA AND HOW TO GET THERE	5
1.1.	THE CITY	5
1.2.	HOW TO GET THERE	5
2.	UNIVERSITY OF LJUBLJANA	6
3.	SELECTION OF COURSES AND LANGUAGE OF INSTRUCTION	7
4.	UNIVERSITY OF LJUBLJANA GRADING SYSTEM	8
5.	ACADEMIC CALENDAR	9
6.	NATIONAL HOLIDAYS	9
7.	SLOVENIAN LANGUAGE COURSES	10
8.	STUDENT ORGANISATION	11
9.	ACCOMMODATION	12
10.	APPLICATION PROCEDURE FOR EXCHANGE	13
10.1.	LEARNING AGREEMENT	13
10.2.	TRANSCRIPT OF RECORDS	13
10.3.	LANGUAGE REQUIREMENTS	13
10.4.	REQUIRED LANGUAGE SKILLS	14

11. USEFUL INFORMATION 15
11.1. TEMPORARY RESIDENCE PERMIT 15
11.2. HEALTH INSURANCE 17
11.3. STUDENT IDENTITY CARD 18
11.4. PERSONAL REGISTRATION NUMBER (EMŠO) 18
11.5. TAX IDENTIFICATION NUMBER 18
11.6. BANK ACCOUNT 19
11.7. STUDENT WORK OPPORTUNITIES 19
11.8. LIVING EXPENSES 19
11.9. SUBSIDISED STUDENT MEALS 19
11.10. SUBSIDISED TRANSPORTATION 20
11.11. LOCAL TRANSPORT 20
11.12. CYCLE WITH "BICIKE(LJ)" 20
11.13. INTERNET ACCESS 20
11.14. LIBRARIES 21
11.15. BOOK STORES 21
11.16. SHOPS 21
11.17. EXTRACURRICULAR ACTIVITIES 21
11.18. ENTERTAINMENT AND CULTURAL EVENTS 22
11.19. PHONE AND POSTAL SERVICES 22
11.20. CONTACTS OF EMBASSIES AND CONSULATES 22
11.21. USEFUL ADDRESSES AND PHONE NUMBERS 23
12. UNIVERSITY OF LJUBLJANA MEMBERS 24

Dear exchange students!

Hello, and thank you for considering the University of Ljubljana as the host for your student exchange. This guide has been especially designed for international students who intend to temporarily study at the University of Ljubljana in an exchange programme.

The faculties and academies of art, which together make up the University of Ljubljana, today cover all basic fields of study. In bachelor and single-cycle master courses, the University of Ljubljana offers a wide variety of possibilities, as it does at the master and doctoral level.

We hope that this guide will help to make your stay at the university both fruitful and enjoyable. Should any questions still remain unanswered after reading this guide, please do not hesitate to turn to one of the contact persons mentioned.

We wish you a pleasant stay in Ljubljana at the University of Ljubljana.

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1. The city of Ljubljana and how to get there

1.1. THE CITY

Ljubljana lies in a basin between the Karst and the Alps, some 298 m above sea level. We like to say that it is big enough to encompass everything one would expect from a capital city, while being small enough to allow people to retain their individuality.

Ljubljana is a pleasant city to live in. The city is home to 283,000 people. Although it is not among Europe's largest cities, it has everything one finds in other capitals: museums and galleries, one of the oldest philharmonic orchestras in the world, other orchestras, many theatres, a university, institutes and libraries.

The city's increasingly vibrant commercial and trading life and the rapid increase in foreign diplomatic representatives are giving it an ever greater cosmopolitan touch. It offers a wide variety of cafes, pubs, bars and restaurants. Relief from the hustle and bustle of life in the capital can be found in the numerous parks and woodland areas, which in some places reach nearly into the city centre.

1.2. HOW TO GET THERE

AIR:
Ljubljana Jože Pučnik Airport, 20 km from the centre of Ljubljana, has good connections with other European airports. Airport shuttle buses take passengers to the centre of town.

www.lju-airport.si/en/Main

RAIL:
Ljubljana has good railway links with all large European cities. The railway station is in the centre of Ljubljana. Train travel within Slovenia is convenient and inexpensive.

www.slo-zeleznice.si/en

BUS:
The bus is one possible means of reaching Ljubljana, but not a very comfortable one over long distances.

www.ap-ljubljana.si/en

2. University of Ljubljana

University of Ljubljana is an institution with a very rich tradition. With more than 40.000 students participating in 374 bachelor, master and doctoral degree programmes, it ranks among the largest universities in the world. A total of 23 faculties and three art academies employ approximately 6000 full-time higher education teachers, researchers, assistants and administrative staff.

The University of Ljubljana was established in 1919 on the foundations of a long-established pedagogical tradition. For almost half a century it remained the only Slovenian university until joined, about 20 years ago, by the University of Maribor. In 2003 the third Slovenian University was established in Koper, University of Primorska.

