

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 of Electrical Engineering, Tržaška cesta 25, 1000 Ljubljana

Prof. dr. Marko Topič
Dean



Prof. dr. Boštjan Blažič
Vice Dean for Education



Prof. dr. Boštjan Murovec
Coordinator



International student office
Katarina Erjavec Drešar

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

Contact: international@fe.uni-lj.si



Central Office of International Relations covers:

Application process, student cards, accommodation in student dormitories, non-academic issues, like transportation, student meals, residence permit and others

Faculty International office / coordinator:

Faculty information, confirmation of arrival/departure, academic issues, like changes of Learning Agreement, Transcript of records and other study related involvement

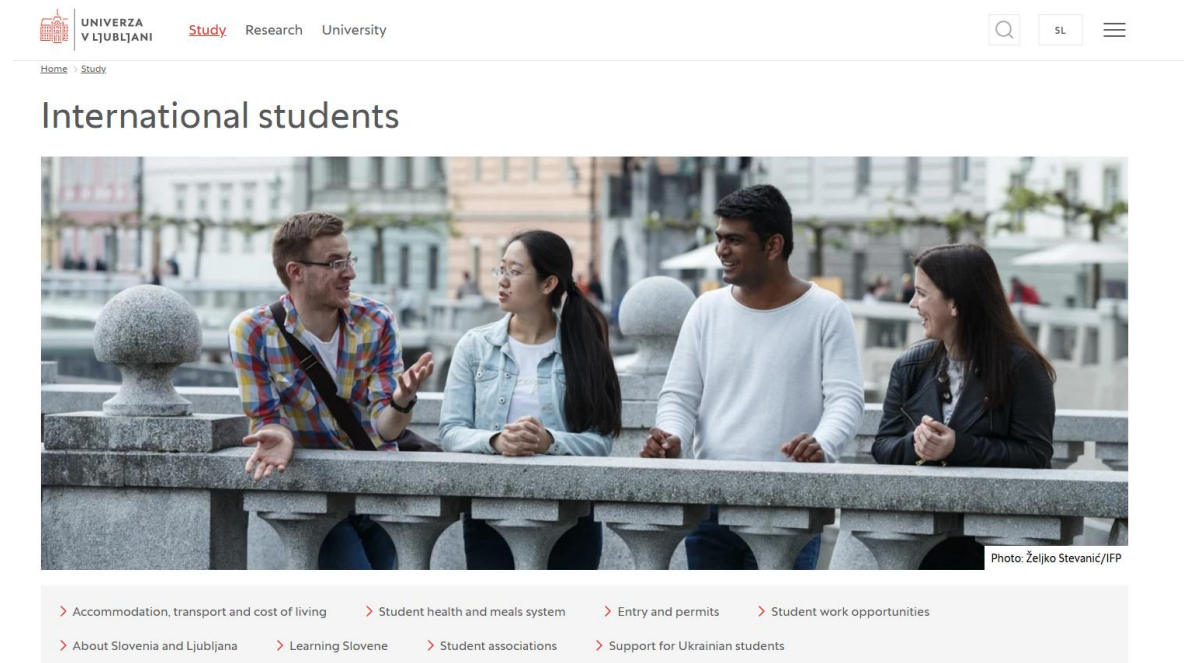
ESN/International office of Student Organization:

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

Where can you find ...

- Accommodation
- Transport
- Cost of living
- Subsidized Meals system
- Entry and permits
- Learning Slovene
- About Slovenia and Ljubljana
- Student work opportunities
- ŠOU – STUDENT ORGANIZATION,
International Office, Pivovarniška 6,
Kampus: esn@sou-lj.si

<https://www.uni-lj.si/en/study/international-students>



EMŠO number

UNIQUE PERSONAL REGISTRATION NUMBER (EMŠO)

EMŠO = Enotna Matična Številka Občana

Unique Personal Registration Number

EMŠO is a personal identification number in Republic of Slovenia. It is entered in official records and other databases when so stipulated by the law. The record or database manager is obliged to state the legal basis. If EMŠO collection is not stipulated by the law, EMŠO may only be obtained from a person on his/her written consent. In the event of such, the record manager is obliged to inform the person of the purpose, may only use the data for that purpose, and may not pass these data to another person. Otherwise, this is punishable as a minor offence.

