



University of Ljubljana  
Faculty of Computer and  
Information Science



for  
Foreign and Exchange  
Students



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# Welcome to our Faculty of Computer and Information Science



I am pleased that you have enrolled at the University of Ljubljana, Faculty of Computer and Information Science. You have made one of the most important decisions of your life, one that will most certainly pay off, since computer and information science is among the fastest growing sectors. In today's global society, the universal presence of computers opens wide the door for us as computer and information scientists, for we can pursue professional and socially responsible work in any field.

As students of this faculty you have become part of the wider family of the University of Ljubljana, which brings together more than 40,000 students and ranks among the top three percent of the world's best universities. You are therefore in the excellent company of professors, researchers and students who will share their knowledge with you and encourage you towards committed work and regular fulfilment of your study requirements.

The Faculty of Computer and Information Science offers state-of-the-art premises, the best teachers and an outstanding study environment. At the same time I invite you to take part in extracurricular activities, competitions and challenges, and I strongly recommend going on a student exchange abroad. All of this will open up new horizons for you.

To make your first steps at our faculty easier, we have produced this booklet. In it you will find vital information and practical tips.

I wish you a successful start to your studies! Open yourself to knowledge, accept criticism, have an opinion. May your curiosity drive you on to new horizons!

Your Dean,

**Assoc. Prof. Dr Mojca Ciglaric**

# About



University of Ljubljana

**Faculty of Computer and Information Science (FRI)**

Večna pot 113, SI-1000 Ljubljana

Slovenia

+386 1 479 81 03

[www.fri.uni-lj.si/en](http://www.fri.uni-lj.si/en)

## How to reach us

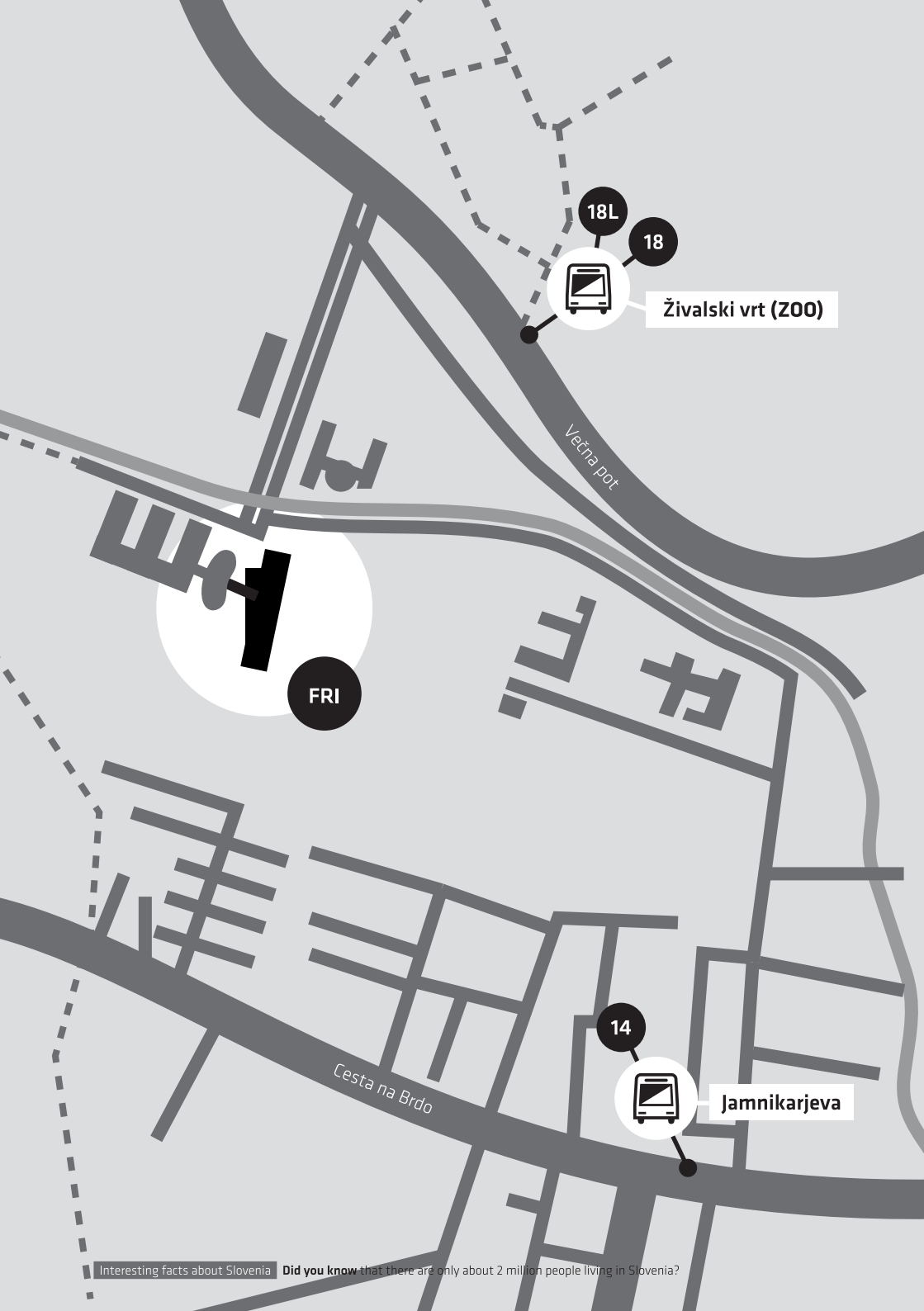
### **Bus no. 18 or 18L (*Kolodvor – Center Stožice or Kolodvor – Litostrajska*)**

When you arrive at the main railway and bus station in Ljubljana, walk to the Kolodvor bus stop located in the same area. There you enter the bus using an Urbana card and ride to the Faculty taking the number 18 (direction Center Stožice) or 18L (direction Litostrajska) bus. Get off after 6 stops at the živalski vrt ZOO stop. When you get off the bus, turn left and go to the first pedestrian crossing. Cross the road and continue walking in that direction. The Faculty building is located at the end of this road.

### **Bus no. 14 (*Savlje – Bokalce*)**

When you arrive at the main railway and bus station in Ljubljana, walk to the bus stop at Bavarski dvor (7 minutes in the SW). Using an Urbana card, ride to the Faculty taking bus number 14 or (direction Bokalce). Get off after eight stops at the Jamnikarjeva stop. When you get off the bus, walk in, the opposite direction and turn left onto Jamnikarjeva ulica. At the end of the street, when you come to the river, turn left again. Continue walking for about another 200m and you will arrive at the faculty building.





18L

18

Živalski vrt (ZOO)

FRI

14

Jamnikarjeva

# Calendar for the 2018-19 Academic Year



OCTOBER						
MO	TU	WE	TH	FR	SA	SU
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NOVEMBER						
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DECEMBER						
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JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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JULY						
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AUGUST						
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SEPTEMBER						
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30						

- Lectures
- National holidays and lecture free days
- Exam period
- Week of the University
- Lectures will not be held; 31. 12. 2018 substituted on 21. 1. 2019, and 3. 5. 2019 on 3. 6. 2019

# Study Programmes at FRI



## **Undergraduate Programmes (three-year first cycle programmes):**

- University study programme Computer and Information Science,
- Professional study programme Computer and Information Science,
- Interdisciplinary university study programme Computer Science and Mathematics (together with the Faculty of Mathematics and Physics),
- Interdisciplinary university study programme Administrative Information Systems (together with the Faculty of Administration),
- Interdisciplinary university study programme Multimedia (together with the Faculty of Electrical Engineering).

## **Masters Programmes (two-year second cycle programmes):**

- Computer and Information Science,
- Computer Science and Mathematics (interdisciplinary programme in cooperation with the Faculty of Mathematics and Physics),
- Multimedia (interdisciplinary programme in cooperation with Faculty of Electrical Engineering),
- Computer Science Education (interdisciplinary programme in cooperation with the Faculty of Education),
- Cognitive Sciences (interdisciplinary programme offered in cooperation with several other faculties and universities),
- Applied Statistics (interdisciplinary study programme with Faculty of Electrical Engineering, Biotechnical Faculty, Faculty of Economics, Faculty of Mathematics and Physics, Faculty of Medicine, and Faculty of Social Sciences).

## **Doctoral Programme (third cycle programmes):**

- Computer and Information Science,
- Biosciences (interdisciplinary doctoral study programme offered in cooperation with the Biotechnical Faculty, the Faculty of Electrical Engineering, and the Faculty of Mechanical Engineering).

# Student Affairs

Student Affairs staff provide all information regarding studies, the organisation and course of study. You can also contact them in regards to submitting forms and applications.

**Office hours:** Monday - Thursday, 10:30 - 12:30

**Phone office hours:** Monday - Thursday, 13:00 - 14:00

**Phone (during office hours only):**

+386 1 479 81 18, +386 1 479 81 19

**E-mail:** [studinfo@fri.uni-lj.si](mailto:studinfo@fri.uni-lj.si)

# International Office

International Office can help you with the information regarding Double degree programmes, Comtrade scholarship and visa application procedures.

**Phone:** + 386 1 479 8249

**E-mail:** [international.office@fri.uni-lj.si](mailto:international.office@fri.uni-lj.si)

**Room:** 3.73







## Library

The FRI and FKKT library is a higher education library. It is intended for students, professors and researchers of the Faculty of Computer and Information Science, as well as other users to assist in their studies, educational work or research. It is located on the 1<sup>st</sup> floor of the central building.

**Opening hours:** Monday–Thursday, 8:00–19:00, Friday, 8:00–18:00

**Loans and returns:** Mon, Tue, Thu, 8:00–15:00, Wed, 8:00–16:00, Fri, 8:00–14:00

**E-mail:** [knjiznicafkkri@fkkk.uni-lj.si](mailto:knjiznicafkkri@fkkk.uni-lj.si)

**Phone:** +386 1 479 80 02

## 123 FRIK University Restaurant

123 FRIK University Restaurant offers a wide range of dishes for lunch. It is located on the 2<sup>nd</sup> floor of the central building. The cost of lunch with a student food coupon is EUR 1,86.

**Opening hours:** Monday–Friday, 7:45–16:00

**Website:** [www.restavracija123.si](http://www.restavracija123.si)

# Important Links



## Digital Identity

is the University of Ljubljana digital identity (<http://digitalna.uni-lj.si>) which includes a username (example: [xxxxxx@student.uni-lj.si](mailto:xxxxxx@student.uni-lj.si)) and a password.

You can use it to access:

- the online classroom,
- STUDIS information system,
- the Eduroam network ([www.eduroam.si](http://www.eduroam.si)),
- computers in computer labs.

At this electronic address you will receive all messages from the Faculty, important information about your studies, information on individual courses, forum posts and invoices, therefore please consult it regularly or forward all mail from your Faculty email to your regular email address.

## STUDIS Online Information System

<https://studij.fri.uni-lj.si>

This enables access to information and services regarding your exams and registration.

In the online information system you can:

- find exam dates and register for exams - you must register two days before the exam;
- view your syllabus and electronic grade transcripts;
- enrol in higher years and in the next study cycle;
- order a certificate of enrolment and grade transcripts which will be sent to your home address / you can also pick it up at Student Affairs;
- complete online student surveys where you can voice your opinions on a course;
- complete and submit applications;
- complete student surveys on professors and teaching assistants - no worries, anonymity guaranteed!



[www.facebook.com/ulfri](http://www.facebook.com/ulfri)

Don't forget about our Facebook page, where you can follow all extracurricular and study activities, including what life is like in the labs and the research achievements of our researchers and teachers.

## Online Classroom

<https://ucilnica.fri.uni-lj.si>

This is where you find all the information about individual courses, such as important notifications and information, requirements, study material or literature. This is where you can submit your homework and other assignments, and ask questions on the forum about any unclear issues or even answer other students' questions. You will be automatically subscribed to the FRI information list for the Online Classroom, where news is posted in connection with activities, events, job opportunities and other information. You will also receive these in your inbox.

**Tip:** Do not forget to enrol in the courses in your year to access the entire content (by clicking on "Enrol me")! Also, enrol in the General Topics course in your syllabus to view notifications and other information for students on your study programme.

## FRI Website

[www.fri.uni-lj.si](http://www.fri.uni-lj.si)

You can find information here on:

- news and events at FRI;
- your course and tutorial schedule ([frac.a.si/urnik](http://frac.a.si/urnik));
- forms and application forms;
- a list of labs and their websites, where research at FRI is described.

## Grading System

FRI as well as the University of Ljubljana uses 10 marks, where 6 to 10 are passing marks and 1 to 5 failing marks.

