



**FRI**

**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](mailto:erasmus@fri.uni-lj.si)

**Office hours:** Monday, from 10 - 11 AM

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

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## Student buddies

- Anđela Rajović ( [ar6915@student.uni-lj.si](mailto:ar6915@student.uni-lj.si) )
- Alessio Leon ( [la6468@student.uni-lj.si](mailto:la6468@student.uni-lj.si) )

Discord group





**1919**  
year of  
establishment

**41.000**  
students

**6.000**  
employees

# University of Ljubljana

**23**  
faculties

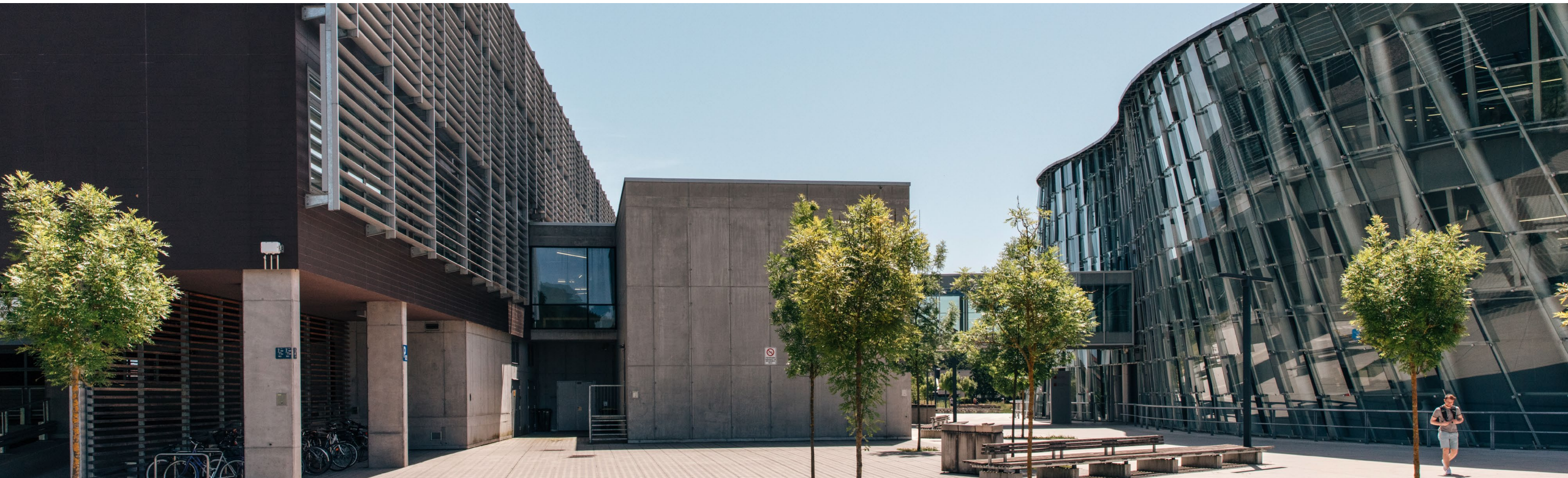
**3**  
art  
academies





# 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
- 210 employees



## 5 Undergraduate programmes

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

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## 7 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
- Erasmus mundus joint degree in Digital Linguistics

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## 2 Doctoral programme

- Computer and information science
- Biosciences (interdisciplinary)

# Erasmus mundus joint degree in Artificial Intelligence

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



Co-funded by  
the European Union

- 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



Radboud  
University  
Nijmegen



SAPIENZA  
UNIVERSITÀ DI ROMA

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



Universitat  
Pompeu Fabra  
Barcelona



University of Ljubljana

**Deadline to apply: beginning of January 2026**

# Study Calendar

- Two semesters

- winter

- Tuesday, 1st October 2024 – Friday, 21st January 2025

- summer

- Monday, 17th February 2025 – Friday, 6th June 2025

- approx. 15 weeks each

- Exam period

Winter

22 January 2025 –  
14 February 2025

Summer

9 June 2025 –  
4 July 2025

Autumn

18 August 2025 –  
12 September 2025



# Courses (Predmeti)

- **Courses** for exchange students are listed on the web
  - some courses are in English, some in Slovene
  - CHANGES CAN BE DONE UNTIL MONDAY, 24th February
- 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**). LV start in the 2nd week.



