International Study Exchanges



FRI | UNIVERSITY OF LJUBLJANA
Faculty of Computer and Information Science

International office

- **Vesna Gračner:** International Exchange Coordinator
- **mag. Ksenija Rozman:** Assistant coordinator
- **Email**: erasmus@fri.uni-lj.si
- **Office hours:** on Monday, from 10 - 11 AM

(link is published at the website of Vesna and Ksenija)





Student buddies

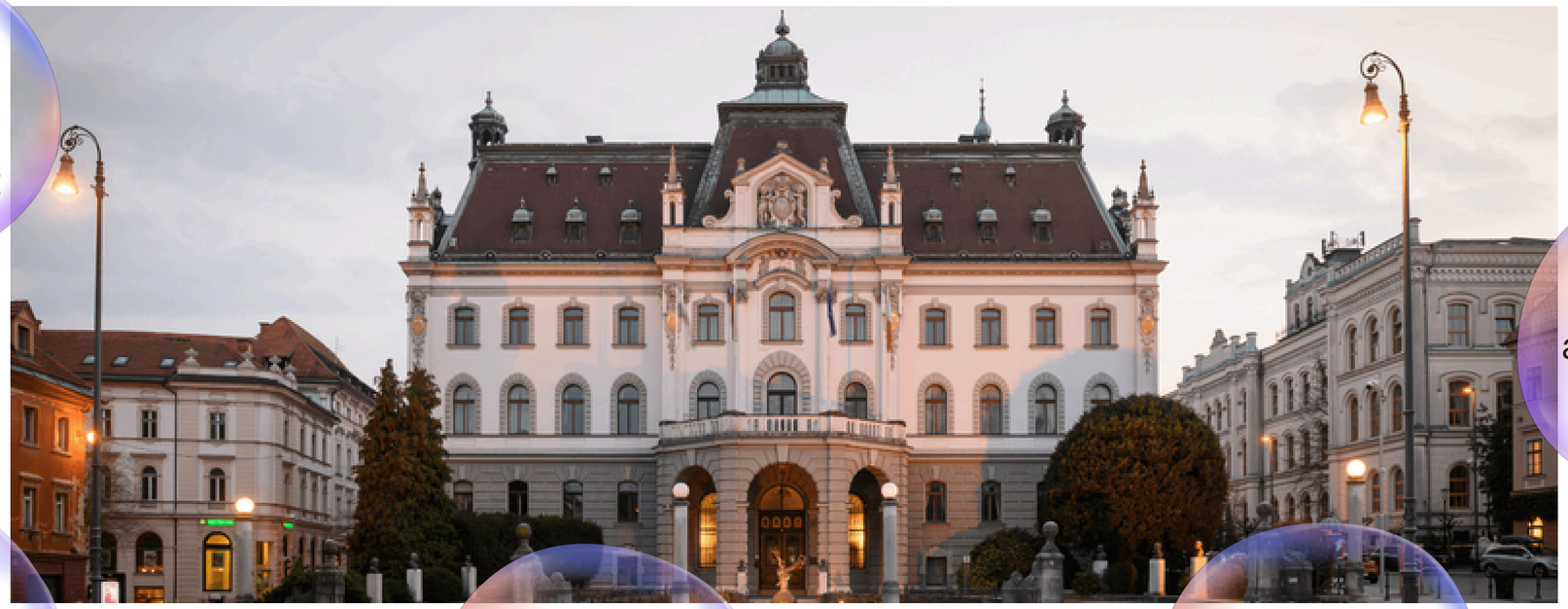
- Sara Mihalič: sm0770@student.uni-lj.si
- Maja Ambrožič: ma2504@student.uni-lj.si
- Luka Polanič: lp87284@student.uni-lj.si



Join our Whatsapp group!

UNIVERZA V LJUBLJANI
University of Ljubljana

1919
year of establishment



3
art academies

41.000
students

6.000
employees

23
faculties

Faculty of Computer and Information Science

- Established in **1996**
  - Faculty of Electrical and Computer Engineering was divided into **two** separate faculties

- **1.600** students
- **200** foreign students
  - + **60** exchange students
- More than **4.000** graduates
- **288** employees



UL FRI

5 Undergraduate programmes

- Computer and Information Science (academic, professional)
- CS and Mathematics, Multimedia, Administrative Information Systems (interdisciplinary with other Faculties)

7 Master programmes

- Computer and Information Science, Data Science
- CS and Mathematics, Multimedia, Applied Statistics, Cognitive Sciences (interdisciplinary with other Faculties)
- Erasmus mundus joint degree in Artificial Intelligence
- Erasmus mundus joint degree in Digital Linguistics

2 Doctoral programmes

- Computer and Information Science
- Biosciences (interdisciplinary)

Study Calendar

2 semesters

Winter

Thursday, 1 October 2026 – Friday, 15 January 2027

Summer

Monday, 15 February 2027 – Friday, 2 June 2027

---

3 exam periods

Winter

19 January 2027 – 12 February 2027

Summer

4 June 2027 – 2 July 2027

Autumn

16 August 2027 – 10 September 2027

Courses (Predmeti)

Courses for exchange students are listed on the web

- some courses are in English, some in Slovene
- CHANGES CAN BE DONE UNTIL Friday, 9 October, by email erasmus@fri.uni-lj.si

Your Learning Agreement (LA) determines your courses

- change of courses in LA has to be approved by Coordinator at FRI and your home institution
- consult student buddies if you have questions

Schedule is published on the web https://urnik.fri.uni-lj.si

- but course names in Slovenian (search by code)
- school hour lasts 45 minutes, starts 15 minutes past full hour

All courses have:

- lectures **(P)** and
- (one cycle) tutorials/laboratory sessions **(AV/LV)**. LV start in the 2nd week.