More about the grading system can be found at:

[https://www.uni-lj.si/international\\_cooperation\\_and\\_exchange/erasmus-plus-programme/incoming\\_students](https://www.uni-lj.si/international_cooperation_and_exchange/erasmus-plus-programme/incoming_students)

## Study at the University of Ljubljana

[www.uni-lj.si/study](http://www.uni-lj.si/study)

On this website you can find a guide designed for foreign students who intend to study at the University of Ljubljana. You can use it like a directory, consulting the guide to discover exactly what University of Ljubljana and Ljubljana provide and where you can go to find out more information.

# How to Succeed in Your Studies

Do you attend lectures and tutorials regularly?

no

Attending lectures and tutorials is crucial - who will explain the subject matter to you? Are you sure you can make up for what you missed?

yes

You spend a lot of time on your homework, but you still don't understand it. What do you do?

I skip it

My homework is important for passing tutorials. If you miss one - are you sure you will know to do the next one?

I copy it from another student

Plagiarism and cheating are one of most serious violations. Think of the consequences - do you really wish to end up before the disciplinary committee?

I ask the professor or the teaching assistant

The final exam for the course is approaching. How do you go about revising?

I make a cheating sheet

**SUCCESSFUL STUDENT**  
You put a considerable amount of work and effort into your studies. This comes in handy because this way you learn more. Following this, the final exam should not be very difficult.

I start studying

# FAQ



## **I did not complete my tutorials. Can I still take the exam?**

No. Tutorials are compulsory for the course, therefore you cannot take the exam before having completed all tutorials for a course.

## **How long are my completed tutorials valid for?**

Completed tutorials are valid until the end of the current academic year. If you do not pass the course, you must retake the tutorials in the following academic year.

## **How many ECTS do I need to enrol in Year 2?**

To enrol in Year 2 you must complete at least 9 courses in a total of 53 ECTS credits.

## **How many ECTS do I need to retake the year?**

For retaking a year you must complete at least 5 courses and acquire 30 ECTS credits.

## **I have to retake the year. What happens next?**

Students must retake all uncompleted courses from Year 1, including tutorials and coursework.

Depending on the number of completed courses in Year 1, students can take Year 2 courses in advance:

- worth 30 ECTS credits in Year 2, if they completed 48 ECTS credits in Year 1,
- worth 18 ECTS credits in Year 2, if they completed 42 ECTS credits in Year 1,
- worth 6 ECTS credits in Year 2, if they completed 36 ECTS credits in Year 1.

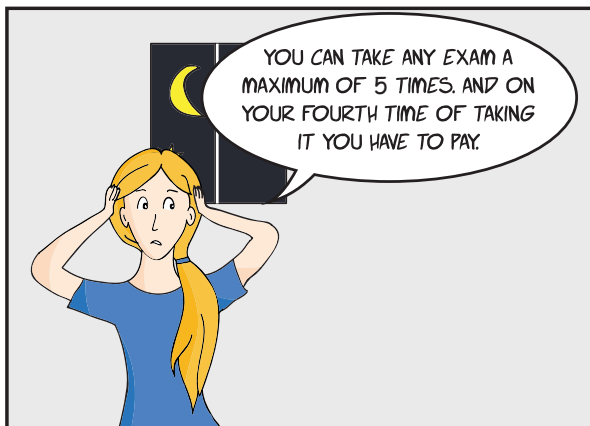
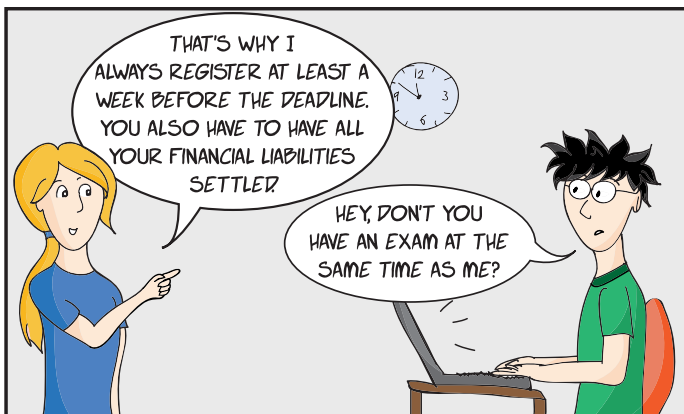
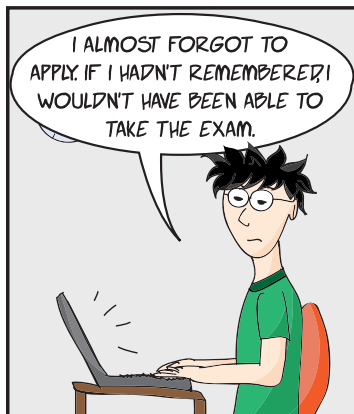
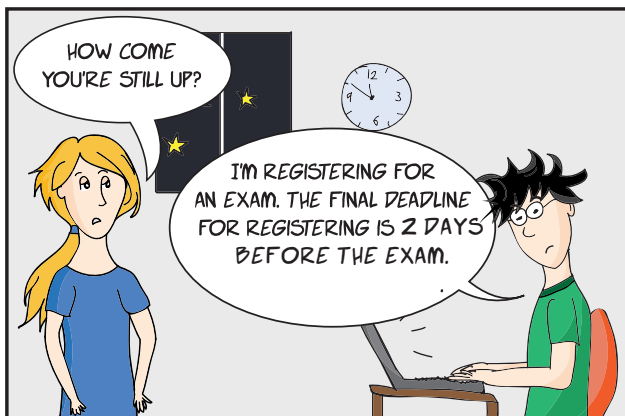
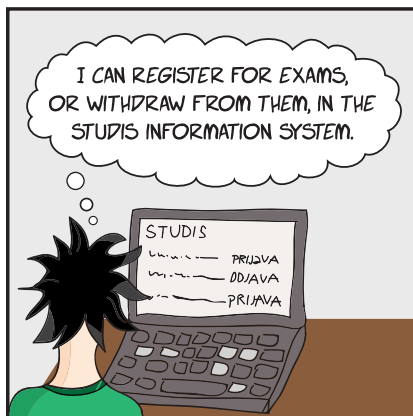
*\*Repeaters of interdisciplinary study programmes are allowed to take exams in advance only based on individual applications submitted to the Faculty.*

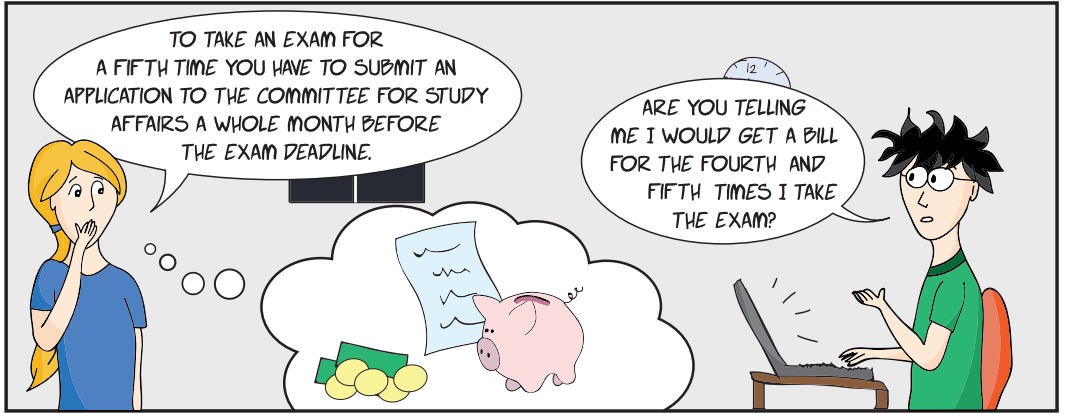
## **Can I retake a year and still prolong my studies for an additional year?**

No. You can only prolong studies for a year if you have never repeated a year or changed your study programme.

**FRI Study Rules:** [frac.a.si/pravilniki](https://frac.a.si/pravilniki)

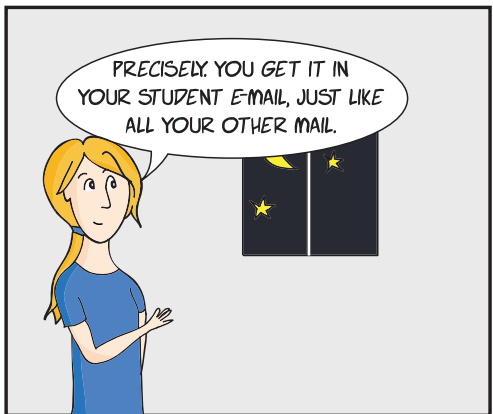
# Registering for Exams



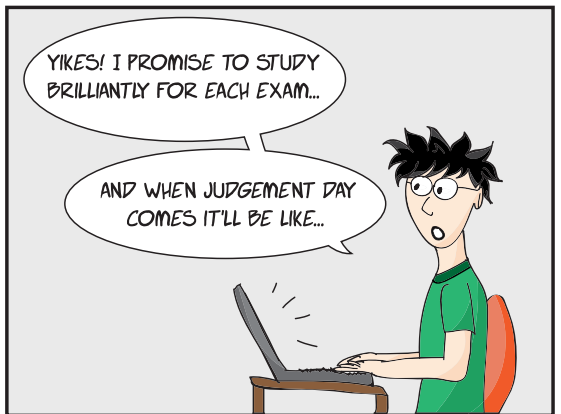


TO TAKE AN EXAM FOR A FIFTH TIME YOU HAVE TO SUBMIT AN APPLICATION TO THE COMMITTEE FOR STUDY AFFAIRS A WHOLE MONTH BEFORE THE EXAM DEADLINE.

ARE YOU TELLING ME I WOULD GET A BILL FOR THE FOURTH AND FIFTH TIMES I TAKE THE EXAM?



PRECISELY. YOU GET IT IN YOUR STUDENT E-MAIL, JUST LIKE ALL YOUR OTHER MAIL.



YIKES! I PROMISE TO STUDY BRILLIANTLY FOR EACH EXAM...

AND WHEN JUDGEMENT DAY COMES IT'LL BE LIKE...



I CAME,

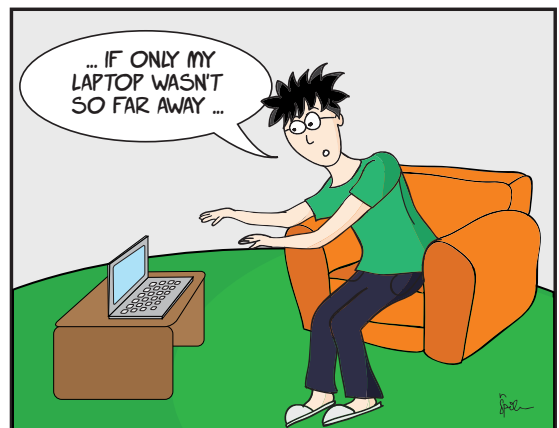
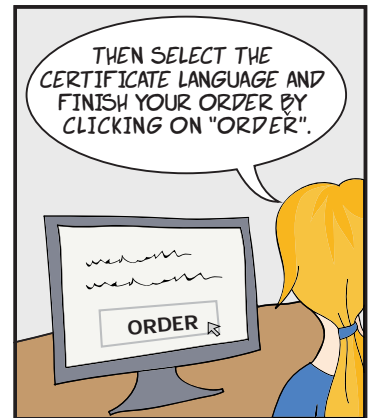
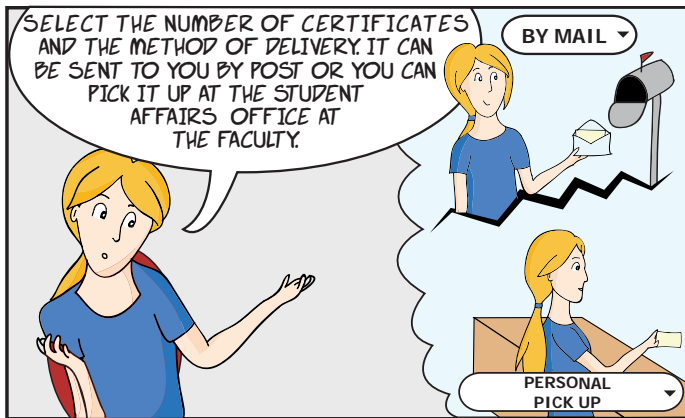
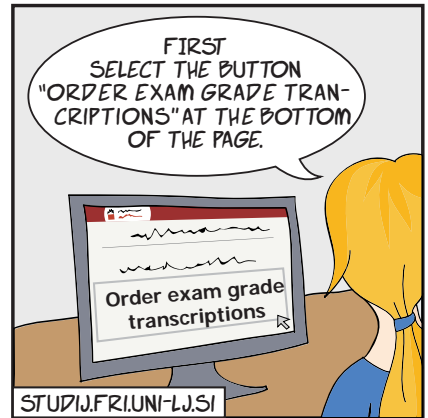
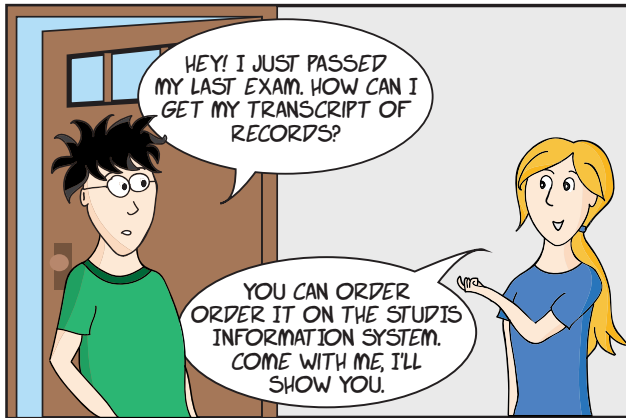


I SAW,



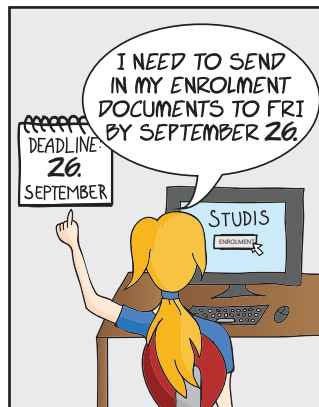
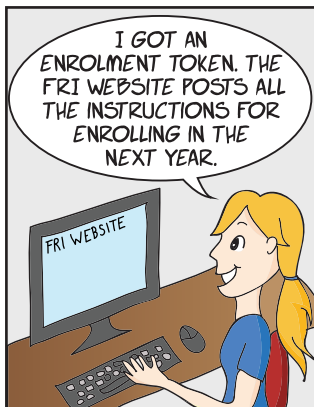
I CONQUERED!