# National Holidays

- The faculty is closed on National Holidays
  - 21st April (Easter)
  - 27th April (Day of uprising against occupation)
  - 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...



# Study

- Semester begins on **Monday, 17th February**
  - 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
- 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](#)



[Urnik](#) [FAQ](#) [Izberi urnik](#) [Exchange](#) [Prijava](#)

## Urnik

Vpisna številka

Show timetable

Log in for easier access to your personal timetable

IŠRM, UI, PRI and MM student must consult the timetable at your originating faculty (FMF, UI, PEF and FE) to obtain the complete personal timetable.

### Izvajalci

Bajec, Marko  
Batagelj, Borut  
Bosnić, Zoran  
Bovcon, Borja  
Bovcon, Narvika  
Brodnik, Andrej  
Bulić, Patricio  
Čehovin Zajc, Luka  
Češnovar, Rok  
Čibej, Uroš  
Ciglarič, Mojca  
Curk, Tomaž  
Demšar, Janez  
Demšar, Jure  
Dobracev, Tomaž  
Dobrevski, Matej  
Eftimov, Tome  
Emeršič, Žiga  
Fijavž, Gašper  
Franc, Aleksandra  
Franičič, Damir  
Fuerst, Luka  
Fujs, Damjan  
Gashi, Fatime  
Gec, Sandi

### Učilnice

Diplomska  
soba  
Mala dvorana  
Na daljavo  
P01  
P02  
P03  
P04  
P11-FKKT  
P18  
P19  
P20  
P21  
P22  
PA  
PR05  
PR06  
PR07  
PR08  
PR09  
PR10  
PR11  
PR12  
PR14  
PR15  
PR16

### Skupine

1. letnik, Kognitivna znanost, druga stopnja: magistrski  
1. letnik, Multimedija, druga stopnja: magistrski  
1. letnik, Multimedija, prva stopnja: univerzitetni  
1. letnik, Računalništvo in informatika (4 letni), tretja stopnja: doktorski  
1. letnik, Računalništvo in informatika, druga stopnja: magistrski, smer Podatkovne vede  
1. letnik, Računalništvo in informatika, druga stopnja: magistrski, smer Računalništvo in informatika  
1. letnik, Računalništvo in informatika, prva stopnja: univerzitetni  
1. letnik, Računalništvo in informatika, prva stopnja: visokošolski strokovni  
1. letnik, Računalništvo in matematika, druga stopnja: magistrski  
1. letnik, Računalništvo in matematika, prva stopnja: univerzitetni  
1. letnik, Uporabna statistika, druga stopnja: magistrski  
1. letnik, Upravna informatika, prva stopnja: univerzitetni  
2. letnik, Multimedija, druga stopnja: magistrski  
2. letnik, Multimedija, prva stopnja: univerzitetni  
2. letnik, Računalništvo in informatika (4 letni),

### Predmeti

Algoritmi in podatkovne strukture 1 (63711)  
Algoritmi in podatkovne strukture 1 (63279)  
Bayesova statistika (63563)  
Digitalna vezja (63718)  
Digitalno načrtovanje (63260)  
Diskretne strukture (63203)  
Diskretne strukture (63705)  
Ekonomika in podjetništvo (63248)  
Elektronsko in mobilno poslovanje (63712)  
Elektronsko poslovanje (63249)  
Fizika (63205)  
Funkcijsko programiranje (63507)  
Grafično oblikovanje (63715)  
Informacijska varnost in zasebnost (63521)  
Informacijski sistemi (63714)  
Informacijsko-komunikacijske tehnologije in družba (63286)  
Inteligentni sistemi (63266)  
Interaktivnost in oblikovanje informacij (63527)  
Izbrana poglavja iz matematičnih metod v računalništvu 1 (63828B)  
Izbrana poglavja iz računalniških sistemov 1 (63830A)  
Izbrana poglavja iz računalniških sistemov 2 (63831)  
Izbrana poglavja iz računalništva in informatike (63749B)  
Izbrana poglavja iz razvoja programske opreme 1 (63832)  
Izbrana poglavja iz umetne inteligence 1 (63834)

