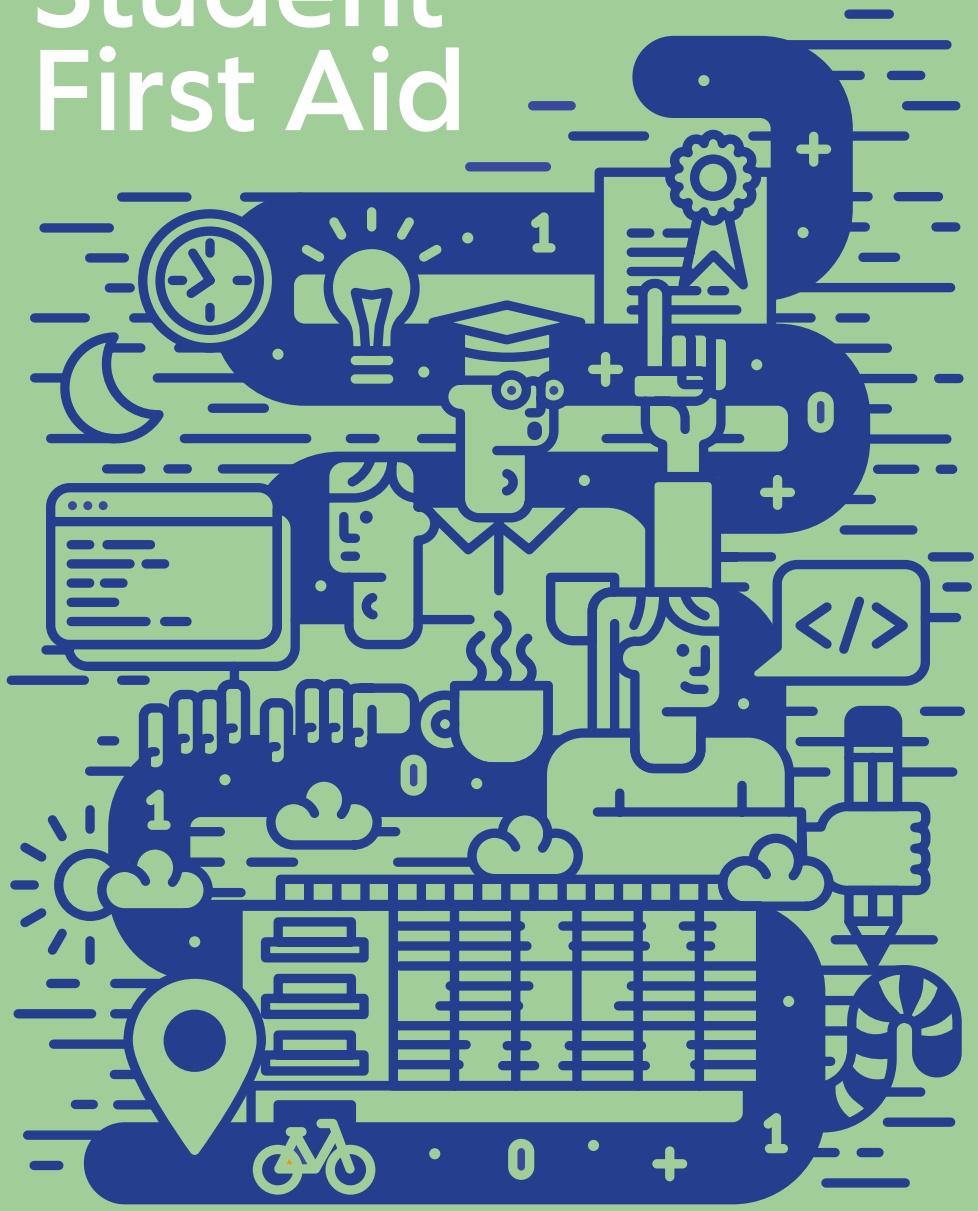
UNIVERSITY OF LJUBLJANA

FRI

Faculty of Computer and Information Science

2026

Student First Aid





Welcome to FRI!

Welcome to the Faculty of Computer and Information Science!

I am delighted that you have chosen to study at our faculty. You have chosen one of the key fields of the modern world. Today, computer science, digital technologies and artificial intelligence are fundamentally transforming the way we work, create, conduct research and solve complex problems. Their impact extends to almost every area of our lives and the knowledge you will gain will enable you not only to observe these changes, but also to actively contribute to shaping them.

At the faculty, you will become part of a community of professors, researchers and students, where knowledge, ideas and experiences come together. May this environment inspire and encourage you throughout your studies, in your research and as you explore your own path.

To make your first steps at the faculty easier, we have prepared this handbook with the most important information and practical advice.

I wish you a successful start to your studies and much satisfaction on the journey ahead. May your time at the faculty be a period of acquiring knowledge, personal and professional growth and the courageous pursuit of new ideas and solutions.

Welcome to our community!

Prof. dr. Danijel Skočaj
Dean



Dear first-year students!

Congratulations on passing your exams and welcome to the Faculty of Computer and Information Science!

By enrolling at FRI, you are beginning a new chapter filled with new opportunities, experiences, and challenges. Each of you arrives with different backgrounds, interests, and expectations, and this diversity strengthens our community.

Although you all share an interest in computer science and informatics, your academic journey will be unique. Some of you will adapt quickly, while others may need more time to find your rhythm, and both are perfectly normal.

Do not be discouraged by difficult exams or challenging courses. What matters most are perseverance, curiosity, and a willingness to ask for help. Professors, teaching assistants, and senior students are all here to support you.