# How to Obtain Transcript of Records





# Enrolment in the Next Year

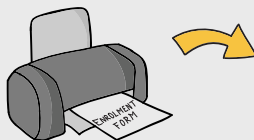


HOW? IT'S EASY!

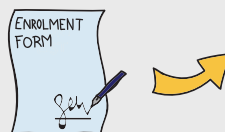
YOU COMPLETE AN ENROLMENT FORM IN THE STUDIS SYSTEM



PRINT



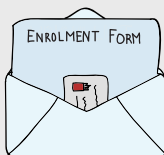
SIGN



ENCLOSE YOUR STUDENT ID



PACKAGE IT UP

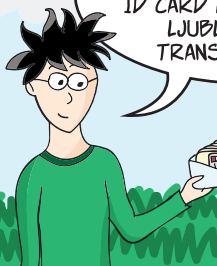


SEND IT BY REGISTERED MAIL

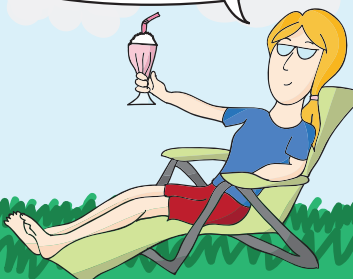


NOT LONG AFTER THAT...

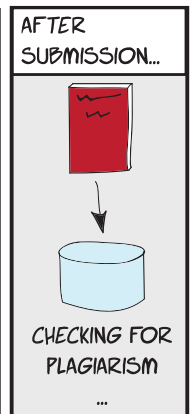
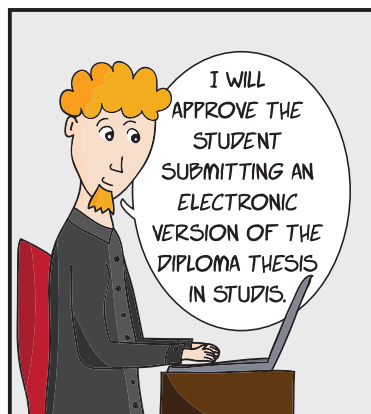
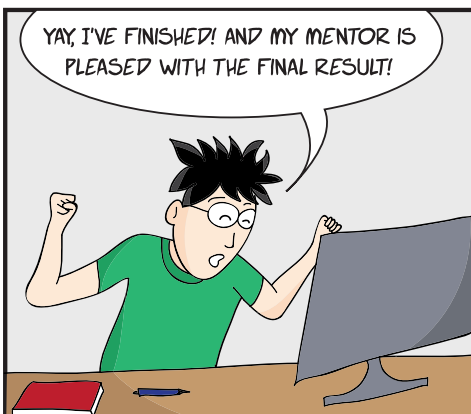
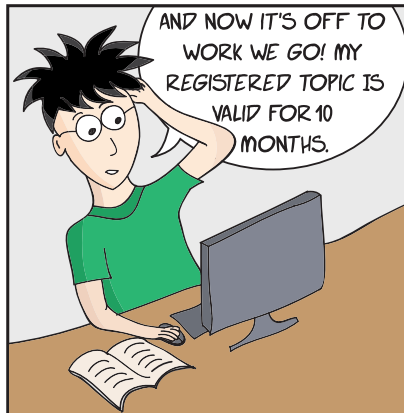
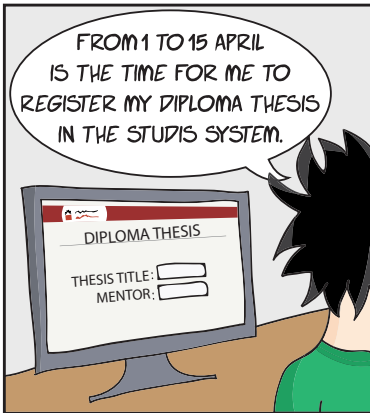
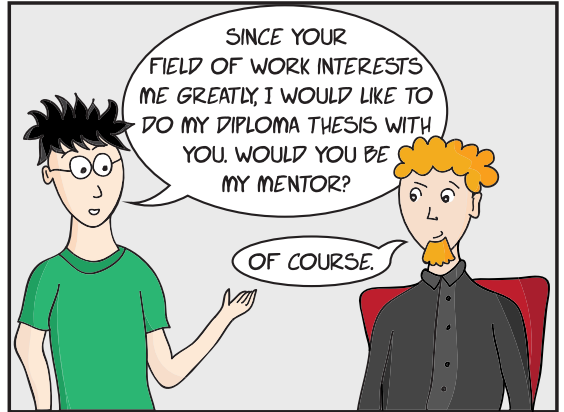
YOU RECEIVED 6 CONFIRMATIONS OF ENROLMENT, YOUR STUDENT ID CARD AND CONFIRMED LJUBLJANA PUBLIC TRANSPORT FORM.

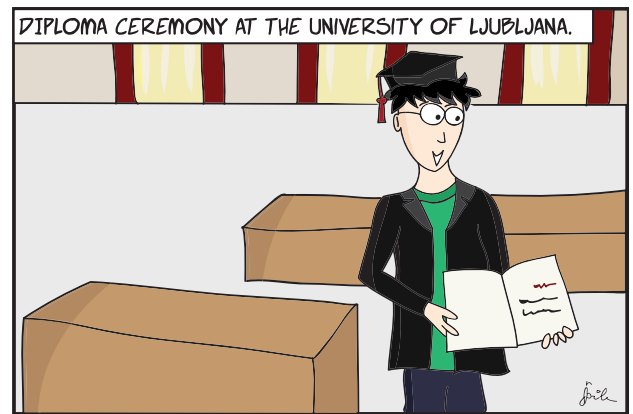
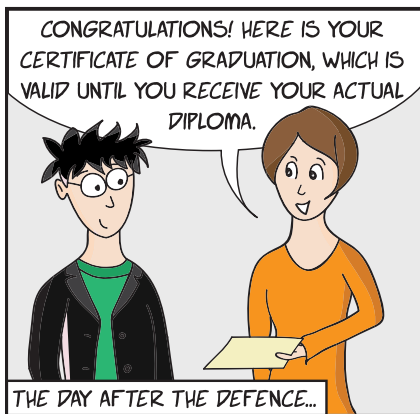
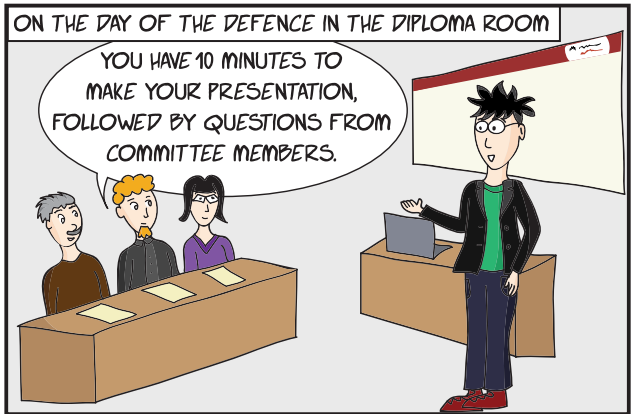
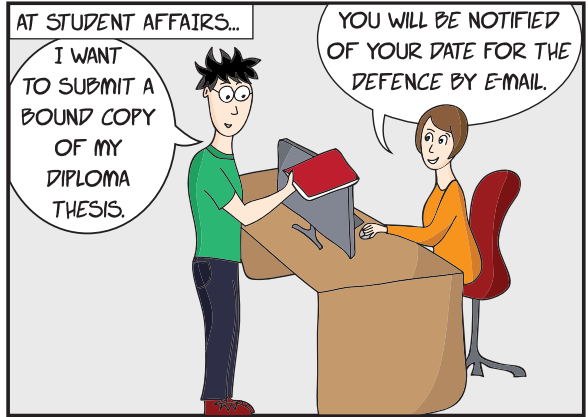
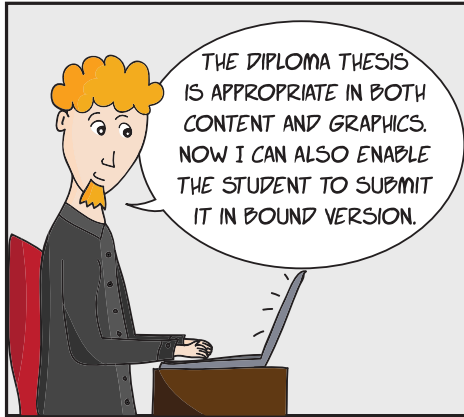


NOW I CAN ENJOY A WELL-EARNED HOLIDAY BEFORE THE START OF LECTURES.



# Submission and Defence of Diploma Thesis







# Code of Ethics

The Code of Ethics lays down the minimal ethical standards for students, teachers and other staff at the University of Ljubljana, a public institution committed to friendly relations in society, progress and prosperity for the entire community.

The purpose of the code is to build and maintain high professional and ethical standards among members of the university community and thereby strengthen loyalty to the University, transparency and social responsibility of its operations, freedom of research, teaching and learning, and the University's social prestige.

**The entire University of Ljubljana Code of Ethics is available at:**  
[www.uni-lj.si/university/code\\_of\\_ethics](http://www.uni-lj.si/university/code_of_ethics)



# Exchange Students at FRI - Contacts and Useful Information



## **International Exchange (Erasmus+) Coordinator at FRI**

For questions regarding studies at the Faculty of Computer and Information Science contact:

### **Alenka Kavčič**, PhD, International Exchange Coordinator

email: [alenka.kavcic@fri.uni-lj.si](mailto:alenka.kavcic@fri.uni-lj.si)

web: [fraca.si/alenkakavcic](http://fraca.si/alenkakavcic)

office hours: check the website above

### **Ksenija Rozman**, MSc, Assistant Coordinator

email: [ksenija.rozman@fri.uni-lj.si](mailto:ksenija.rozman@fri.uni-lj.si)

office hours: International office

room: R3.73

phone: +386 1 479 82 82

## **Tutors for Exchange Students at FRI**

Tutoring for foreign students is designed to help students overcome their culture shock and to help them adapt to a new environment, when they come for their exchange in Slovenia. Student tutors, who have usually been on an Erasmus exchange themselves, help foreign students to adapt to the new environment and take care of certain paper work, as well as help them with the language barrier and other difficulties.

## **Central Office of International Relations of the University of Ljubljana**

For questions regarding studies at the University of Ljubljana, accommodation and administrative details, contact:

### **Office of International Relations**

University of Ljubljana

Kongresni trg 12, Ljubljana

email: [intern.office@uni-lj.si](mailto:intern.office@uni-lj.si)

## **International Office of the Student Organization**

They will help you with more practical information regarding meal tickets, city bus cards, sports, social programmes and trips.

### **International Office**

Student Organization of the University of Ljubljana

Pivovarniška ulica 6, 1000 Ljubljana

email: [reception@sou-lj.si](mailto:reception@sou-lj.si), web: [www.sou-lj.si/sl/vsebina/international-office](http://www.sou-lj.si/sl/vsebina/international-office)

## **Student Council FRI**

email: [info@svet.fri.uni-lj.si](mailto:info@svet.fri.uni-lj.si), web: [svet.fri.uni-lj.si](http://svet.fri.uni-lj.si)

## **Student Card**

Erasmus students get their student card at the International Office of the University of Ljubljana, Kongresni trg 12. However, if you are involved in any other international exchange programme, you get your student card at the International Office at FRI.

