

A photograph of a university courtyard. In the foreground, a large, stylized, grey and black sculpture stands on a grassy area. The sculpture has a black triangular base with a red square and the text 'Univerza v Ljubljani' and 'Fakulteta za elektrotehniko'. A paved path leads from the sculpture towards a modern building with large glass windows. The building is surrounded by green trees and a well-maintained lawn. The sky is overcast.

WELCOME TO INFORMATION MEETING FOR EXCHANGE STUDENTS

University of Ljubljana

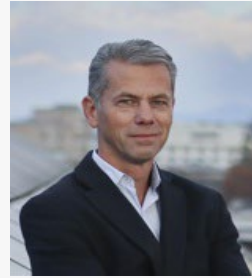
Faculty *of Electrical Engineering*

ESN/International office of Student Organization

Practical and useful information for students, organization of events, trips, social and sport gatherings..

[Events - ŠOU urejanje prijav \(sou-lj.si\)](http://sou-lj.si)

PROF. DR. MARKO TOPIČ
DEAN



Univerza v Ljubljani
Fakulteta *za elektrotehniko*



PROF. DR. BOŠTJAN BLAŽIČ
VICE-DEAN FOR EDUCATION



IZR. PROF. DR. BOŠTJAN MUROVEC
COORDINATOR
BOSTJAN.MUROVEC@FE.UNI-LJ.SI



University of Ljubljana – Office of International Relations



Faculty of Electrical Engineering
Student office – international office



Student office

- International student office hours: 10:30 am–12:30 pm

- Administration office: Katarina Erjavec Drešar

katarina.erjavec-dresar@fe.uni-lj.si

international.office@fe.uni-lj.si



Central Office of International Relations covers:

- Application process, student cards , accommodation in student dormitories, practical information – transportation, student meals, residence permit, others
- **Faculty International office / coordinator:** faculty information, confirmation of arrival/departure, changes of Learning Agreement, Transcript of records and much more
- **ESN/International office of Student Organization:** practical and useful information for students, organization of events, trips, social and sport gatherings

Accommodation

- STUDENT DORMITORIES – all rooms booked (reserve list)
- PRIVATE ACCOMMODATION – help or advice from International Office of the Student Organization, Pivovarniška 6 (Kampus), write an e-mail to: rooms@sou-lj.si
Office hours: Monday, Tuesday, Thursday : 16.00 - 19.00

Here you will get an advice on how and where to look for private accommodation.

It is relatively difficult to find accommodation in Ljubljana these days. The prices are between 180€ and 400€ or more per person per month, depending on the location and size of the room.

Some webpages where you can look for a room:

- <https://www.realestate-slovenia.info/ads-for-rent/ljubljana-city/apartment/one-room/> (English)
- <http://www.mkvadrat.si/> (Slovene)
- <https://housinganywhere.com/>
- <https://www.spotahome.com/>
- FB group: Stanovanjce, stanovanjce, kje si? <https://www.facebook.com/groups/195726830526565/>

First Residence Permit: by post

[Temporary residence – international students – review of the documentation](#)

You will find all updated information and forms here: <https://www.uni-lj.si/study/information/international-students/> If you are staying in Slovenia **for more than 3 month** you have to apply for the First Residence Permit (and report your temporary address if you are staying in a private flat) as soon as possible after the arrival. www.uni-lj.si/study/information/international-students/

You should go to the Administration Unit (Upravna enota), Tobačna ulica n. 5, 1000 Ljubljana; previous APPOINTMENT IS recommendable - 00386 1 828 16 90 or e-mail: narocanje.uelj@gov.si. You can also go there without an appointment, but the people with the appointment will have priority.

Documents:

1. A valid identity card or passport – copy
2. Acceptance letter – original (or copy),
3. Health insurance – European Health Insurance Card – copy,
4. Statement of having enough money and with your planned mobility (in attachment)
5. Photo (biometrical)
6. Application form (in attachment)

More information here - <https://www.uni-lj.si/study/information/temporary-residence-permit-in-the-republic-of-slovenia>

Non EU citizens also need:

1. a police clearance certificate of not older than three months from the home country (if the country in question is not Slovenia, translated into Slovenian, and verified; and will have to submit fingerprints personally).
2. Proof of financial means (scholarship, bank statement..)
3. Application form <https://www.uni-lj.si/study/information/temporary-residence-permit-in-the-republic-of-slovenia>

If you obtained Visa D prior to your arrival to Ljubljana, you don't need to apply for residence permit, but if you will be staying in private accommodation you have to report your temporary address to the administrative unit on Tobačna 5!

