WELCOME TO INFORMATION MEETING FOR EXCHANGE STUDENTS

University of Ljubljana
Faculty of Electrical Engineering
IZR. PROF. DR. BOŠTJAN MUROVEC
COORDINATOR
EMAIL: BOSTJAN.MUROVEC@FE.UNI-LJ.SI
PROF. DR. ROMAN KAMNIK
VICE-DEAN FOR EDUCATION
<table>
<thead>
<tr>
<th>OFFICIALS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean:</td>
<td>Prof. Dr. Gregor Dolinar</td>
</tr>
<tr>
<td>Vice-dean for Education:</td>
<td>Prof. Dr. Roman Kamnik</td>
</tr>
<tr>
<td>Vice-dean for Research:</td>
<td>Prof. Dr. Sašo Blažič</td>
</tr>
<tr>
<td>Vice-dean for Financial Affairs and Quality:</td>
<td>Assoc. Prof. Dr. David Nedeljkovič</td>
</tr>
<tr>
<td>Secretary-General</td>
<td>mag. Tea Urankar</td>
</tr>
</tbody>
</table>
Faculty of Electrical Engineering
– Student office – international office
Student office

- International student office hours: 10.30 am–12.30 pm

- Administration office: Katarina Erjavec Drešar
  katarina.erjavec-dresar@fe.uni-lj.si
  internationa.office@fe.uni-lj.si
Central Office of International Relations covers:

- Application process, student cards, accommodation in student dormitories, practical information – transportation, student meals, residence permit, others

- **Faculty International office / coordinator**: faculty information, confirmation of arrival/departure, changes of Learning Agreement, Transcript of records and much more

- **ESN/International office of Student Organization**: practical and useful information for students, organization of events, trips, social and sport gatherings
COVID – Current situation in Slovenia

NO RESTRICTIONS

EXCEPT:
1. masks are obligatory in hospitals and health centres, recommended in closed public spaces
2. for entering to our student office – international office the masks are strongly recommended (come one by one)
Accommodation

- **STUDENT DORMITORIES** – all rooms booked (reserve list)

- **PRIVATE ACCOMMODATION** – help or advice from International Office of the Student Organization, Pivovarniška 6 (Kampus), write an e-mail to: rooms@sou-lj.si
  
  Office hours: Monday, Tuesday, Thursday: 16.00 - 19.00

Here you will get an advice on how and where to look for private accommodation.

It is relatively difficult to find accommodation in Ljubljana these days. The prices are between 180€ and 400€ or more per person per month, depending on the location and size of the room.

Some webpages where you can look for a room:

- [https://www.realestate-slovenia.info/ads-for-rent/ljubljana-city/apartment/one-room/](https://www.realestate-slovenia.info/ads-for-rent/ljubljana-city/apartment/one-room/) (English)
- [http://www.mkvadrat.si/](http://www.mkvadrat.si/) (Slovene)
- [https://housinganywhere.com/](https://housinganywhere.com/)
- [https://www.spotahome.com/](https://www.spotahome.com/)
- FB group: Stanovanje, stanovanje, kje si? [https://www.facebook.com/groups/195726830526565/](https://www.facebook.com/groups/195726830526565/)
First Residence Permit: by post

If you are staying in Slovenia for more than 3 months you have to apply for the First Residence Permit (and report your temporary address if you are staying in a private flat) as soon as possible after the arrival.

You should go to the Administration Unit (Upravna enota), Tobačna ulica n. 5, 1000 Ljubljana; previous APPOINTMENT IS recommandable - 00386 1 828 16 90 or e-mail: narocanje.uelj@gov.si. You can also go there without an appointment, but the people with the appointment will have priority.

Documents:
1. A valid identity card or passport – copy
2. Acceptance letter – original (or copy),
3. Health insurance – European Health Insurance Card – copy,
4. Statement of having enough money and with your planned mobility (in attachment)
5. Photo (biometrical)
6. Application form (in attachment)


Non EU citizens also need:
1. a police clearance certificate of not older than three months from the home country (if the country in question issues it), translated into Slovenian, and verified; and will have to submit fingerprints personally.
2. Proof of financial means (scholarship, bank statement...)

