Welcome Pack
for exchange students

University of Ljubljana

Faculty of Computer and Information Science

Double Degree Programme
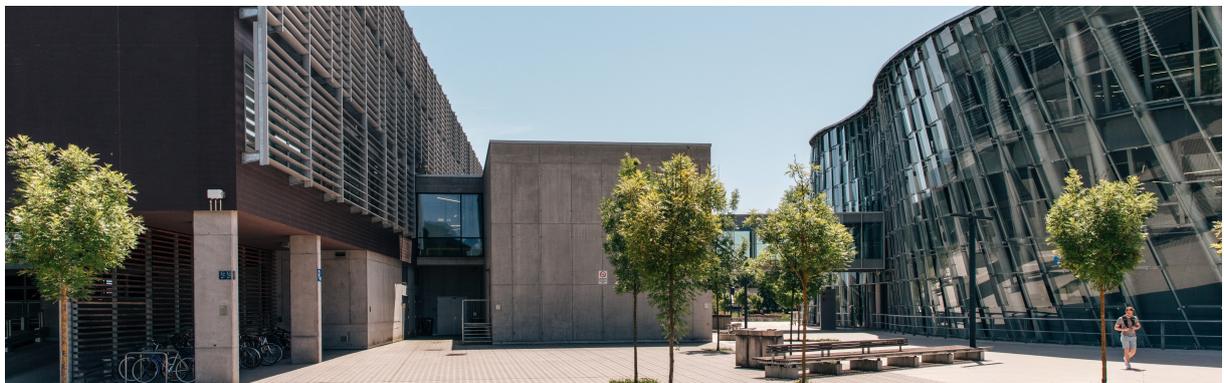
WELCOME LETTER WITH IMPORTANT INFORMATION FOR ENROLMENT

Congratulations for being accepted to the double degree programme with Faculty of Computer and Information Science, University of Ljubljana (UL FRI).

As a double degree student, you have to enroll at our faculty as a full-time student to the 3rd year of the Bachelor study programme Computer and Information Science via eVŠ portal and do the process of recognition of your bachelor education*.

BEFORE ARRIVAL TO LJUBLJANA

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1. **APPLY VIA EVŠ**
2. **SEND LA**
3. **ENROLMENT IN STUDIS**

Please follow these steps to enroll at FRI:

1. **Apply via eVŠ web portal**
   - You must formally apply for studies at our faculty through the eVŠ web portal. eVŠ is the application platform that every student must use.
   - Log in using your username and password.
   - Important: On the first page of the application form, in the Type of application menu, select Transfer between study programmes, as you are applying for the 2nd year of studies at our faculty.
   - Submit the application form online.
   - You do not need to upload documents for the recognition of your previous education, as I will receive them from your International Office.

If you need help with the application, please contact me at vesna.gracner@fri.uni-lj.si, and I can assist you with completing your application online.

More information: about the application procedure via eVŠ web portal

- Send us signed learning agreement until 1st June 2026.
- Please send us your **Learning Agreement**. The Learning Agreement is a contract in which you select your courses. You may use the **attached form.**
- First send the Learning Agreement to me (**vesna.gracner@fri.uni-lj.si**) and I will handle the signatures afterwards.
- Consult your home programme coordinator, Prof. Güetl, regarding your course selection.

- You may also contact our **academic programme coordinator**, Prof. Danijel Skočaj (**danijel.skocaj@fri.uni-lj.si**), if you need assistance with choosing courses. He will check whether your previous knowledge and completed courses at TU Graz meet the requirements and will approve the Learning Agreement.

  Your course list must include a total of 42 ECTS per semester:

  - 30 ECTS of coursework
  - 12 ECTS for the Master's thesis

- Please note that some courses may not be offered if there are not enough enrolled students. In such cases, you will be able to replace them with other courses from the attached list. You can find **course descriptions** here: https://www.fri.uni-lj.si/en/incoming-students

- The **schedule** will be published at https://urnik.fri.uni-lj.si (course names are in Slovenian; search by course code) one week before lectures begin. All courses include lectures (P) and one cycle of tutorials/laboratory sessions (AV/LV).

