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 LJUBLJA01

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

Head of International Relations Office
Mrs. Danijela Voljič
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Tel.: +386 1 5892 486

Incoming students Mobility
Ms. Petra Burgar
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Tel.: +386 1 5892 518

Outgoing students Mobility
Ms. Tina Vujaškovič
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EU Projects
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Academics & Staff Mobility, EU projects
Ms. Klavdija Besednjak
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Tel.: +386 1 5892 592

Summer Programmes at FELU, short programmes
Ms. Adrijana Lazič
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Double Degrees
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Tel.: +386 1 5892 605

Contact

Ms. Katja Gostinčar
katja.gostincar@ef.uni-lj.si
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
incomings@ef.uni-lj.si
Tel: +386 1 5892 518

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.

Course Catalogue

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)

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 send 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
Private accommodation: approx. 150€ - 350€
Student dormitory: approx. 120€ - 190€

Expenses
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