If you obtained Visa D prior to your arrival to Ljubljana, you don’t need to apply for residence permit, but if you will be staying in private accommodation you have to report your temporary address to the administrative unit on Tobačna 5!

For registering the temporary address, you also need a contract for your room or the statement of the owner of the apartment!
the Ljubljana Administrative Unit, Department for Foreigners, Tobačna ulica 5, 1000 Ljubljana, is opening a special window for accepting applications for a temporary residence permit for study purposes (first application and extension of the permit) starting Monday, September 26, 2022.

Students who can apply for a temporary residence permit for study purposes:
• are accepted into publicly valid educational or study programs,
• carry out professional development, practical training, specialization or participate in an international study exchange of relevant educational institutions in Slovenia.

In order to be issued a temporary residence permit for study purposes, students must fulfill the conditions for issuing the permit and submit the relevant documents, which are published on our website: https://www.uni-lj.si/study/information/temporary-residence-permit - in the Republic of Slovenia (basic information is also available in Slovenian: https://www.uni-lj.si/studij/osnovne_informacije/zacasno-prebivalisce/).

From Monday, September 26, 2022, international students can apply at the main entrance of the Ljubljana Administrative Unit, Tobačna ulica 5, 1000 Ljubljana. No pre-order required.

A special window will be open during the office hours of the administrative units:
• Monday, Tuesday and Thursday: 08:00 - 18:00
• Wednesday: 08:00 - 19:00
• Friday: 08:00 - 14:00
**Student bus card (URBANA time card-green):**

- How much: 20 EUR per month (2€ for the card)
  - the pass is valid from the first day of the month until the first day of the next month, ex. 1 October - 1 November

- With special form: Subsidized monthly pass application form, filled in and equipped with EMŠO number, go to this address: LPP, Slovenska 56 office hours until 11 October 2000 -> 7.00 am to 7.00 pm (later until 3.30pm); main Bus Station, Trg OF 4, 6am – 8pm

- You don’t need the signature of stamp of the faculty

- If you think you will not use the bus often, you can get Urbana value card– yellow (one ride costs 1.30€) – you can purchase it in any kiosk or at the post office. The card itself costs 2€. [http://www.jhl.si/en/single-city-card-urbana](http://www.jhl.si/en/single-city-card-urbana)

- Or Rent a city bike: Annual subscription: 3 €, [http://en.bicikelj.si/](http://en.bicikelj.si/)
Self-Service bike borrowing system „BICIKElj“

- **Rent a city bike:** Annual subscription: 3 €, [http://en.bicikelj.si/](http://en.bicikelj.si/)

- **SELF-SERVICE BIKE BORROWING SYSTEM “BICIKElj”** for only 3 EUR/year

- Easiest way to travel around Ljubljana is with free-of-charge bicycle rental Bicikelj, it requires prior registration at [http://en.bicikelj.si/](http://en.bicikelj.si/) and any kind of Urbana card.

You need your mobile phone with mobile data or Slovene SIM card. (Free SIM cards should also be available at the Student Organization of the University – ŠOU (Pivovarniška 6, Kampus, office hours Monday, Tuesday, Thursday: 16.00 - 19.00); you can also get a special card used only for the food system – 15€ non-refundable, 1-2 days to be operative;

2. Register on-line: www.studentska-prehrana.si

3. For the final registration go to INFO point at Pivovarniška 6 (mon 9am-3.30pm, Wed 9am-3.30pm); email: studentska.prehrana@sou-lj.si or ESN office (Pivovarniška 6 – pink door 😊)

4. You also need EMŠO number (unique personal number – 13 digit number starting with your date of birth) – provided by the faculty- please contact your faculty coordinator https://www.uni-lj.si/international_cooperation_and_exchange/erasmus-plus-programme/erasmus_plus_coordinators/

5. More info and list of restaurants: www.studentska-prehrana.si
**Health problems**

- If you get sick or have a toothache, you should visit:
  - ZDRAVSTVENI DOM ZA ŠTUDENTE (Health Centre for students) http://www.zdstudenti.si/en/
  - Address: Aškerčeva 4, 1000 Ljubljana

- Choose a doctor from the list on the web page and call for an appointment or book it online (https://www.zdstudenti.si/en/information-for-patients/appointments/).