Composition of EMŠO

It consists of thirteen Digits:

Digits from 1-7: date of birth - 2-digit day, 2-digit month and 3-digit year.

Digits 8 and 9 represent the register number.

Digits 10, 11 and 12 signify the serial number and in digit thirteen is the control number.

The serial number is a combination of sex and a serial number for persons born on the same day – 000-499 for men and 500-999 for women. The basis for the calculation of the serial number is the record of the assigned EMŠOs. A value of one is added to the serial number of the last EMŠO assigned for the same date of birth and sex.

Final EMŠO number:

Male: DDMMYYYY**500**123

Female: DDMMYYYY**505**123

WINTER SEMESTER

Lectures and laboratory work

1. 10. 2026 - 15. 01. 2027

Lectures and
laboratory work

15. 02. 2027 →

OCTOBER

NOVEMBER

DECEMBER

JANUARY

FEBRUARY

18.01.2027 - 12.02.2027

Winter examination period

SUMMER SEMESTER

Lectures and laboratory work

15. 02. 2027 - 02. 06. 2027

Autumn examination period
23.8.2027 - 17.9.2027

FEBRUARY

MARCH – APRIL – MAY

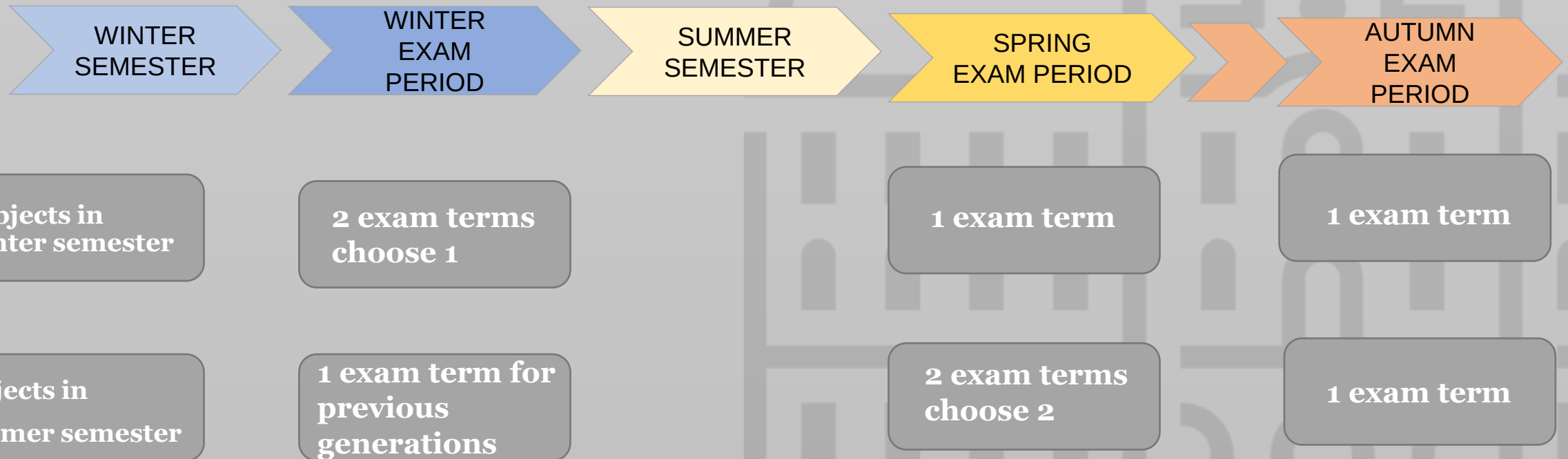
JUNE - JULY

AUGUST

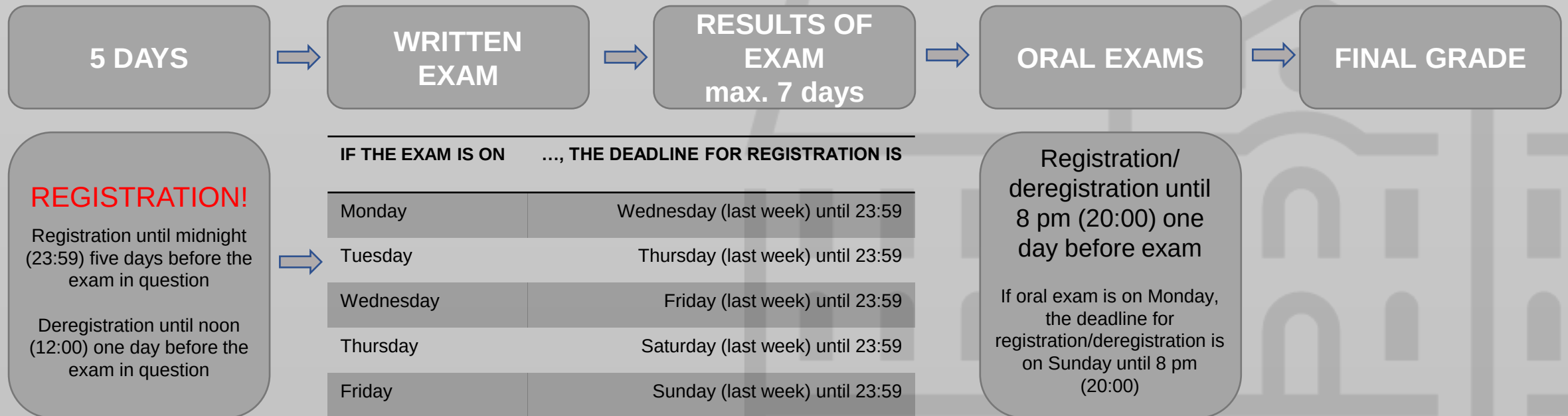
SEPTEMBER

03.6.2027 - 30.06.2027
Summer examination period

ORGANIZATION OF EXAM TERMS



EXAMINATION RULES



IMPORTANT!!!

UNATTENDED EXAM = FAIL

TIMETABLE

1. **warning:** official timetable is not available yet:
temporal timetable for Wednesday 30.9 morning:

<https://wise-tt.com/web/ulfe2/?date=2026-10-08&lang=en&content=translated&match=any&prog=8&yr=1>

the final timetable to become operational till 30.9 evening (but will still **change** within the **entire next week**):