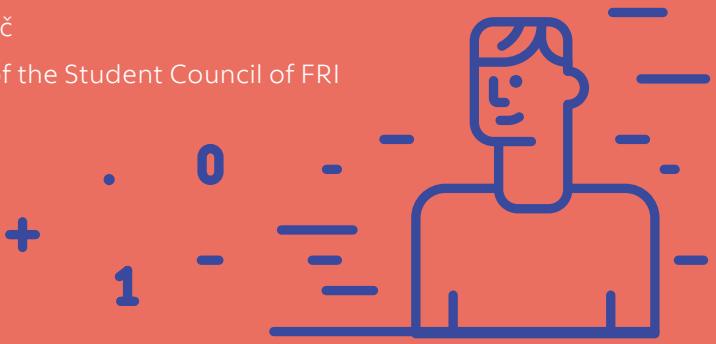
The FRI Student Council will also be part of your student experience. Feel free to reach out with questions, concerns, or ideas, and consider joining us in shaping student life at the faculty. FRI is not only a place to study, but also a place to build friendships, collaborate and create lasting memories.

I wish you a great start to your studies, plenty of success, and many memorable moments along the way.

Welcome to FRI, and good luck!

Miha Ahačič

President of the Student Council of FRI



About the University

The University of Ljubljana, founded in 1919, is the oldest and largest higher education and scientific research institution in Slovenia. Today it has approximately 40,000 students and employs nearly 7,000 higher education teachers, researchers, assistants, and administrative staff at 23 faculties and three art academies.

The University of Ljubljana is renowned for its outstanding social sciences, natural sciences, humanities, and technical study programmes, and ranks among the top three percent of the world's best universities.

The University has a ubiquitous presence throughout Ljubljana, with the main administration building, the fine arts academies, and a number of individual faculties located in the city centre, and the newer university buildings located in its outskirts.

38.383
students

7.269
employees

23
faculties

3
art academies



About the Faculty

The Faculty of Computer and Information Science at the University of Ljubljana is Slovenia's leading educational and research institute for computer and information science. The Faculty's main activities are undergraduate and postgraduate education of computer science experts of various profiles, as well as research and scientific activities, which achieve significant results especially in artificial intelligence, data mining and computer vision.

The Faculty was founded in 1996, when the Faculty of Electrical Engineering and Computer Science split into two separate faculties. The study of computer and information science at the University of Ljubljana began as early as 1973, while computer science research dates back to 1961.

The community of higher education teachers, students, researchers and Faculty's associates creates, exchanges and transfers knowledge in the field of computer and information science and links it to other disciplines. In 2014, the Faculty relocated to modern premises located in a pleasant surrounding behind Rožnik Hill, where a research centre is growing that will connect students, researchers and other associates working in technology and natural sciences.

1,650
students

119
teachers

117
researchers

5,500+
alumni



Who is a student?

A student is a person who enrols at a higher education institution and receives education under an undergraduate or postgraduate study programme.

The right to education

Higher education is not a privilege, but an individual right to develop one's intellectual and human potential in order to contribute to the progress and prosperity of society as a whole.

The added value of the Slovenian and European economy is based on a green and digital knowledge society, which provides its citizens with equal opportunities for higher education. Slovenia has managed to preserve a high-quality and internationally competitive public higher education system, which is free for its citizens, EU citizens, and citizens of several Western Balkans countries.

Student status

Student status entitles you to a number of rights and benefits:

- subsidised public transport (monthly tickets),
- subsidised meals (student vouchers),
- subsidised accommodation (in student residence halls or in private accommodations),
- scholarships (state scholarships, Zois scholarships, scholarships for shortage occupations, Ad futura scholarships, scholarships for Slovenians abroad, company scholarships),
- health insurance,
- student organisations,
- university co-management (student councils),
- extracurricular activities (sports, art, culture, volunteering, social activities, etc.),
- international study exchanges.



Obligations

It is the responsibility of every student to take their studies seriously, actively participate in the study process and use their education to contribute to the development of society, science and the economy.

Code of ethics

The Code of Ethics defines the basic ethical standards for students, teachers and other personnel at the University of Ljubljana, a public institution striving for good interpersonal relationships, progress, and the welfare of the entire community.

The Code of Ethics aims to build and maintain high professional and ethical standards among members of the University community, strengthen loyalty, ensure the transparency and social responsibility of the University's activities, and encourage the freedom of research, teaching, and learning, as well as promote the University's positive public image.

www.uni-lj.si/en/research/ethics-and-integrity-in-research

The teaching process



Teachers

Higher education teachers are members of the university academic community, whose main mission is to transfer knowledge and values. Teachers can be full or associate professors, assistant professors, lecturers and assistants.

Lectures

Teachers deliver the course material to students in the form of lectures, which are usually given in lecture halls. The Faculty has 10 lecture halls that can accommodate from 30 to 300 students. Lectures are more than just lessons where the teacher dictates the material. Students are encouraged and expected to participate in the discussion by giving their opinions or asking questions.

Tutorials

Tutorials are intended for consolidating the course material and are led by assistants. Completing tutorials is usually also a requirement for taking an exam. A large part of the tutorials takes place in computer classrooms. There are 250 computers available in 13 computer classrooms for this purpose.

Office hours

Office hours are time slots in which teachers are available to students for questions and explanations concerning the course material or study requirements. Office hours are posted on the teachers' websites.

Tutoring

Tutors provide additional explanations and help students acquire information and knowledge; they motivate and guide students and thus contribute to their personal and academic development. Tutors for individual courses can be students or teachers.

Grading



The acquired knowledge is assessed through coursework (homework, projects, seminar projects, tutorials, preliminary exams) and exams. To achieve a passing final grade, the student must pass both the exam and the tutorials (or other coursework). Written exams are usually held in lecture halls or classrooms, while oral exams are usually held in offices.