The student card has to be returned to International Office at FRI at the end of the exchange period when you collect your Transcript of Records.

If you lose your student card, immediately contact the exchange coordinator to cancel the card and order a duplicate.

## **Digital ID**

Your digital identity at the University of Ljubljana is comprised of a user name and a password. User names come in the form of an e-mail address (for example ab1234@student.uni-lj.si). You can get your digital identity through our website <http://digitalna.uni-lj.si>. The procedure for obtaining your digital identity involves entering certain data on the basis of which you will receive your username. In addition to obtaining your user name, you will be provided with the opportunity to select your own password. When the procedure is completed, your user name and password can be used to access other UL information services. At FRI, you will need your digital ID to access FRI online classroom and Studis, to use the computers in the computer lab, and to get on the EduRoam wi-fi service (the free wireless internet network for students and members as well as for certain other universities both in and outside Slovenia).

## **Enrolment Number and Citizen Number (EMŠO)**

All exchange students get their enrolment number and citizen number (Unique Master Citizen Number or EMŠO) upon arrival at the International Exchange Coordinator's Office.

# Practical Information



## Where to Eat

During your stay in Ljubljana, you are entitled to get food subsidies (equal to EUR 2.63) for the majority of Ljubljana's restaurants. The additional fee you need to pay varies up to EUR 4.37 (as well as the quality of food and service offered in restaurants). However, the number of subsidized meals is limited: you can only have 19 - 22 meals per month (the amount depends on the working days of each month). You can use them every day from 8.00 am to 8.00 pm. The maximum number of subsidized meals per day is two and between them there has to be a 4-hour break.

Before you can actually have your meals subsidized, you have to follow the registration process. Here is the procedure of how to register in the system:

1. Fill in the registration form on the following website:

<http://www.studentska-prehrana.si/en/account/register>

2. Write down the registration number from the upper corner of the form.

3. Once you have your application number, you must go to the office of SŠP Študentski kampus at Pivovarniška 6, where some friendly students will enroll you in the new system. In order to do this, you need your STUDENT CARD and PERSONAL ID or PASSPORT so they can check whether your details are correct. The working hours at Pivovarniška 6 are from 8:00 to 17:00 from Monday to Thursday and from 8:00 to 14:00 on Fridays. At the same time you need to decide whether you will use a SLOVENIAN MOBILE PHONE or a special CARD to benefit from the new system. Using a mobile phone is free, while the card will cost you 15 € (you cannot use both). The card will have to be paid immediately upon order and you will receive it within 3 days at the same place as ordered.

4. After the successful registration and activation of either the mobile phone or card you can start using your meal subsidies.

5. You can use subsidized student meals from 8.00 am to 8.00 pm. There are no subsidized meals between 15th of July and 15th of August.

You can find the list of restaurants which have student subsidized meals on this website: <http://www.studentska-prehrana.si/en/restaurant>



## Restaurants near the Faculty of Computer and Information Science:

### Restavracija 123 FRİK (Večna pot 113, Ljubljana)

Go to the Central Building and continue to the second floor.

Student subsidized meal price: EUR 1,86

Weekly menu: [www.restavracija123.si](http://www.restavracija123.si)

### Biotehniška fakulteta, menza BF (Večna pot 111, Ljubljana)

Exit the Faculty of Computer and Information Science Central Building, go across the nearest bridge and turn right at the end. Continue walking for a few metres and you will see the restaurant on your left.

Student subsidized meal price: EUR 2.57

## How to Get Around

The most useful and the cheapest form of transportation is buses. To ride the bus you need an Urbana card, which costs EUR 2 - you can get it at Urbanomats (machines at some bus stops) or in many kiosks in Ljubljana. The Urbana card can be topped up with a credit of up to EUR 50, which is used for cash-free payment for rides on Ljubljana city buses. One bus ride within one sector costs EUR 1.20 and includes free-of-charge switching of buses within 90 minutes. The ride must be paid for immediately after entering the bus through the front door, by validating the card. If you ride more often you can also buy an Urbana monthly student bus card which costs EUR 20. This card is issued to a specific holder and is not transferable. It enables an unlimited number of rides on all city bus routes. The Urbana card can only be obtained from the LPP Ticket Office (Slovenska cesta 56).

The procedure is:

Get a blank form at LPP ([http://www.lpp.si/sites/default/files/lpp\\_si/stran/datoteke/vloga\\_za\\_izdajo\\_subv\\_vozovnice\\_angl\\_201608.pdf](http://www.lpp.si/sites/default/files/lpp_si/stran/datoteke/vloga_za_izdajo_subv_vozovnice_angl_201608.pdf))

and fill it out. Then take this document and ORIGINAL ENROLMENT CERTIFICATE to the LPP Ticket Office (Slovenska cesta 56).

## BICIKELJ.SI

Another convenient way of transportation around the city is by bicycle. To enjoy the advantages of the Bicikelj system all year round, subscribe directly online using a credit or debit card. You will need an Urbana card for this service. For a EUR 3 annual subscription you can make an unlimited number of trips. The first hour period of each journey is free (after the first hour you pay the appropriate hourly hire rate).

More: <http://en.bicikelj.si>

# Get Involved and Participate in...



## Contests

Have you heard of contests such as Robo League (contest in mobile robotics) or the University programming marathon? Our students are also very successful at international contests such as the Imagine Cup or iGem and open challenges such as Kaggle.

*Tip: Choose to enrich your studies and take part in contests!*

## Student Challenges

IT companies prepare new challenges for FRI students every year.

*Tip: Accept the challenge. This is the way to experience true success.  
Ongoing challenges are posted at: [fraca.si/izzivi](http://fraca.si/izzivi)*

## Labs

Did you know there are 19 research laboratories? Do you have an idea for a project or do you want to participate in a lab?

*Tip: Knock on the door of your chosen lab and explain your interest in participating. All help and new ideas are welcome.  
Read more about labs and their projects at: [fraca.si/laboratories](http://fraca.si/laboratories)*

## FRI Garage

FRI Garage is a technology accelerator where we meet, learn, develop new tech projects and discuss new ideas and technologies.

*Tip: Do you have an idea for a project? FRI Garage will help you to develop it.  
More on: [garaza.io](http://garaza.io)*

## Sports

The FE in FRI sports clubs organise various sports activities, including hikes, bike tours, rafting, skiing trips and surfing.

*Tip: Sports are good for your health and participation is highly recommended!  
More information on: [sportsd.fe.uni-lj.si](http://sportsd.fe.uni-lj.si)*



## Student Council

Through the Student Council you can participate in the management and decisions of the faculty. Their members participate in bodies of the faculty or the university and voice opinions on particular subjects. You can see them about any problems, comments or questions you may have. Moreover, they organise events such as introduction to studies or charity week, and they publish the Freevija journal.

Do you think that you were wronged in a course? Do you have a question and do not know who to turn to? Contact the FRI Student Council and they will help you find a solution.

*Tip: The FRI Student Council elections take place in October. Register your candidacy and participate in creating a better university environment. More information on: [svet.fri.uni-lj.si](http://svet.fri.uni-lj.si)*



# Information for Students on Exchange



**W**e are delighted that you have chosen to spend part of your study period at the Faculty of Computer Science of the University of Ljubljana. Staying abroad is not only a valuable personal experience, but also an important part of your academic and professional career. Hence, this experience of a lifetime certainly needs some thoughtful preparation and we are pleased to take part in it. As we are here to help and to support you during your stay in Ljubljana, do not hesitate to contact us whenever you require any assistance.

The brochure *First Aid for Foreign and Exchange Students* will help you prepare for your time as a student at the Faculty of Computer and Information Science, as it contains much practical information and some basic formalities regarding your stay and studies in Ljubljana. The aim of this brochure is to answer some of your questions and to facilitate your integration into the academic life at the Faculty. We hope this information will be helpful to you.

We wish you an enjoyable, unforgettable and very successful time at the Faculty of Computer and Information Science.

Dobrodošli!

**Alenka Kavčič**

International Exchange Coordinator at FRI

# International Mobility



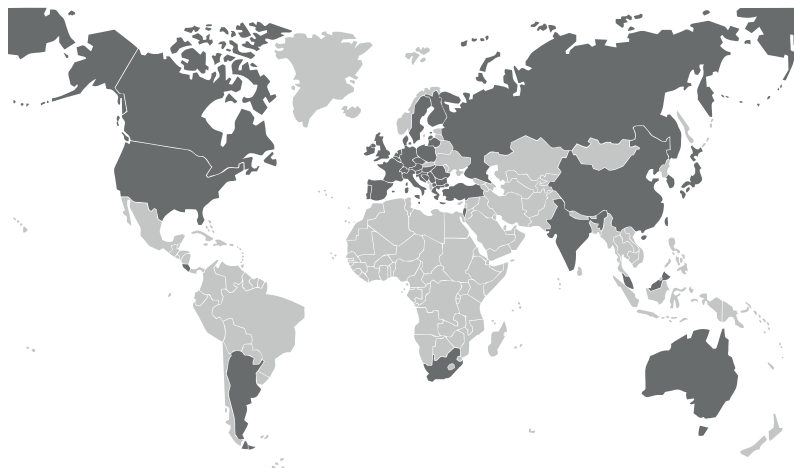
FRI also offers students the possibility to complete a part of their studies abroad. The Erasmus+ programme and other student exchange programmes enable students to complete some of their obligatory study requirements at a university in another EU country, in Norway, Iceland, Liechtenstein, Switzerland, Turkey, Hong Kong, South Korea, USA, Australia, Russia and so on. Upon the students' return requirements completed abroad are recognised by FRI.

What are the advantages of studying abroad?

- taking courses and acquiring new knowledge,
- getting to know the student and work culture abroad,
- a new and unforgettable experience,
- learning about other cultures and living in a different environment,
- new acquaintances.

**More information is available at:**

[frac.si/izmenjave](https://frac.si/izmenjave)



*For me the exchange was a great opportunity to live independently, to socialise, use my English actively and to study at one of the best European universities. My new acquaintances also gave me an insight into foreign cultures and study practices all around the world. These experiences are invaluable, so I strongly recommend the exchange to anyone who still hasn't decided about it.*

**Žiga Lesar**, exchange: Norwegian University of Science and Technology

# Courses for Exchange Students at FRI

The updated list of available courses for exchange students:

[fraca.si/courses](https://fraca.si/courses)

Some courses are in English, most of them are in Slovenian. All courses have lectures and laboratory exercises.

Your Learning Agreement (LA) determines your courses; change of courses in the LA has to be approved by the Coordinator at FRI and your home institution. Exchange students at FRI are allowed to take two courses at other University of Ljubljana faculties. Students who wish to exercise this option must first consult with the course provider and with coordinators from both faculties (FRI and the faculty offering the selected course).

## Year Plus

During their first year at the University of Ljubljana international students may attend the Year Plus module which includes Slovenian language courses and is designed to help international students to adapt to the Slovenian system and culture.

If a student completes 30 ECTS credits (including FRI and/or Year Plus courses), which include at least 6 ECTS of Slovenian language courses, she is entitled for a Year Plus and can preserve her student status even if she does not fulfil FRI requirements for the enrolment in the second year of studies.



