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: Monday, from 10 - 11 AM

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

Student buddies

- Tomi Božak, tb85088@student.uni-lj.si
- Adam Rychert, ar77558@student.uni-lj.si

Whatsapp

1919
year of establishment

41.000
students

6.000
employees

University of Ljubljana

23
faculties

3
art academies

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
- 210 employees

UL FRI

5 Undergraduate programmes

- 2: computer and information science (academic, professional)
- 3: CS and mathematics, Multimedia, Administrative Information Systems (interdisciplinary with other Faculties)

7 Master programmes

- 2: Compute and information science, Data Science
- 3: 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 programme

- Computer and information science
- Biosciences (interdisciplinary)

Erasmus mundus joint degree in Artificial Intelligence

Co-funded by the European Union

The EMAI offers (web page)

- A unique academic offer based on four universities of academic and research excellence, with four possible specialisations:
  - **Intelligent Decision Making** in Barcelona
  - **Robotics** in Rome
  - **Cybersecurity** in The Netherlands
  - **Data Science** in Ljubljana

Radboud University Nijmegen

SAPIENZA UNIVERSITÀ DI ROMA

- fee waivers and
  Erasmus Mundus scholarships (1.400€/month)

Universitat Pompeu Fabra Barcelona

University *of Ljubljana*

Deadline to apply: beginning of January 2026

Study Calendar

- Two semesters
  - winter
    - Wednesday, 1 October 2025 – Friday, 16 January 2026
  - summer
    - Monday, 16 February 2026 – Friday, 3 June 2026
  - approx. 15 weeks each
- Exam period

Winter

19 January 2026 –
13 February 2026

Summer

4 June 2026 –
3 July 2026

Autumn

17 August 2026 –
13 September 2026

Courses (Predmeti)

- Courses for exchange students are listed on the web
  - some courses are in English, some in Slovene
  - CHANGES CAN BE DONE UNTIL MONDAY, 6th October
- 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 the tutors 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.

UL FRI

Changes of courses – **until Monday, 6th October** by email!

There is one new courses available for the next year (added this month).