<https://wise-tt.com/web/ulfe/?clear=1&lang=en>

2. **step:** under Programme select Erasmus Courses
under Year select 1, regardless of what courses you are enrolled in

The screenshot shows the 'wise timetable' web application. The browser's address bar displays the URL: <https://wise-tt.com/web/ulfe2/?date=2026-10-08&lang=en&content=translated>. The application header includes the 'wise timetable' logo, a 'ulfe2' tab, and navigation buttons (back, forward, home, search, etc.). The main interface features a 'Student ID' input field, a 'Programme' dropdown menu currently set to 'Erasmus Courses', a 'Year' dropdown menu set to '1', and a 'Clear' button. At the bottom, there are sections for 'Groups' and 'Subjects' with expand/collapse icons.

Lectures / Laboratory work / Auditorial work

There is no laboratory work in the first week.

Generally, laboratory work starts in the second or third week of October according to instructions received by professors.

Group designation consists of:

- programme and year name (VS-let1, UN1-let1, MAG2-let1, UNMM1-let1...)
- fields (EL, ETAP, KA...)
- group type (P: different lecture groups, A: lecture exercises, L: laboratory exercises)
- group names (sk1a, sk5c...)
- lecture room/laboratory designation consists of: *number or name of the room (P1, P2, LMK1...) + *building and floor on which it is located (A0, A4, B1, CK...), i.e.: P1-C0, P19-A4, LMK1-A3, etc.
- In some directions, different subjects have different divisions into groups for laboratory exercises, depending on the size of the groups (sk1a, sk3b, sk5c...). To view the entire schedule, you must select all the groups you belong to in the menu – check with colleague.