Registering for Exams

To take an exam, students must register via the Studis online information system no later than two days before the exam. You can retake an exam a maximum of five times, with the fourth and fifth exams being subject to a fee. To take an exam for a fifth time you also have to submit an application to the Committee for Study Affairs one month before the exam deadline.

Academic Integrity

Any form of cheating during assessments and the fulfilment of study requirements constitutes a serious violation of academic integrity. For a serious violation, the penalty of exclusion is imposed in the form of a ban on the exam for the period of time determined by the Disciplinary Committee.

Grading

A grading system from fail (5) to excellent (10) is used in the assessments.

Completion of studies

Undergraduate students complete their studies by successfully defending their undergraduate thesis. Students choose the topic of their thesis from a list of topics posted by mentors, or choose an alternate topic with their mentor. The mentor's task is not to write the thesis instead of you, but to guide you through the research process.



Studying abroad

Under the Erasmus+ programme or other international programmes in which the University of Ljubljana is included, students may complete a portion of their course requirements abroad. As part of study exchanges, students at each level of study may spend from 3 to 12 months at an institution abroad, participate in its study process and complete study requirements commensurate with their length of stay, including examinations. The guest institution will issue the student with a transcript of records, on whose basis the UL FRI will recognise the study requirements completed abroad.

Students can also pursue practical training abroad in computer and information science, either under the Erasmus+ programme or other international programmes in which the University of Ljubljana participates. The student's completed practical training can be recognised as part of the study requirements (BVS programme) or as an additionally completed study requirement.

What are the advantages of studying abroad?

- Taking new courses and acquiring new knowledge,
- getting to know the student and work culture abroad,
- a new and memorable experience,
- learning about other cultures and living in a different environment,
- forming new friendships.



If you would like to study abroad, you will need to apply for an exchange programme. Calls for exchange programmes are usually issued once per year.

fri.uni-lj.si/en/international-study-exchanges

Year plus

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

The module enables students to extend their studies for a year if they are not able to fulfill the requirements for the 2nd year.



Study calendar

October 2026

P	T	S	Č	P	S	N
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

November 2026

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December 2026

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January 2027

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February 2027

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March 2027

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April 2027

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May 2027

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June 2027

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July 2027

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August 2027

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September 2027

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20	21	22	23	24	25	26
27	28	29	30			

Lectures

Exam period

University of Ljubljana Week

National holidays and lecture free days

Student Affairs

Student Affairs provide information regarding the organisation and provision of study programmes. You should also contact them when submitting applications or requests.

E-mail: referat@fri.uni-lj.si

Office hours:

Mon, Wed, Thu: 10:30 AM - 12:30 PM

Tue: 1:00 PM – 3:00 PM

Office hours by phone:

Mon-Fri: 9:30 AM – 2:00 PM

Phone lines for first- cycle students (during office hours):
+386 1 479 8118 / +386 1 479 8122

Phone line for second and third-cycle students:
+386 1 479 8121 and +386 1 479 8119

Certificate of enrolment

To claim entitlements deriving from the student status, you will need to submit the certificate of enrolment for the current year. Upon enrolling in the next year, you receive six copies of the certificate of enrolment. You can order additional copies via the Studis online system.

Enrolment in the next year

You need to complete 9 courses (53 ECTS credits) to progress to the second year. The day after completing your study requirements, you will receive a one-time link in the Studis system to enrol in the next year where you need to complete the enrolment sheet electronically. To repeat a year you need to have completed at least 6 courses (30 ECTS credits). An additional year can only be taken by students who have not repeated a year or changed their study programme.

International Office

The International Office can help you with information about exchange programmes (Erasmus+, CEEPUS, etc.), double degree programmes, scholarships, and visa application procedures.

International Exchange Contacts

Vesna Gračner, Erasmus+ Coordinator at FRI
Email: erasmus@fri.uni-lj.si
Phone: +386 1 479 82 49
Room: R3.04

Ksenija Rozman, MSc, Assistant Coordinator
Email: ksenija.rozman@fri.uni-lj.si
Phone: +386 1 479 82 82
Room: R3.73

Tutors (Student Buddies) at FRI

Tutoring is designed to help foreign students overcome their culture shock and help them adapt to a new environment. Tutors, who have usually been on an Erasmus exchange themselves, help foreign students adapt to the new environment and help them with paperwork, language barriers, etc.

Email: international.office@fri.uni-lj.si

Important links

Digital Identity

The University of Ljubljana digital identity consists of a username (in the form 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),
- computers in computer classrooms.

You will receive all messages from the Faculty, important information about your studies, information on individual courses, forum posts and invoices at your @student.uni-lj.si email, so check it regularly or forward all mail to your preferred email address.

id.uni-lj.si

Online Classroom

This is where you find all the information about individual courses, important notifications, study material or literature. This is where you submit your homework and other assignments, ask about any unclear issues on the forum or answer other students' questions.

ucilnica.fri.uni-lj.si



Studis

The Studis online information system allows you to access information and services related to your exams and registration. In the online information system you can:

- find exam dates and register for exams – no later than 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 you receive at your home;
- address or, by prior arrangement, pick up at Student Affairs;
- complete and submit applications;
- complete online student surveys where you can voice your opinions on a course.

https://studisfri.uni-lj.si/

Schedule

The schedule holds the dates of all the lectures and tutorials, and the rooms in which they are held. Enter your registration number to have your schedule displayed. Watch for any schedule changes and adjustments, especially in the first weeks of a semester.

urnik.fri.uni-lj.si

FRI-informator

When you enrol at UL FRI, you will be automatically subscribed to the FRI-informator forum newsletter. The newsletter is part of the FRI online classroom and informs students about topics that are not necessarily related to the teaching process. You will be notified of new FRI-informator posts by e-mail.

