



Full legal name of the institution:

UNIVERSITY OF LJUBLJANA  
SCHOOL OF ECONOMICS  
AND BUSINESS

Erasmus code:

SI LJUBLJA01

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Contact:

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Institution's website:

<http://www.ef.uni-lj.si/en/>

Accreditations:

AACSB

EQUIS

AMBA

TedQual

## FACT SHEET FOR EXCHANGE STUDIES

Useful contacts

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### **Ms. Adrijana Lazić**

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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.

[Course catalogue](#) \*

*\*Updated Course list is announced every April for the next Academic year ; we don't expect drastic changes*

**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.

Some courses 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.

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

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

*Timetable is announced during Orientation days before the beginning of each semester.*

## EXAMS

Final exams take place during the Examination period at the end of each semester. All Exchange students have 2 exam options during Examination period at the end of semester and 1 exam option in Fall Examination period in August/September. All exams are held at our institution. We do not offer 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.

[Academic calendar](#)

## 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). University of Ljubljana uses the following grading 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 1<sup>st</sup> semester)

1 March to 1 November (for 2<sup>nd</sup> semester)

The nomination form will be sent to all partner institutions in February.

### APPLICATION DEADLINES (FOR STUDENTS)

15 May (1<sup>st</sup> semester)

15 November (2<sup>nd</sup> 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. Very good language skills refer to level B2 on the CEFR scale. How to prove English language skills:

- Language skills in English are listed on the Transcript of Records
- Language Certificate with CEFR scale (issued by home institution)
- Language Certificate with TOEFL score of 79 or IELTS score of 6

### ACADEMIC REQUIREMENTS

There are no specific academic requirements. We trust that partner institutions will select appropriate students to come to Ljubljana.

## ACCOMMODATION AND EXPENSES

### ACCOMMODATION

We do not provide or guarantee accommodation for Exchange students in Ljubljana. However, we send some options for a private accommodation to our tutors, who are helping Exchange students with finding an accommodation during their stay in Ljubljana. Tutors are local students who help Exchange students arrange necessary documents, accommodation and help them get to know Slovenia as well as Slovenian student life.

#### PRIVATE ACCOMMODATION

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

The housing market in Ljubljana is very seasonal. We strongly advise Exchange students to book some temporary accommodation for the first week of their stay in Ljubljana and then look for private accommodation.

### MONTHLY EXPENSES

Private accommodation: approximately 150 € - 350 €

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

City transportation: approximately 20€ (monthly bus ticket)

## SLOVENIAN LANGUAGE COURSE

Centre for Slovene as a second and foreign language organizes a pre-semester intensive course and regular full semester courses of Slovene for Exchange students. After successful completion of the course, participants are awarded 3 ECTS credits. More information available at <https://centerslo.si/en>

## USEFUL LINKS

More information for Incoming students: [www.ef.uni-lj.si/content/static\\_english/international\\_office/exchange\\_students/ies.asp](http://www.ef.uni-lj.si/content/static_english/international_office/exchange_students/ies.asp)

UL SEB at Facebook: [@feluljubljana](https://www.facebook.com/feluljubljana)

International Relations office at Facebook: [@FELUIRO](https://www.facebook.com/FELUIRO)