63777	Sustainable computing	Winter semester	6 ECTS	Bachelor

Grading System

- UL uses marks 5 to 10
  - 6 to 10: pass
  - 5: fail

- Description
  - 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

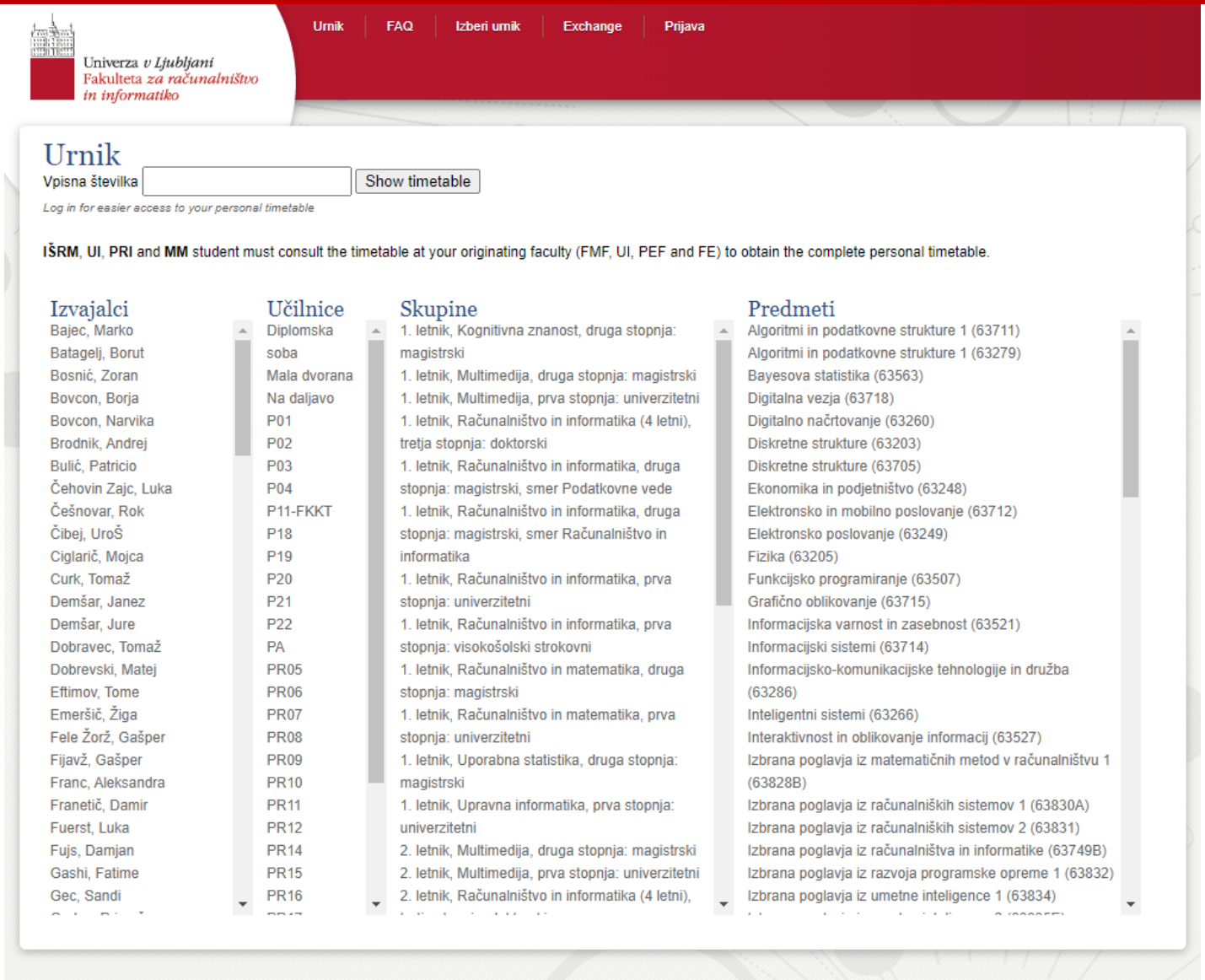
- Enrolment Number (Student ID Number)
  - get at UL (70xxxxxx) or FRI (63xxxxxx)
- Citizen Number (EMŠO)
  - get at FRI (e.g. 0104980500123)
- Student Card – receive later in October
  - get at UL or FRI
  - return at the end of exchange
  - when annulled you can get it back as a souvenir
  - if lost, revoke and ask for duplicate!
- Digital 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...

Study

- Semester begins on Wednesday, 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

Schedule

Schedule – [website]