Students who are interested in specific topics can also subscribe to the FRI-informator sub-forums: e.g. Information for Foreign Students.

ucilnica.fri.uni-lj.si/course/view.php?id=193

Finding your way around FRI

Central Building

Second floor:

Faculty Restaurant and Café, Reading Room (access from the Library)

First floor:

Library

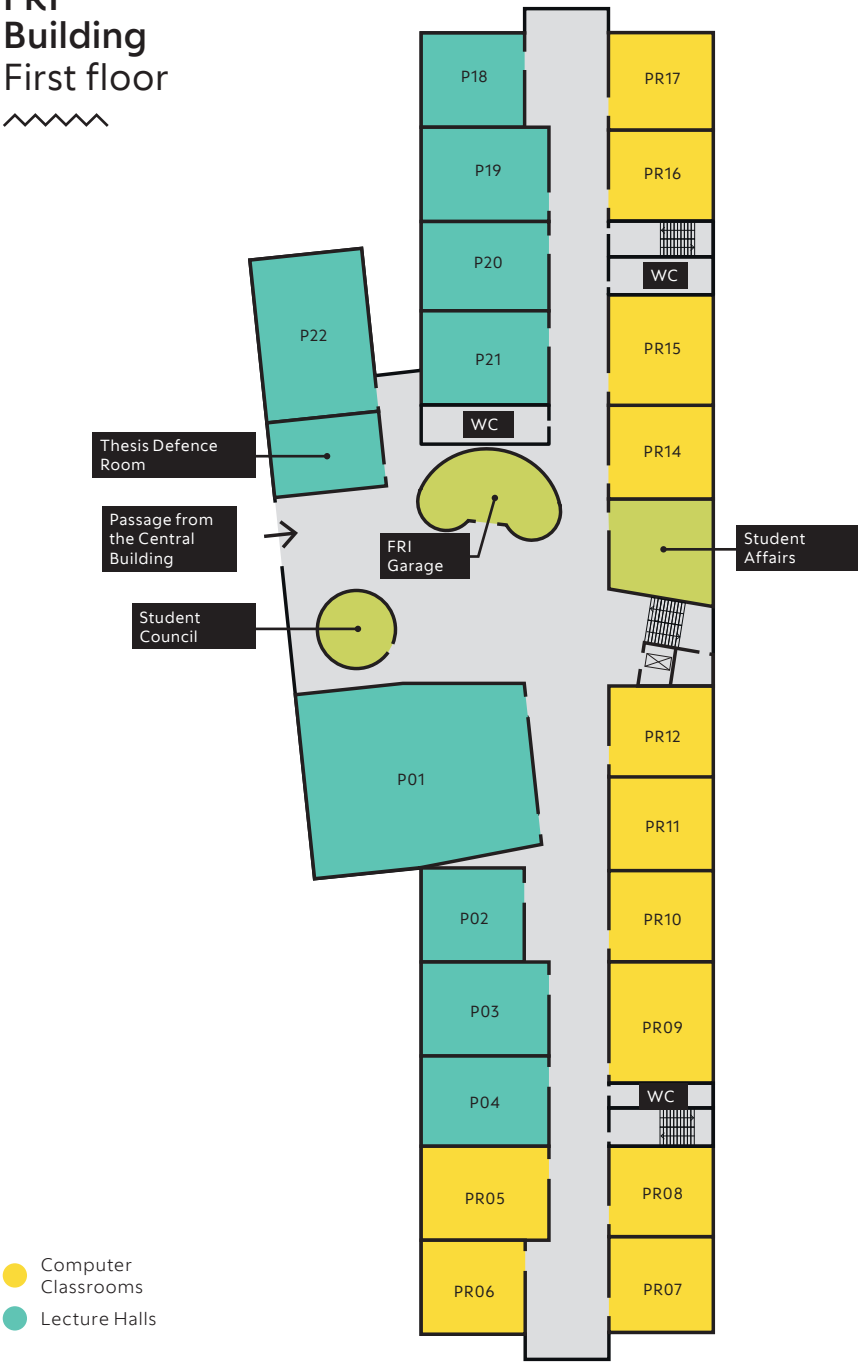
(Opening hours: Mon–Thu, 8:00–19:00;
Fri, 8:00–18:00; Phone: +386 01 479 80 02; E-mail: knjiznicafkkri@fkkt.uni-lj.si)

Ground floor:

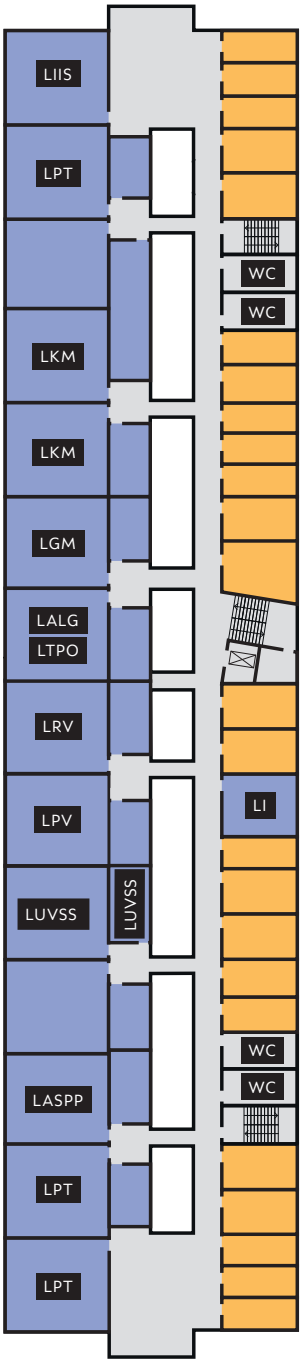
Main entrance, Reception, Copy Shop and Study Literature Shop, Lecture Room A