For registering the temporary address, you also need a contract for your room or the statement of the owner of the apartment!



First Residence Permit: new window

the Ljubljana Administrative Unit, Department for Foreigners, Tobačna ulica 5, 1000 Ljubljana, is **opening a special window for accepting applications for a temporary residence permit for study purposes (first application and extension of the permit) starting Monday, February 12, 2024 till February 23, 2024.**

Students who can apply for a temporary residence permit for study purposes:

- are accepted into publicly valid educational or study programs,
- carry out professional development, practical training, specialization or participate in an international study exchange of relevant educational institutions in Slovenia.

In order to be issued a temporary residence permit for study purposes, students must fulfill the conditions for issuing the permit and submit the relevant documents, which are published on our website: <https://www.uni-lj.si/study/information/temporary-residence-permit> . - in the Republic of Slovenia (basic information is also available in Slovenian: https://www.uni-lj.si/studij/osnovne_informacije/zacasno-prebivalisce/).

SPECIAL DESK AT THE ADMINISTRATIVE UNIT (FOR THE UNIVERSITY OF LJUBLJANA STUDENTS)

Together with Administrative Unit Ljubljana, we decided on a special desk for our international students **from Monday, February 12, 2024 till February 23, 2024.**

A special desk will be open: Monday - Thursday: 10:00 am until 2.00 pm and Friday, 9.00 am until 12:00 am

Address: Administrative Unit Ljubljana, Tobačna 5, 1000 Ljubljana

Entrance: waiting room F (entrance from parking)

Student bus card (URBANA time card-green):

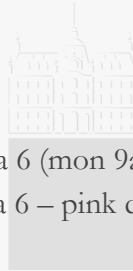
- How much: 20 EUR per month (2€ for the card)
 - the pass is valid from the first day of the month until the first day of the next month, ex. 1 October -1 November
- With special form: **Subsidized monthly pass application form**, filled in and equipped with EMŠO number, go to this address: LPP, Slovenska 56, 1000 Ljubljana, office hours until 11 October 2000 → 7.00 am to 7.00 pm (later until 3.30pm); main **Bus Station, Trg OF 4**, 6am – 8pm
- **You don't need the signature or stamp of the faculty**
- If you think you will not use the bus often, you can get Urbana value card– yellow (one ride costs 1.30€) – you can purchase it in any kiosk or at the post office. The card itself costs 2€. <http://www.jhl.si/en/single-city-card-urbana>
- Or **Rent a city bike**: Annual subscription: 3 €, <http://en.bicikelj.si/>

Self-Service bike borrowing system „BICIKELJ“

- **Rent a city bike:** Annual subscription: 3 €, <http://en.bicikelj.si/>
- SELF-SERVICE BIKE BORROWING SYSTEM “BICIKELJ” for only 3 EUR/year
- - Easiest way to travel around Ljubljana is with free-of-charge bicycle rental Bicikelj, it requires prior registration at <http://en.bicikelj.si/> and any kind of Urbana card.
- You can also buy a second hand bike: <http://www.bolha.com/rekreacija-sport/kolesarstvo/kolesa/cestna-kolesa/?location=Osrednjeslovenska%2FLjubljana%2F> (only in Slovene)

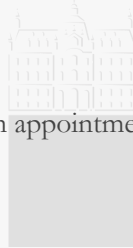
Student meals (valid from 2 October on or for summer semester from February 19 on)

1. You need your mobile phone with mobile data or Slovene SIM card. (Free SIM cards should also be available at the Student Organization of the University – ŠOU (Pivovarniška 6, Kampus, office hours Monday, Tuesday, Thursday: 16.00 - 19.00); you can also get a special card used only for the food system – 15€ non-refundable, 1-2 days to be operative;
2. Register on-line: www.studentska-prehrana.si
3. For the final registration go to INFO point at Pivovarniška 6 (mon 9am-3.30pm, Wed 9am-3.30pm); email: studentska.prehrana@sou-lj.si or ESN office (Pivovarniška 6 – pink door ☺)
4. You also need EMŠO number (unique personal number – 13 digit number starting with your date of birth) – provided by the faculty- please contact your faculty coordinator https://www.uni-lj.si/international_cooperation_and_exchange/erasmus-plus-programme/erasmus_plus_coordinators/
5. You will get app. 20 subsidies per month. You can use the system twice a day (4 hours break between the meals), from 8am until 9pm, also during weekends
6. More info and list of restaurants: www.studentska-prehrana.si



Health

- If you get sick or have a toothache, you should visit:
- **ZDRAVSTVENI DOM ZA ŠTUDENTE (Health Centre for students)** <http://www.zdstudenti.si/en/>
- Address: Aškerčeva 4, 1000 Ljubljana
- Choose a doctor from the list on the web page and call for an appointment or book it online (<https://www.zdstudenti.si/en/information-for-patients/appointments/>).
- You need to bring your European Health Insurance Card or your insurance policy! You can find more information on our health care system and useful contacts in the brochure in attachment.