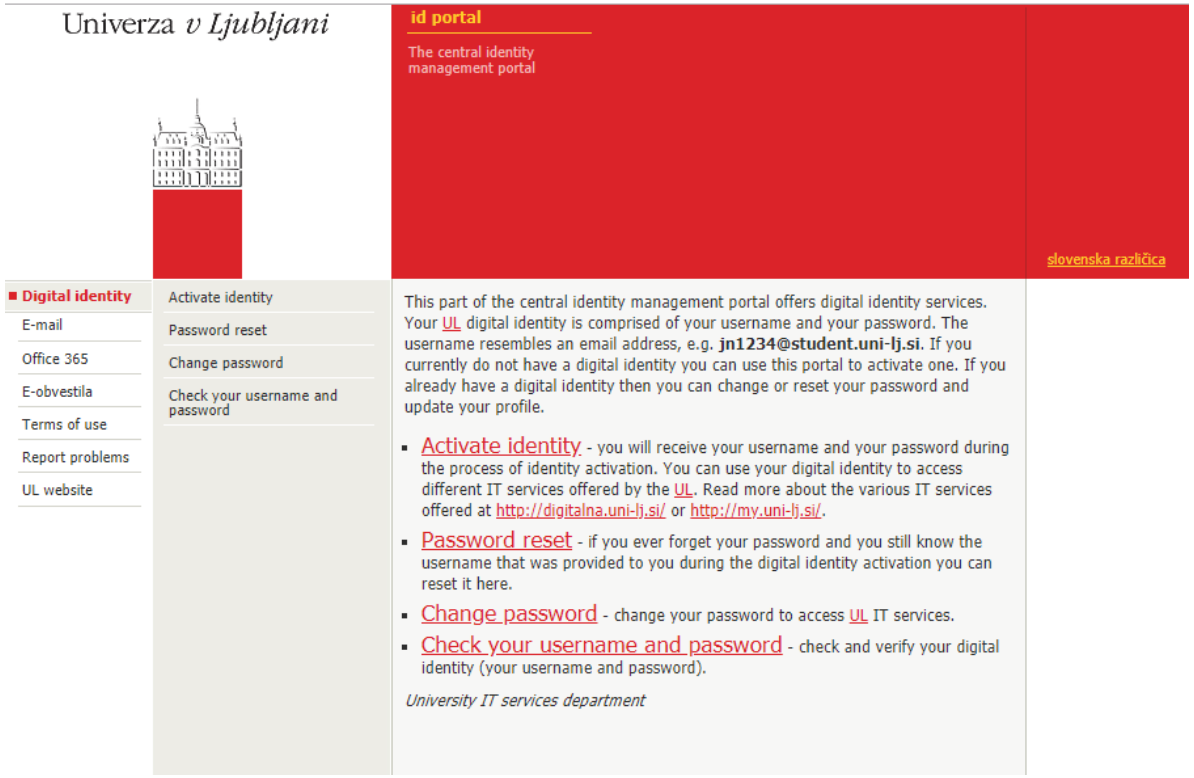
Digital Identity

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

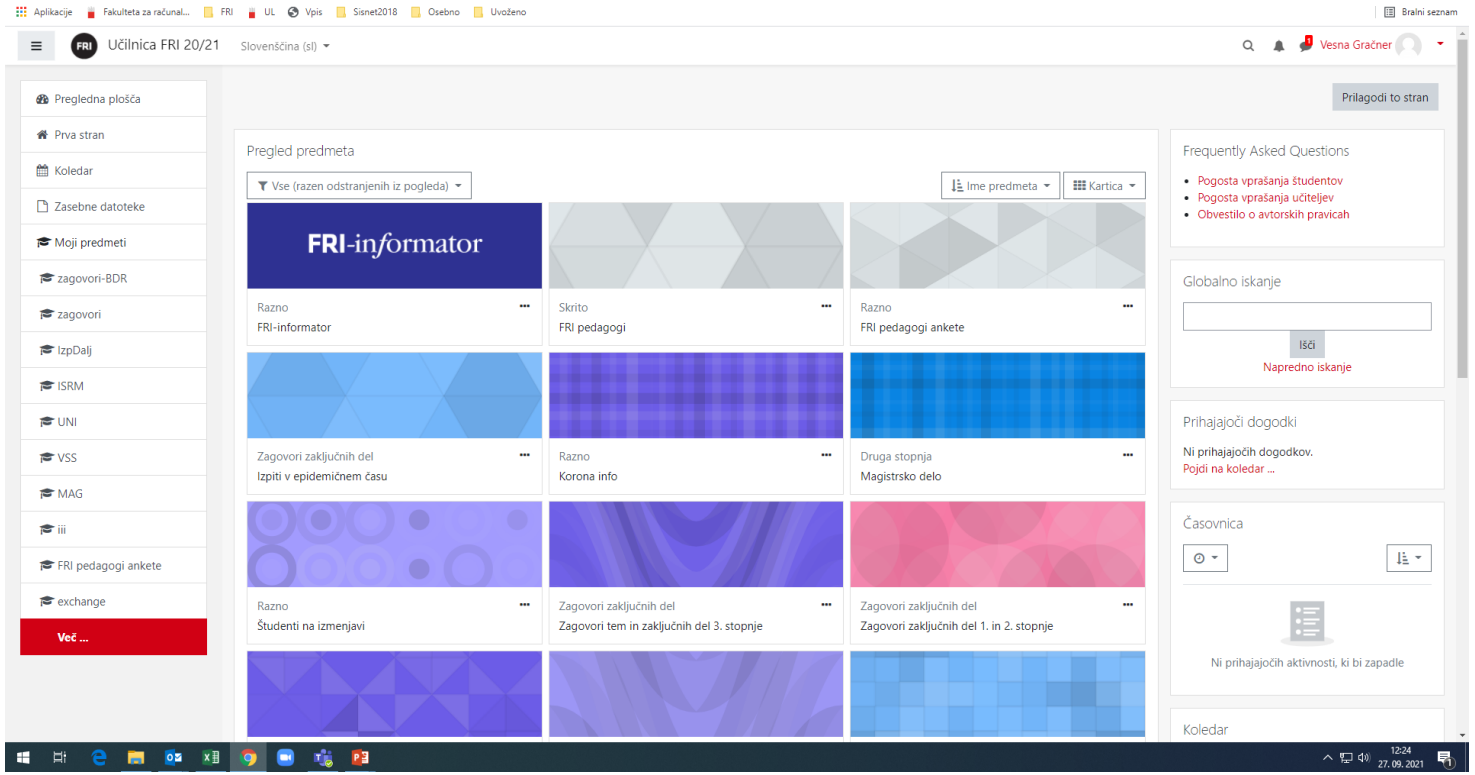
Usage:

