

WELCOME MEETING

FOR EXCHANGE STUDENTS



University of Ljubljana, Kongresni trg 12, 1000 Ljubljana

Office of International Relations

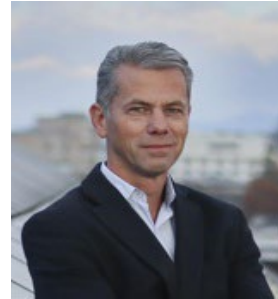
AND WE ARE...

**FACULTY OF
ELECTRICAL
ENGINEERING**



FACULTY MANAGEMENT

Prof. dr. Marko Topič
Dean



Prof. dr. Boštjan Blažič
Vice Dean for Education



Assoc. Prof. dr. Boštjan Murovec
Coordinator



International student office
Katarina Erjavec Drešar

Office hours: 10:30am-12:30pm

Contact: international@fe.uni-lj.si





UNIVERZA
V LJUBLJANI

FE

Fakulteta
za elektrotehniko

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



ACCOMODATION

STUDENT DORMITORIES

Student dormitories link:

[Interactive maps - Študentski dom Ljubljana \(stud-dom-lj.si\)](https://stud-dom-lj.si)

PRIVATE ACCOMMODATION

Help or advice from International Office of the Student Organization (Pivovarniška 6 (Kampus), 1000 Ljubljana).

Email: rooms@sou-lj.si

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](#)

If you are staying in Slovenia for **more than 3 months** 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

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.

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 issues it), 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!

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>

STUDENT BUS CARD => "URBANA" (green card)

- 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>



SELF-SERVICE BIKE BORROWING SYSTEM=>“BICIKEIJ”

- **Rent a city bike:** Annual subscription: 3 €, <http://en.bicikelj.si/>
- SELF-SERVICE BIKE BORROWING SYSTEM “BICIKEIJ” 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 (valied from October 1st on) => "BONI"

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 PROBLEMS

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



HEALTHCARE

SPORTS ACTIVITIES

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

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

WHERE TO FIND:

STUDENT MEALS REGISTRATION, FREE SIM CARDS, ESN OFFIC:

<https://www.google.si/maps/place/e%C5%A0tudentski+Servis+Ljubljana+Kampus/@46.058714,14.4996033,17z/data=!4m3!1m7!3m6!1s0x4765329f51bb2a5f:0xbcf289bacee0d6dd!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+tujce+ljubljan!3m4!1s0x0:0x6401cdb26ff98432!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%BEEna+Kuh'na/@46.0522073,14.4869551,17z/data=!4m8!1m2!2m1!1smenza+ro%C5%BEEna+dolina!3m4!1s0x0:0xc0cfed88ec5b86ef!8m2!3d46.0515849!4d14.487657?hl=sl>

