University *of Ljubljana*
Faculty *of Computer and*
Information Science

International office

Vesna Gračner: International Exchange Coordinator

mag. Ksenija Rozman: Assistant coordinator

Email: erasmus@fri.uni-lj.si

Office hours: Tuesday, from 10 - 11 AM

(link is published at the website of Vesna and Ksenija)
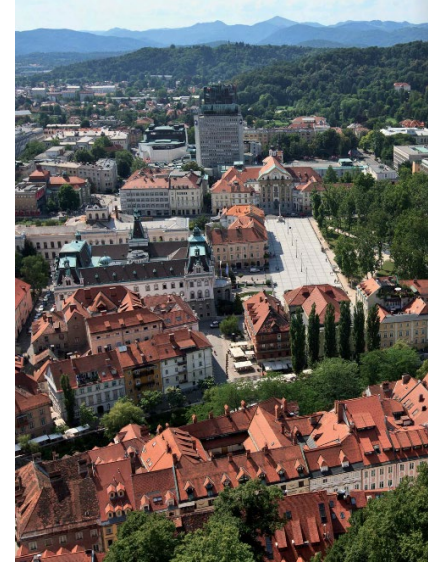

Student buddies

- Anđela Rajovič (ar6915@student.uni-lj.si)
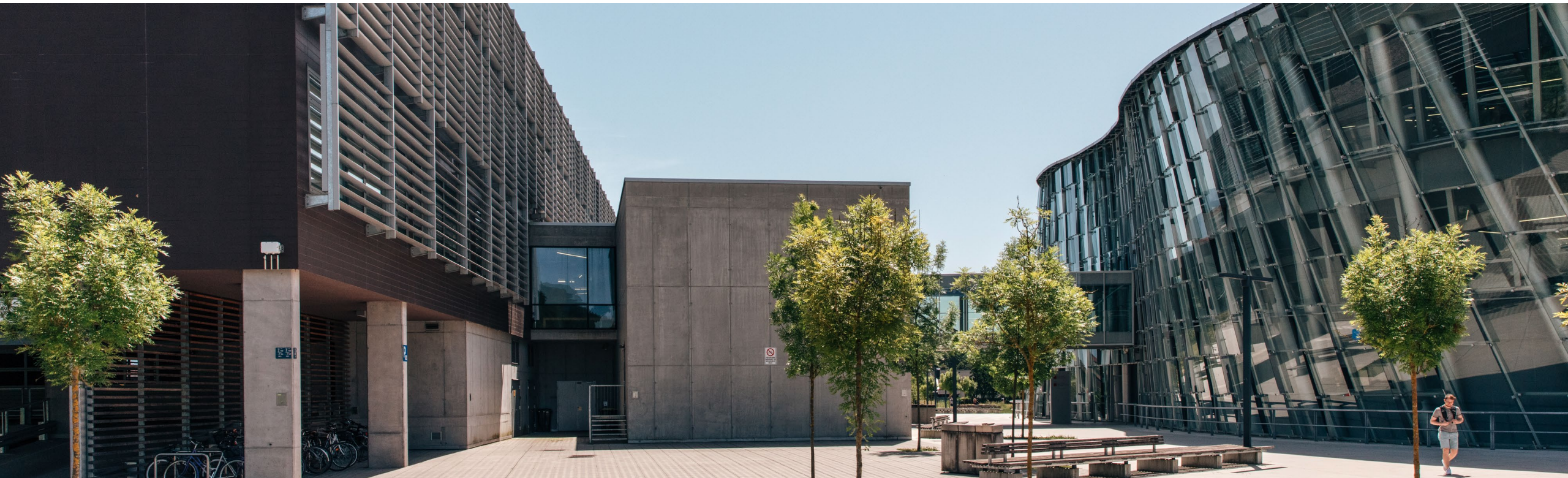- Eva Vidmar (ev4036@student.uni-lj.si)

Discord group

University of Ljubljana

- Established in 1919
  - the oldest and largest higher education and scientific research institution in Slovenia
- About 41.000 students, 6.000 employees
- 23 faculties and 3 art academies
- Amongst the top 3% of universities in the world
  - ARWU Shanghai
  - Times THES-QS and
  - WEBOMETRICS

Faculty of Computer and Information Science

- Established in 1996
  - Faculty of Electrical and Computer Engineering was divided into two separate faculties

- 1.600 students
- 200 foreign students
  - + 60 exchange students
- More than 4.000 graduates
- 170 employees (90 teaching staff)