- You need to bring your European Health Insurance Card or your insurance policy! You can find more information on our health care system and useful contacts in the brochure in attachment.

- COVID-19 – if you experience any signs of Covid-19 you should use the self-test to prove it and self-isolate. Free self-tests (10 per month) for students are available in any pharmacy. You should have your EMŠO number, your personal document and university student card.

Sports

Center for Extracurricular Activities – FREE sport activities

Contact: University sport hall Rožna dolina, Svetčeva 11, phone 01/241 86 36, sport@uni-lj.si

- FB https://www.facebook.com/cod.sportul/
- INSTA https://www.instagram.com/sport.ul/
- WWW https://www.uni-lj.si/extracurricular_activities/sport_en/seasonal_sports_recreational_programmes/
Temporary student jobs

You can work via Student Service if you have student status in Slovenia or if you are doing your practice or studies as a part of an international exchange programme in Slovenia https://www.studentski-servis.com/studenti/foreigners

You will have to open bank account in any of the banks here. For opening a bank account, you will need Slovenian tax number.

You can get it here (tax number):
Davčni urad Ljubljana, p. p. 107, 1001 Ljubljana
Davčna ulica 1, Ljubljana
T: 01 369 3000
E: lj.fu(at)gov.si

Office hours:
Monday 8.00 to 12.00 and 13.00 to 15.00
Tuesday 8.00 to 12.00 and 13.00 to 15.00
Wednesday 7.00 to 12.00 and 13.00 to 17.00
Friday 8.00 to 13.00

You need to register an appointment first at phone: 01 369 3000 or email: lj.narocanje.fu@gov.si
Fun and useful information 1/2

- ŠOU – STUDENT ORGANIZATION, International Office, Pivovariška 6, Kampus.
- Office hours: please contact them by e-mail esn@sou-lj.si
- Email: http://www.sou-lj.si/sl/international-students

- ESN LJUBLJANA LIKE PAGE (All events will be hosted from here)
  - https://www.facebook.com/ESNljubljana

- ESN UNI LJ or YOLO team:
  - PAGE: https://www.facebook.com/ErasmusLjubljanaUniversity/
  - Email address: tutor@erasmusljubljana.si OR fdv.tutor@gmail.com
  - Website: www.erasmusljubljana.si
WHERE TO FIND:

- STUDENT MEALS REGISTRATION, FREE SIM CARDS, ESN OFFICE: https://www.google.si/maps/place/e-%C5%A0tudentski+Servis+Ljubljana+Kampus/@46.058714,14.4996033,17z/data=!4m13!1m7!3m6!1s0x4765329f51bb2a5f:0xbcf289bacee0d6dd!2sPivovarni%C5%A1ak+ulica+6,+1000+Ljubljana!3b1!8m2!3d46.0587212!4d14.5018343!3m5!1s0x4765329f51bb2a5f:0x601874375dc8367f8m2!3d46.0582061!4d14.5007884?hl=sl

- BUS CARD REGISTRATION: https://www.google.si/maps/place/LPP+Ticket+Office/@46.0562149,14.5038813,17z/data=!3m1!4b1!4m5!3m4!1s0x4765329e80b761b9:0x8184f05bdec70d3!8m2!3d46.0562112!4d14.50607?hl=sl