Sports

Center for Extracurricular Activities – FREE sport activities

Contact: University sport hall Rožna dolina, Svetčeva 11, phone 01/241 86 36, sport@uni-lj.si

- FB <https://www.facebook.com/cod.sportul/>
- INSTA <https://www.instagram.com/sport.ul/>
- www https://www.uni-lj.si/extracurricular_activities/sport_en/seasonal_sports_recreational_programmes/



Temporary student jobs

You can work via Student Service if you have student status in Slovenia or if you are doing your practice or studies as a part of an international exchange programme in Slovenia <https://www.studentski-servis.com/studenti/foreigners>

You will have to open bank account in any of the banks here. For opening a bank account, you will need Slovenian tax number.

You can get it here (tax number):

Davčni urad Ljubljana, p. p. 107, 1001 Ljubljana

Davčna ulica 1, Ljubljana

T: 01 369 3000

E: [lj.fu\(at\)gov.si](mailto:lj.fu(at)gov.si)

Office hours:

Monday 8.00 to 12.00 and 13.00 to 15.00

Tuesday 8.00 to 12.00 and 13.00 to 15.00

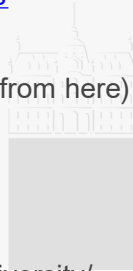
Wednesday 7.00 to 12.00 and 13.00 to 17.00

Friday 8.00 to 13.00

You need to register an appointment first at phone: 01 369 3000 or email: lj.narocanje.fu@gov.si

Fun and useful information 1 / 2

- ŠOU – STUDENT ORGANIZATION, International Office, Pivovarniška 6, Kampus.
- Office hours: please contact them by e-mail: esn@sou-lj.si
- Web page: <http://www.sou-lj.si/sl/international-students>
- ESN LJUBLJANA LIKE PAGE (All events will be hosted from here)
- <https://www.facebook.com/ESNljubljana>
- **ESN UNI LJ or YOLO team:**
- PAGE: <https://www.facebook.com/ErasmusLjubljanaUniversity/>
- Email address: tutor@erasmusljubljana.si OR fdv.tutor@gmail.com
- Website: www.erasmusljubljana.si