Study

- Semester begins on Thursday, 1st October
  - lectures start on the same day
  - check schedule
  - first lecture → first homework!
  - Laboratory excercises start in the 2nd week
- Contact the respective professor at the first lecture
- Courses in English
  - attend the first lecture!
- Courses in Slovenian
  - find out how the course will be held and what are your obligations
  - for tutorials/laboratory sessions and homework, for the final exam
  - for some courses, you will have the same assignments/obligations as regular students
  - for some you will have individual assignments



Grading System

UL uses marks 5 to 10

Description:

- 6 to 10: pass
- 5: fail
- 10 = Excellent (91% - 100% correct)
- 9 = Very good (81% - 90% correct)
- 8 = Good (71% - 80% correct)
- 7 = Satisfactory (61% - 70% correct)
- 6 = Sufficient (51% - 60% correct)



Formalities

- **Digital ID UL (e.g. ab1234@student.uni-lj.si)**
  - **activate at id.uni-lj.si**
  - **study IS Studis, online classroom, wireless network EduRoam, computer rooms ...**

- **Enrolment Number** (Student ID Number)
  - get at UL (70xxxxxx) or FRI (63xxxxxx)

- **Citizen Number (EMŠO)**
  - get at FRI (e.g. 0104980500123)

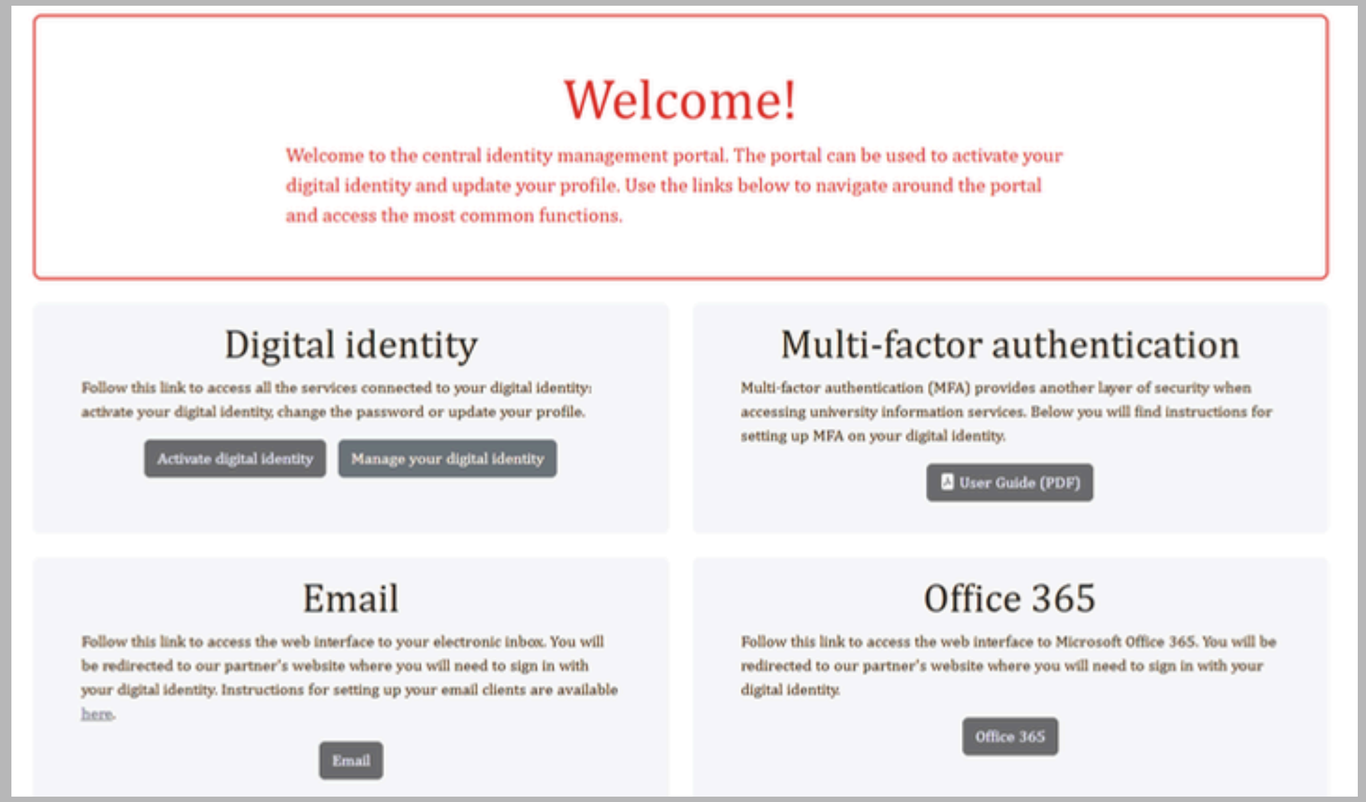
- **Student Card**
  - get at UL or FRI
  - return at the end of exchange
  - when annulled you can get it back as a souvenir
  - if lost, revoke and ask for duplicate!