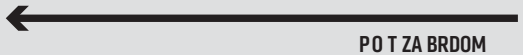
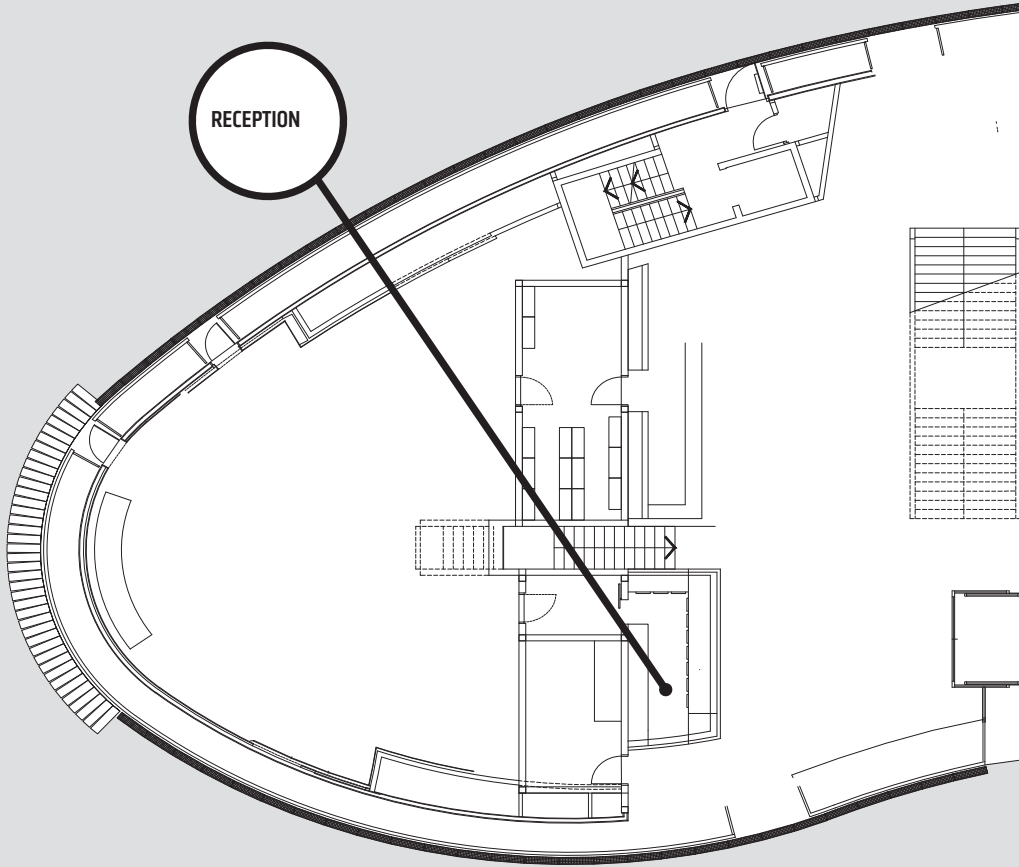


# Laboratories

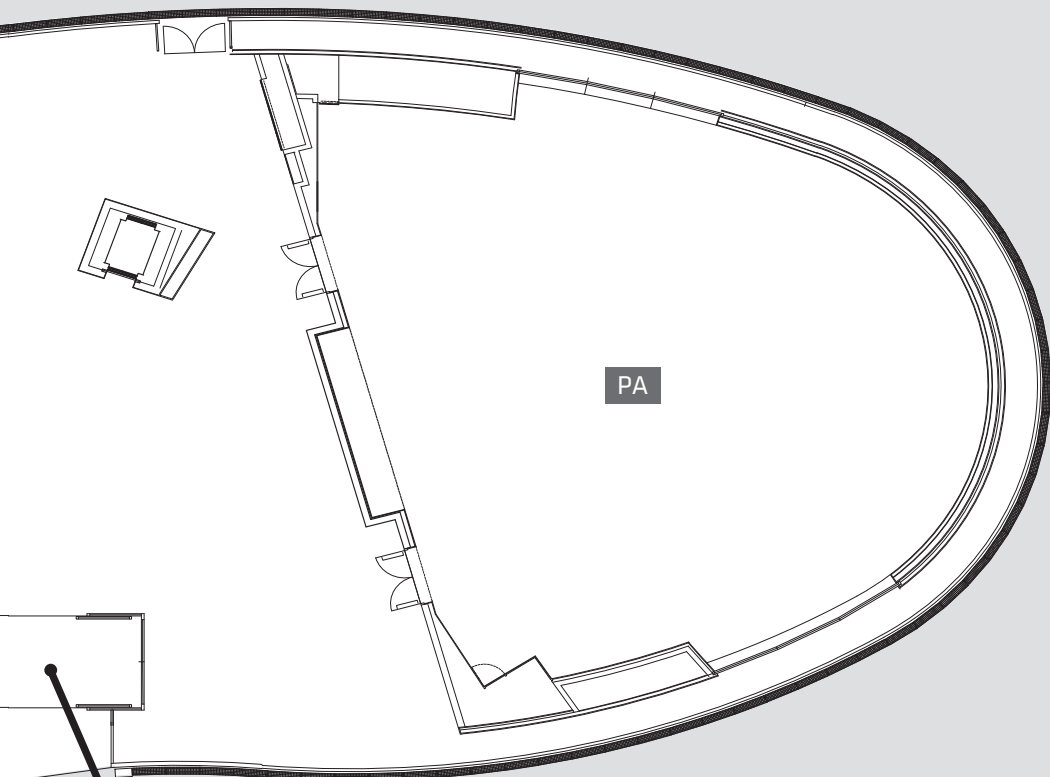


LABORATORIES		
Name		Room
Laboratory for Computer Graphics and Multimedia	LGM	R2.29
Laboratory for Biomedical Computer Systems and Imaging	LBR50	R3.27
Laboratory for Adaptive Systems and Parallel Processing	LASPP	R2.41
Computer Communications Laboratory	LRK	R3.51/R3.72
Computer Structures and Systems Laboratory	LRSS	R3.56
Information Systems Laboratory	LI	R2.60
Laboratory of e-media	LeM	R3.50
Laboratory for Data Technologies	LPT	R2.44
Laboratory for Integration of Information Systems	LIIS	R2.20/R2.22
Laboratory for Algorithmics	LALG	R2.30
Software Engineering Laboratory	LTPO	R2.30
Computer Vision Laboratory	LRV	R2.33
Visual Cognitive Systems Laboratory	LUVSS	R2.36/R2.37
Artificial Intelligence Laboratory	LUI	R3.54
Laboratory for Cognitive Modelling	LKM	R2.26
Bioinformatics Laboratory	BIOLAB	R3.20/R3.22
Laboratory for Mathematical Methods in Computer and Information Science	LMMRI	R3.26
Laboratory for Cryptography and Computer Security	LKRV	R3.28
Laboratory for Ubiquitous Computing and Systems	LUSY	R3.53