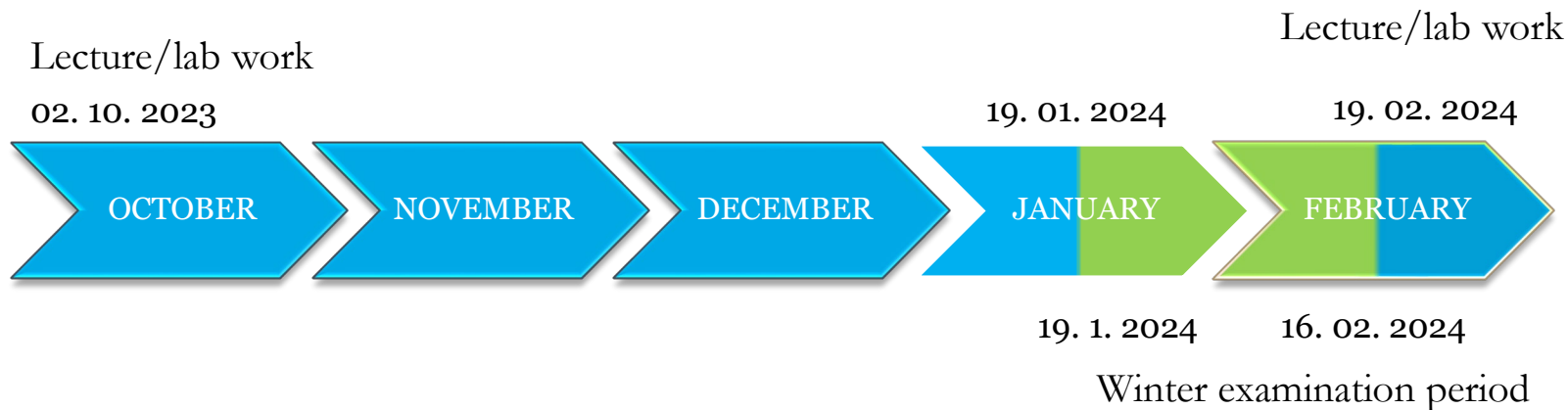


Fun and useful information 2/2

- **WHERE TO FIND:**
- **STUDENT MEALS REGISTRATION, FREE SIM CARDS, ESN OFFICE-** [https://www.google.si/maps/place/e - %C5%A0tudentski+Servis+Ljubljana+Kampus/@46.058714,14.4996033,17z/data=!4m13!1m7!3m6!1s0x4765329f51bb2a5f:0xbc289bacee0d6dd!2sPivovarni%C5%A1ka+ulica+6,+1000+Ljubljana!3b1!8m2!3d46.0587212!4d14.5018343!3m4!1s0x4765329f51bb2a5f:0x601874375dc8367f!8m2!3d46.0582061!4d14.5007884?hl=sl](https://www.google.si/maps/place/e-%C5%A0tudentski+Servis+Ljubljana+Kampus/@46.058714,14.4996033,17z/data=!4m13!1m7!3m6!1s0x4765329f51bb2a5f:0xbc289bacee0d6dd!2sPivovarni%C5%A1ka+ulica+6,+1000+Ljubljana!3b1!8m2!3d46.0587212!4d14.5018343!3m4!1s0x4765329f51bb2a5f:0x601874375dc8367f!8m2!3d46.0582061!4d14.5007884?hl=sl)
- **BUS CARD REGISTRATION:**
<https://www.google.si/maps/place/LPP+Ticket+Office/@46.0562149,14.5038813,17z/data=!3m1!4b1!4m5!3m4!1s0x4765329e80b761b9:0x8184f05bdecc70d3!8m2!3d46.0562112!4d14.50607?hl=sl>
- **RESIDENCE PERMIT REGISTRATION:**
<https://www.google.si/maps/place/Upravna+enota+Ljubljana,+Sektor+za+upravne+notranje+zadeve/@46.0490113,14.4961199,17z/data=!4m8!1m2!2m1!1soddelek+za+tuji+ljubljan!3m4!1s0x0:0x6401c26ff98432!8m2!3d46.0480722!4d14.4927981?hl=sl>
- **HEALTH CENTER FOR STUDENTS:**
<https://www.google.si/maps/place/Zdravstveni+dom+za+%C5%A1tudente+univerze+v+Ljubljani/@46.0468723,14.4969478,17z/data=!3m1!4b1!4m5!3m4!1s0x47652d665a7eff95:0x80e3f8a99d0d0cbc!8m2!3d46.0468686!4d14.4991365?hl=sl>
- **OFFICE OF INTERNATIONAL RELATIONS (CENTRAL):**
<https://www.google.si/maps/place/Univerza+v+Ljubljani/@46.0491975,14.5019665,17z/data=!4m5!3m4!1s0x0:0x6adcebe09c18a86d!8m2!3d46.0491938!4d14.5041552?hl=sl>
- **RECEPTION OFFICE OF DORMITORIES (next to Restavracija Rožna kuhna):**
<https://www.google.si/maps/place/Restavracija+Ro%C5%BEna+Kuh'na/@46.0522073,14.4869551,17z/data=!4m8!1m2!2m1!1smenza+ro%C5%BE+na+dolina!3m4!1s0x0:0xc0cfed88ec5b86ef!8m2!3d46.0515849!4d14.487657?hl=sl>