After your Learning Agreement is approved, you must formally submit the eVŠ application by 1 June 2026.

2. Enrolment via Studis until the beginning of August

- Once your enrolment is approved by the faculty, you will receive an invitation by email to complete the enrolment process in the Studis portal. We will also add your selected courses to your curriculum in Studis.
- After we receive your enrolment documents, we will send you the enrolment confirmation.
- Ms. Taja Runovc (taja.runovc@fri.uni-lj.si) will send you the enrolment information between 20 and 28 September. After the confirmation is issued, the process is complete.

AFTER ARRIVAL

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1. ORIENTATION DAY

Orientation day will be on 30th September at 10 am at the faculty, Room P4.

Semester begins on Wednesday, 1st October.

- lectures start on the same day

  - check schedule

  - first lecture → first homework!

- Laboratory exercises start in the 2nd week

- Contact the respective professor at the first lecture

2. INTERNATIONAL OFFICE CONTACTS

For any additional questions you may have, here are our international office contacts:

Vesna Gračner: International Exchange Coordinator

Email: vesna.gracner@fri.uni-lj.si

3. STUDENT BUDDIES

Our student buddies will happily provide you support in integrating into your studies and life in Slovenia. Here is their contact for anything you may need:

- Tomi Božak, tb85088@student.uni-lj.si

- Adam Rychert, ar77558@student.uni-lj.si

4. ACADEMIC CALENDAR

The academic calendar is published on this website.

5. FORMALITIES

You need to activate the following in order to start using our platforms.

- **Enrolment Number (Student ID)**

You receive a Student ID from University of Ljubljana (format 70xxxxxx) or our faculty (format 63xxxxxx). It is used for enrolment, administrative procedures, and official records.

- **Citizen Number (EMŠO)**

It is issued by FRI (example: 0104980500123). It is used internally for identification and certain administrative tasks.

- **Student Card**

You receive it in October at UL or FRI. Return it at the end of your exchange. If the card is annulled at the end, you may keep it as a souvenir. If lost, revoke it immediately and request a duplicate.

- **Digital UL Identity**

Format: ab1234@student.uni-lj.si. You will be able to activate your identity (username and password) at id.uni-lj.si.

With your digital identity, you can use your email account for messages from the faculty and access:

- Studis (enrolment, certificates, exams)
- Ucilnica - Online Classroom (materials, assignments)
- EduRoam (wireless network)
- Computer rooms and labs at FRI
- Year Plus application

6. UL FRI PLATFORMS

Ucilnica - FRI online classroom (Moodle)

- https://ucilnica.fri.uni-lj.si
- login with your Digital ID UL
- enroll your selected courses in Moodle
- check your obligations
- join forum discussions
- let the professor and students know that you are taking this course
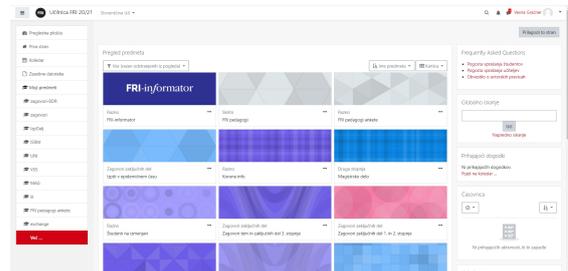
Study Information System – STUDIS

- it is an electronic index
- exam dates, registration for exams, exam results, final grades
- ordering Transcript of Records
- https://studij.fri.uni-lj.si/
- available in English, just change the language
- login with your Digital ID UL
- 49 logins without a certificate
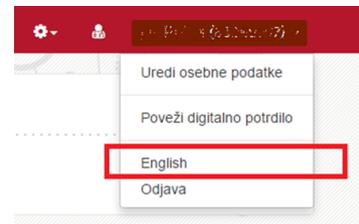
Exams

- exam dates are 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 to download Transcript of Records (ToR) 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!

7. DIPLOMA THESIS

- Enroll into **Diploma thesis** course in Učilnica to receive more information regarding diploma thesis procedures.

You can submit and register your master's thesis title at any time; there is no fixed deadline.