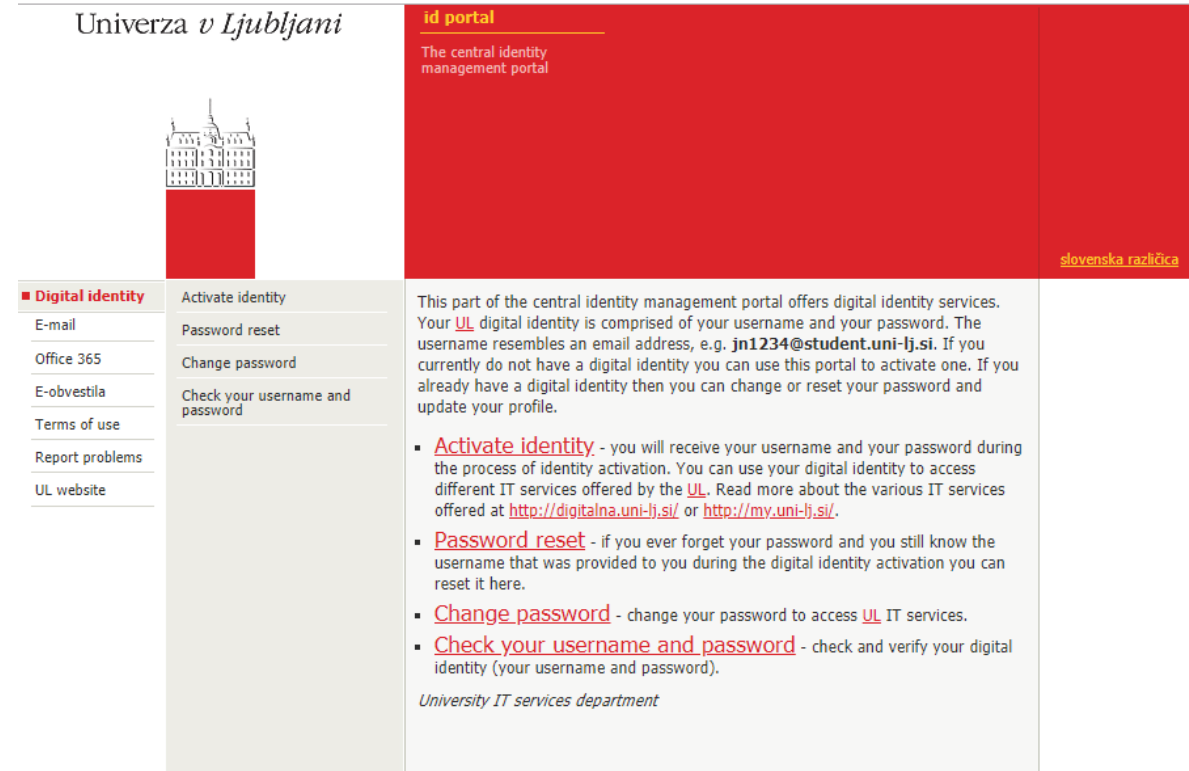
# Digital Identity

## Register online to get the digital ID password

- <https://id.uni-lj.si/>
- Activate identity (username and password)
- Username example: [vg1234@student.uni-lj.si](mailto:vg1234@student.uni-lj.si)

## Usage:

- As your email account for messages from the faculty
- Username for Studis, Ucilnica, Year plus application, etc



The screenshot shows the 'id portal' of the University of Ljubljana. The header includes the university's name and logo. The main content area is titled 'id portal' and describes it as 'The central identity management portal'. A sidebar on the left lists various services under the 'Digital identity' section, including 'Activate identity', 'Password reset', 'Change password', 'Check your username and password', 'E-mail', 'Office 365', 'E-obvestila', 'Terms of use', 'Report problems', and 'UL website'. The main content area provides detailed instructions on how to use the digital identity services, including activation, password reset, and password change. It also mentions the 'University IT services department'.

Univerza v Ljubljani

**id portal**  
The central identity management portal

[slovenska različica](#)

**Digital identity**

- Activate identity
- Password reset
- Change password
- Check your username and password
- E-mail
- Office 365
- E-obvestila
- Terms of use
- Report problems
- UL website

This part of the central identity management portal offers digital identity services. Your **UL** digital identity is comprised of your username and your password. The username resembles an email address, e.g. **jn1234@student.uni-lj.si**. If you currently do not have a digital identity you can use this portal to activate one. If you already have a digital identity then you can change or reset your password and update your profile.