The University has its seat in Ljubljana, Slovenia's capital. Nearly one tenth of Ljubljana's inhabitants are students, which gives the city a young and lively character.

The University was founded in the centre of Ljubljana, where the central university building and the majority of its departments are located. Later on, some new, modern buildings were constructed in the suburbs.



3. Selection of courses and language of instruction

Some of the faculties offer courses in English, other offer tutorials and individual consultations. Please check the website or contact the relevant faculty coordinator.

English courses:

www.uni-lj.si/study/eng/subjects

Faculty coordinators:

www.uni-lj.si/international_cooperation_and_exchange/contacts



4. University of Ljubljana grading system

GRADE	GRADE DESCRIPTION
10	**excellent**: exceptional results with negligible faults
9	**very good**: outstanding knowledge but showing some faults
8	**very good**: solid results
7	**good:** good knowledge but showing some major faults
6	**adequate:** knowledge meeting minimum criteria
5-1	**inadequate:** knowledge not meeting minimum criteria

A candidate successfully completes an exam if he/she receives a grade between adequate (6) and excellent (10).

Performance at exams in doctoral studies can also be evaluated with the following grades:

- failed;
- passed;
- passed with distinction.

The specific methods of assessing performance in exams in doctoral studies are set out in the respective doctoral degree programmes.

ECTS credits:

- 1 full academic year = 60 credits;
- 1 semester = 30 credits.

5. Academic calendar

Autumn Semester	beginning of October – middle of January
Spring Semester	middle of February – end of May
Winter holidays	middle of January – middle of February
Winter examination period	middle of January – beginning of February
Summer holidays	beginning of July – end of August
Summer examination period	beginning of June – end of June
Autumn examination period	end of August – middle of September

In the Republic of Slovenia, academic year starts on 1 October and ends on 30 September. Every year, the study calendar specifies the duration of organised study activities, examination periods, school holidays, public holidays and of the university week. The academic calendar may differ from one University member to another. Please check the website of a particular University member (academy / faculty) for details.

6. National holidays

- January 1 and 2;
- February 8;
- Easter Monday;
- April 27;
- May 1 and 2;
- June 25;
- August 15;
- October 31;
- November 1;
- December 25 and 26.

7. Slovenian language courses

Students in the Erasmus+ exchange program are offered an intensive Slovenian language course before starting the winter or summer semester. The Centre for Slovene as a foreign language, Faculty of Arts, organizes a 60 hours (3 ECTS) intensive Slovenian language course for Erasmus+ students. The course fee is 75€ and the places are limited (the "first come first served" principle).

The application deadlines are in June for the course starting in September and in December for the course starting in January.

More information can be found on: centerslo.si/en/courses-for-adults

More courses are offered to all exchange students during the semester by:

- Center for Slovene as a foreign language, Faculty of Arts, Aškerčeva 2, centerslo.si/en/courses-for-adults
- ŠOLT, Student Dormitories Rožna Dolina, Svetčeva ulica 9, Blok VII www.zavod-solt.si



8. Student organisation

Student organisation (Študentska organizacija Univerze v Ljubljani - ŠOU v Ljubljani) arranges activities which are not part of degree programmes. It is an organiser and promoter and represents students' interests. The ŠOU is active in a variety of areas of student life:

- social: student services, legal assistance, accommodation finding services;
- cultural: choirs, dance groups, publishing, radio;
- sports;
- international co-operation;
- other extracurricular activities.

The Erasmus Student Network (ESN) is a group of students at the University of Ljubljana forming a part of ESN International. ESN's main task is to participate in the receiving of exchange students, including mentorship, sightseeing and social gatherings.

ESN and international office of ŠOU organise hikes, trips, excursions and parties. All exchange students are invited to take part in these arrangements. The ESN and ŠOU will contribute in every way possible to make your stay in Ljubljana a pleasant one: www.esn-ljubljana.si



9. Accommodation

The University of Ljubljana does not provide or guarantee accommodation.
However, there are some options you can use to find your own accommodation:

- to rent a private room or flat check:
  www.realestate-sloveniainfo
  www.mkvadrat.si
- to rent a room that is part of the Student residence halls (a very limited number of beds!), apply through an online application.

The International Office can help you with providing rooms in the Student residence halls, but due to the shortage of rooms, we cannot guarantee that you will really get a bed. All rooms in Student residence halls are double-bedded rooms. They are furnished and have a shared kitchen and bathroom.

We strongly advise our students to book some temporary accommodation for the first few weeks of their stay in Ljubljana and then look for private accommodation.