Legend:

AV: automation

EL: electronics

EM: energy and mechatronics

TK: telecommunications

IKT: information and communication technologies

MM: multimedia

BT: biomedical engineering

EE: electrical engineering

ME: mechatronics

RO: robotics

ETAP: energy engineering and plant automation

KA: technical quality

Digital identity – YOUR EMAIL-check it daily

Central management portal for activating your account
= > digital identity: <https://id.uni-lj.si/>

**Please state your full name and surname in your emails
that you send to us, in order for unambiguous processing!**

 **UNIVERZA**
VLJUBLJANA

Home Report problems

SLO | ENG  Sign in

Activate identity

Your UL digital identity is comprised of a username and a password. The username looks similar to an email address, e.g. `jn1234@student.uni-lj.si`. A digital identity is created for every student at the time of enrollment to a faculty or an academy. In order to acquire your digital identity please fill out the form below. This process will add a password to your digital identity and enable it for use with the UL IT services.

Please fill out all the fields.

Personal information

We need your personal information in order to find your digital identity in our databases.

First name (required)

Last name (required)

Date of birth (required)

Student ID (required)

Faculty (required)

~ Select faculty ~

Password

Your password protects your digital identity. Please select a strong password that you will be able to remember. Avoid passwords that are easy to guess such as your first name, your last name, the name of your partner, your date of birth, etc. Your password needs to be **at least 10 characters** long and it must not include your first or last name and has to fulfill at least 3 of the given criteria:

- uppercase letters of the English alphabet.
- lowercase letters of the English alphabet.
- numbers.
- symbols: `~_+&`.

Please enter the password twice in order to avoid typos.

Password (required)

Password confirmation (required)

Terms of use

☐ I agree with the UL IT services [terms and conditions of use](#).

Activate your digital identity Cancel

STUDENT SYSTEM => STUDIS

STEPS TO LOG IN:

1st step: ACTIVATE YOUR UL-ID DIGITAL IDENTITY
Problems? Report problem!

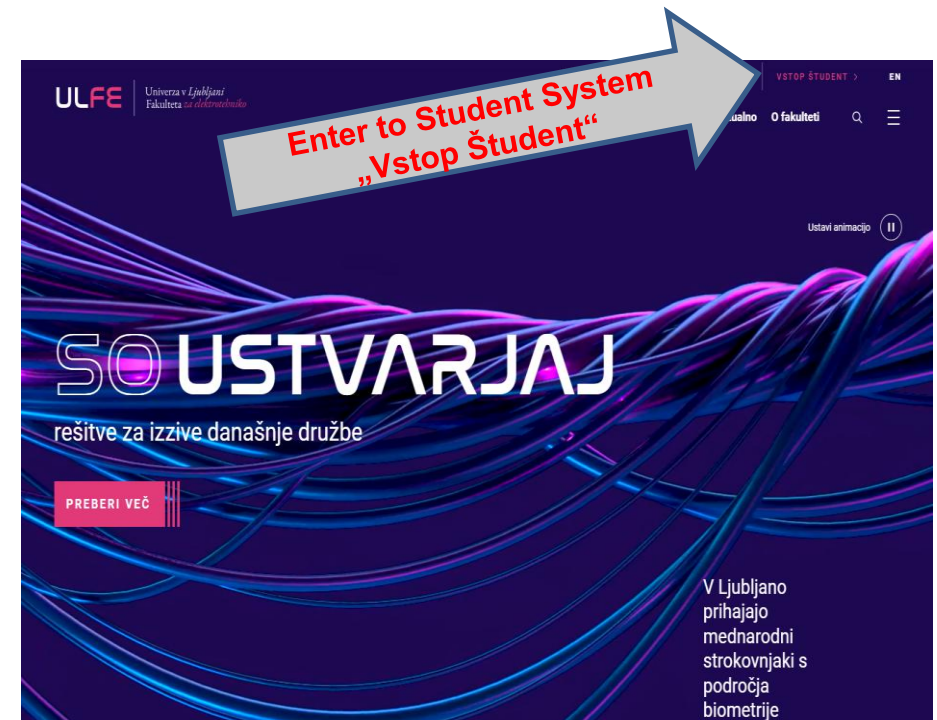
2nd step: LOG IN TO STUDIS

3rd step: USE YOUR EMAIL!!