-

Digital Identity

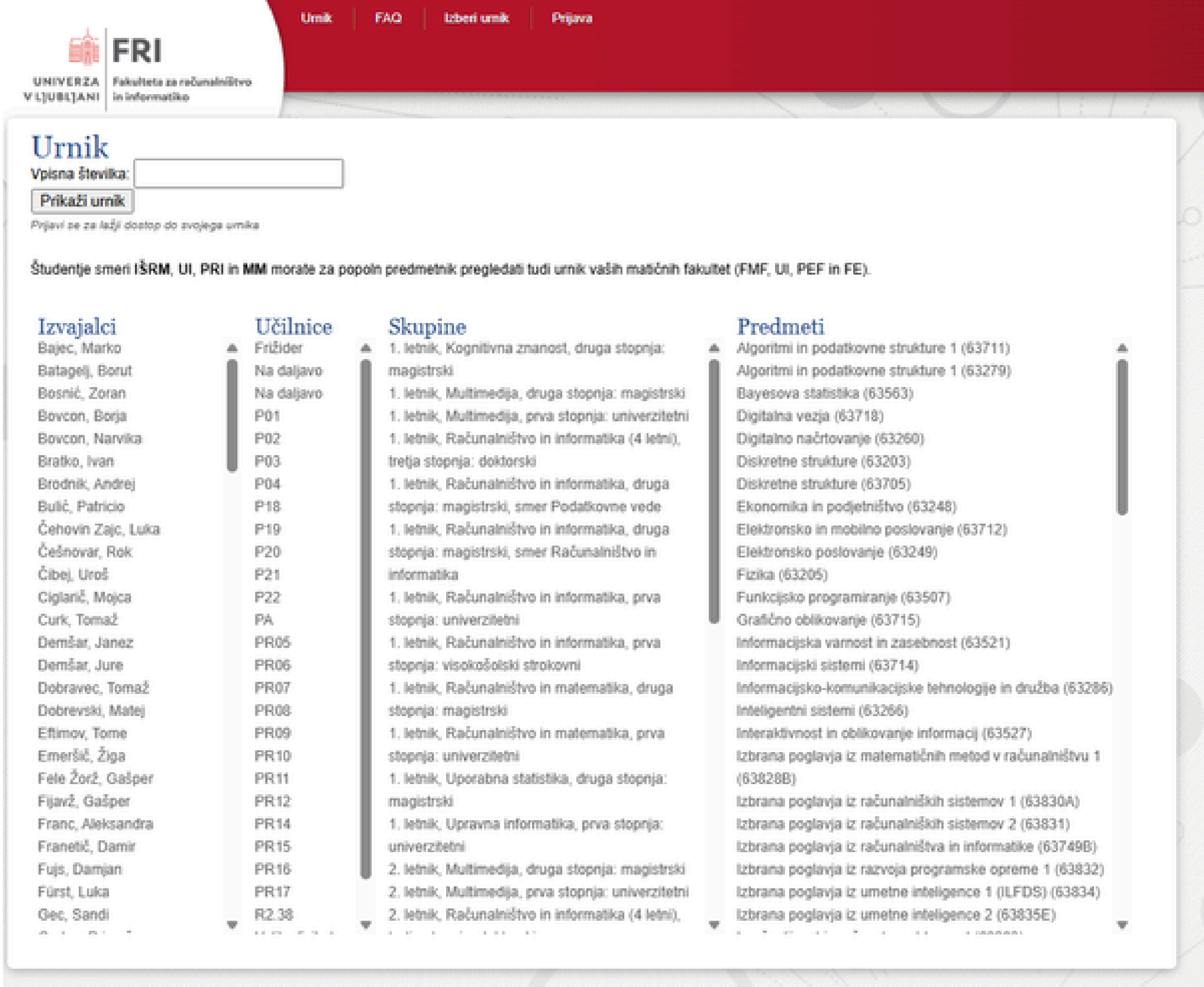
- **Register online to get the digital ID password**
- https://id.uni-lj.si/
  - Activate identity (username and password)
  - Username example: vg1234@student.uni-lj.si

- **Usage:**
  - As your email account for messages from the faculty
  - Username for Studis, Ucilnica, Year plus application, etc.