Temporary accommodation can be found at some hostels and low-rate hotels:
www.visitljubljana.si/en/accommodation

University of Ljubljana is a partner of HousingAnywhere.com, the international student-to-student housing platform. Students who are coming from abroad to Ljubljana can find and book a student room on www.HousingAnywhere.com. The rooms on this platform are offered by our students that go abroad for a study abroad semester, exchange, Erasmus or internship. Using the platform itself is completely free for you as a student; when you make a concrete booking an administrative fee will be charged as a part of Housing Anywhere's secure booking system.
For any questions, please contact **info@housinganywhere.com**

HOUSING ANYWHERE

10. Application procedure for exchange

If you wish to undertake a period of study at the University of Ljubljana, you should contact the Office of International Relations (intern.office@uni-lj.si) to request the application information, which is also available on this website:
www.uni-lj.si/international_cooperation_and_exchange/erasmus-plus-programme/incoming_students/

10.1. LEARNING AGREEMENT

This document is an agreement between incoming students and the host institution. Students select the subjects they wish to study in consultation with their academic advisor at their home institution. The draft proposal is then uploaded to the online application. The options the student has selected are then considered by the University of Ljubljana on the basis of availability and the candidate's ability and academic background. A decision is then forwarded to the candidate and, if both sides are in agreement, the document is considered as a contract. However, departments do have the right to withdraw their courses at any time before the study period begins.

10.2. TRANSCRIPT OF RECORDS

This document has two functions. Firstly, it is used by departments to make decisions about a candidate's suitability based on the information supplied on the transcript of records. The transcript functions as a formalised curriculum vitae or resume.

The certificate presented to students upon the completion of their studies in Ljubljana is also known as a transcript. It outlines the courses taken and the grades achieved.

10.3. LANGUAGE REQUIREMENTS

The University of Ljubljana offers instruction in the following languages: Slovenian and English. The University of Ljubljana requires that the student has very good language skills (very good knowledge in reading, writing and speaking of the language) in at least one of the two languages in order to be able to study here.

Please note that fluent language skills in Slovenian (or English) are vital for successful studies at the University of Ljubljana. If the language requirements are not met, the University of Ljubljana will not accept you.

10.4. REQUIRED LANGUAGE SKILLS

Students must present a language certificate of their Slovenian or English language skills. Very good language skills refer to level B2 on the CEFR scale of the European Language Portfolio Levels.

How to prove the language skills in Slovenian or English:

- language skills are listed on the Transcript of Records of the home university; or
- submit the Language Certificate with CEFR scale; or
- submit TOEFL score of 79 (IBT) or IELTS score of 6 for English or any other official certificate; or
- submit the result of the OLS (Erasmus+ online language support).



11. Useful information

11.1. TEMPORARY RESIDENCE PERMIT

Entry and residence of EU citizens

Valid personal identity document (passport or personal identity card) is sufficient to enter the Republic of Slovenia.

Entrants may stay in the territory of the Republic of Slovenia for up to 90 days of their entry in the country, however they are obliged to report the temporary address to the Police or relevant administrative unit (in Ljubljana: **Tobačna ulica 5, 1000 Ljubljana, Slovenia**).

In the event of exceeding 90 days, residence permit is obligatory. This can be obtained from the administrative office within the residential district (in Ljubljana: **Administrative Unit Ljubljana, Administrative Internal Affairs, Department for Foreign Citizens** (Upravna enota Ljubljana, Sektor za upravne notranje zadeve, Oddelek za tujce), Tobačna ulica 5, 1000 Ljubljana, Slovenia, every day during office hours: Mondays, Tuesdays and Thursdays 8 a.m. - 6 p.m., Wednesdays 8 a.m. - 7 p.m., and Fridays 8 a.m. - 2 p.m.).

The temporary residence permit will be issued in accordance to the conditions set by the European Union. In order to issue a residence permit to a citizen from a member state for the purpose of study the following conditions have to be met:

- valid identity card or a valid passport;
- evidence of admission to study;
- evidence of appropriate health insurance;
- evidence of sufficient funds for subsistence. Signed statement suffices as proof of sufficient funds for subsistence;
- personal photo (35 x 45mm).

Copy of the student's passport or identity card must be certified by a notary or at the registry of the Department for Foreign Citizens.

According to the stated directive the residence permit is granted for the period of studies or at the most for one year and can be extended in the event that the studies last for over a year.

Entry and residence for citizens of non-EU countries

The first temporary residence permit for non-EU citizens may be issued after entry into Slovenia under certain **conditions** stipulated by law to the following foreigners:

- researchers, college/university teachers or college/university associates who have concluded a hosting agreement and are lawfully residing in Slovenia on the basis of a valid passport or identity card (where no visa is required), C visa or a valid residence permit issued in another EU member state;
- international students who are lawfully residing in Slovenia on the basis of a valid passport or identity card (where no visa is required), C visa or a valid residence permit issued for study purposes in another EU member state, or D visa issued for study purposes in another EU member state.

Within the 90 day period or after the expiration of Visa D, they are obliged to apply for a first residence permit at the relevant administrative unit in Slovenia (in Ljubljana: **Administrative Unit Ljubljana, Administrative Internal Affairs, Department for Foreign Citizens** (Upravna enota Ljubljana, Sektor za upravne notranje zadeve, Oddelek za tujce), Tobačna ulica 5, 1000 Ljubljana, every day during office hours: Mondays, Tuesdays and Thursdays 8 a.m. - 6 p.m., Wednesdays 8 a.m. - 7 p.m., and Fridays 8 a.m. - 2 p.m.).

