

FACT SHEET FOR EXCHANGE STUDIES

FACULTY OF ECONOMICS UNIVERSITY OF LJUBLJANA

Full legal name of the institution

**UNIVERSITY OF LJUBLJANA
FACULTY OF ECONOMICS**

Erasmus code

SI LJUBLJAo1

Address

Kardeljeva ploščad 17, 1000 Ljubljana, Slovenia

Institution's web site

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

Accreditations

AACSB

*Association to Advance Collegiate
Schools of Business*

EQUIS

European Quality Improvement System

AMBA

The Association of MBAs

TedQual

Quality Assurance for Tourism Education, Training and Research Programmes

CEQUINT

Certificate for quality in internationalisation

International office

Contact

Head of International Relations Office

Mrs. Danijela Voljč

danijela.voljc@ef.uni-lj.si

Tel.: +386 1 5892 486

Incoming students Mobility

Ms. Petra Burgar

incoming@ef.uni-lj.si

Tel: +386 1 5892 518

Outgoing students Mobility

Ms. Tina Vujaškovič

outgoing@ef.uni-lj.si

Tel.: +386 1 5892 453

EU Projects

Mrs. Mojca Maher Pirc

mojca.maher.pirc@ef.uni-lj.si

Tel: +386 1 5892 805

Academics & Staff Mobility, EU projects

Ms. Klavdija Besednjak

klavdija.besednjak@ef.uni-lj.si

Tel: +386 1 5892 592

Ms. Adrijana Lazič

adrijana.lazic@ef.uni-lj.si

Summer Programmes at FELU, short programmes

Mr. Mirzad Brkić

mirzad.brkic@ef.uni-lj.si

Tel: +386 1 5892 605

Ms. Katja Gostinčar

katja.gostincar@ef.uni-lj.si

Double Degrees

Tel: +386 1 5892 407

Information for Incoming Exchange students

Web site for Incoming students

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

Contact person

Ms. Petra Burgar

incoming@ef.uni-lj.si

Tel: +386 1 5892 518

Course Catalogue

Only courses taught at FELU are available to Exchange students. Bachelor students are restricted from attending master level courses.

A list of all FELU's Bachelor & Master level courses available to Exchange students can be found on our website under "Courses in English language"

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

Maximum number of registered ECTS credits per semester is 30.

Learning Expectations

Courses at FELU have limited number of students per class, where 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

English

Academic calendar

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

Exams

Final exams take place the week or two following the last day of classes. Most exams are in written format. **Students should not make plans to travel home before the end of Examination period.**

Grades and Transcripts

Only successfully passed courses will be included in the final Transcript of Records. In order to be more eco-friendly and also to reduce the mailing costs and administrative workload we are **only sending the official Transcripts of Records via email**. The softcopy version is identical to the hardcopy version.

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)

Nomination form

Application Deadlines (for students)

15 May (1st semester)
15 November (2nd semester)

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 (the application form will be sent to all nominated students).

Pre-requirements

Language requirements for 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 (IBT) or IELTS score of 6

Academic requirements

We trust that Exchange Coordinators will select appropriate students to attend FELU.

Accommodation, Expenses and other information

Housing

University's residence hall: intern.office@uni-lj.si
Private accommodation: rooms@sou-lj.si

Expenses

Private accommodation: approx. 150€ - 350€
Student dormitory: approx. 120€ - 190€
Food: approx. 100€ - 150€
(student coupon system 3€/meal)
City transportation: 20€ (monthly bus ticket)

Visa and Health insurance Information

http://www.ef.uni-lj.si/content/static_english/international_office/resident_health.asp