



Full legal name of the institution:
UNIVERSITY OF LJUBLJANA
FACULTY OF ECONOMICS

Erasmus code:
SI LJUBLJA01

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Institution's website:
<http://www.ef.uni-lj.si/en/>

Accreditations:
AACSB
EQUIS
AMBA
TedQual
CEQUINT

FACT SHEET FOR EXCHANGE STUDIES

Useful contacts

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COURSES OFFERED TO INCOMING STUDENTS

Exchange students can choose from more than 120 English taught courses on Bachelor and Master level from different study programmes and study years. **Undergraduate students can register for Bachelor level courses only and graduate students for Master level courses.** Students can choose among all English taught courses with written permission from their home institution.

Courses at FELU have limited number of free places and online registration is done by the rule "first come - first serve". Professors use a variety of teaching methods including lectures, case studies, individual and group projects, term papers, business games, presentations, exams and classroom discussions. Language of instruction is **English**.

In addition, FELU also offers Business language courses - English, German, French and Italian. Language courses are accredited with 6 ECTS and are available to Bachelor and Master students.

Bachelor courses are accredited with 6 ECTS and Master courses with 7 ECTS. Maximum number of credits per semester is 30 ECTS (5 courses) for undergraduate students and 35 ECTS (5 courses) for graduate students.

Timetable will be announced during Orientation days before the beginning of each semester.

EXAMS

Final exams take place the week or two following the last day of classes during the Examination period. Students should not make plans to travel home before the end of Examination period, since we do not allow students to take exams on distance.

The official Transcript of Records is sent to students and their home institution within 4 weeks after the end of Examination period. We only issue electronic Transcript of Records, which is identical to the hardcopy version.

GRADES AND TRANSCRIPTS

Local grade 6 is the lowest grade to successfully pass the course, while the local grade 10 is the highest. Students successfully pass the course if they receive a grade between (6) and (10). FELU uses the following grade system:

Grade 10 = exceptional results without or with negligible faults; ECTS = A

Grade 9 = very good knowledge with some minor faults; ECTS = B

Grade 8 = good knowledge with certain faults; ECTS = C

Grade 7 = solid knowledge but with several faults; ECTS = D

Grade 6 = knowledge only meets minimal criteria; ECTS = E

Grade 5 = knowledge does not meet minimal criteria; ECTS = F

IMPORTANT DEADLINES

NOMINATION DEADLINES (FOR EXCHANGE COORDINATORS)

1 March to 1 May (for 1st semester)

1 March to 1 November (for 2nd semester)

You can access the **nomination form** by clicking [here](#).

APPLICATION DEADLINES (FOR STUDENTS)

15 May (1st semester)

15 November (2nd semester)

The application form will be sent to all nominated students.

Documents to be submitted by student: *Online application form, recent Transcript of Records, proof of English proficiency (if studying in a language other than English)*

PRE-REQUIREMENTS

LANGUAGE REQUIREMENTS (NON-NATIVE SPEAKERS)

Students must present a certificate of their English language skills:

- Language skills in English are listed on the Transcript of Records of the home university OR
- Submit the Language Certificate with CERF scale OR
- Submit TOEFL score of 79 or IELTS score of 6

ACADEMIC REQUIREMENTS

There are no specific academic requirements. We trust that Exchange Coordinators will select appropriate students to attend FELU.

ACCOMMODATION AND EXPENSES

HOUSING

FELU does not provide or guarantee accommodation during the students' stay in Ljubljana. However, there are some options students can choose from to find their own accommodation. They can also get help from their tutor. Tutor is a Slovenian student who helps exchange students arrange necessary documents, accommodation and helps them get to know Slovenia as well as Slovenian student life.

STUDENT DORMITORIES

Exchange students can apply for a bed in student dormitories. They are given to students on "first come first serve" basis. Number of available rooms for exchange students is very limited. The rooms in the dormitories are double, with bathroom and shared kitchen. The access to internet is available in all dormitories.

University's residence hall can be reached at intern.office@uni-lj.si.

PRIVATE ACCOMMODATION

Office of the Student Organization will provide students with a list of options regarding private accommodation. All available rooms/apartments are located within the public transportation zone.

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.

EXPENSES

Private accommodation: approximately 150 € - 350 €

Student dormitory: approximately 120€ - 190€

Food: approximately 100€ - 150€ (Student coupon system: 3€/meal)

City transportation: approximately 20€ (Monthly bus ticket)

USEFUL LINKS AND OTHER INFORMATION

WEBSITE FOR INCOMING STUDENTS: http://www.ef.uni-lj.si/content/static_english/international_office/exchange_students/ies.asp

COURSE CATALOGUE: http://www.ef.uni-lj.si/content/static_english/international_office/exchange_students/course_catalog.asp

ACADEMIC CALENDAR: http://www.ef.uni-lj.si/content/static_english/izobrazevanje/important_dates.asp

VISA AND HEALTH INSURANCE INFORMATION: http://www.ef.uni-lj.si/content/static_english/international_office/resident_health.asp