The non-EU citizens who have a **valid residence permit** issued by **another state that is party to the Schengen Agreement**, may enter the Republic of Slovenia on the basis of this permit and a valid travel document and stay there for no longer than three months in a six-month period, which includes the combined duration of their stay in all Schengen States except for the state which issued the visa, starting on the date of the first entry into one of Schengen States or until the expiry of visa validity if this is shorter. Within 90 days period, they are oblidged to apply for first residence permit at the relevant administrative unit in Slovenia (in Ljubljana: Tobačna ulica 5, 1000 Ljubljana).

For first residence permit application they are required to possess the following:

- personal photo sized 35 x 45mm showing the real image of the applicant that is made in colour and fit for biometric documents;
- two fingerprints;
- evidence of admission to study, education, specialisation or professional training in the relevant educational establishments in the Republic of Slovenia;
- evidence of appropriate health insurance in the Republic of Slovenia;
- evidence of ensured funds for subsistence (sufficient proof of the fulfilment of the requirement for sufficient funds for subsistence (in the minimum monthly amount of the basic minimum income in the Republic of Slovenia) is a written statement made by the student's parents or legal guardian indicating that they would provide means for the student's subsistence. A foreign citizen may prove the fulfilment of the requirement for sufficient funds for subsistence in any other way, and the evidence will be assessed in a declaratory procedure);
- valid passport with validity extending beyond the planned period of residence in the Republic of Slovenia by at least 3 months (a copy is certified by a notary, administrative unit or the registry of the local department – the copy and valid passport is enclosed for inspection);
- police clearance certificate not older than three months issued by the home country (if the country in question issues it), translated into Slovenian, and verified.



More information:

www.infotujci.si/v/7/temporary-residence-permit

ec.europa.eu/immigration

11.2. HEALTH INSURANCE

International students coming from **EU and EEA Member countries and Switzerland** have free access to emergency or necessary healthcare services during their temporary residence in the Republic of Slovenia upon submission of evidence of their status: the European Health Insurance Card (EHIC) or a certificate as a substitute for EHIC that is issued by the competent state. This means that the doctor has to provide necessary healthcare services to students who hold a European health insurance card so that they do not have to return to their home country for medical care before the end of their intended stay in Slovenia. Students can access the services directly from health care service providers who have a contract with the Health Insurance Institute Slovenia. During their stay in Slovenia, students with valid health insurance in **Australia** can assert only urgent medical care with health care providers, which wave a signed agreement with the Health Insurance Institute Slovenia. They must present their MEDICARE Australian card and passport used to check the identity of the insured person from Australia.

International students from countries with which the Republic of Slovenia has concluded a bilateral agreement on social insurance have free access only to emergency healthcare services in the Republic of Slovenia upon submission of evidence of their status. The Republic of Slovenia has concluded bilateral Social Insurance Agreements with the Republic of Macedonia, Republic of Bosnia and Herzegovina, Republic of Serbia, and Montenegro. As a rule, a foreign insured person must submit sample form RM/SI 3, BIH/SI 3, SRB/SI 03 or MNE/SI 03 to the regional unit of the Health Insurance Institute Slovenia. The Health Insurance Institute Slovenia issues a certificate which allows students access to emergency medical services from healthcare service providers who have a contract with the Health Insurance Institute Slovenia.



Exceptionally, i.e. in cases of major emergency, a foreign insured person may exercise their right to healthcare services with one of the above mentioned forms directly at the doctor's office and medical institutions.

Persons from **non-EU and non-EEA countries, Switzerland or from countries with which Slovenia has not concluded bilateral agreements** on social insurance can take out their compulsory health insurance policy at one of the local units of the Health Insurance Institute Slovenia. Upon registering for this compulsory health insurance policy, students have to submit a certificate that confirms they are enrolled in an educational programme in Slovenia. The registration and the payment of the policy's cost are the responsibility of the student.

Notably, based on their inclusion in the insurance system of Slovenia, international students have free access to health care services within the scope of compulsory health insurance. Considering that they are required to cover the difference to the full price of healthcare services themselves, it is recommended that they also take out supplementary health insurance at a commercial insurance company (Vzajemna: www.vzajemna.si, Adriatic Slovenica: www.adriatic-slovenica.si, Triglav: www.triglav.si).

Further information is available at the competent regional unit of the Health Insurance Institute Slovenia: **www.zzzs.si**



11.3. STUDENT IDENTITY CARD

Student identity card is evidence of student status. Students use the identity card to exercise their rights and to obtain other benefits deriving from the student status (subsidised student meals, discounts on entrance fees to museums and other visits, etc.). Students receive their identity cards at the relevant University Member (academy or faculty).