OA1234@STUDENT.UNI-LJ.SI

Upon successful activation of your UL digital identity, please also activate Office 365 services, following the instructions provided at <https://id.uni-lj.si>.

Check your email 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 logging in carefully read the Occupational safety and health presentation and go through the final statement of responsible conduct and health.

Everything that happens in the Studis system can be seen in the online classroom a day later!



Tutoring – Buddy system

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



Changing LA!

- You can change your Learning agreement in the first week of October - the last day for sending us signed LA is
 - > winter semester -> till Thursday October 8th, 2026 till 12:00!
 - > summer semester -> till Friday February 19th, 2026 till 12:00!
- **There is no need to get the signature from your coordinator but he must know for changes so that she/he will be able to sign it later**
- **If changes are made, but your home institution will later refuse to approve them, they will persist anyway, even if this will result in course not being recognized at home**
- **For faster processing, do NOT edit your OLA just yet. Send us a PDF LA by email, or simply inform us about added and deleted courses (international@fe.uni-lj.si).**

Arrival / Departure certificate

- Please ask your **HOME coordinator** to send you the form of arrival / departure 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: prof. dr. Boštjan Murovec

Send it to **bostjan.murovec@fe.uni-lj.si**

Wait for our signature

All signatures will be digital and without stamp

Arrival / Departure certificate

- **WARNING:** we will be able to sign only **fully filled in** documents.
- Modern students have become so sloppy with this regards, that we were wasting an enormous amount of time just for explaining them the issue.
- Consequently, this year, we simply ignore documents that are not properly prepared. We do not give any warnings in the case of any issues with documents.
- Hence, if we do not respond (usually within the same day) and send you a signed document, check by yourself, whether the document was correctly prepared.

Send it to **bostjan.murovec@fe.uni-lj.si**

Wait for our signature, which

OBLIGATORY

- It is **obligatory** to study the course content and pass the exam for **Safety at Work** **as soon as** you receive digital identity from Faculty of Electrical Engineering

How to do it:

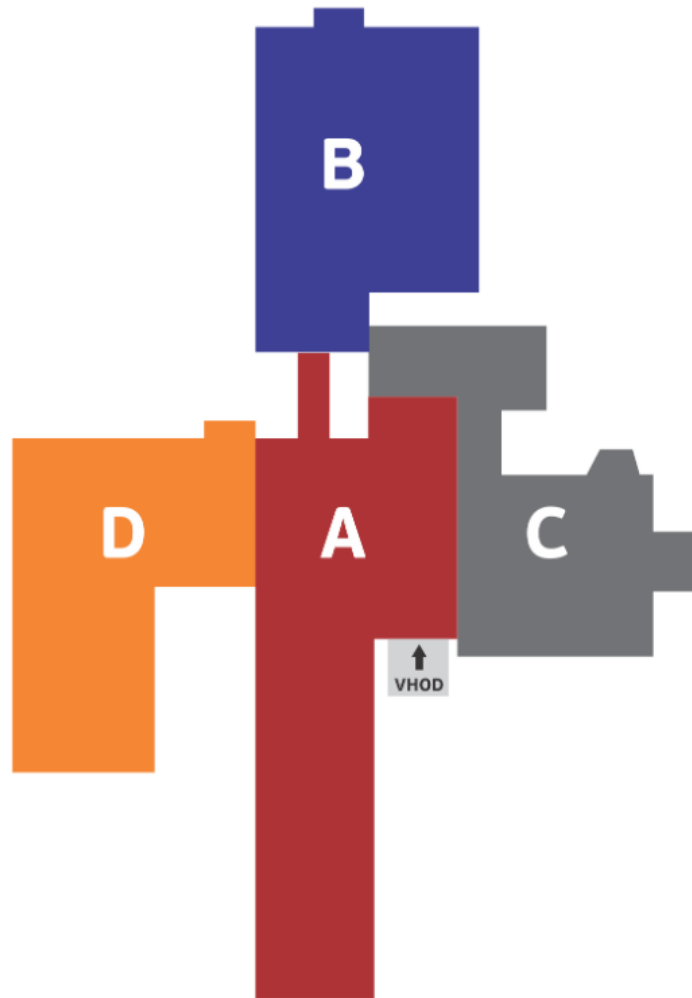
1. Activate your digital ID (ab00000@student.uni-lj.si), if you have not already done so
2. Log in to our student system STUDIS (<https://studisfe.uni-lj.si>) and then wait for a day or two
3. After October 1st -> Log in to <https://e.fe.uni-lj.si> to select Health and Safety at Work (Click on "prijavi se z UL ID")
4. Study the course's content and fill in the exam.
5. It is imperative to study the entire content of the course first (which is enforced by test questions during reading). This part is weighted with 10 points.
6. The test follows at the end of the online course, which is weighted with another 10 points.
7. After reaching at least 80% of the points, it is possible to sign a statement about familiarity with the content of "Subject: Occupational safety and health".