Schedule

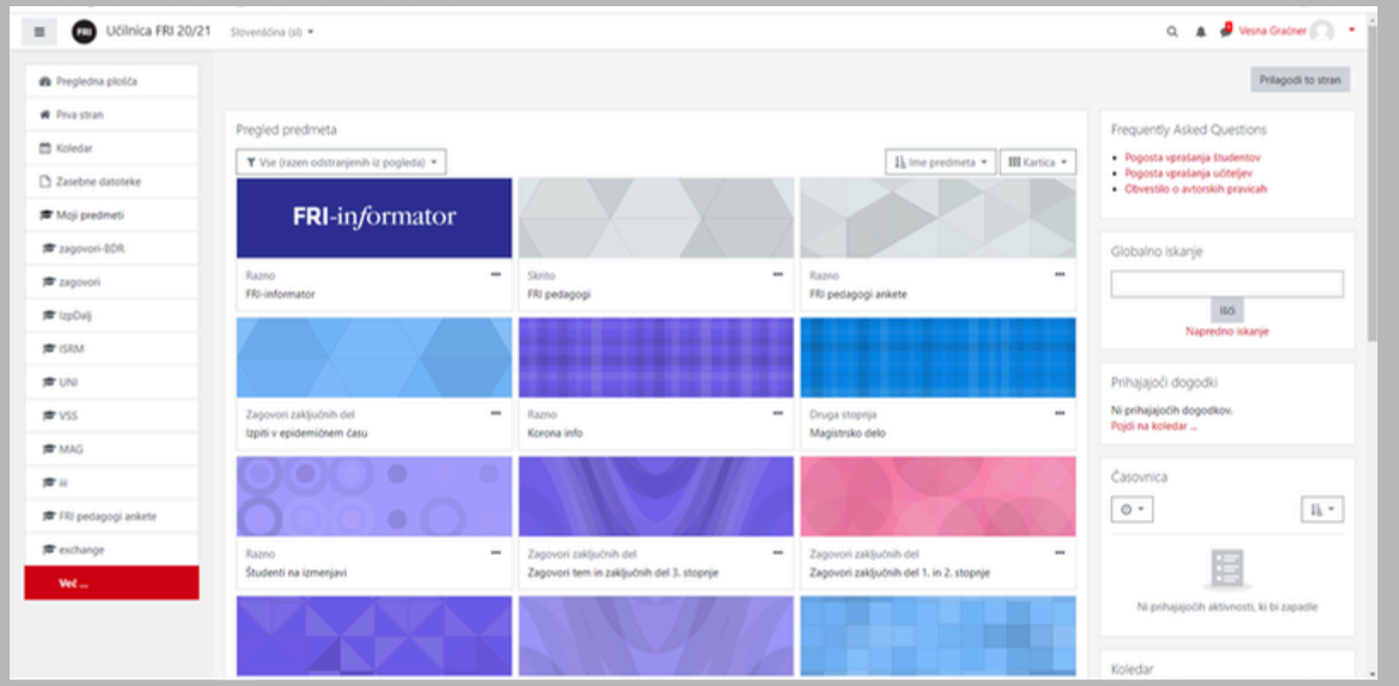
- Schedule – **<u>website</u>**



Učilnica

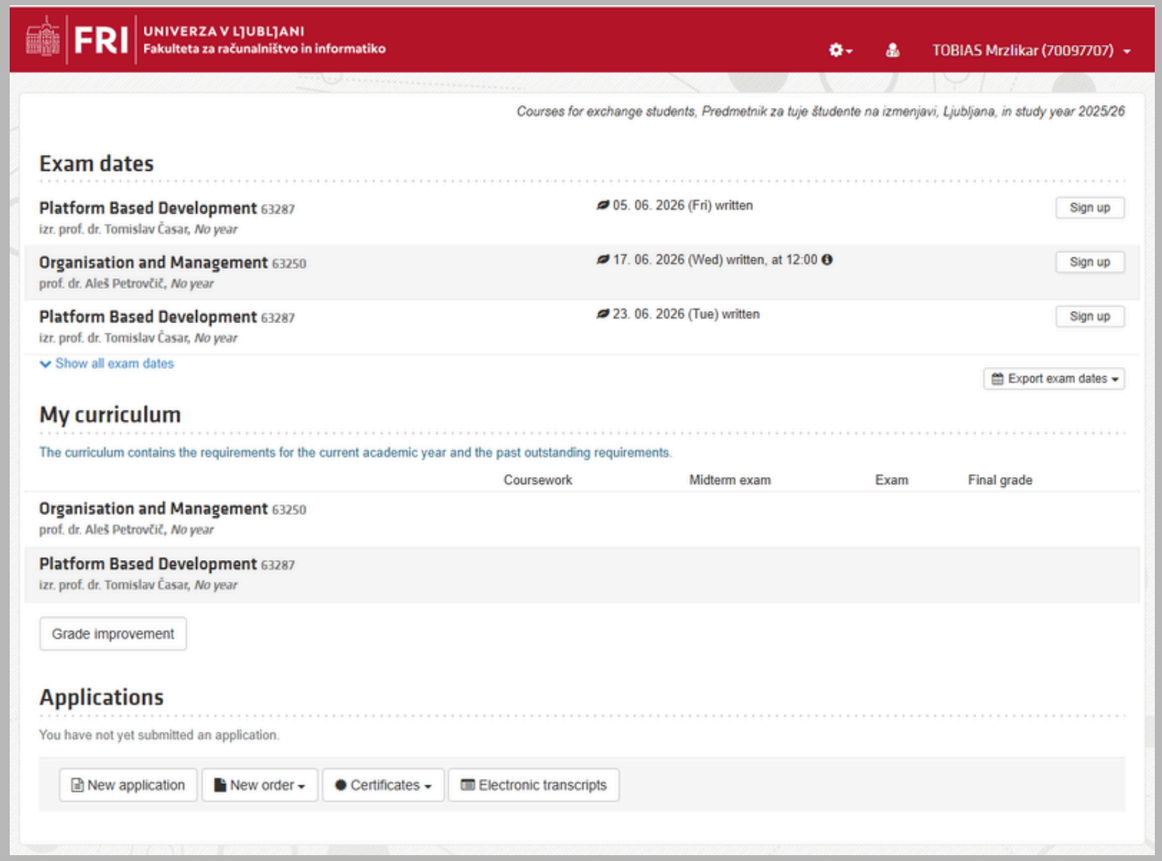
- **FRI online classroom (Moodle)**
  - https://ucilnica.fri.uni-lj.si
  - login with your Digital ID UL
  - enroll your selected courses in Moodle