# Central Building Ground Floor



POT ZA BRDOM

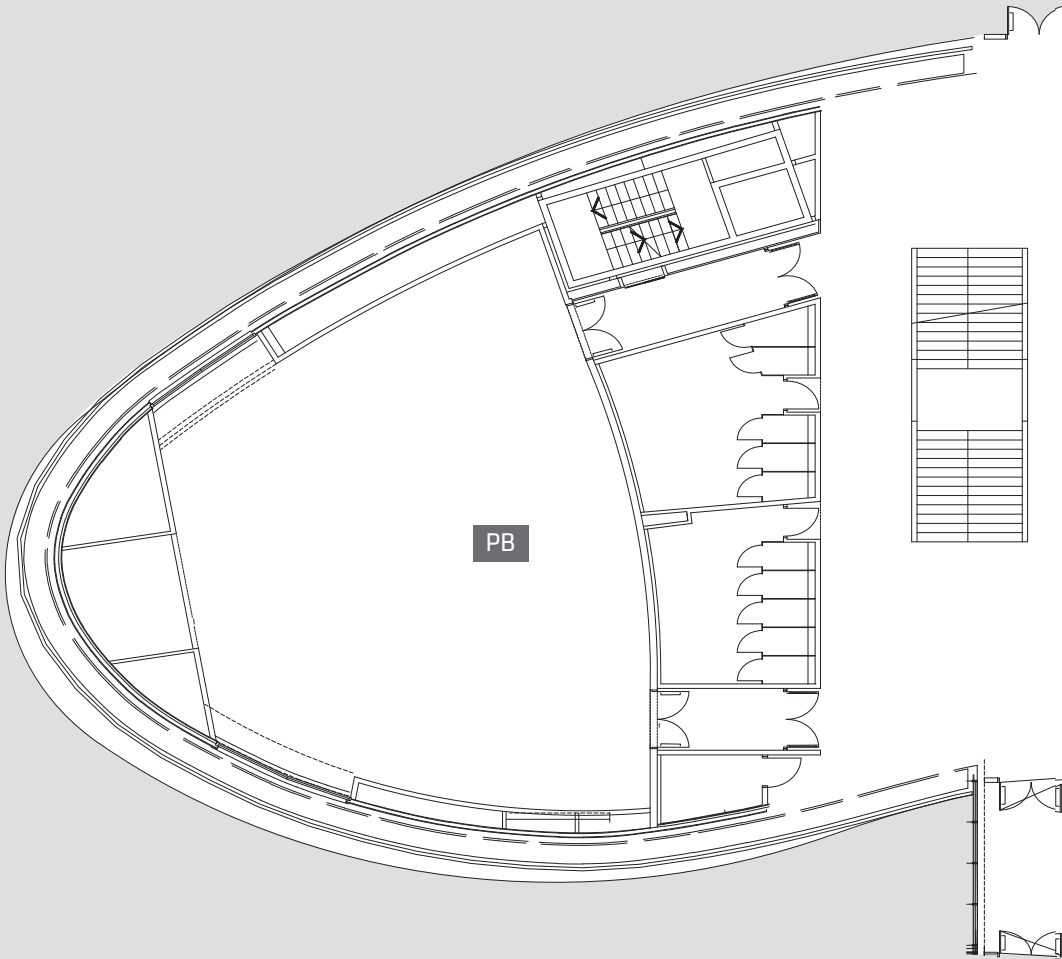


PA

MAIN  
ENTRANCE

VEČNA POT

# Central Building 1<sup>st</sup> Floor

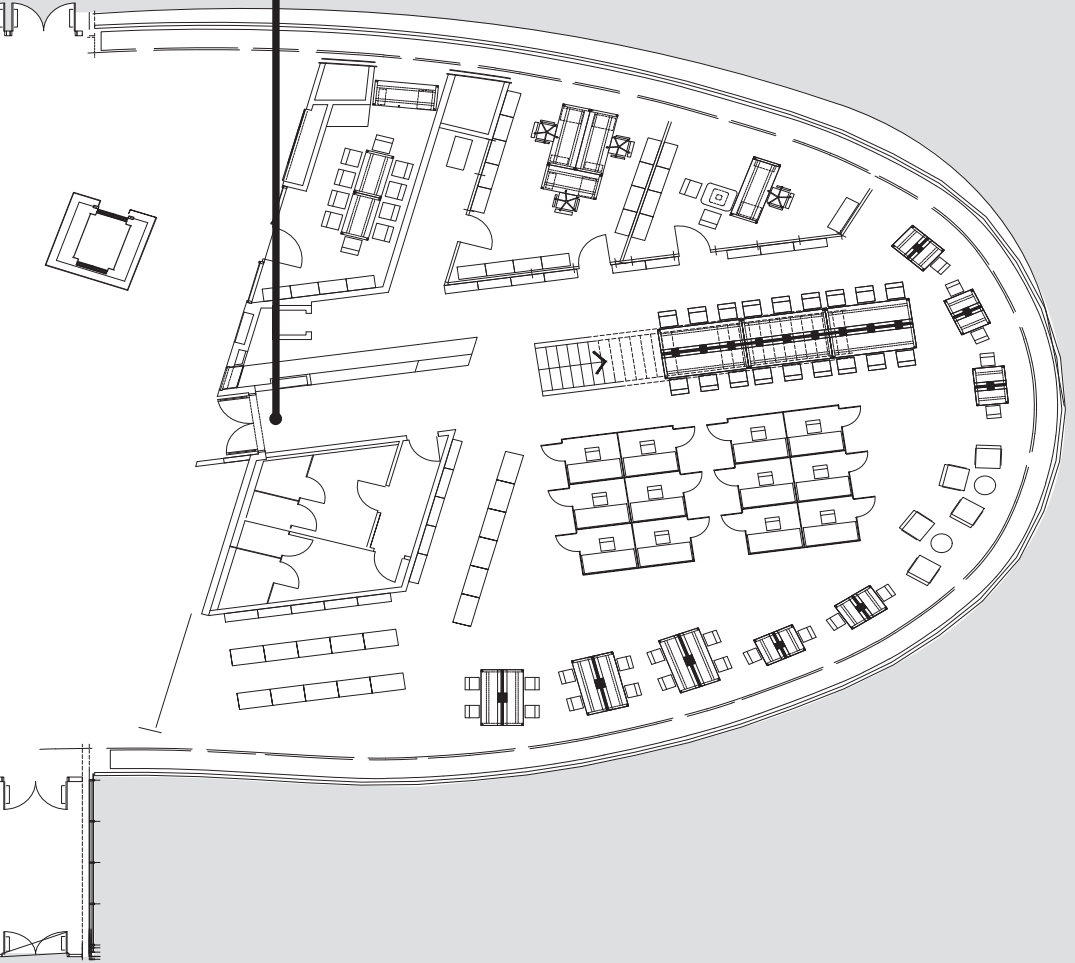


**LIBRARY**

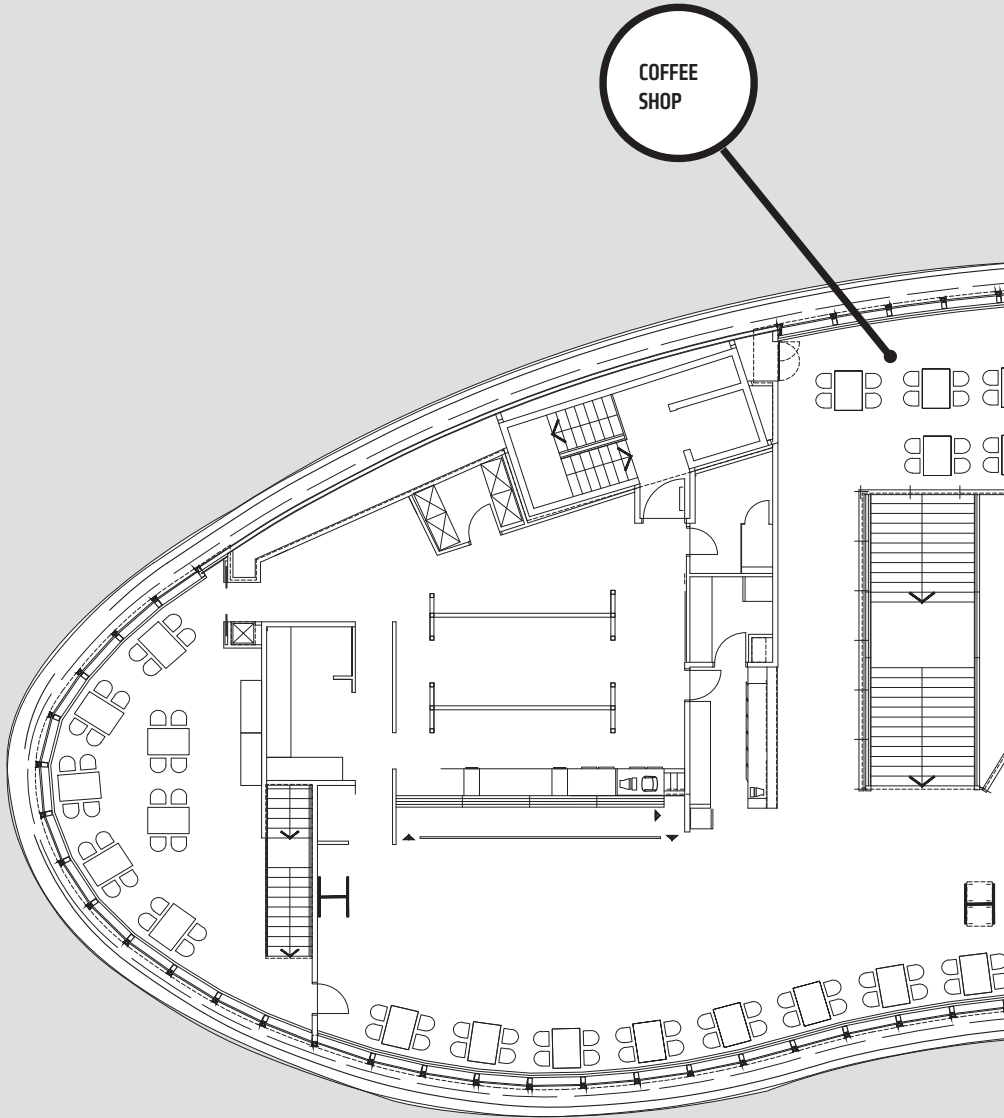
**Opening hours:** Mon - Thu, 8:00 - 19:00  
Fri, 8:00 - 18:00

**Phone:** +386 1 476 80 02

**E-mail:** knjiznica@fkk.uni-lj.si

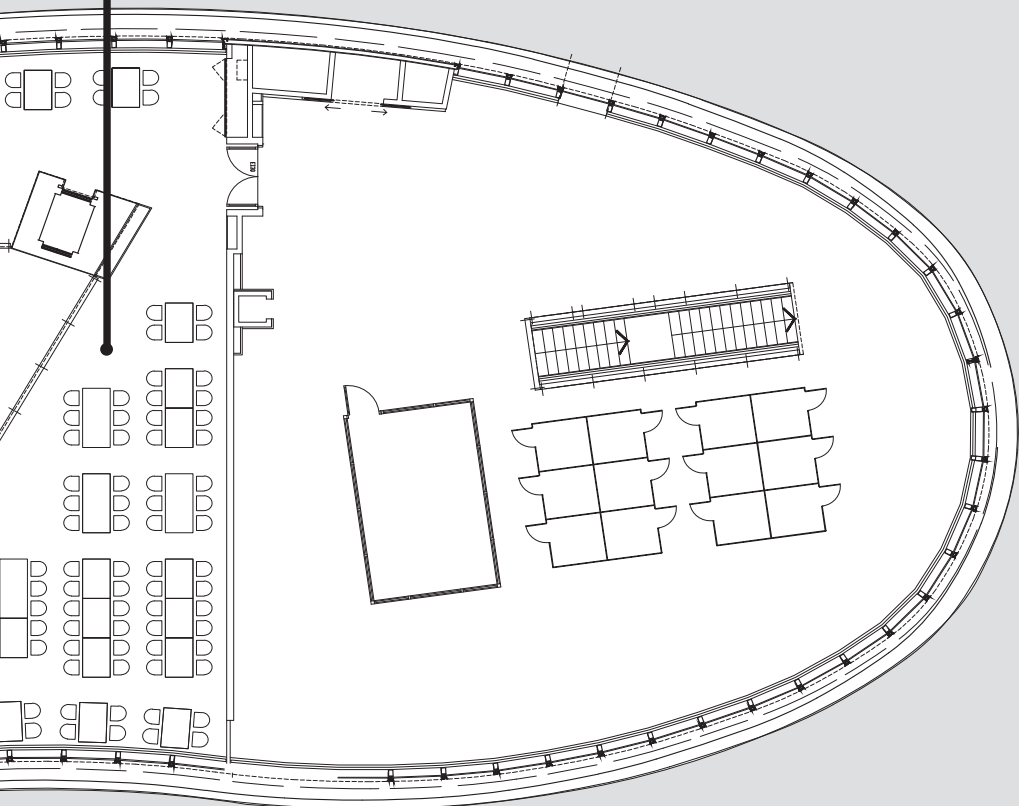


# Central Building 2<sup>nd</sup> Floor

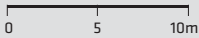
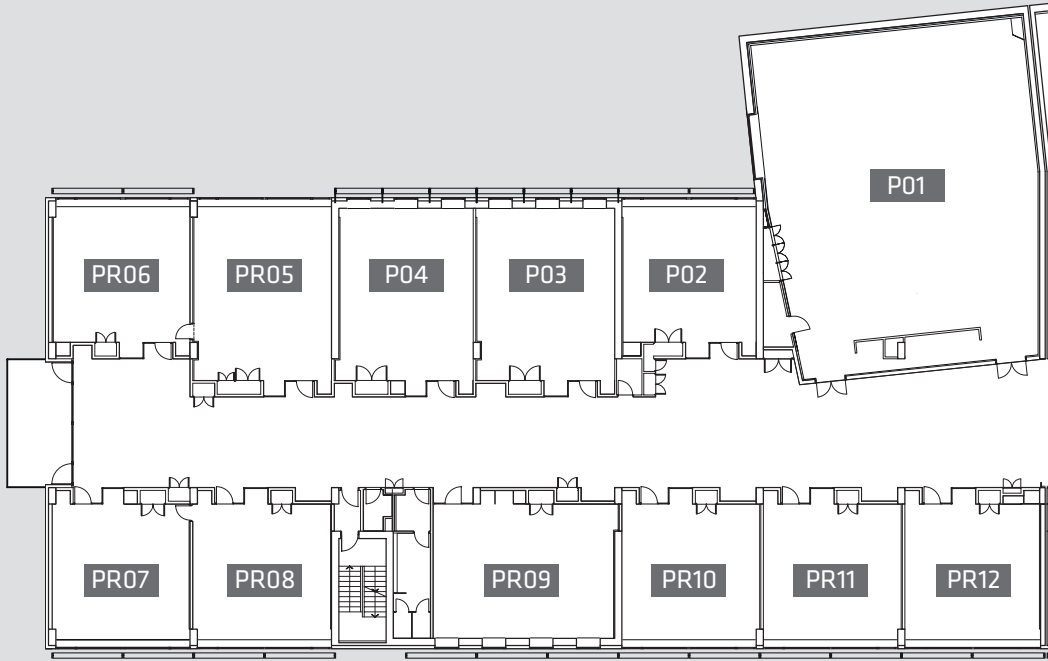


**FACULTY  
RESTAURANT  
123 FRI AND  
FKKT**

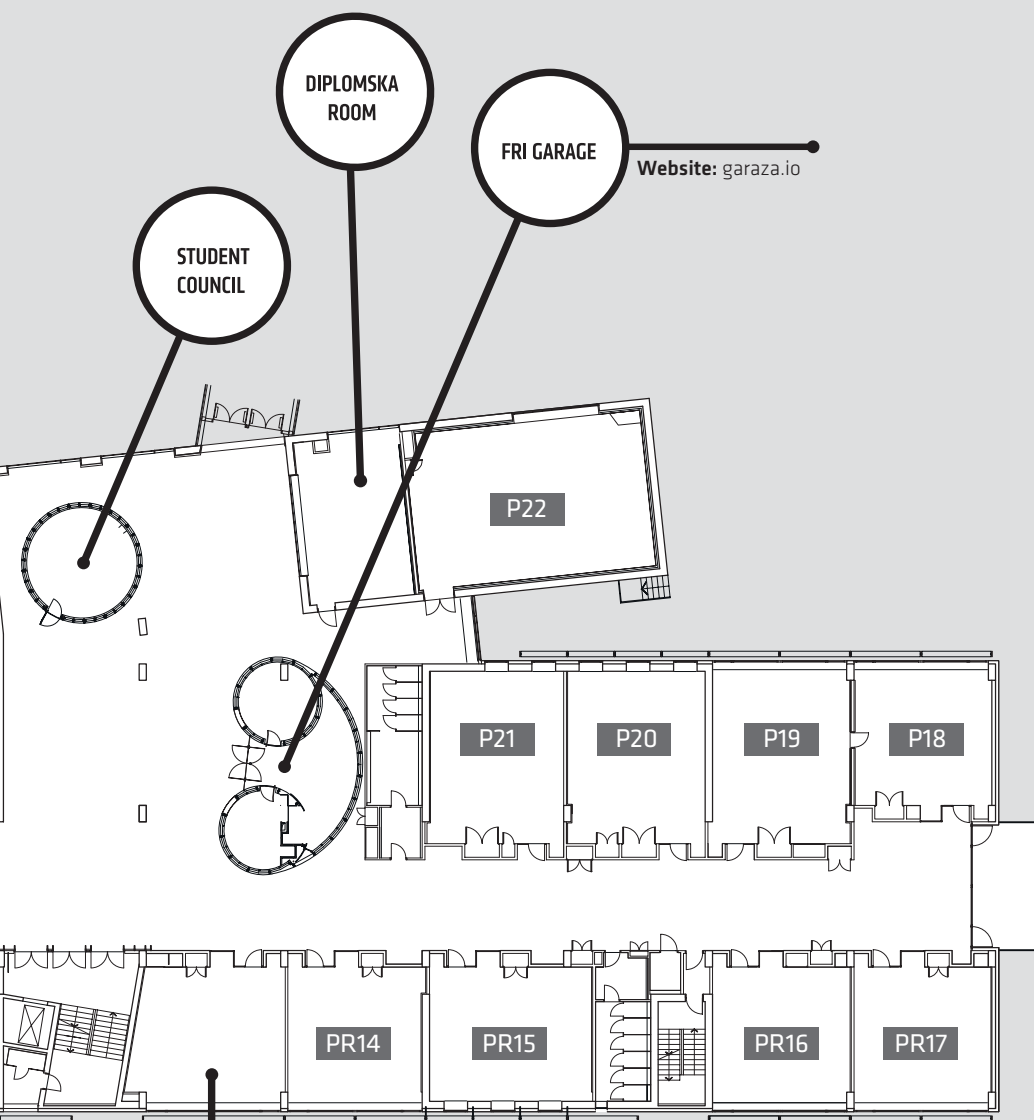
**Opening hours:** Mon - Fri, 7:45 - 16:00  
**Website:** [www.restavracija123.si](http://www.restavracija123.si)