The deadline to study the Safety course and pass the exam is

October 15 for Winter Semester and February 22 for Summer Semester !

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

Where to find lecture rooms at UL FE



	A	B	C	D
5. nadstropje		Laboratorij: LaIT, LSO 1		
4. nadstropje	Predavalnice: 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, LEST, LMK 1, LRF, LVN, RLSV Seminar LBK	Laboratorij: LAE		
2. nadstropje - prehod	Predavalnice: P18 Laboratorij: LMK 2 LMSV&LAMS 2, LUKS, Netlab	Laboratorij: LEV, LMSV&LAMS 1		
1. nadstropje	Predavalnice: P17 Laboratorij: LRF, LZAV, SEEN Applab, Editlab, Studio	Predavalnice: P11, P12, P13, P14, P15, P16,		Laboratorij: LEP, LES, LKS Seminar LES&LEP
0 pritičje	Študijski sektor Dekanat Kadrovska služba Fin. rač. sektor Knjižnica, Založba Služba za VPD in VPP Tehnično-vzdrževalna sl.	Predavalnice: P6, P7, P8, P9, P10 Diplomska soba Mala diplomska soba Mala sejna soba	Predavalnice: P1, P2, P3 Študentski svet Restavracija Kopirnica, IKT sektor Služba za komuniciranje	Multimedijska dvorana Raziskovalni sektor KuFE Laboratorij: LRTME 2, LRTME 3, LRTME
K. klet		Laboratorij: LPE, LUCAMI	Predavalnice: P4, P5 Laboratorij: LSO 2	Laboratorij: LFM, LR

Must know information 1/2

- Trash bins for recycling (ask your landlord for their location)
- Local market place in Ljubljana (Center, Moste, Šiška, Zalog...)
- Drinking water from pipe is safe almost everywhere in Slovenia
- Emergency number: 112



Must know information 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 Fountaine
- 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

UL | FE



PIRAN



LAKE BLED



POSTOJNA CAVE



SOČA VALLEY



GORIŠKA BRDA

CHECKLIST

1. Log in to our Student system → **STUDIS** and check, if all your courses are ok
2. Log in to our virtual classroom → E.FE
- 3. Contact each professor asap (TODAY!)**
4. Check timetable daily during the first week; a lot of changes are expected
- 5. If needed, send us modifications of your LA (during the mobility)**
6. Wait for our respond for arrival/depart certificate: they will be send you when signatures are obtained (hopefully till the end of the week)
7. From tomorrow on, please use your newly assigned student email, when communicating with us
8. Check for new messages more than once per day 😊
8. Study and pass occupational safety and health course (in your virtual classroom)



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