- RESIDENCE PERMIT REGISTRATION: https://www.google.si/maps/place/Upravna+enota+Ljubljana,+Sektor+za+upravne+notranje+zadeve/@46.0490113,14.4961199,17z/data=!4m8!1m2!2m1!1soddelek+zauzecje+ljubljana!3m4!1s0x0:0x6401c0e80b761b9:0xadcebe09c18a86d8m2!3d46.048722!4d14.4927981?hl=sl

- HEALTH CENTER FOR STUDENTS: https://www.google.si/maps/place/Zdravstveni+dom+za+%C5%A1tudente+univerze+v+Ljubljani/@46.0468723,14.4969478,17z/data=!3m1!4b1!4m5!3m4!1s0x47652d665a7eff95:0x80e3f8a99d0d0cbc18m2!3d46.0468686!4d14.4991365?hl=sl

- OFFICE OF INTERNATIONAL RELATIONS (CENTRAL): https://www.google.si/maps/place/Univerza+v+Ljubljani/@46.0491975,14.5019665,17z/data=!4m8!1m2!2m1!1smenza+ro%C5%BDna+dolina!3m4!1s0x0:0xc0cfed88ec5b66ef86m2!3d46.0515849!4d14.487657?hl=sl

- RECEPTION OFFICE OF DORMITORIES (next to Restavracija Rožna kuhna): https://www.google.si/maps/place/Restavracija+Ro%C5%8Ena+Kuh'na/@46.0522073,14.4869551,17z/data=!4m8!1m2!2m1!1s0x0:0xc0cfed88ec5b66ef86m2!3d46.0515849!4d14.487657?hl=sl
Summer semester 2022/2023

Lecture/lab work
13. 02. 2023

31. 05. 2023

Autumn examination period
21. 08. 2023
08. 09. 2023

Summer examination period
01. 06. 2023
30. 06. 2023
Organization of exam terms

- **Winter Semester**
  - Subjects in winter semester
  - 2 exam terms choose 1

- **Winter Exam Period**
  - Subjects in winter semester
  - 1 exam term

- **Summer Semester**
  - 1 exam term for previous generations
  - 2 exam terms choose 2

- **Spring Exam Period**
  - 1 exam term

- **Autumn Exam Period**
  - 1 exam term

---

Please note that the diagram illustrates the examination periods and subjects for each semester, with options for choosing terms.
Examination Rules

5 DAYS
WRITTEN EXAM

RESULTS OF EXAM
Max. 7 DAYS

ORAL EXAM

FINAL GRADE

Registration
Deregistration until noon one day before
Registration/deregistration until 8 pm one day before.

UNATTENDED EXAM = FAIL
Timetable


2. step: select English

3. step: under Program/Year/Area -> select ERASMUS COURSE!

4. Step – final timetable
Student system => STUDIS

STEPS FOR LOG IN:

1st step: ACTIVATE YOUR UL-ID DIGITAL IDENTITIY
  -> Problems? Report problem!

2nd step: LOG IN TO STUDIS

3rd step: USE YOUR EMAIL!!

OA1234@STUDENT.UNI-LJ.SI

Upon successful activation of your UL digital identity, please activate also Office 365 services, following the instructions provided here.

Check your emails every day, including your spam box!
Virtual classroom

LINK: e.fe.uni-lj.si

1. Activate your account

2. After login follow (carefully read) the Occupational safety and health presentation and go thru the final statement – statement of responsible conduct and health
Tutoring – Buddy system

- tutorstvo@fe.uni-lj.si
Changing LA

• Changing LA You can change your LA in first week of October - the last day for sending me signed LA is Friday, October 7th, 2022 till 12:00!

• Possible selection only from our list for exchange students
Where to find lecture room at UL FE
https://fe.uni-lj.si/o_fakulteti/fakulteta/nacrt_prostorov/
Must known

- Colour bins for recycling (ask your landlord regarding this topic)
- Local market place in Ljubljana (Center, Moste, Šiška, Zalog…)
- Drinking water from pipe almost everywhere in Slovenia
Thank you for your attention!
Enjoy your stay in Ljubljana!

Welcome on board and enjoy your stay at
Faculty of Electrical Engineering