11.4. PERSONAL REGISTRATION NUMBER (EMŠO)

The Personal Registration Number (EMŠO) is a personal identification number in the Republic of Slovenia. International students are assigned the personal EMŠO at the relevant University Member (academy / faculty).

www.mnz.gov.si/si/mnz_za_vas/osebni_in_tajni_podatki/emso/



11.5. TAX IDENTIFICATION NUMBER

International students require tax identification number to open a bank account (to work via a student job centre, receive a scholarship from a Slovenian institution, etc.).

International students may obtain a tax identification number at the tax office.

Contact details:
Ljubljana Tax Office, Section for Foreign Citizens
(Davčni urad Ljubljana, Odsek za tujce)
Davčna ulica 1, 1001 Ljubljana
Phone: +386 1 369 30 00
Email: gp.durs@gov.si

www.fu.gov.si/en/taxes_and_other_duties/work_with_us/entry_into_the_tax_register_and_tax_number

Office hours:
Mondays and Tuesdays: 8 a.m. - 12 noon and 1 p.m. - 3 p.m.
Wednesdays: 8 a.m. - 12 noon and 1 p.m. - 6 p.m.
Fridays: 8 a.m. - 1 p.m.

11.6. BANK ACCOUNT

www.bsi.si/en

International students may open a bank account in almost any bank in the Republic of Slovenia.

International students having a residence permit may open a resident bank account; others may open a non-resident bank account (SKB, NLB, Gorenjska Banka, Addiko bank, UniCredit Bank, Hranilnica Lon, Poštna banka Slovenije, Abanka, Banka Koper, etc.).

Most shops, hotels and restaurants accept Eurocard, VISA, Mastercard, Diners Club, American Express and other payment cards.

11.7. STUDENT WORK OPPORTUNITIES

International students studying in Slovenia and having a student status may work via student job centres or, rather, a job referral note under the same terms as Slovenian citizens.

The options and terms of student work are the same for students who are EU citizens and third-country citizens. The only difference may lie in the taxation of citizens of different countries, as it depends on a particular international agreement concluded between Slovenia and the relevant country.

Students, citizens of EEA or third-countries must have a registered place of residence to work as students.

To work during study, student must be a member of a particular student job centre. Application for membership must includes:

1. personal identity document;
2. evidence of student status;
3. Personal registration number (EMŠO);
4. Slovenian tax identification number;
5. Slovenian personal transaction account number;
6. signed statement of (non-)residence.

More information:
www.studentski-servis.com/studenti/foreigners

11.8. LIVING EXPENSES

Living expenses (rent, food, public transport, books) in the Republic of Slovenia roughly amount to €500 per month; actual expenditure depends on individual lifestyle.

11.9. SUBSIDISED STUDENT MEALS

All students are entitled to subsidised student meals.

To use this subsidy, students are required to submit an online application form through the **www.studentska-prehrana.si** portal and then report to the nearest Subsidised Student Meal point the num-

ber of the application form (online application is irrelevant without the application number), an identity document, evidence of student status for the current academic year and phone. Subsidised student meals are available in various restaurants and pubs.

11.10. SUBSIDISED TRANSPORTATION

International students may submit an application: **url.sio.si/mgP** for subsidised transport. The application must be confirmed by the University Member (academy, faculty) in which the student is enrolled.

More information:

subvencije.ijpp.si

11.11. LOCAL TRANSPORT

A single fare price for the city bus is €1.20 and is paid only by the ticket "Urbana", a city transport card available at Ljubljanski potniški promet (LPP), some railway stations and at the Urbanomat vending machines.

Urbana:
www.jhl.si/en/single-city-card-urbana

LPP: **www.lpp.si**

11.12. CYCLE WITH "BICIKE(LJ)"

The "Bicikelj" is a bicycle system operating 24/7 and providing simple use of city bicycles both during the day and night. When registered and subscribed, one can use it without any limitations.

The "Bicikelj" offers 32 stations in Ljubljana, from 300 to 500 metres apart, easily accessible (near shopping malls, bus stops, and so on) and is ideal for overcoming short distances.

www.bicikelj.si

11.13. INTERNET ACCESS

Ljubljana city centre is covered with access points to the WiFreeLjubljana wireless broadband network, providing 60 minutes of free access to the Internet with a modern portable communication device (laptop, smart mobile phone, tablet, PDA, etc.).

www.wifreeljubljana.si/en/wifreeljubljana

Most hotels offer their guests wireless Internet access also, mostly free of charge. Furthermore, free Internet access is available in many cafés and pubs in Ljubljana.

www.uni-lj.si/study/information/internet-access

University of Ljubljana offers wireless Internet access through Eduroam system. It is possible to register to use Eduroam with the UL-ID digital identity, which students receive upon enrolment to an academy or faculty.