Winter semester 2023/2024





Summer semester 2023/2024

Autumn examination period

Lecture/lab work – one/two week later

19. 02. 2024

FEBRUARY

MARCH

APRIL

MAY

JUNE

19. 08. 2024

AUGUST

13. 09. 2024

SEPTEMBER

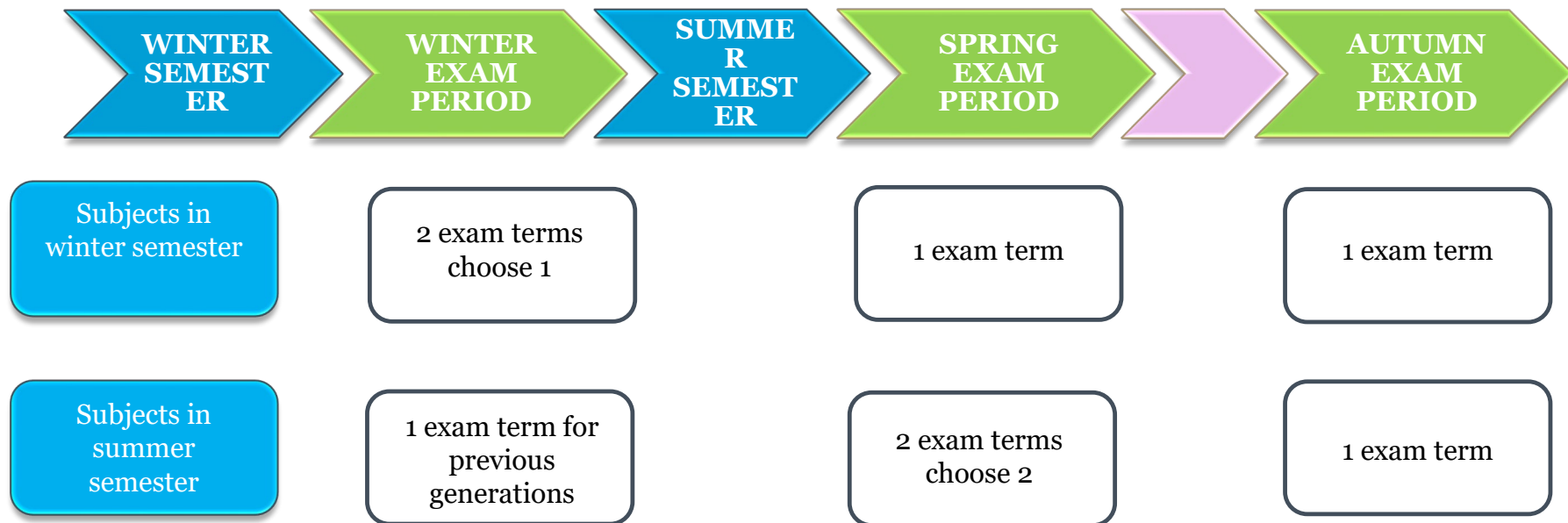
31. 05. 2024

03. 06. 2024 28. 06. 2024

Summer examination period

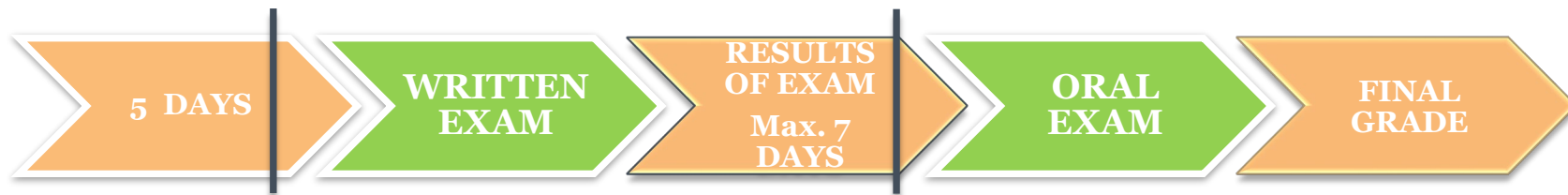


Organization of exam terms





Examination Rules



Registration

Unregister until noon one day before

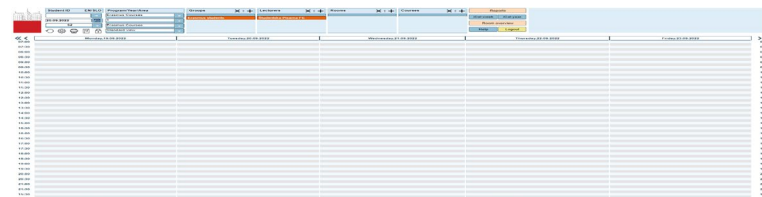
Registration/unregister until 8 pm one day before.

UNATTENDED EXAM = FAIL



Timetable

1. step: click on the link: https://wise-tt.com/wtt_fe_en/



2. step: select English

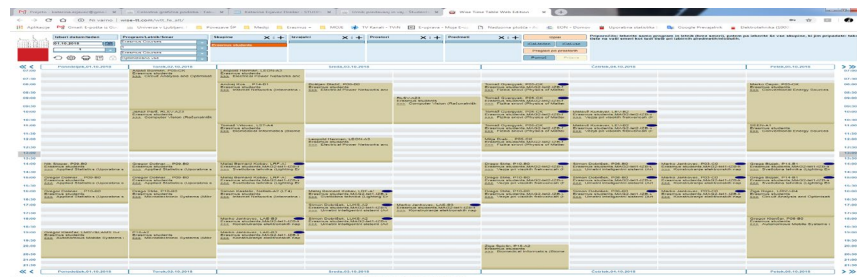


Student ID	EN/SLO	Program/Year/Area	Groups
<input type="text"/>	<input type="text"/>	Erasmus Courses	Erasmus students
25.09.2022	<input type="text"/>	1	
52		Erasmus Courses	
		Standard view	

3. step: under Program/Year/Area
-> select ERASMUS COURSE!