# FRI Building 1<sup>st</sup> Floor







**STUDENT  
AFFAIRS  
OFFICE**

**Office hours:** Mon–Thu, 10:30–12:30

**Phone:** +386 1 479 81 18, +386 1 479 81 19

**Phone office hours:** Mon–Thu, 13:00–14:00

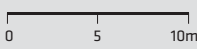
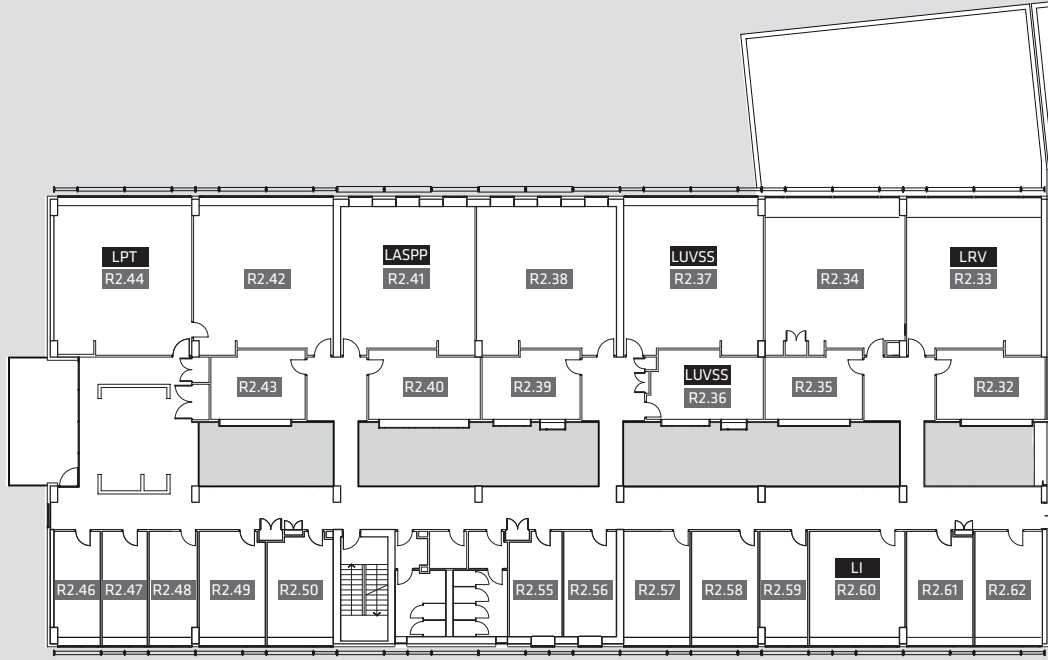
**E-mail:** [studinfo@fri.uni-lj.si](mailto:studinfo@fri.uni-lj.si)

**Website:** [www.fri.uni-lj.si/en](http://www.fri.uni-lj.si/en)

# FRI Building 2<sup>nd</sup> Floor

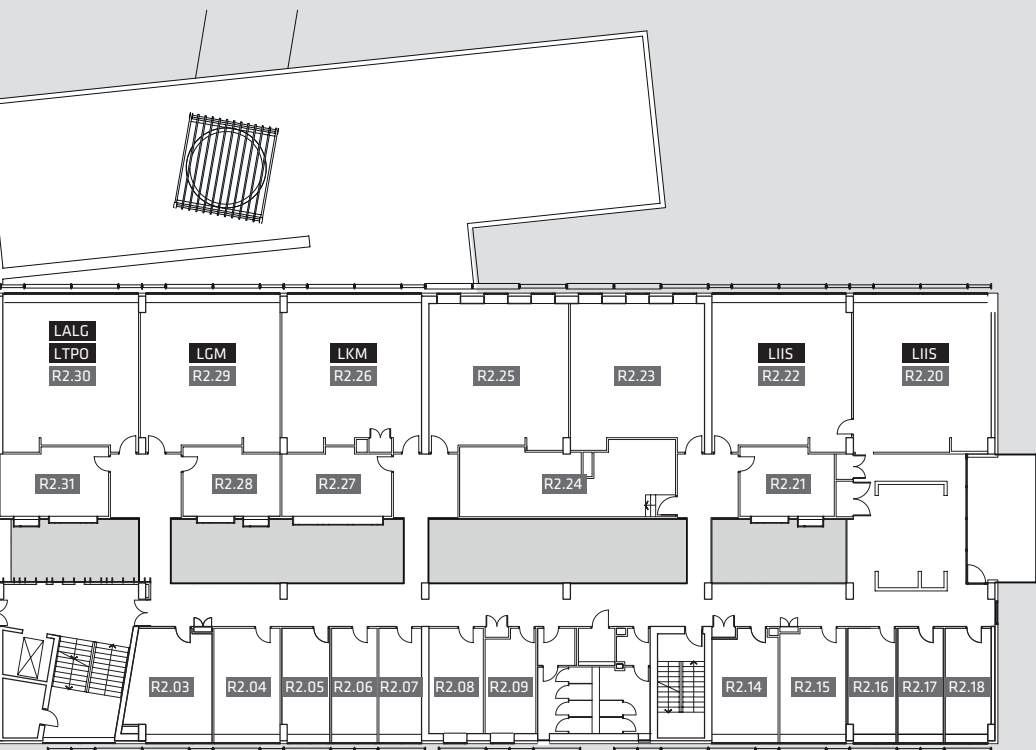
Bajec	Marko	R2.46
Batagelj	Borut	R2.15
Bosnić	Zoran	R2.17
Bovcon	Narvika	R2.21
Bulić	Patricio	R2.55
Čehovin Zajc	Luka	R2.35
Dobravec	Tomaž	R2.61
Jurič	Matjaž Branko	R2.18
Hovelja	Tomaž	R2.62
Kononenko	Igor	R2.07

Kristan	Matej	R2.57
Kukar	Matjaž	R2.04
Lavbič	Dejan	R2.49
Lotrič	Uroš	R2.56
Mahnič	Viljan	R2.59
Marolt	Matija	R2.14
Mihelič	Jurij	R2.61
Oblak	Polona	R2.09
Peer	Peter	R2.08



Ricciato	Fabio	R2.47
Robič	Borut	R2.05
Robnik-Šikonja	Marko	R2.06
Rozman	Robert	R2.50
Rožanc	Igor	R2.50
Rupnik	Rok	R2.58
Skočaj	Danijel	R2.57
Slivnik	Boštjan	R2.14
Solina	Franc	R2.16

Šajn	Luka	R2.15
Šter	Branko	R2.48
Štrumbelj	Erik	R2.04
Šubelj	Lovro	R2.49
Vavpotič	Damjan	R2.62
Znec	Aljaž	R2.58
Retired Professors' Office		R2.39



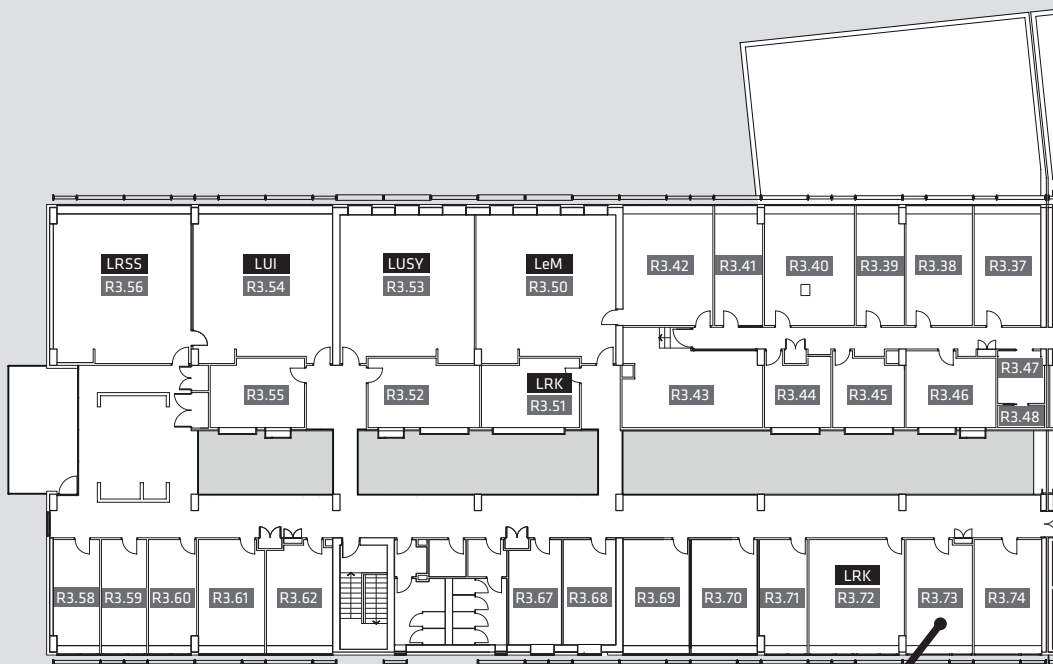
**Interesting facts about Slovenia**

**Did you know** that the geographical and climatic variety and diversity of Slovenia mean that in a single day you can pick autumn fruits in the morning, bathe in the Adriatic in the afternoon, and go night skiing in the evening?

# FRI Building 3<sup>rd</sup> Floor

Bratko	Ivan	R3.58
Brodnik	Andrej	R3.67
Ciglarič	Mojca	R3.71
Curk	Tomaž	R3.15
Demšar	Janez	R3.18
Fijavž	Gašper	R3.09
Gračner Žitnik	Vesna	R3.73
Guid	Matej	R3.69
Jager	Franc	R3.05
Jurišič	Aleksandar	R3.06
Lebar Bajec	Iztok	R3.61
Leonardis	Aleš	R3.07

Moškon	Miha	R3.61
Mramor Kosta	Nežka	R3.16
Mraz	Miha	R3.59
Orel	Bojan	R3.08
Pejovič	Veljko	R3.15
Rozman	Ksenija	R3.73
Sadikov	Aleksander	R3.69
Smrdel	Aleš	R3.14
Trček	Denis	R3.68
Trebar	Mira	R3.70
Virk	Žiga	R3.14
Zimic	Nikolaj	R3.60
Zupan	Blaž	R3.17



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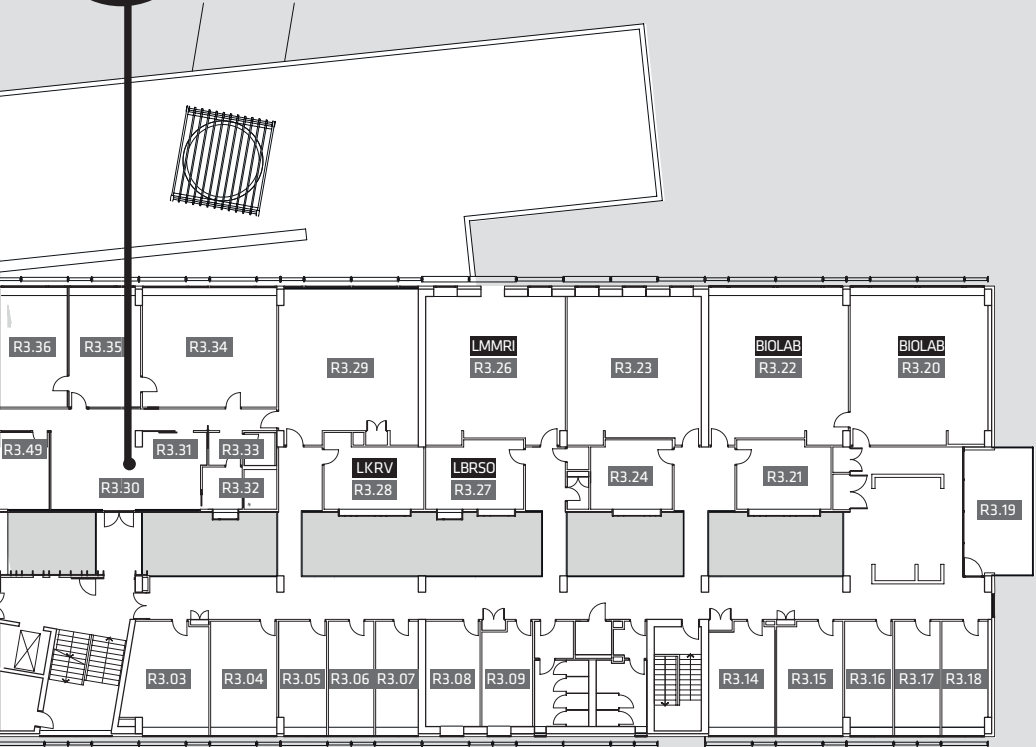


Phone: +386 1 479 82 82

INTERNATIONAL  
OFFICE

DEAN'S  
OFFICE

Phone: +386 1 479 81 00



# FRI Dictionary of Terms



- ASSISTANT PROFESSOR** is a type of university teacher. (See UNIVERSITY TEACHER). They are usually younger teachers.
- ASSOCIATE PROFESSOR** is a university teacher halfway through his career.
- CLASSROOM** (capital C - Classroom) can be accessed at <http://ucilnica.fri.uni-lj.si>. It contains all course material, notes, slides and relevant links, tutorial problems and often previous exam papers. It is via the Classroom that you can turn in your homework, complete quizzes and write posts on forums.
- COMMITTEE EXAM** is an exam where the committee reviews the student's written exam or is present at the oral exam. This occurs when the student fails a course three times. Committee exams are not more difficult than normal exams – the aim of the committee is to ensure that assessment is as objective as possible.
- COURSE BOOK** is a reference book for learning. Sometimes, the professor is the author - such course books are especially fitting to the course. Different slides and notes do not replace a course book when it constitutes the mandatory literature on the reading list.
- COURSEWORK** is the required work for a course that students need to successfully submit by set deadlines during the semester to be able to take the final exam. It can be in the form of homework, online quizzes, seminar projects or preliminary exams. All coursework must be independently completed by the student, unless stated otherwise. Tutorials and ongoing work are only valid until the end of the current academic year. If you do not pass the course during this time, you must complete all tutorials and coursework again in the next year.
- DEADLINE** is a date (or a time) by which you must complete something, for example submit homework or a seminar project. If you try to submit after the deadline, it is similar to trying to get on a ship which has already sailed. Always deliver to deadline.
- DEAN** is the responsible academic and executive head of the Faculty. From a student perspective the Dean is comparable to a principal (see also VICE DEAN).
- DISCIPLINARY COMMITTEE** is the Faculty's disciplinary authority that is in charge of students who plagiarise their homework, seminar projects, exams etc. The disciplinary procedure is an unpleasant matter that involves an official serving of letter, a hearing in front of the committee and student and faculty representatives, and is concluded by a punishment ranging from a one year ban from studies to exclusion from the Faculty.
- ELECTRONIC MESSAGE** is a form of communication that, in spite of its modern dimension, contains an introductory greeting by appropriately stating the title of the recipient (see TITLE), correctly formed sentences and a greeting at the end with your signature. If the recipient does not respond to your message, see EMAIL ADDRESS.
- EMAIL ADDRESS** is the address where you will receive messages. Upon enrolment, you receive an address in the following format: jn1234@student.uni-lj.si, where you receive messages from the university, therefore you must consult it regularly. Faculty staff email addresses are usually in the following format: name.surname@fri.uni-lj.si.