- **Activate identity** - you will receive your username and your password during the process of identity activation. You can use your digital identity to access different IT services offered by the **UL**. Read more about the various IT services offered at <http://digitalna.uni-lj.si/> or <http://my.uni-lj.si/>.
- **Password reset** - if you ever forget your password and you still know the username that was provided to you during the digital identity activation you can reset it here.
- **Change password** - change your password to access **UL** IT services.
- **Check your username and password** - check and verify your digital identity (your username and password).

University IT services department

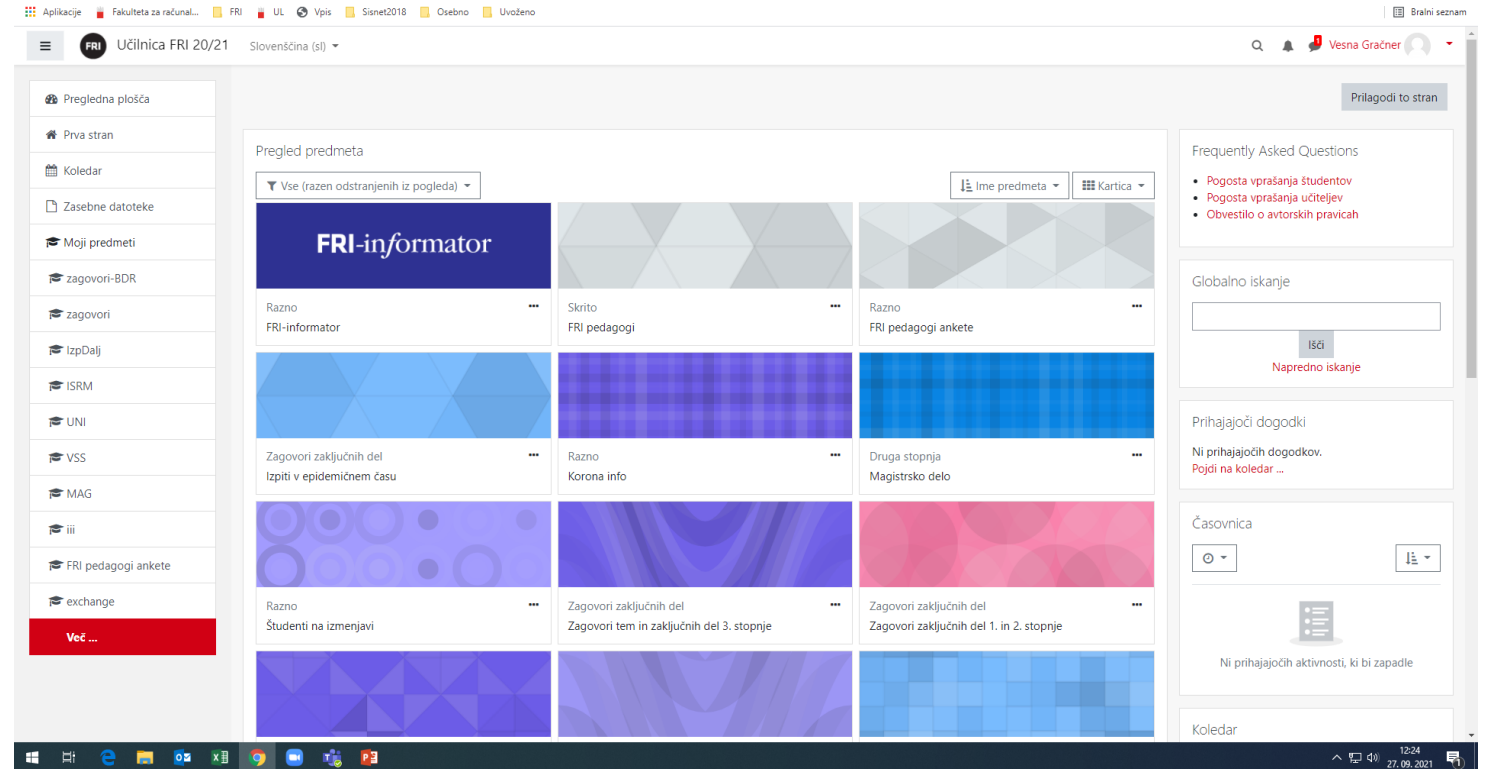
# Učilnica

## ■ 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

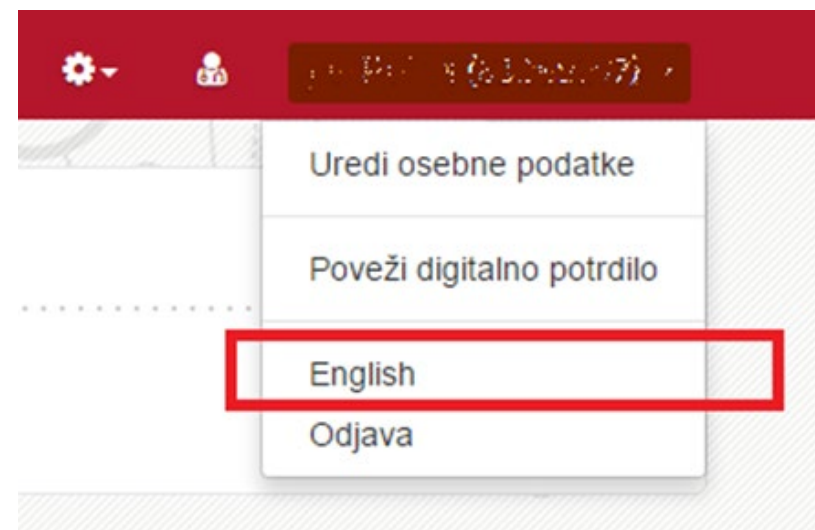
- join forum discussions
- let the professor and students know that you are taking this course



# 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 self Transcript of Records (ToR)
  - download from Studis (on the first page-Print)
  - after all your grades are in Studis

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

# Residence permit, Health insurance

## **IMPORTANT!**

**For living in Ljubljana you need a valid Residence permit/viza and health insurance!**

## **HEALT INSURANCE**

- It has to be valid for the whole period of your stay in Slovenia.
- In case it will not be and accident happens, you will have to pay the costs for hospital yourself! Costs are extremely high in the hospital!
- EU citizens: EU Blue card – covers only emergent treatments. We suggest you buy a private insurance.

# 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

## **When to apply?**

-Without the appointment: during next week until 23rd February

Monday-Thursday: 10am – 2pm

Friday: 9am – 12am

Only next week there will be slovenian students who will be able help you.

- After that time, you will need an appointment date