4. Step – final timetable





How the timetable is written:

(Lighting) - P, P12-B1;

UN2-let1-IZB-sv.te.

Svetlobna tehnika (Lighting) - P, P12-B1;

UN2-let1-IZB-sv.teh.

Svetlobna tehnika (name of subject in Slovenian language)

Lighting (name of subject in English language)

-P (lecture) if there will be "L" (laboratory work) or "A" (auditory work)

P 12-B1 (first P12 in the number of lecture room) and B1 (building "B", floor 1)

All the other information is not so important for you

UN2 (level of study) – in this case second (master) level

Let1 (year of study) – in this case first year

IZB-(that this subject you can choose – for our students)

Sv. the. (text format)

Please do not forget to contact each of your professor by email!

Changing LA

- Changing LA You can change your LA in first week of October - the last day for sending me signed LA is **Friday, October 6th, 2023 till 10:00 for summer semester**
FRIDAY, February 23th, 2024 till 10:00!!
- There is no need to get the signature from your coordinator but he must know for changes and he will be able to sign it later
- Possible selection only from our list for exchange students

Student system => STUDIS

STEPS FOR LOG IN:

1st step: ACTIVATE YOUR UL-ID DIGITAL IDENTITY

->Problems? Report problem!

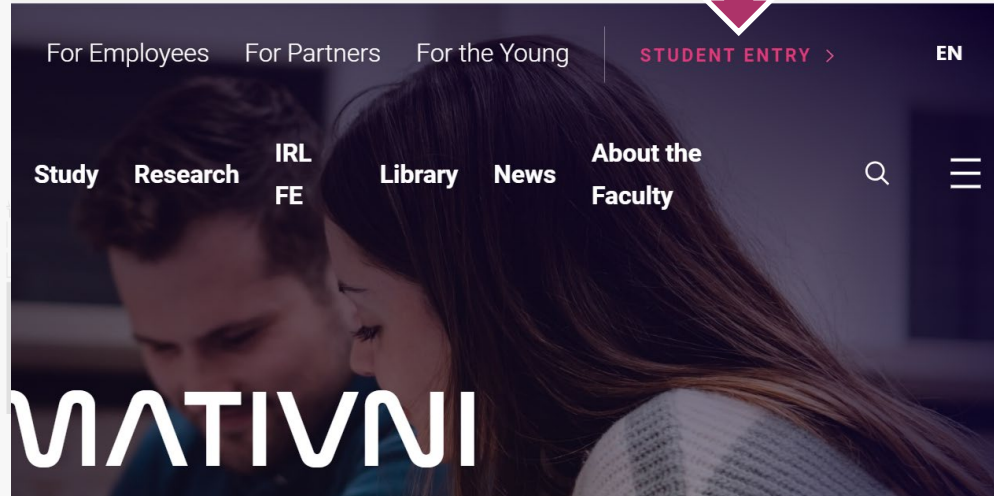
2nd step: LOG IN TO STUDIS

3rd step: USE YOUR EMAIL!!

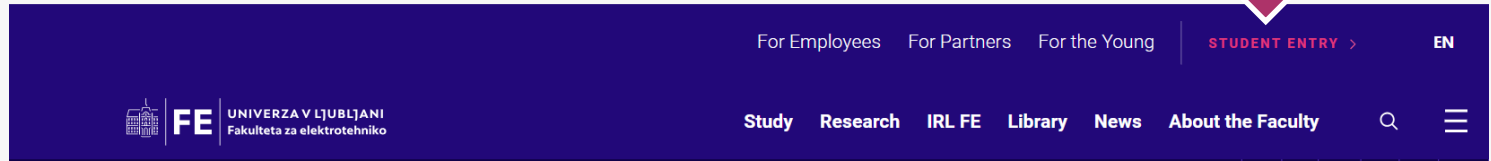
OA1234@STUDENT.UNI-LJ.SI

Upon successful activation of your UL digital identity, please activate also Office 365 services, following the instructions provided [here](#).

Check your emails every day, including your spam box!