FRI Building
First floor



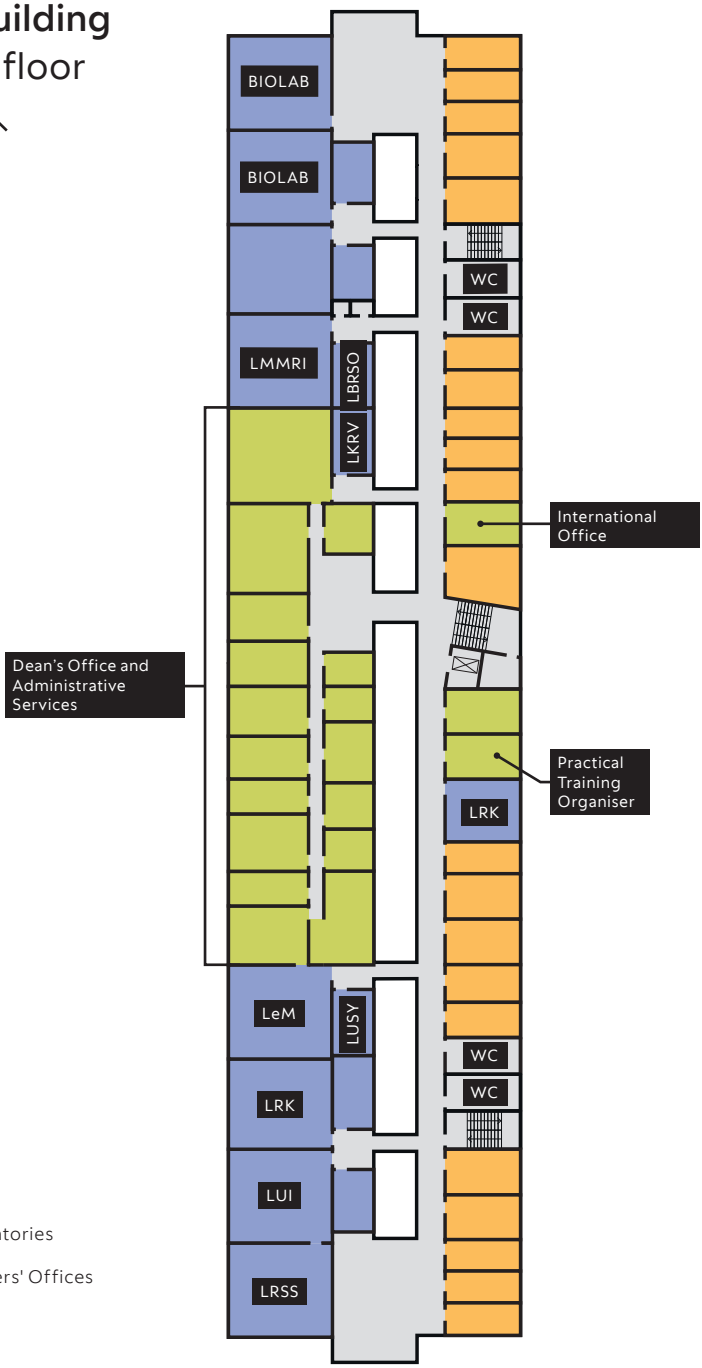
FRI Building
Second floor



Laboratories

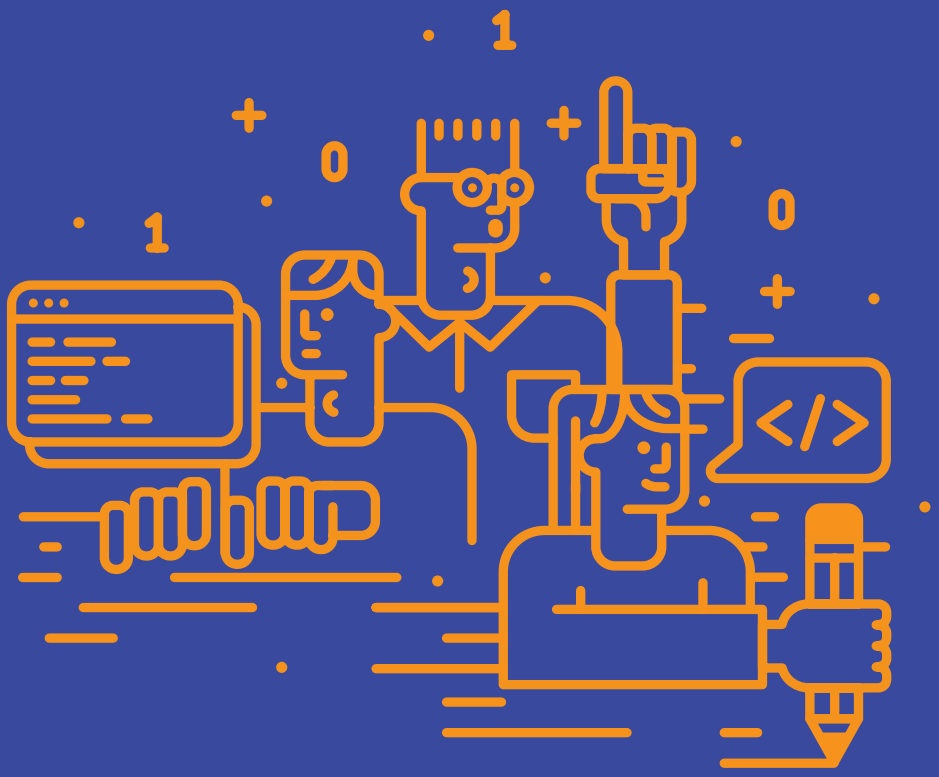
Teachers' Offices

FRI Building
Third floor



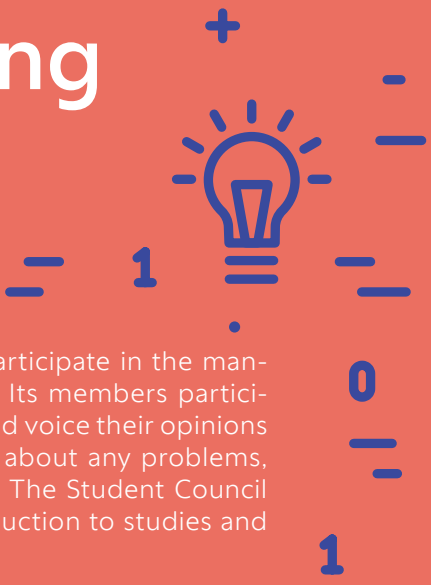
Research work

Did you know that there are 20 research laboratories at the Faculty? Do you have an idea for a project or would like to participate in one? Knock on the door of any laboratory that interests you and tell them you would like to get involved! Help and ideas are more than welcome.



Name of the research laboratory	Room
Laboratory for Algorithmics (LALG)	R2.30
Laboratory for Adaptive Systems and Parallel Processing (LASPP)	R2.41
Information Systems Laboratory (LI)	R2.60
Bioinformatics Laboratory (BIOLAB)	R3.20, R3.22
Laboratory for Cryptography and Computer Security (LKRV)	R3.28
Computer Communications Laboratory (LRK)	R3.51, R3.72
Laboratory for Computer Graphics and Multimedia (LGM)	R2.29
Artificial Intelligence Laboratory (LUI)	R3.54
Laboratory for Biomedical Computer Systems and Imaging (LBRSO)	R3.27
Laboratory for Integration of Information Systems (LIIS)	R2.20
Laboratory for Mathematical Methods in Computer and Information Science (LMMRI)	R3.26
Computer Structures and Systems Laboratory (LRSS)	R3.56
Laboratory for Ubiquitous Systems (LUSY)	R3.53
Software Engineering Laboratory (LTPO)	R2.30
Laboratory of e-media (LeM)	R3.50
Laboratory for Cognitive Modelling (LKM)	R2.26
Laboratory for Data Technologies (LPT)	R2.42, R2.44
Computer Vision Laboratory (LRV)	R2.33
Visual Cognitive Systems Laboratory (LUVSS)	R2.36, R2.37
Data Science Laboratory (LPV)	R2.34

Do something more



FRI Student Council

The Student Council enables you to participate in the management and decisions of the Faculty. Its members participate in Faculty and University bodies and voice their opinions on various matters. You can see them about any problems, comments or questions you may have. The Student Council also organises events such as an introduction to studies and charity week.