- **Check your obligations**
  - join forum discussions
  - let the professor and students know that you are taking this course



Study Information System - STUDIS

- **Studis**
  - electronic index
  - exam dates, registration for exams, exam results, final grades
  - ordering Transcript of Records
  - **https://studij.fri.uni-lj.si/**
  - available in English
  - change the language
  - login with your Digital ID UL
  - 49 logins without a certificate



Exams

- Exam **dates published**
  - in online classroom, in Studis
  - 3 dates available for each course
    - only 2 exam dates in the spring exam period
  - if you fail, you can retake the exam

- You should **register for each exam**
  - if only oral exam agreed with the professor, register for the first written exam date
  - register in Studis at least two days before the exam
  - exam results (scores) are published in Studis
  - students usually informed by email
  - check your @student.uni-lj.si email!
  - when you pass the exam, your final grade is recorded in Studis



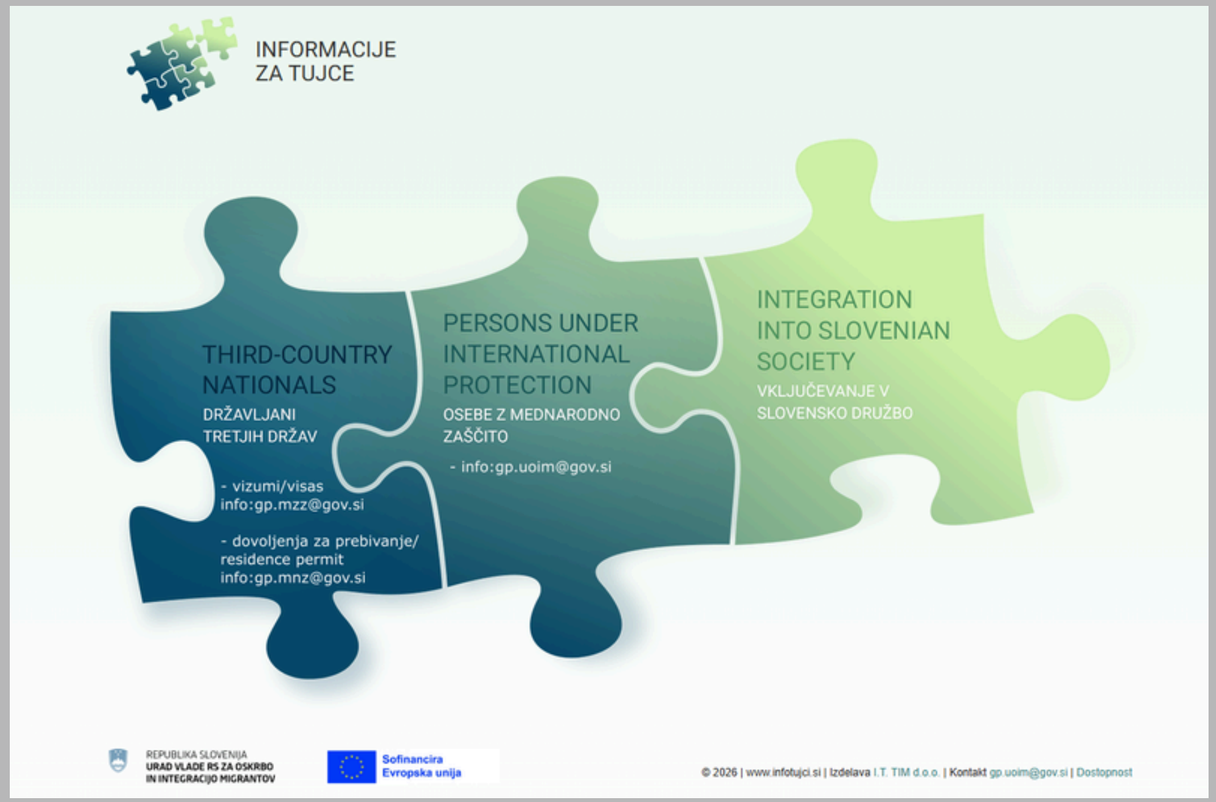
Residence permit, Health insurance

IMPORTANT!