Virtual classroom



QUICK LINKS



- eFE Online Classroom
- Studis
- Study Calendar
- All subjects
- Schedule of lectures and tutorials
 - Grouping 2023/24
- Career guidance
- Student Council of the Faculty of Electrical Engineering
- Staff directory
- International exchanges
- Job opportunities
- Event registration

[LINK: e.fe.uni-lj.si](http://e.fe.uni-lj.si)

1. Activate your account
2. After log in follow (carefully read) the Occupational safety and health presentation and go thru the final statement – statement of responsible conduct and health

Tutoring – Buddy system

- tutorstvo@fe.uni-lj.si
- goran.andonovski@fe.uni-lj.si

Arrival/Depart certificate

Please **ask your coordinator** to send you the form of arrival/depart certificate.

- Fill it with all our data:

Our details:

Name: University of Ljubljana, Faculty of Electrical Engineering

Erasmus code: SI LJUBLJA01

Address: Tržaška cesta 25, 1000 Ljubljana

Country: Slovenia

Coordinator: associate prof. dr. Boštjan Murovec

- Send it to international@fe.uni-lj.si

- Wait for signature and reply

- **All signatures will be digitally and without stamp – I can send it to you coordinator too**

Occupational safety and health course - **OBLIGATORY**

- All students have to learn the course content and fill the final exam for Safety at Work as soon as they receive the digital identity from Faculty of Electrical Engineering

- How to use it:

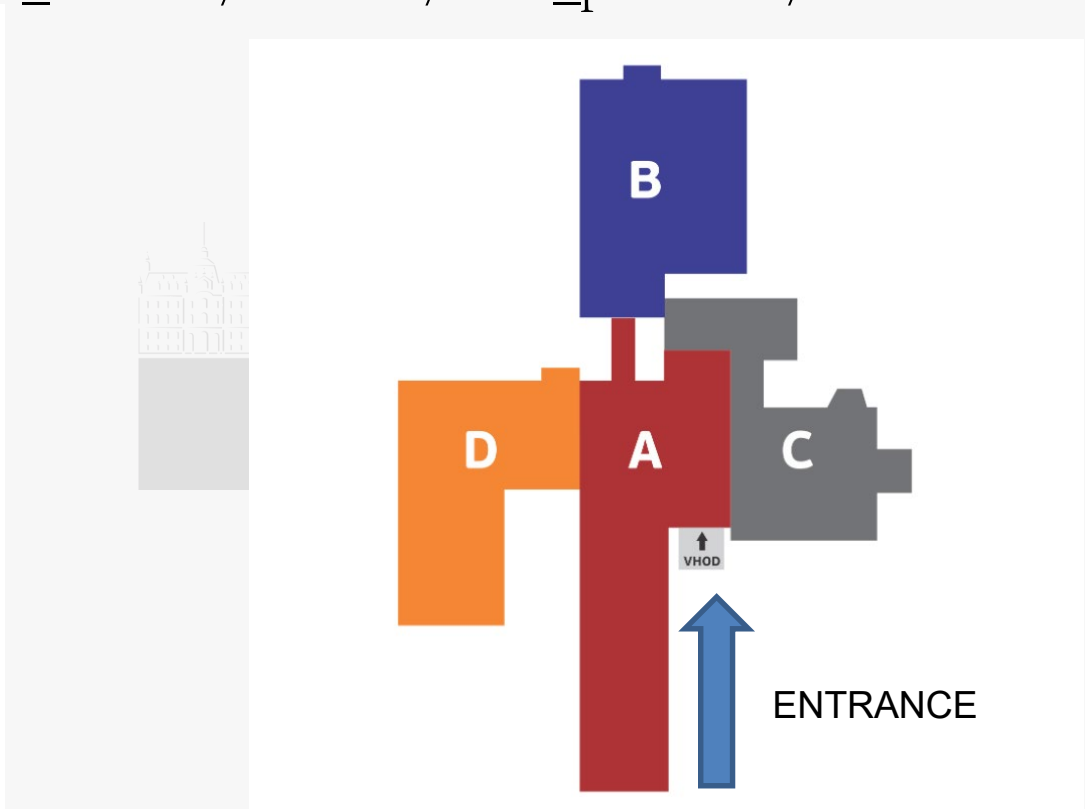
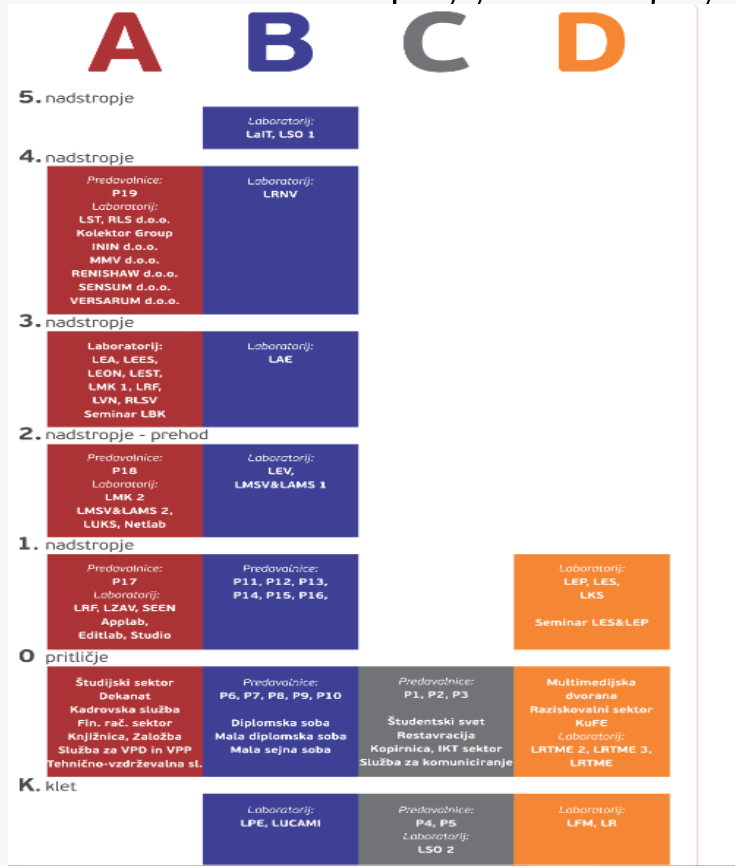
1. Activate your digital ID (ab00000@student.uni-lj.si) – if you already did it please ignore this step
2. Log in to our student system STUDIS and then wait for a day or two
3. Log in to <https://e.fe.uni-lj.si> – select Health and Safety at Work (Click on "prijavi se z UL ID")
4. Learn the course content and fill the exam.
5. Student must read the entire content of the course first (we ensure this by including test questions on which he must answer during reading). This part is evaluated with 10 points.
6. The test follows at the end of online course. After successfully passing the test, student gets another 10 points.
7. When student reaches at least 80% points, he/she gets to sign a statement that he/she is familiar with the content of "Subject: Occupational safety and health".