svet.fri.uni-lj.si/

Student organisations, clubs and professional associations

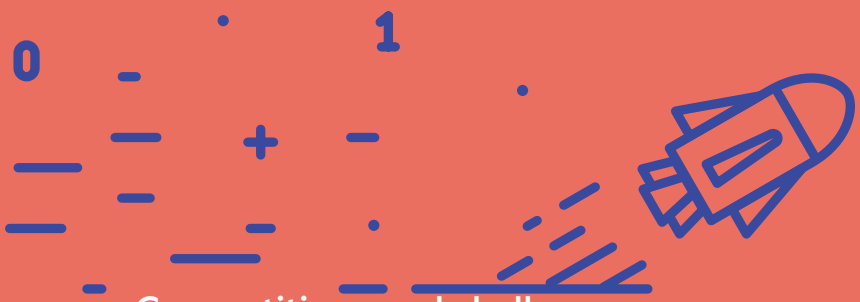
Various student organisations enable students with similar interests to connect, providing valuable experience in developing soft skills such as organising, communicating, teamwork, etc. Furthermore, they build a social and professional network of people with whom you will be working throughout your career.

In addition to student organisations and clubs, which are focused on extracurricular activities and are involved in the shaping of student policies concerning education, the students' social and economic status, and international cooperation, there are also a number of professional associations (EESTEC, BEST, ACM, DragonSec SI etc.) active at the Faculty, which provide professional knowledge through lectures, training and international networking.

Ljubljana University Incubator

The Ljubljana University Incubator workshops provide the knowledge you need to turn your idea into a start-up company. Its activities range from lectures on basic entrepreneurial skills to exclusive meetings with the most successful start-up entrepreneurs.

lui.si/



Competitions and challenges

Have you heard of competitions such as the Robo League (mobile robotics competition) or the University programming marathon? Our students are also very successful at international competitions such as the Imagine Cup or iGem and open challenges such as Kaggle. In recent years, there has been an upsurge in the popularity of hackathons – professional and social meetings, where organisers (e.g. companies) set practical challenges for competitors to solve using new technologies in innovative ways. For several years now, FRI has been hosting DragonHack – the Slovenian university hackathon.