- For living in Ljubljana you need a valid Residence permit/viza and health insurance!

HEALTH INSURANCE

- It has to be valid for the whole period of your stay in Slovenia.
- In case it will not be and accident happens, you will have to pay the costs for hospital yourself! Costs are extremly high in the hospital!
- EU citizens: EU Bluecard – covers only emergent treatments. We suggest you buy a private insurance.



Residence permit

When: 3 months after entering Slovenia (in case you do not need visa)
Where: Administrative Unit in Ljubljana
(Upravna enota Ljubljana, Oddelek za tujce)
Address: Tobačna 5 (above the restaurant "Marjetica", 3rd floor)

When to apply?

- Without the appointment: until 9th October

Monday, Tuesday, Wednesday: 10am – 2pm
Thursday: closed
Friday: 9am – 12pm
Every working day there will be slovenian students who will be able to help you.

- After 9th October, you will need an appointment date or send by registered post (there is a waiting list for the date, at least 2 months). Please contact us to check your documents if you will apply by post.



Residence permit for EU residents

Documentation:

1. **Signed application form**
2. **Photo**
3. **Signature**
4. **Enrolment confirmation**
5. **Health insurance**
6. **Statement of student about sufficient finance** for living in Slovenia (507,43€/month)
7. **Statement of intended stay**
8. **Certified copy of a valid identity document**
9. **Fee 21,92€** (you can pay at the Administrative unit if you submit the documents there. Not in case sending by post)

Procedure and info: click here

Residence permit for non EU residents

Documentation:

1. **Signed application form**
2. **Colour Photo** (35 x 45mm, fit for biometric documents)
3. **Signature** (sign at the administrative unit or in a form if applying by post)
4. **Enrolment confirmation certificate**
5. **Health insurance**
6. **Sufficient finance for living in Slovenia**
    a. Documentation for scholarship
    b. Bank statement about financial means on your account or your parents: 507,43€*x months of study
    c. Statement you prepare yourself about your finances (in case you are financing yourself, prepare a statement that this are your savings)
7. **A police clearance certificate** not older than 3 months with apostile (depends on the country) and translation in Slovene
8. **A certified copy of a valid passport** (or only a copy if applying at the Administrative unit)
    a. It has to be valid 3 months longer than the intended stay in Slovenia
    b. Copy of the page with the date of your arrival to Slovenia, or copy of visa
9. **Submit fingerprints at the Administrative Unit** (if applying by post, you will receive email from them about the appointment)
10. **Copies of travel tickets** to Ljubljana with the date (bus, plane, etc.)
11. **Fee** : 54,50€ + 15,47€ (you can pay at the administrative unit if you submit the documents there, not in case you apply by post)

More information:

- documents,
- applying for the date at the Administrative unit.

Residence permit for non EU residents (with residence permit for studying in EU)

Documentation:

1. **Signed application form**
2. **Colour Photo** (35 x 45mm, fit for biometric documents)
3. **Signature** (sign at the administrative unit or in a form if applying by post)
4. **Enrolment confirmation certificate**
5. **Health insurance**
6. **Sufficient finance** for living in Slovenia (507,43€/month)
    a. Documentation for scholarship
    b. Bank statement about financial means on your account or your parents: 507,43€*x months of study
    c. Statement you prepare yourself about your finances (in case you are financing yourself, prepare a statement that this are your savings)
7. **A police clearance certificate** not older than 3 months with apostile (depends on the country) and translation in Slovene
    a. In case of exchange students coming from EU countries: you will give your statement at the Administrative unit that you have already submitted police clearance in the country of your full time studies)
8. **A certified copy of a valid passport**
   (or only a copy if applying at the Administrative unit)
    a. It has to be valid 3 months longer than the intended stay in Slovenia
    b. Copy of the page with the date of your arrival to Slovenia, or copy of visa
9. **Submit fingerprints** at the Administrative Unit (if applying by post, you will receive email from them about the appointment)
10. **Copies of travel tickets** to Ljubljana with the date (bus, plane, etc.)
11. **Fee** : 54,50€ + 15,47€ (you can pay at the administrative unit if you submit the documents there, not in case you apply by post)

More information:

- documents,
- applying for the date at the Administrative unit.



National Holidays

The faculty is closed on National Holidays

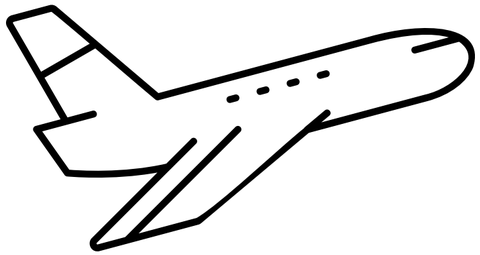
- 31st October (Reformation Day)
- 1st November (Day of Remembrance for the Dead)
- 25th December (Christmas)
- 26th December (Independence and Unity Day)
- 1st and 2nd January (New Year)
- 8th February (Prešeren Day)
- 6th April (Easter Monday)
- 27th April (Day of uprising against occupation)
- 1st May (Labour day)
- 2nd May (Labour day)
- 25th June (Statehood day)