WINTER SEMESTER

Lecture / lab work

1. 10. 2024 - 20. 01. 2025

OCTOBER

NOVEMBER

DECEMBER

JANUARY

FEBRUARY

Lecture / lab work

17. 02. 2025 - >

21.01.2025 - 14.02.2025

Winter examination period



FE

UNIVERZA
V LJUBLJANI

Fakulteta
za elektrotehniko

SUMMER SEMESTER

Lecture / lab work

17. 02. 2025 - 6. 06. 2025

Autumn examination period

25.8.2025 - 19.9.2025

FEBRUARY

MARCH – APRIL – MAY

JUNE - JULY

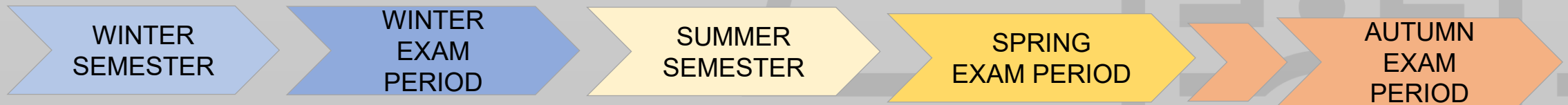
AUGUST

SEPTEMBER

Summer examination period

09.6.2025 - 04.07.2025

ORGANIZATION OF EXAM TERMS



Subjects in
winter semester

2 exam terms
choose 1

1 exam term

1 exam term

Subjects in
summer semester

1 exam terms for
previous
generations

2 exam terms
choose 2

1 exam term

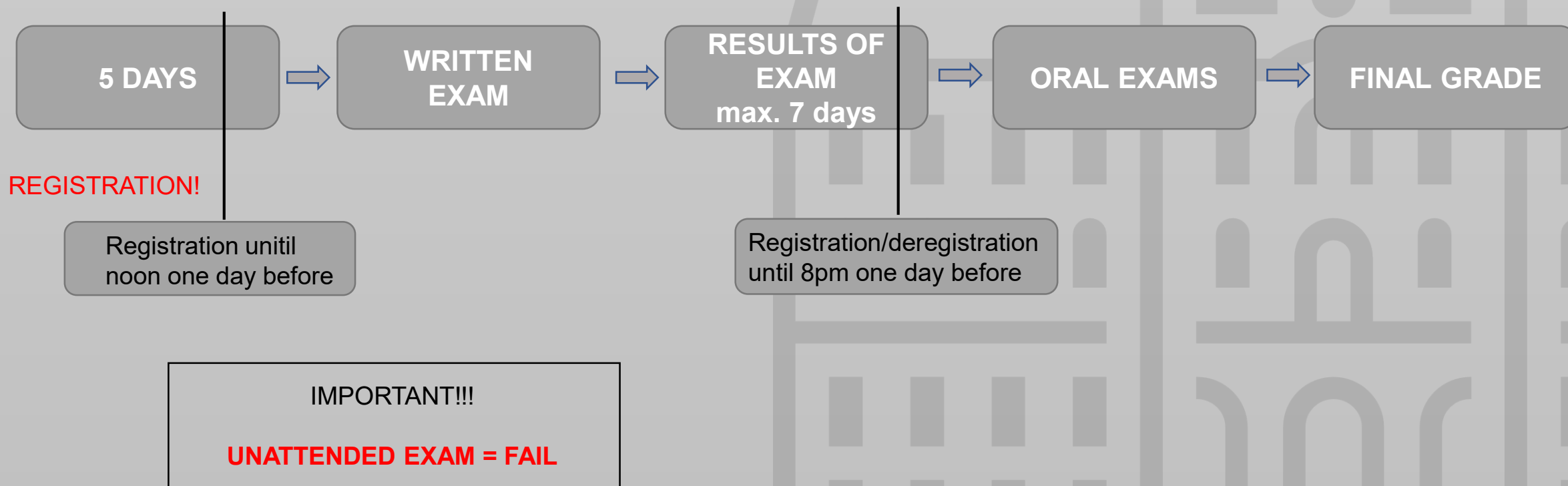


FE

UNIVERZA
V LJUBLJANI

Fakulteta
za elektrotehniko

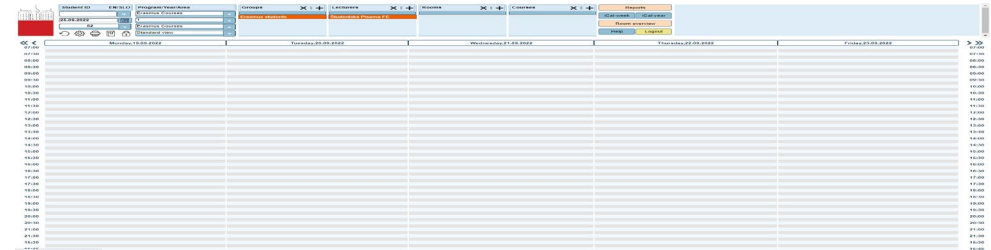
EXAMINATION RULES



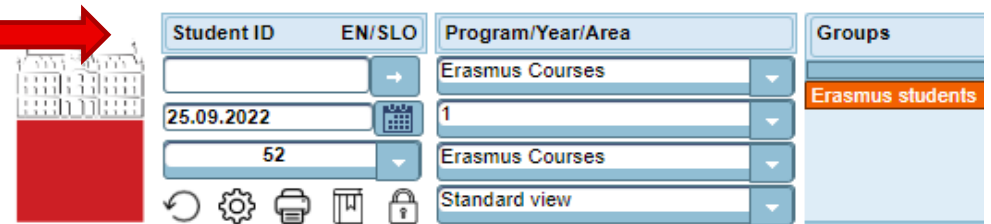
TIMETABLE

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

2. step: select English

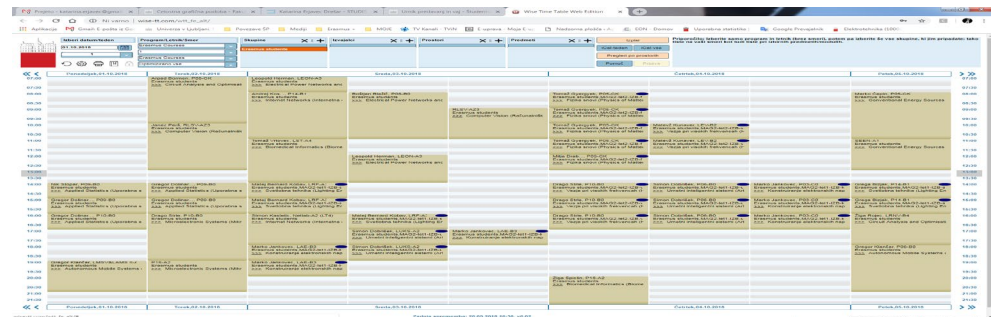


A screenshot of the Wise-TT interface showing a blank timetable grid. The grid has columns for the days of the week (Monday to Friday) and rows for time slots from 08:00 to 18:00. The interface includes a search bar and navigation controls.