11.14. LIBRARIES

There are 39 libraries operating within the University of Ljubljana Members (academies and faculties). The University library system also includes Central Technological Library at the University of Ljubljana (Centralna tehniška knjižnica) (www.ctk.uni-lj.si) and National and University Library (Nacionalna univerzitetna knjižnica) (www.nuk.uni-lj.si). Students of the University of Ljubljana pay membership fee at the University Member (academy or faculty) upon enrolment in the first or any subsequent year, and they may use the basic services of all University libraries free of charge with their student identity card.

www.uni-lj.si/libraries/university_libraries

11.15. BOOK STORES

There are several book stores in Ljubljana; most periodicals and books in foreign languages are offered by:

Mladinska knjiga – Centre Oxford
Kopitarjeva ulica 2, 1000 Ljubljana

Mladinska knjiga – Konzorcij
Slovenska cesta 29, 1000 Ljubljana

11.16. SHOPS

Working hours	Weekdays	Saturdays	Sundays and holidays
Shops	8 a.m. - 7 p.m.	8 a.m. - 1 p.m.	
Shopping centres	9 a.m. - 9 p.m.	8 a.m. - 9 p.m.	9 a.m. - 3 p.m.

11.17. EXTRACURRICULAR ACTIVITIES

University of Ljubljana has well organised extracurricular activities, within the scope of which individuals may acquire further knowledge and experiences contributing to personal and professional development. Extracurricular activities approved by the University of Ljubljana Senate allow students to cumulate ECTS credit points that can be applied within 5% of external electives in Bachelor and Single-cycle master degree programmes and Master degree programmes. Furthermore, University Member (academy or faculty) may recognise informal learning extracurricular activities based on the rules laying down the procedure and criteria for the recognition of informally gained knowledge and skills.

Contentwise, extracurricular activities are clustered within the following areas:

- sports activities (over 60 sports programmes/courses);
- art and culture;
- volunteering and charity work;
- social activities;
- health and environment protection;
- research, science and projects outside the scope of degree programmes.

More information:
Phone: +386 1 241 86 34
sport@uni-lj.si

Center za obštudijsko dejavnost Univerze v Ljubljani

www.uni-lj.si/extracurricular_activities

11.18. ENTERTAINMENT AND CULTURAL EVENTS

Ljubljana offers a wide range of events. Classical music concerts are held at the Slovenian Philharmonic and Cankarjev dom.

There are 15 museums, 25 galleries, 7 major theatres and several cinemas in Ljubljana. The schedule of events is published on the Internet and in daily newspapers.

More information about the capital and events is available in the monthly event schedule and publications at the Tourist Information Centre (Turistični informacijski center), Krekov trg 10, Ljubljana.

www.visitljubljana.com/en

11.19. PHONE AND POSTAL SERVICES

Ljubljana has 30 post offices.

Useful phone numbers:

- **Country code for Slovenia** **00 386 / +386**
- **Postal code for Ljubljana** **1000**
- **Police** **113**
- **Fire Department** **112**
- **Ambulance** **112**

en.posta.si/home

11.20. CONTACTS OF EMBASSIES AND CONSULATES

Contact details:

Ministry of Foreign Affairs, Consular Post (Ministrstvo za zunanje zadeve, Konzularna služba)
Prešernova cesta 25, 1001 Ljubljana, P.P. 481
Slovenia
Phone: +386 1 478 23 05
Email: konzularne-zadeve.mzz@gov.si

Office hours for customers:
Šubičeva 10, 1001 Ljubljana, Slovenia

Mondays: 9 a.m. - 12 noon
Wednesdays: 9 a.m. - 12 noon and 2 p.m. - 4 p.m.
Fridays: 9 a.m. - 12 noon

www.mzz.gov.si/en/representations_abroad

11.21. USEFUL ADDRESSES AND PHONE NUMBERS

University of Ljubljana
(Univerza v Ljubljani)
Kongresni trg 12, 1000 Ljubljana, Slovenia
Phone: +386 1 241 85 00
Fax: +386 1 241 86 60
Website: www.uni-lj.si

Centre for Slovene as a Second/Foreign Language
(Center za slovenščino kot drugi in tuji jezik)
Kongresni trg 12, 1000 Ljubljana, Slovenia
Phone: +386 1 241 86 77
Fax: +386 1 241 86 48
Email: center-slo@ff.uni-lj.si
izpitni-center@ff.uni-lj.si (exams)
Website: www.centerslo.net/en

University of Ljubljana Student Organisation
(Študentska organizacija Univerze v Ljubljani)
Pivovarniška 6, 1000 Ljubljana, Slovenia
Phone: +386 1 43 80 200, Fax: +386 1 433 33 48
Email: info@sou-lj.si
Website: www.sou-lj.si

e-Študentski Servis, ŠS d.o.o.
Slovenska cesta 40, 1000 Ljubljana, Slovenia
Phone: +386 1 729 83 33
Email: info@studentski-servis.com
Website: www.studentski-servis.com

National and University Library
(Narodna in univerzitetna knjižnica)
Turjaška 1, 1000 Ljubljana, Slovenia
Phone: +386 1 200 11 88, +386 1 200 11 10
Fax: +386 1 425 72 93
Email: info@nuk.uni-lj.si
Website: www.nuk.uni-lj.si