Meetings and Events

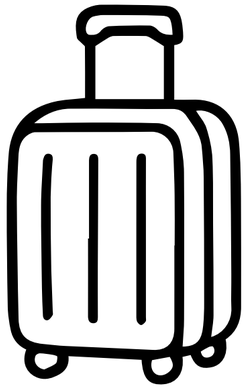
- Traditional dinner, Thursday 8th October at 7pm

Confirmation of Arrival/Departure



- **Confirmation of Arrival**
  - already signed
  - at the International Office at UL
  - or by the coordinator at FRI (today)

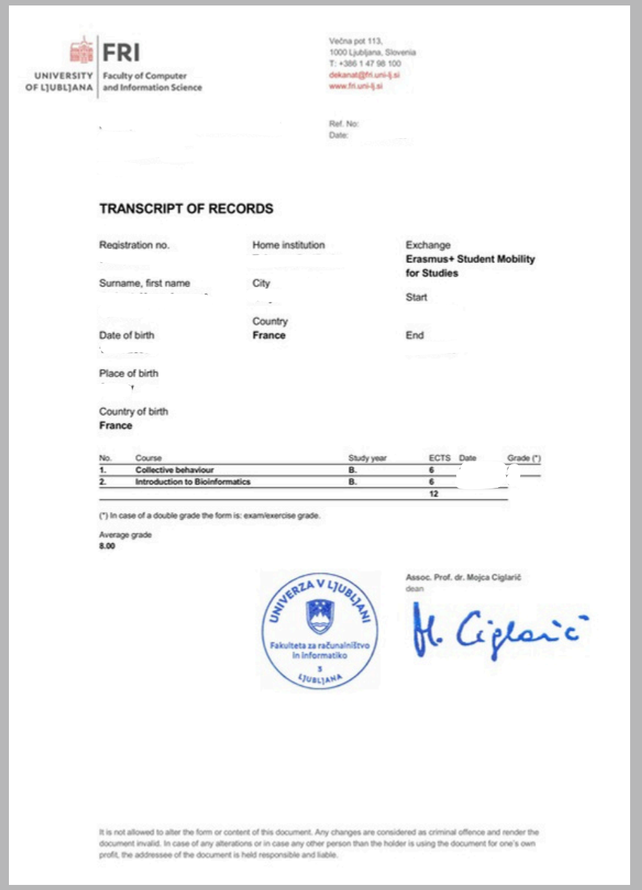
- **At the end of your stay you need to get Confirmation of Departure**
  - signed and stamped by the coordinator at FRI
  - on the last day of your stay (or few days before)
  - when you collect your ToR
  - return books to the library
  - return your student card!



Transcript of Records

- At the end of your stay you need to download Transcript of records yourself from Studis
  - Click Print - on the bottom of the first page in Studis
  - You can download it after all your grades are written in Studis

- **IMPORTANT**: If you want to retake any exam in the summer examination period, please, inform the International Office before your departure!



UNIVERSITY OF LJUBLJANA | FRI Faculty of Computer and Information Science

Večna pot 113,
1000 Ljubljana, Slovenia
T: +386 1 47 98 100
dekanat@fri.uni-lj.si
www.fri.uni-lj.si

Ref. No:
Date:

TRANSCRIPT OF RECORDS

Registration no.

Surname, first name

Date of birth

Place of birth

Country of birth
France

Home institution

City

Country
France

Exchange
Erasmus+ Student Mobility for Studies

Start

End

No.	Course	Study year	ECTS	Date	Grade (*)
1.	**Collective behaviour**	**B.**	**6**		
2.	**Introduction to Bioinformatics**	**B.**	**6**		
			12		

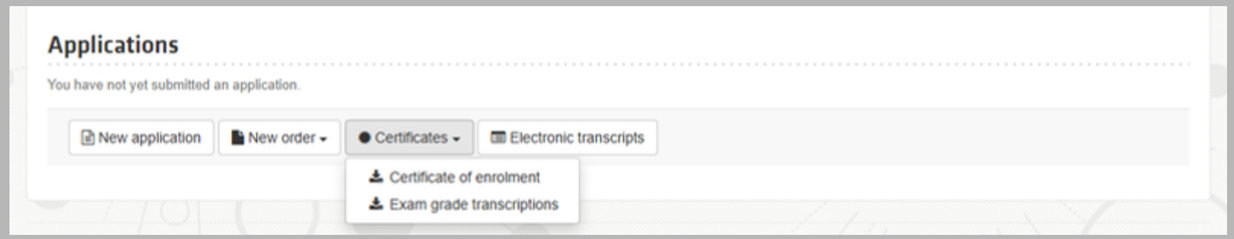
(*) In case of a double grade the form is: exam/exercise grade.