FRI Garage

FRI Garage is a technology accelerator where students meet, learn, develop interesting projects and discuss new ideas and technologies. It is a point of contact linking students, academia and the business sector. It is an opportunity for talented students from all University of Ljubljana faculties to gain ICT knowledge and hands-on experience, improve their tech skills, expand their peer network and build the foundation of their start-up company.

garaza.io/

UL Career Centres

The University of Ljubljana Career Centers operate at all UL faculties and academies, providing students and graduates with comprehensive support in their academic and career paths. To facilitate the graduates' transition from studies to the labour market and the acquisition of competences and knowledge, the UL Career Centers hold free workshops on employment skills, lectures, round tables, career days and conferences on international opportunities and entrepreneurship, as well as presentations and company visits.

kc.uni-lj.si/

Where to eat



Student meals

All students are entitled to subsidised student meals. Subsidised student meals are available in various restaurants and pubs

You are entitled to as many subsidies per month as there are working days. You can use two subsidies a day, with at least four hours between each of them. Part of the meal is covered by the subsidy, while the rest is covered by you. You claim a subsidised meal using a chip card or your mobile phone. The restaurant staff will verify your identity with a photo ID.

To claim subsidised meals you must first register. You can find the list of restaurants providing subsidised student meals at:

studentska-prehrana.si/

The FRI and FKKT Restaurant

The restaurant is located on the 2nd floor of the central building and offers a diverse selection of lunches. In addition to lunches, sandwiches and coffee are also available at the café.

Restaurant's official hours: 10:00 AM - 2:30 PM

Café's official hours: 8:00 AM - 2:30 PM

https://fri.uni-lj.si/sl/fakultetna-restavracija

The Biotechnical Faculty canteen

The restaurant is on the ground floor of the Biotechnical Faculty's Department of Biology building, which is located in the vicinity of the FRI – right across the bridge over the Glinščica stream.

Vending machines

There are also several vending machines at the Faculty where fresh fruit, sandwiches, soft drinks and coffee can be purchased.

How to get around

Public transport

The most useful and the cheapest form of transportation is by bus.

To ride the bus you can use an Urbana card, which costs 2€– you can get one at Urbanomats (machines at some bus stops) or at a news kiosk or Urbana mobile app. One ride costs 1,30€ and includes switching buses within 90 minutes. You can pay your one ride ticket by Mastercard or Visa (only available for one ride and not connecting stops). One ride costs 1,50€.

If you ride the bus often, you can also buy a monthly student card, which costs €20. This card is issued to a specific holder and is not transferable. The student submits in a form at the LPP Ticket Office located at Slovenska cesta 56. The form can be found at:

bit.ly/2Zp9IRU

Bicikelj.si

Another mode of transportation is by hiring a bicycle for each ride. To enjoy the advantages of the Bicikelj system all year, subscribe online using a credit or debit card. For just a €3 annual subscription you can make an unlimited number of trips.

bicikelj.si/



Staying active



Sports

As part of extracurricular sports activities and recreation, we offer various sports and recreational programs to students, such as fitness, functional training, hiking trips, skiing, and other current activities.

Within the competitive programs, we organize sports training sessions for men's and women's teams competing in basketball, soccer, and volleyball. These programs take place at the University Sports Hall in Rožna Dolina.

For more information, visit the online platform "Sports and Recreation for Students," or contact us via email at sasa.ogrizovic@fri.uni-lj.si.

Students have the opportunity to join daily recreational workouts at the Center for Extracurricular Activities of the University of Ljubljana. These workouts are open to all University of Ljubljana students.

Registrations are conducted daily starting from 6:00 AM through the POPR application. Due to the quality and safety of the sports activities, the number of available spots for all workouts is limited.

popr.uni-lj.si

Sports Association of the University of Ljubljana – Unisport

The Sports Association organises university championships, league competitions and other student sports competitions as part of a selection and preparation system for UL students' participation in national and European university championships, and other international competitions.

unisport.si/

Student Health

Student Health Centre of the University of Ljubljana
Aškerčeva ulica 4, 1000 Ljubljana
Telephone: +386 01 200 74 25

zdstudenti.si/en/

Mental Health

uni-lj.si/studij/dusevno-zdravje/studenti-v-dusevni-stiski/

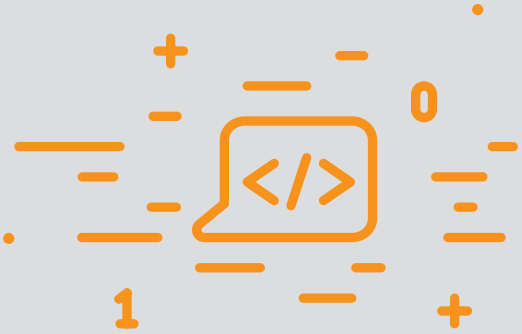
Important documents for international students

Enrolment number and citizen number

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.



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 their 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.

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 valid until the end of the current academic year and two following years.

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 that has already sailed. Always deliver by your 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, which decides how to handle e.g. students who cheat on their homework, seminar projects, exams, etc. The disciplinary procedure is an unpleasant matter that involves an official serving of a letter and 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.

Distance learning takes place when the teaching process cannot be carried out in the Faculty's lecture halls and classrooms due to an extraordinary event or circumstances. In this case, lectures and tutorials are con-

ducted online using tools such as teleconferencing systems and online classrooms. Not bad, although studying is undoubtedly better and more enjoyable in live lectures.

Electronic message is a form of communication that, despite its modern nature, 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 check it regularly. Faculty staff email addresses are in the following format: janez.novak@fri.uni-lj.si.

Exam 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 two days before the exam. See also *Swimming*.

Exam date 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 in which the course was held and one in the autumn examination period.

Examination period 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.

Facebook, Instagram, TikTok etc. are a popular method used to avoid learning during lab tutorials.

Forums 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!

FRI Summer School is composed of workshops in various computer science disciplines and takes place during the summer. Some workshops are for primary school students, some for secondary school students, some for university students.