A screenshot of the Wise-TT search and filter interface. A red arrow points to the search bar. The interface includes fields for Student ID (EN/SLO), Program/Year/Area, and Groups. The Student ID field contains '25.09.2022' and '52'. The Program/Year/Area field is set to 'Erasmus Courses'. The Groups field is set to 'Erasmus students'. The view is set to 'Standard view'.

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



A screenshot of the Wise-TT interface showing a populated timetable grid. The grid is filled with course entries, including course names, times, and locations. The interface includes a search bar and navigation controls.

4. step – final timetable

STUDENT SYSTEM => STUDIS

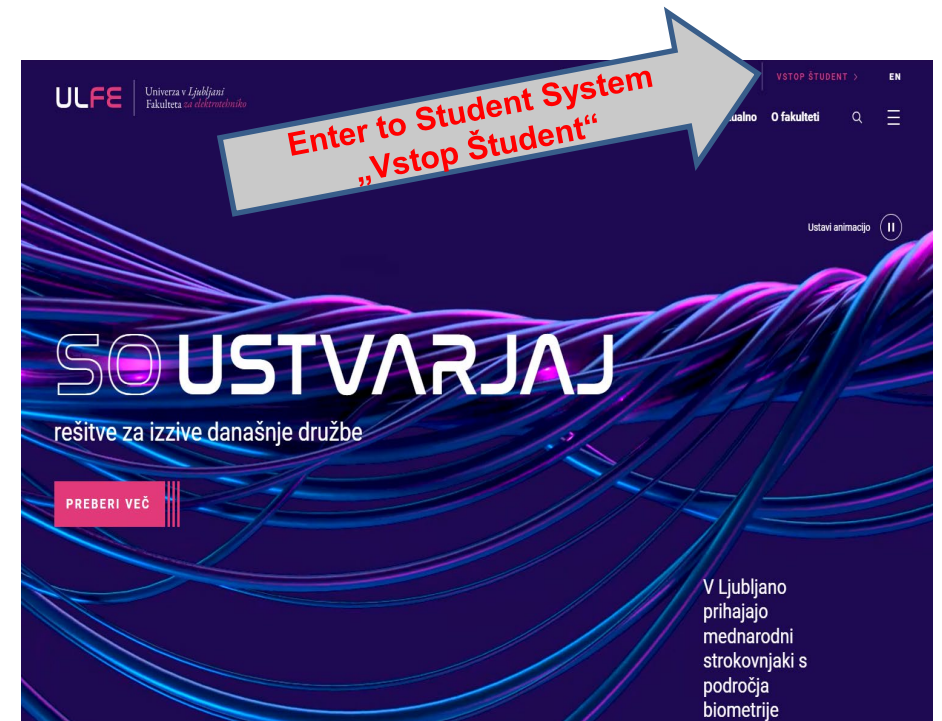
STEPS FOR LOG IN:

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

[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



UL FE | Študijski svet
Fakulteta za elektrotehniko

Študij Raziskovanje IRL FE Knjižnica Aktualno O fakulteti

Domov > Študenti

ŠTUDENTI

vstopna stran za študente

SPLETNA UČILNICA eFE

HITRE POVEZAVE

- Spletna učilnica eFE
- Studis
- Študijski koledar
- Vsi predmeti
- Urnik predavanj in vaj
- Študentski svet Fakultete za elektrotehniko
- Imenik zaposlenih

Tutoring – Buddy system

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



Changing LA!