Average grade
8.00

UNIVERZA V LJUBLJANI
Fakulteta za računalništvo in informatiko
LJUBLJANA

Assoc. Prof. dr. Mojca Ciglarič
dean

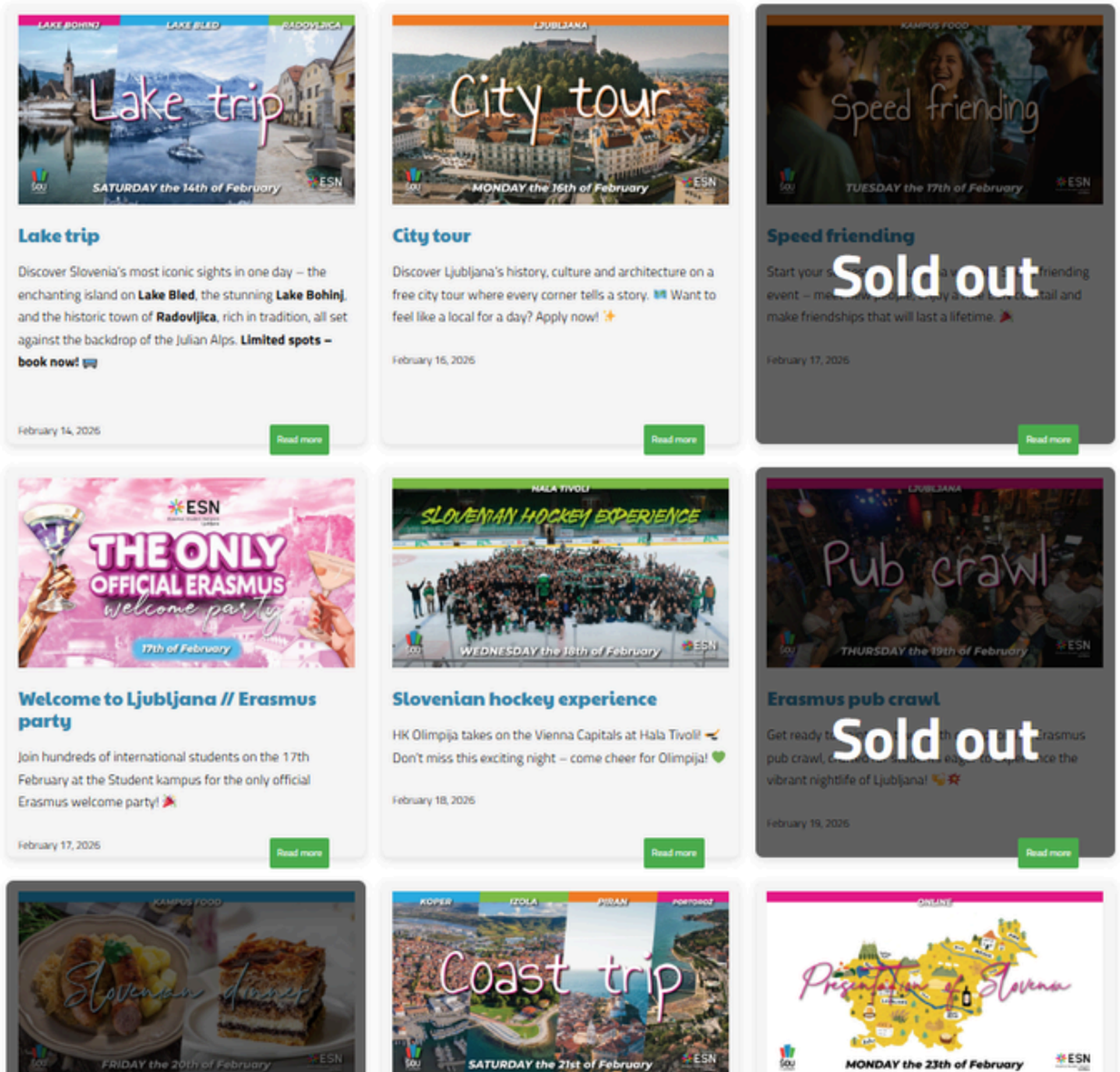
It is not allowed to alter the form or content of this document. Any changes are considered as criminal offence and render the document invalid. In case of any alterations or in case any other person than the holder is using the document for one's own profit, the addressee of the document is held responsible and liable.



Formalities

- **ESN Ljubljana**
  - ESN @ ŠOU Ljubljana
  - esn@sou-lj.si
  - FB ESN Ljubljana

- **ESN Ljubljana University**
  - www.erasmusljubljana.si
  - tutor@erasmusljubljana.si
  - FB Erasmus Ljubljana University



Formalities

- **Public Transport (LPP)**
  - transferable Urbana card
  - personal Urbana time card, monthly student ticket (unlimited travel)
  - Apply with a paper form

- **Bicikelj (bike rental)**
  - 3€ per year
- **Subsidized meals (link)**
- **Student Organization of University of Ljubljana (ŠOU v Ljubljani)**
  - International Office at Pivovarniška 6
  - meal coupons, ESN cards, events, Welcomeweek





Student meals coupons (Boni)

- **Apply for boni coupons online:**
  - https://www.studentska-prehrana.si/en
  - You will receive a number on the top right corner in the document

- **Go to ŠOU LJ office (Student Organization Campus)**
  - They will register your name in the system
  - You need: EMŠO number, enrolment certificate, application number
  - Use: phoneapp/card
  - Address: Pivovarniška 6

  Office hours:
  Monday - Tuesday: from 8am – 5pm
  Friday: 8am – 2pm

- **20 coupons per month**
- **Broad offer of restaurants, not all**