# Residence permit for EU residents

## Documentation:

- Signed application form
- Photo
- Signature
- Enrolment confirmation
- Health insurance
- Statement of student about sufficient finance for living in Slovenia (465,34€/month)
- Statement of intended stay
- Certified copy of a valid identity document
- fee 21,92€ (you can pay at the Administrative unit)

# Residence permit for non EU residents

## Documentation:

- Signed application form
- Colour Photo
- Signature
- Enrolment confirmation certificate
- Health insurance
- Sufficient finance for living in Slovenia (465,34€/month)
  - Documentation for scholarship
  - Bank statement about financial means on your account or your parents: 465,34\*x 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](#) (bike rental)
  - 3€ per year
- Subsidized meals ([link](#))
- 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](http://www.erasmusljubljana.si)
- [tutor@erasmusljubljana.si](mailto:tutor@erasmusljubljana.si)
- FB Erasmus Ljubljana University



# Student meals coupons (Boni)

- Apply for boni coupons online:
  - <https://www.studentska-prehrana.si/en>
  - You will receive a number on the top right corner in the document
- Go to ŠOU LJ office (Student Organization Campus)
  - They will register your name in the system
  - You need: EMŠO number, enrolment certificate, application number
  - Use: phone app/card
  - Address: Pivovarniška 6

Office hours:

Monday - Tuesday: from 8am – 5pm

Friday: 8am – 2pm

- 20 coupons per month
- Broad offer of restaurants, not all

# 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

- Intercultural communication workshop
- Informal meetings and events
  - Traditional dinner



# Formalities

## ■ ESN Ljubljana

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

## ■ ESN Ljubljana University

- [www.erasmusljubljana.si](http://www.erasmusljubljana.si)
- [tutor@erasmusljubljana.si](mailto:tutor@erasmusljubljana.si)
- FB Erasmus Ljubljana University