<b>EXAM</b>	is the final examination for a course. It is either a written or an oral exam, or both. You must register on Studis to take an exam, no later than 01:00 am on the day before the exam. See also SWIMMING.
<b>EXAM DATE</b>	is the date of the final course exam, scheduled in the Studis information system. There are three exam dates for every course that has an exam, two in the EXAMINATION PERIOD following the semester of the course and one in the autumn examination period.
<b>EXAMINATION PERIOD</b>	is the period when you take exams. The winter examination period lasts four weeks after the winter semester and each course has two different EXAM DATES. The summer examination period lasts four weeks after the summer semester and each course has two separate exam dates for the summer semester. The autumn examination period lasts from mid-August to mid-September and has one exam date for each course.
<b>FACEBOOK</b>	is a popular method used to avoid learning during lab tutorials.
<b>FEMALE COMPUTER SCIENCE STUDENT</b>	is a female person studying computer science. (See also <a href="https://www.youtube.com/watch?v=bC4kyAAwD-g">https://www.youtube.com/watch?v=bC4kyAAwD-g</a> )
<b>FRI SUMMER SCHOOL</b>	is composed of workshops in different disciplines of computer science and takes place during the summer. Some workshops are for primary school students, some for secondary school students, some for university students.
<b>FORUMS</b>	on Classroom (see CLASSROOM) are online sites where you can ask questions about different courses or answer questions by others. We advise you to use them!
<b>FULL PROFESSOR</b>	is a university professor who is usually somewhat older (but not necessarily).
<b>HOMEWORK</b>	usually involves submitting a type of file to the Classroom (See CLASSROOM). Homework can involve programming, computing, written homework etc. This is necessary, because people learn only if they continuously revise the learning material.
<b>LABORATORY</b>	is the place where assistants, young researchers, researchers and others reside. Laboratories have many things going on. If you are particularly interested in a branch of computer science, go to the relevant lab and ask the people there if you can join them.
<b>LAB PRACTICALS</b>	are tutorials where computers are extensively used to solve problems. See also FACEBOOK.
<b>LECTURE HALL</b>	is a space where students acquire a lot of knowledge, if a) they frequent it and b) if they do not have their laptops open, but rather their notebooks.
<b>LECTURER</b>	is a teacher who is well versed in practical subject content and is the course coordinator at a higher education or professional study level with emphasis on practical knowledge.
<b>LECTURE OFFICE</b>	is where the learning material is introduced and explained. is the room where the teacher resides. When they are in, they are happy to see students thirsty for knowledge. This includes students who did not understand certain things in lectures. They particularly welcome students who understood the lectures but wish to know more on the subject. See also OFFICE HOURS.

<b>OFFICE HOURS</b>	are when a teacher or a teaching assistant is available to answer all of your questions. (Since you are an independent adult, unlike in primary school, you are the one to come to office hours, not your parents.) Teachers are reachable in their OFFICE, teaching assistants in the LABORATORY.
<b>ONLINE QUIZ</b>	is a quiz posted in the Classroom (see CLASSROOM). You have one or more attempts to solve the quiz. They can also be time limited – the countdown starts when you open the quiz. They are sometimes used to verify attendance at tutorials. Any fraudulent behaviour on online quizzes can lead to expulsion from the Faculty by the DISCIPLINARY COMMITTEE.
<b>PLAGIATRIST</b>	is a nitwit who plagiarises and uses other seemingly inventive methods to create the impression that he did something that he actually didn't, or that he knows something he actually doesn't. This is a good way to waste your own time, the teachers' time and taxpayers' money without realising that due to your lack of knowledge, you will suffer the consequences until your retirement (if you will be hired without actually possessing any knowledge).
<b>PRACTICALS</b>	are contact hours which usually involve solving problems on the board or in notebooks without the use of computers.
<b>PRELIMINARY EXAM</b>	is an exam in some courses that constitutes a percentage of coursework. A successful preliminary exam can give access to the exam, and in some cases, replaces the exam.
<b>PROFESSIONAL STUDY LECTURER</b>	is a professional study programme teacher.
<b>REPEATING A YEAR</b>	is what happens to students who do not complete a sufficient number of exams for enrolling in a higher year, but still enough to repeat the year. You can only repeat a year once in the course of your study!
<b>ROBO LEAGUE</b>	is an annual programming contest in Lego Mindstorm robot programming.
<b>SCHEDULE</b>	is a timetable published on <a href="http://urnik.fri.uni-lj.si">urnik.fri.uni-lj.si</a> , where you can find when and where you will listen to whom about what. It is published shortly before the beginning of the semester, but it is subject to change over the following days, because the final number of students in a course is only determined in the middle of October.
<b>SEMESTER</b>	is half of the academic year. Each semester has 15 weeks. The winter semester starts on 1 October and ends at the end of January; the summer semester starts four weeks after the winter semester and ends in the beginning of June. The exact dates are in the academic calendar.
<b>SEMINAR PROJECT</b>	is a more extensive programming project or a shorter theoretical project on a particular topic. The seminar project is a form of coursework required for some courses.
<b>SENATE</b>	is the authority managing the Faculty. The Senate accepts all rules (except those imposed by the University or the state), elects teaching titles (see UNIVERSITY TEACHER) and other.
<b>SLOVENIAN</b>	is the language (with some exceptions!) that we use in our oral and written communication. Some of its features include, for example, capital letters, punctuation (including commas) and cases. Dialects are reserved for speaking rather than writing.



<b>SMOKING</b>	is harmful to your health. It is forbidden to smoke on the faculty premises.
<b>STUDENT AFFAIRS</b>	is the office that deals with all formal aspects of study. The kind ladies and a gentelman there can answer all of your questions about dates and application forms (they also accept and submit applications). Since students are very numerous, while the office staff are few, they hold office hours. If you send them an email with a proper greeting, they will kindly reply, although it may be the next day.
<b>STUDENT COUNCIL</b>	is a Faculty body through which students can have an impact on all Faculty related activities. You can share all of your thoughts and concerns with the Student Council representatives - it is advisable that you do. It is even better if you become a member.
<b>STUDENT SURVEY</b>	is a survey that is good to fill out at the end of your course, to tell your teachers and teaching assistants what you especially liked (and what you didn't if applicable). If you think that you won't change anything by filling out this survey, you are mistaken.
<b>STUDIS</b>	is a student information system. This is where you register for exams, enrol in a higher year and so on.
<b>STUDY COORDINATOR</b>	is the teacher responsible for a specific study programme. You will meet them during your first days of study and in crucial moments, such as when choosing elective courses or when starting to write your thesis. You can also go to them with subject-based questions, to praise other teachers or teaching assistants, or to voice complaints. All formal questions (dates and forms) should be addressed to STUDENT AFFAIRS.
<b>STUDY RULES AND REGULATIONS</b>	define everything connected to your studies. (Except what is defined elsewhere.) It is useful to know them.
<b>SWIMMING</b>	is a physical activity where the aim is to keep your head above water while travelling distances. It is impossible to learn in a week, but needs to be practised for a longer time in order to pass the test. The same goes for most courses at FRI. If you do not study regularly, but binge study a week before the exam, you will have water running down your throat and eventually drown.
<b>TEACHING ASSISTANT</b>	is a teacher (usually younger) in charge of tutorials. Since they are closer to students in age, they are a popular target for students' questions. This is especially true for students who are afraid of lecturers. See also OFFICE.
<b>TITLE or ACADEMIC TITLE</b>	is similar to military rank. Just as we call Colonel Rabbit "Colonel Rabbit" or, if we call him in the corridor, "Colonel" (and not Mr. Rabbit or maybe even Rabbit), we also call teachers and teaching assistants "Professor Brainiac", "Assistant Professor Brainiac" or "Teaching Assistant Brainiac". (Change the last name as appropriate.) We use these names both in oral and written communication. In formal documents, use the full title, PhD or MSc, e.g. "Prof. Brainiac, PhD".
<b>TL; DR</b>	is an abbreviation used for university publications and you are better off not knowing it.
<b>TUTORIALS</b>	are contact hours for practical learning with mandatory attendance (usually). There are two types, TUTORIALS and LAB PRACTICALS. If you fail the course, you must attend tutorials and lab practicals again the next year!

**UNIVERSITY  
CODING MARATHON**

is a student contest in programming. The best students go on to the central European contest and if they rank high, on to the world finals.

**UNIVERSITY TEACHER**

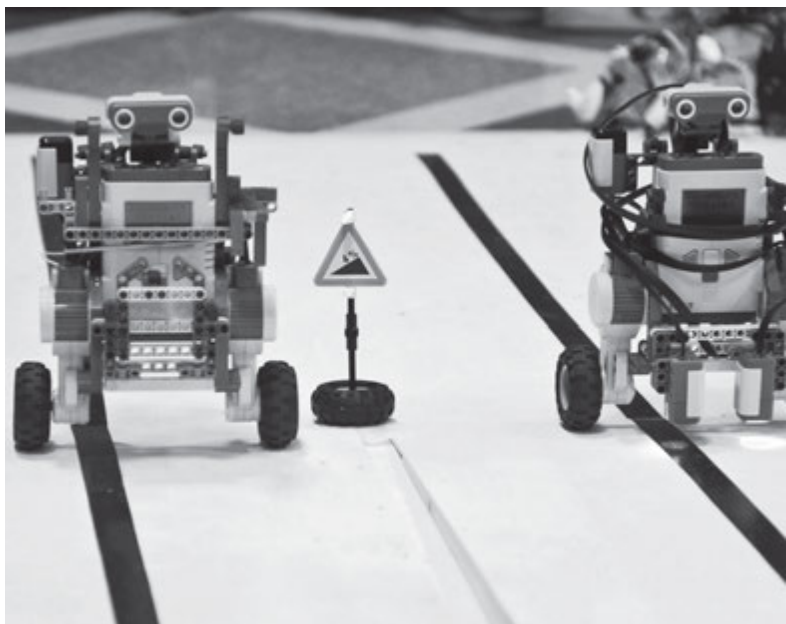
is a person with a proven record of scientific achievements of global importance and with considerable teaching experience, with title granted by the University of Ljubljana of lecturer, senior lecturer, assistant professor, associate professor or full professor (see also TITLE). University teachers give lectures and assess students' knowledge.

**VICE DEANS**

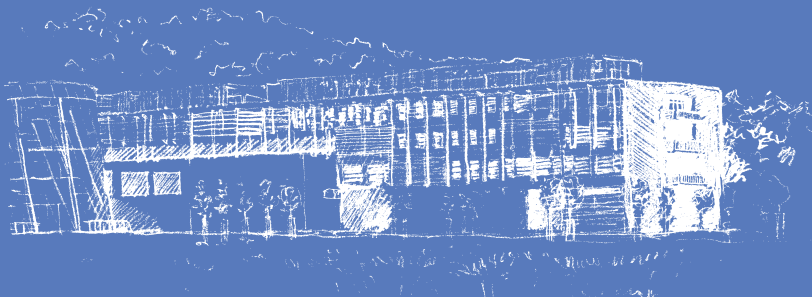
are the Dean's right hands. He has four (in addition to his own). The most relevant for you is the Vice Dean for Education.

**YEAR OFF**

is an unfortunate state that can happen to students who have not completed a sufficient number of exams to enrol in a higher year or at least repeat the year (see also REPEATING A YEAR). These students have no student status and therefore no student benefits. They also need to pay a fee to take exams and attend tutorials.







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