UL FRI

5 Undergraduate programmes
- 2: computer and information science (academic, professional)
- 3: CS and mathematics, Multimedia, Administrative Information Systems
  (interdisciplinary with other Faculties)

5 Master programmes
- 2: Compute and information science, Data Science
- 3: CS and mathematics, Multimedia, Applied Statistics, Cognitive Sciences
  (interdisciplinary with other Faculties)
- Erasmus mundus joint degree in Artificial Intelligence

2 Doctoral programme
- Computer and information science
- Biosciences (interdisciplinary)

Erasmus mundus joint degree in Artificial Intelligence

The EMAI offers ([web page](#))

- A unique academic offer based on four universities of academic and research excellence, with four possible specialisations:
  - **Intelligent Decision Making** in Barcelona
  - **Robotics** in Rome
  - **Cybersecurity** in The Netherlands
  - **Data Science** in Ljubljana

- fee waivers and Erasmus Mundus scholarships (1.400€/month)

Co-funded by the European Union

Radboud University Nijmegen

SAPIENZA UNIVERSITÀ DI ROMA

upf. Universitat Pompeu Fabra Barcelona

University of Ljubljana

Deadline to apply: 1st march 2023

Courses (Predmeti)

- Courses for exchange students are listed on the web
  - some courses are in English, some in Slovene
- Your Learning Agreement (LA) determines your courses
  - change of courses in LA has to be approved
    by Coordinator at FRI and your home institution
  - consult the tutors if you have questions
- Schedule is published on the web https://urnik.fri.uni-lj.si
  - but course names in Slovenian (search by code)
  - school hour lasts 45 minutes, starts 15 minutes past full hour
- All courses have
  - lectures (P) and
  - (one cycle) tutorials/laboratory sessions (AV/LV)

Study Calendar

- Two semesters
  - winter
    - Monday, 2nd October 2023 – Friday, 19th January 2024
  - summer
    - **Monday, 19th February 2024 – Friday, 31st June 2024**
  - approx. 15 weeks each
- Exam period

Winter

22 January 2024 –
16 February 2024

Summer
3rd June 2024 –
28 June 2024

Autumn

19 August 2024 –
13 September 2024

National Holidays

- The faculty is closed on National Holidays
  - 31st October (Reformation day)
  - 1st November (Remembrance day)
  - 25th December (Christmas)
  - 26th December (Independence day)
  - 1st and 2nd January (New year's day)
  - 8th February (Prešern day)
  - 1st April (Easter)
  - 27th April (Day of uprising against ccupation)
  - 1st May (Labour day)
  - 2nd May (Labour day)
  - 25th June (Statehood day)

Grading System

- UL uses marks 5 to 10
  - 6 to 10: pass
  - 5: fail

- Description
  - 10 = Excellent (91% - 100% correct)
  - 9 = Very good (81% - 90% correct)
  - 8 = Good (71% - 80% correct)
  - 7 = Satisfactory (61% - 70% correct)
  - 6 = Sufficient (51% - 60% correct)

Formalities

- **Enrolment Number** (Student ID Number)
  - get at UL (70xxxxxx) or FRI (63xxxxxx)
- **Citizen Number (EMŠO)**
  - get at FRI (e.g. 0104980500123)
- **Student Card – receive later in October**
  - get at UL or FRI
  - return at the end of exchange
  - when annulled you can get it back as a souvenir
  - if lost, revoke and ask for duplicate!
- **Digital ID UL** (e.g. ab1234@student.uni-lj.si)
  - activate at id.uni-lj.si
  - study IS Studis, online classroom, wireless network EduRoam, computer rooms...

Residence permit

When: 3 months after entering Slovenia (in case you do not need visa)

Where: Administrative Unit in Ljubljana

(Upravna enota Ljubljana, Oddelek za tujce)

Address: Tobačna 5

Residence permit for EU residents

Documentation:

- Signed application form
- Photo
- Enrolment confirmation
- Health insurance (Blue EU card copy)
- Statement of student about sufficient finance for living in Slovenia (421,89€/month)
- Statement of intended stay
- Certified copy of a valid identitiy document
- fee 21,92€