Central Technological Library at the University of Ljubljana
(Centralna tehniška knjižnica Univerze v Ljubljani)
Trg republike 3, 1000 Ljubljana, Slovenia
Phone: +386 1 200 34 01
Email: post@ctk.uni-lj.si
Website: www.ctk.uni-lj.si

Visas

Ministry of Foreign Affairs, Consular Sector
(Ministrstvo za zunanje zadeve, Konzularni sektor)
Šubičeva 10, 1001 Ljubljana, P.P. 481, Slovenia
Phone: +386 1 478 23 05
Fax: +386 1 478 23 16
Email: konzularne-zadeve.mzz@gov.si
Website: www.mzz.gov.si/en/travel_and_visa_information/visa_information

Residence permit

Administrative Unit Ljubljana, Administrative Internal Affairs, Department for Foreign Citizens (Upravna enota Ljubljana, Sektor za upravne notranje zadeve, Oddelek za tujce)
Tobačna ulica 5, 1000 Ljubljana
Phone: +386 1 306 30 00
Fax: +386 1 306 32 02
Email: ue.lj-sunz@gov.si
Website:
www.upravneenote.gov.si/ljubljana/uradne_ure_in_splosne_informacije/sektor_za_upravne_notranje_zadeve/

Health insurance

Health Insurance Institute Slovenia
(Zavod za zdravstveno zavarovanje Slovenije)
Miklošičeva 24, 1000 Ljubljana, Slovenia
Phone: +386 1 307 72 00
Email: OELJ@zzzs.si
Website: www.zzzs.si

Local transport

Ljubljanski potniški promet
Slovenska 56, 1000 Ljubljana, Slovenia
Phone: + 386 1 430 51 74
Email: mail@lpp.si
Website: www.jhl.si/lpp

Website for international students:
www.studyinslovenia.si
eVŠ mobile application:
url.sio.si/mhb

STUDY IN SLOVENIA

Information for foreign citizens:
www.infotujci.si.
www.mnz.gov.si/si/mnz_za_vas/tujci_v_sloveniji/
www.mnz.gov.si/en/services/

12. University of Ljubljana members (Academies and Faculties)

ACADEMY OF MUSIC
Stari trg 34, 1000 Ljubljana
Phone: +386 1 242 73 12
International coordinator: Ms Nina Podlipnik
Email: aginter@ag.uni-lj.si

ACADEMY OF THEATRE, RADIO, FILM AND TELEVISION
Nazorjeva ulica 3, 1000 Ljubljana
Phone: +386 1 251 04 12
www.agrft.uni-lj.si
International Coordinator: Mag. Darja Markoja
Email: darja.markoja@agrft.uni-lj.si

ACADEMY OF FINE ARTS AND DESIGN
Erjavčeva cesta 23, 1000 Ljubljana
Phone: +386 1 421 25 00
www.aluo.uni-lj.si
International Coordinator: Ms Jasmina Zajc
Email: podiplomski@aluo.uni-lj.si

BIOTECHNICAL FACULTY
Jamnikarjeva ulica 101, 1000 Ljubljana
Phone: +386 1 320 30 00
www.bf.uni-lj.si
International Coordinator: Dr. Marjeta Stevanovič
Email: marjeta.stevanovic@bf.uni-lj.si

FACULTY OF ECONOMICS
Kardeljeva ploščad 17, 1000 Ljubljana
Phone: +386 1 589 25 18
www.ef.uni-lj.si
International Coordinator: Ms Danijela Voljc
Email: danijela.voljc@ef.uni-lj.si

FACULTY OF ARCHITECTURE
Zoisova cesta 12, 1000 Ljubljana
Phone: +386 1 200 07 11
www.fa.uni-lj.si
International Coordinator: Dr. Matevž Juvančič
Email: matevz.juvancic@fa.uni-lj.si

FACULTY OF SOCIAL SCIENCES
Kardeljeva ploščad 5, 1000 Ljubljana
Phone: +386 1 580 51 26, +386 1 580 51 21
www.fdv.uni-lj.si
International Coordinator: Ms Irena Brinar
Email: irena.brinar@fdv.uni-lj.si

FACULTY OF ELECTRICAL ENGINEERING
Tržaška cesta 25, 1000 Ljubljana
Phone: +386 1 476 84 11, +386 1 476 82 13
www.fe.uni-lj.si
International Coordinator: Dr. Boštjan Murovec
Email: bostjan.murovec@fe.uni-lj.si

FACULTY OF PHARMACY
Aškerčeva cesta 7, 1000 Ljubljana
Phone: +386 1 476 95 00
www.ffa.uni-lj.si
International Coordinator: Dr. Iztok Grabnar
Email: iztok.grabnar@ffa.uni-lj.si