Full professor is a university professor who is usually somewhat older (but not necessarily).

Homework 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 review the learning material.

Lab practicals are tutorials where computers are extensively used to solve problems. *See also Facebook*.

Laboratory 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 if you can join them.

Lecture is where the learning material is introduced and explained.

Lecture hall 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.

Lecturer is a teacher who is well versed in practical subject content and is the coordinator of a course at a higher education or professional study level with an emphasis on practical knowledge.

Office 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*.

Office hours 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*.

Online quiz 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 can be used to verify attendance at tutorials. Any fraudulent behaviour on online quizzes can lead to expulsion from the Faculty by the Disciplinary committee.

Plagiarist is a nitwit who plagiarises and uses other seemingly inventive methods to create the impression that he accomplished 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 ever find employment in the first place).

Practicals are contact hours that usually involve solving problems on the board or in notebooks without the use of computers.

Preliminary exam 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.

Professional study lecturer – is a professional study programme teacher.

Repeating a Year 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 within the course of your study!

Robo league is an annual programming contest in Lego Mindstorm robot programming.

Schedule is a timetable published on urnik.fri.uni-lj.si, 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.

Semester is half of the academic year. Each semester has 15 weeks. The autumn semester starts on 1 October and ends at the end of January; the spring semester starts four weeks after the winter semester and ends in the beginning of June. The exact dates are in the academic calendar.

Seminar project is an extensive programming project or a shorter theoretical project on a particular topic. The seminar project is a form of coursework required for some courses.

Senate is the authority managing the Fa-

culty. The Senate accepts all rules (except those imposed by the University or the state), elects teaching titles (see *University teacher*) and other.

Slovenian 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.

Smoking is harmful to your health. It is forbidden to smoke on the faculty premises.

Student Affairs is the office that deals with all formal aspects of study. The kind people there can answer all your questions about dates and application forms (they also accept and submit applications). Since there are many students, while the office staff are few, they hold office hours. If you send them an email that is properly addressed and written in Slovene (see *Slovene*), they will kindly reply, although it may take a day.

Student Council is a Faculty body through which students can have an impact on all Faculty-related activities. You can share your thoughts and concerns with the Student Council representatives – it is advisable that you do so. It is even better if you become a member.

Student survey 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 don't think that you will change anything by filling out this survey, you are mistaken.

Studis is a student information system. This is where you register for exams, enrol in a higher year and so on.

Study coordinator 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*.

Study exchange is a priceless experience that you can only obtain by leaving the comfort of your home faculty for a few months and head to a comparable, or even better if possible, institution abroad, where you'll meet new people, discover a different culture and learn things that we have not yet heard of at FRI.

Swimming is a physical activity whose aim is to keep your head above water while travelling distances. It is impossible to learn in a week, but must be practiced for a long period 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.

Teaching assistant 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*.

Title or Academic title 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 names 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".

Tutorials are contact hours for practical learning with mandatory attendance (usually). There are two types, *Tutorials* and *Lab practicals*.

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 the 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.

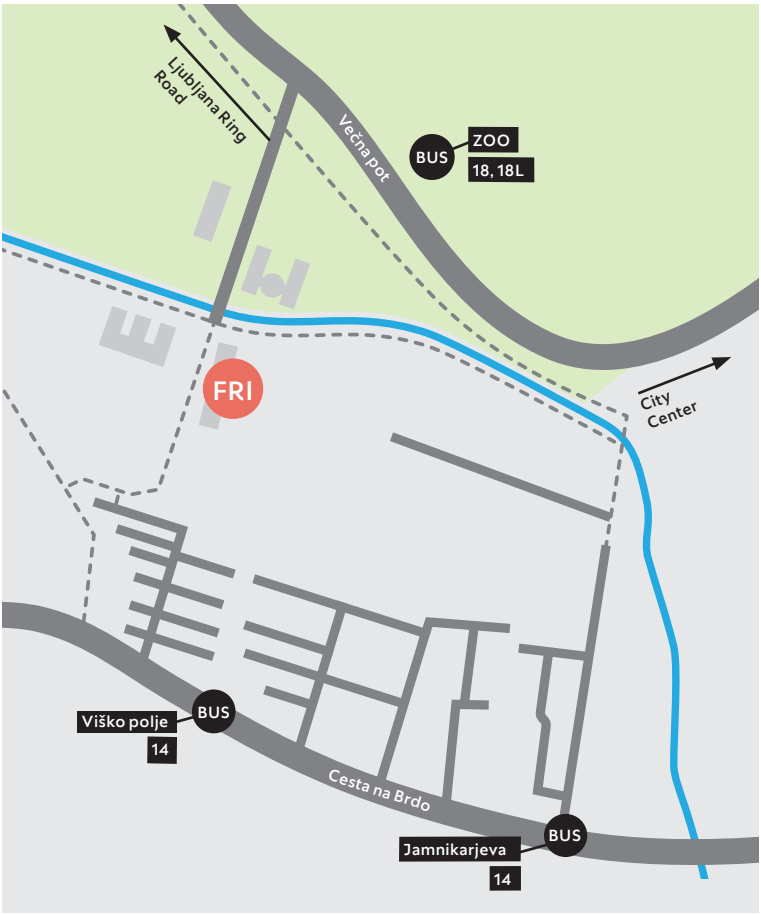
Vice Deans are the Dean's right hands. The Dean has four such hands (in addition to ones on the ends of their arms). The most relevant for you is the Vice Dean for Education.

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.



How to reach us

The Faculty can be reached by a beautiful bike path and a footpath, as well as bus lines no. 14, 18 and 18L.



My notes



Design: www.agnieszka.si

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Co-funded by
the European Union