Final day to read and fill the content of exam is October 15th for summer February 28th!!

If you wont do it you wont be able to participate at the laboratory work.

Where to find lecture room at UL FE

https://fe.uni-lj.si/o_fakulteti/fakulteta/nacrt_prostorov/



Must known 1/3

- Colour bins for recycling (ask your landlord regarding this topic)
- Local market place in Ljubljana (Center, Moste, Šiška, Zalog...)
- Drinking water from pipe almost everywhere in Slovenia



Must known 2/3

- **Erasmus Student Network (ESN)** is a non-profit international student organisation. Their mission is to represent international students, thus providing opportunities for cultural understanding and self-development under the principle of **Students Helping Students**.



City
Ljubljana
Address
ESN Ljubljana
Pivovarniška ulica 6
1000 Ljubljana
Slovenia
University name: University of Ljubljana
University website: <https://www.uni-lj.si/eng/>
Email: esn@sou-lj.si
Website 

Must known 3/3

25 Best Things to Do in Ljubljana (Slovenia):

- Prešeren Square
- Triple Bridge
- Ljubljana Castle
- Dragon Bridge
- Tivoli Park
- Ljubljana Cathedral
- Central Market
- Franciscan Church of the Annunciation
- National Gallery of Slovenia
- Metelkova Mesto
- National Museum of Slovenia
- Republic Square
- National Museum of Contemporary History
- Congress Square
- Town Hall
- Robba Fountain
- Museum of Illusions
- The Skyscraper (Nebotičnik)
- Art Nouveau Architecture
- Plečnik House
- Ljubljanica River Trip
- Ljubljana Zoo
- Hire a Bike
- Šmarna Gora
- Eat Like a Local



Checklist

- Log in to our Student system → STUDIS and check if all the courses are ok
- Log in to our virtual classroom → E.FE
- **Contact each professor asap (TODAY!)**
- Timetable check daily – this week a lot of changes will be made
- **Send me modification of your LA “(during the mobility) – till February 23th till 10:00am!**
- Wait for my respond for arrival/depart certificate – I have to arrange the signature and I will send you document back (hope till the end of the week)
- From tomorrow one you have to use your student email – and check it more than ones per day 😊
- Fill occupational safety and health course (in your virtual classroom) **till February 28th.**

Thank you for your attention! Enjoy your stay in Ljubljana!



Faculty of Electrical Engineering