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



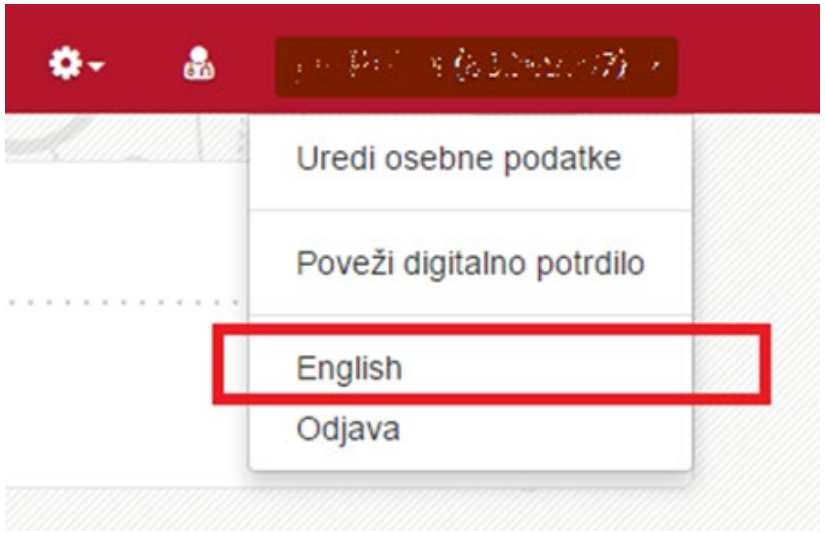
Ucilnica

- FRI online classroom (Moodle)
  - https://ucilnica.fri.uni-lj.si
  - login with your Digital ID UL
  - enrol 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

Transcript of Records

- At the end of your stay you need serlf Transcript of Records (ToR)
  - download from Studis (on the first page-Print)
  - after all your grades are in Studis

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

Residence permit, Health insurance

IMPORTANT!

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

HEALT 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 Blue card – 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

When to apply?

-Without the appointment: until 10th October

Monday, Tuesday, Wednesday: 9am – 2pm

Thursday: closed

Friday: 9am – 12pm

Only next week there will be slovenian students who will be able help you.

- After 10 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:

- Signed application form
- Photo
- Signature
- Enrolment confirmation
- Health insurance
- Statement of student about sufficient finance for living in Slovenia (465,34€/month)
- Statement of intended stay
- Certified copy of a valid identity document
- fee 21,92€ (you can pay at the Administrative unit if you submit the documents there. Not in case sending by post)

Residence permit for non EU residents

Documentation:

- Signed application form
- Colour Photo
- Signature
- Enrolment confirmation certificate
- Health insurance
- Sufficient finance for living in Slovenia (465,34€/month)
  - Documentation for scholarship
  - Bank statement about financial means on your account or your parents: 465,34*x months of study
- A police clearance certificate not older than 3 months with apostile (depends on country) and translation in Slovene
- A certified copy of a valid passport
  - It has to be valid 3 months longer then the intended stay in Slovenia
  - Copy of the page with the date of your arrival to Slovenia, or copy of visa
- Submits fingerprints at the Administrative Unit
- 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)

National Holidays

- The faculty is closed on National Holidays
  - 1st November (Day of Rebmembrance for the Dead)
  - 31st October (Reformation Day)
  - 25th December (Christmas)
  - 26th (Independance and Unity Day)
  - 1st and 2nd January (New Year)
  - 1st April (Easter)
  - 27th April (Day of upprising against ccupation)
  - 1st May (Labour day)
  - 2nd May (Labour day)
  - 25th June (Statehood day)

Meetings and Events

- Intercultural communication workshop

- Informal meetings and events
  - Tradional dinner

Confirmatino 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!

Formalities

- ESN Ljubljana
  - ESN @ ŠOU Ljubljana
  - esn@sou-lj.si, karnel.jorg@gmail.com
  - 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, Welcome week

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: phone app/card
  - Address: Pivovarniška 6

Office hours:

Monday - Tuesday: from 8am – 5pm

Friday: 8am – 2pm

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