Residence permit for non EU residents

Documentation:
- Signed application form
- Colour Photo
- Enrolment confirmation certificate
- Health insurance
- Sufficient finance for living in Slovenia (421,89€/month)
  - Documentation for scholarship
  - Bank statement about financial means on your account or your parents: 402,18*12 months of study
- A police clearance certificate not older than 3 months with apostile (depends on country) and translation in Slovene
- A certified copy of a valid passport
  - It has to be valid 3 months longer then the intended stay in Slovenia
  - Copy of the page with the date of your arrival to Slovenia, or copy of visa
- Submits fingerprints at the Administrative Unit
- fee : 54,50€ + 15,47€

Formalities

- **Public Transport (LPP)**
  - transferable Urbana card
  - personal Urbana time card, monthly student ticket (unlimited travel)
  - Apply with a paper form
- **[Bicikelj](link) (bike rental)**
  - 3€ per year
- **Subsidized meals (link)**
  - Where: Student Campus at Pivovarniška 6
  - Procedure: registration online, approval at premises
    - EMŠO number
    - Acceptance letter
  - Boni app (european mobile number)
- **Student Organization of University of Ljubljana (ŠOU v Ljubljani)**
  - International Office at Pivovarniška 6
  - meal coupons, ESN cards, events, Welcome week

Formalities

- **ESN Ljubljana**
  - ESN @ ŠOU Ljubljana
  - esn@sou-lj.si, karnel.jorg@gmail.com
  - FB ESN Ljubljana

- **ESN Ljubljana University**
  - www.erasmusljubljana.si
  - tutor@erasmusljubljana.si
  - FB Erasmus Ljubljana University

Study

- Semester begins on Monday, 2nd October
  - lectures start on the same day
  - check [schedule](#)
  - first lecture → first homework!
- Contact the respective professor at the first lecture
- Courses in English
  - attend the first lecture!
- Courses in Slovenian
  - find out how the course will be held and what are your obligations
  - for tutorials/laboratory sessions and homework, for the final exam
  - for some courses, you will have the same assignments/obligations as regular students
  - for some you will have individual assignments