- Changing LA You can change your LA in first week of October - the last day for sending me signed LA is first Friday in October till 12:00!!
- 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
- Course 64308 (Circuits at High Frequencies) >> 64253 (Construction of Electronic Systems)

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

All signatures will be digital and without stamp – I can send it to your 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:

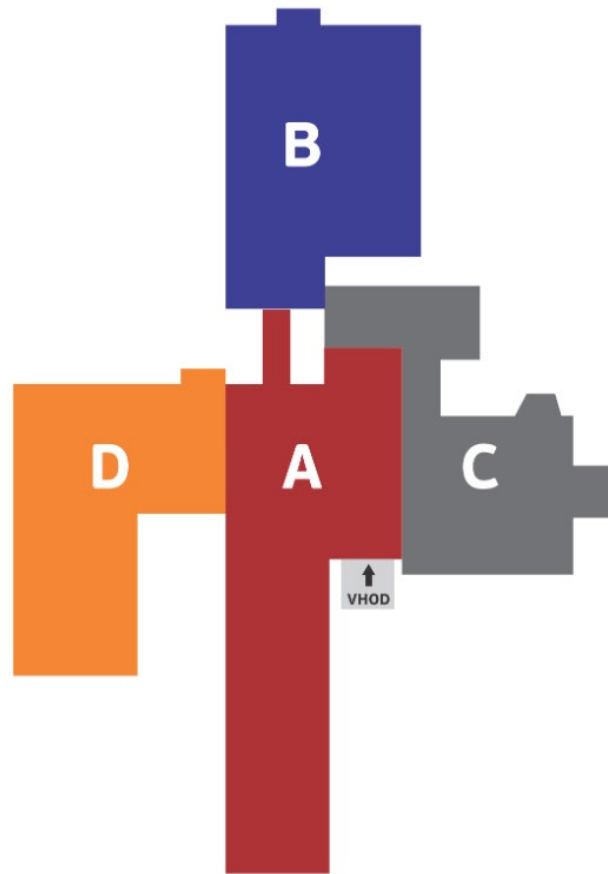
1. **Activate your digital ID (ab00000@student.uni-lj.si) – if you already did it please ignore this step**
2. **Log in to our student system STUDIS and then wait for a day or two**
3. **After October 1st -> Log in to <https://e.fe.uni-lj.si> – select Health and Safety at Work (Click on "prijavi se z 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 15!!!

If you don't do it you won't be able to participate at the laboratory work.

Where to find lecture room at UL FE

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



	A	B	C	D
5. nadstropje		Laboratorij: LaIT, LSO 1		
4. nadstropje	Predavavnice: P19 Laboratorij: LST, RLS d.o.o. Kolektor Group ININ d.o.o. MMV d.o.o. RENISHAW d.o.o. SENSUM d.o.o. VERSARUM d.o.o.	Laboratorij: LRNV		
3. nadstropje	Laboratorij: LEA, LEES, LEON, LEEST, LMK 1, LRF, LVN, RLSV Seminar LBK	Laboratorij: LAE		
2. nadstropje - prehod	Predavavnice: P18 Laboratorij: LMK 2 LMSV&LAMS 2, LUKS, Netlab	Laboratorij: LEV, LMSV&LAMS 1		
1. nadstropje	Predavavnice: P17 Laboratorij: LRF, LZAV, SEEN Applab, Editlab, Studio	Predavavnice: P11, P12, P13, P14, P15, P16,		Laboratorij: LEP, LES, LKS Seminar LES&LEP
0 pritlečje	Študijski sektor Dekanat Kadrovska služba Fin. rač. sektor Knjižnica, Založba Služba za VPD in VPP Tehnično-vzdrževalna sl.	Predavavnice: P6, P7, P8, P9, P10 Diplomska soba Mala diplomska soba Mala sejna soba	Predavavnice: P1, P2, P3 Študentski svet Restavracija Kopirnica, IKT sektor Služba za komuniciranje	Multimedijška dvorana Raziskovalni sektor KUFE Laboratorij: LRTME 2, LRTME 3, LRTME
K. klet		Laboratorij: LPE, LUCAMI	Predavavnice: P4, P5 Laboratorij: LSO 2	Laboratorij: LFM, LR

Must known info. 1/2

- 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 info. 2/2

- 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**.



LJUBLJANA must visit

[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



SLOVENIA must visit



PIRAN



LAKE BLED



POSTOJNA CAVE



SOČA VALLEY



GORIŠKA BRDA

CHECKLIST

1. Log in to our Student system → **STUDIS** and check if all the courses are ok
2. Log in to our virtual classroom → E.FE
- 3. Contact each professor asap (TODAY!)**
4. Timetable check daily – this week a lot of changes will be made
- 5. Send me modification of your LA "(during the mobility) – till February 23th till 10:00am!**
6. 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)
7. From tomorrow one you have to use your student email – and check it more than ones per day 😊
8. 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