FACULTY OF CIVIL AND GEODETIC ENGINEERING
Jamova cesta 2, 1000 Ljubljana
Phone: +386 1 476 85 00
www.fgg.uni-lj.si
International Coordinator: Ms Romana Hudin
Email: romana.hudin@fgg.uni-lj.si

FACULTY OF CHEMISTRY AND CHEMICAL TECHNOLOGY
Večna pot 113, 1000 Ljubljana
Phone: +386 1 479 80 00
www.fkkt.uni-lj.si
International Coordinator:
Ms Stojka Oman Vučkovska
Email: stojka.oman@fkkt.uni-lj.si

FACULTY OF MATHEMATICS AND PHYSICS
Jadranska 19, 1000 Ljubljana
Phone: +386 1 476 65 15 (Mathematics)
International Coordinator: Dr. Karin Cvetko Vah
E-mail: karin.cvetko@fmf.uni-lj.si
+386 1 476 65 17 (Physics)
International Coordinator:
Dr. Borut Paul Kerševan
Email: borut.kersevan@fmf.uni-lj.si
www.fmf.uni-lj.si

FACULTY OF MARITIME STUDIES AND TRANSPORT
Pot pomorščakov 4, 6320 Portorož/Portorose
Phone: +386 5 676 71 50
www.fpp.uni-lj.si
International Coordinator:
Ms Dušica Frank
Email: international@fpp.uni-lj.si

FACULTY OF COMPUTER AND INFORMATION SCIENCE
Večna pot 113, 1000 Ljubljana
Phone: +386 1 479 80 00
www.fri.uni-lj.si
International Coordinator: Dr. Alenka Kavčič
Email: alenka.kavcic@fri.uni-lj.si

FACULTY OF SOCIAL WORK
Topniška 31, 1000 Ljubljana
Phone: +386 1 280 92 59
www.fsd.uni-lj.si
International Coordinator:
Mr Borut Petrovič Jesenovec
Email: office@fsd.uni-lj.si

FACULTY OF MECHANICAL ENGINEERING
Aškerčeva 6, 1000 Ljubljana
Phone: +386 1 477 11 46
www.fs.uni-lj.si
International Coordinator: Dr. Davorin Kramar
Email: davorin.kramar@fs.uni-lj.si

FACULTY OF SPORT
Gortanova 22, 1000 Ljubljana
Phone: +386 1 520 77 00
www.fsp.uni-lj.si
International Coordinator: Mr Jožef Križaj
Email: jozef.krizaj@fsp.uni-lj.si

FACULTY OF ADMINISTRATION
Gosarjeva ulica 5, 1000 Ljubljana
Phone: +386 1 580 55 00
www.fu.uni-lj.si
International Coordinator: Ms Marija Sušnik
Email: marija.susnik@fu.uni-lj.si

FACULTY OF ARTS
Aškerčeva 2, 1000 Ljubljana
Phone: +386 1 241 10 00
www.ff.uni-lj.si
International Coordinator: Ms Anja Golec
Email: anja.golec@ff.uni-lj.si

FACULTY OF MEDICINE
Vrazov trg 2, 1000 Ljubljana
Phone: +386 1 543 77 20
www.mf.uni-lj.si
International Coordinator: Mag. Jerneja Čelofiga
Email: international.erasmus@mf.uni-lj.si

FACULTY OF NATURAL SCIENCES AND ENGINEERING
Aškerčeva 12, 1000 Ljubljana
Phone: +386 1 470 45 00, +386 1 200 32 00
www.ntf.uni-lj.si
International Coordinator: Ms Majda Štrakl
Email: majda.strakl@ntf.uni-lj.si

FACULTY OF EDUCATION
Kardeljeva ploščad 16, 1000 Ljubljana
Phone: +386 1 589 22 00
www.pef.uni-lj.si
International Coordinator: Mr Igor Repac
Email: international@pef.uni-lj.si

FACULTY OF LAW
Poljanski nasip 2, 1000 Ljubljana
Phone: +386 1 420 31 00
www.pf.uni-lj.si
International Coordinator: Mag. Darja Rabzelj
Email: darja.rabzelj@pf.uni-lj.si

FACULTY OF THEOLOGY
Poljanska cesta 4, 1000 Ljubljana
Phone: +386 1 434 58 18
www.teof.uni-lj.si
International Coordinator: Dr. Drago Jerebic
Email: drago.jerebic@teof.uni-lj.si

VETERINARY FACULTY
Gerbičeva ulica 60, 1000 Ljubljana
Phone: +386 1 477 91 00
www.vf.uni-lj.si
International Coordinator: Ms Petra Gruden
Email: petra.gruden@vf.uni-lj.si

FACULTY OF HEALTH SCIENCES
Zdravstvena pot 5, 1000 Ljubljana
Phone: +386 1 300 11 11
www.zf.uni-lj.si
International Coordinator: Ms Barbara Babnik
Email: barbara.babnik@zf.uni-lj.si

Notes


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www.uni-lj.si/study/exchange

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