Schedule

Schedule – website

Ucilnica

- **FRI online classroom (Moodle)**
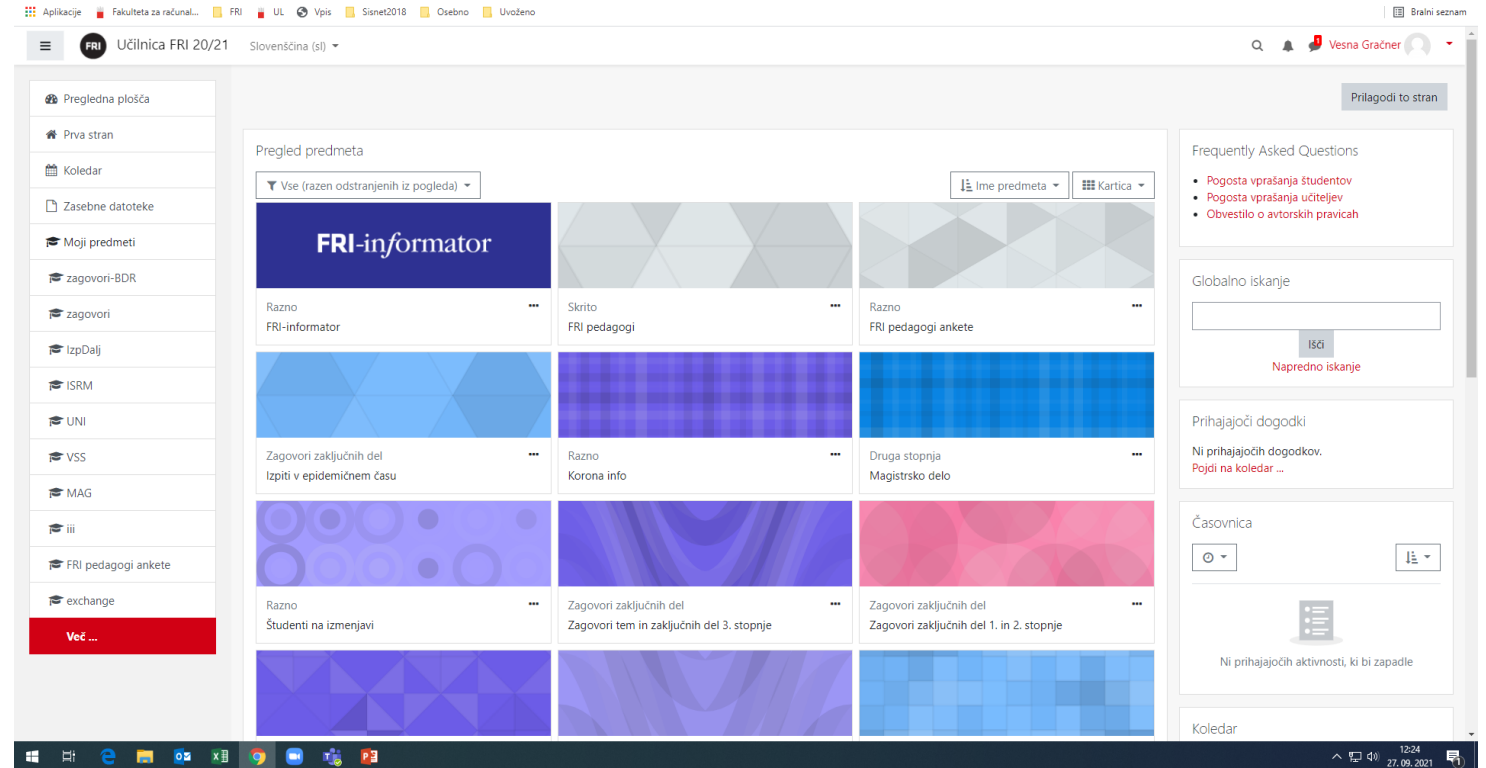 - https://ucilnica.fri.uni-lj.si
  - login with your Digital ID UL
  - enrol your selected courses in Moodle
- **check your obligations**
  - join forum discussions
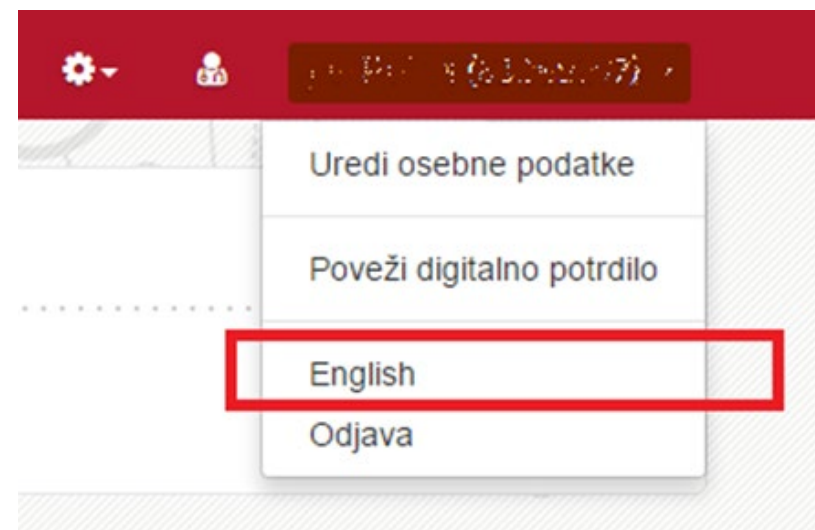 - let the professor and students know that you are taking this course

Study Information System - STUDIS

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

Exams

- Exam dates 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 get your Transcript of Records (ToR)
  - when all your grades are in Studis
  - collect ToR at the International Office at FRI (room R3.73) or online
  - during office hours
  - or outside office hours on previous arrangement by email
- or if you have already returned home
  - ToR can be sent to your home address

IMPORTANT: If you want to retake any exam in the fall examination period, please, inform the International Office before your departure!

Confirmatino of Arrival/Departure

- Confirmation of Arrival
  - already signed
  - at the International Office at UL
  - or by the coordinator at FRI (today)

- At the end of your stay you need to get Confirmation of Departure
  - signed and stamped by the coordinator at FRI
  - on the last day of your stay (or few days before)
  - when you collect your ToR
  - return books to the library
  - return your student card!

Meetings and Events

- Meeting:
  - Friday, 6th October
  - Course changes
  - Resolving issues
- Intercultural communication workshop
  - 2nd week in October

- Formal meetings and events
  - Tradional dinner
  - International Exchange fair (December)
    - Presenting home university in the lobby
  - Meetings with student buddies

Welcome meeting at the Faculty
2nd October at 10am in P03

- You will receive EMŠO number
- Student card
- Urbana bus ticket form
- We will also confirm your confirmation of arrival documents

- After the meeting we will have a short city tour in the city center (in case you do not have lectures)
- Time schedule for lectures will be published during the weekend before semester starts