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GUIDE FOR FOREIGN STUDENTS STUDYING IN SLOVENIA

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1 Introduction

2 Legal notice

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4 Student's calendar for the year 2010/2011

WHAT?	WHEN?
First application period for enrolment into 1 st year of undergraduate study programmes for Slovenian and EU citizens; for those non-EU citizens, who themselves or whose family members have permanent residence in Slovenia and are liable for taxation in Slovenia	February 10 th to March 8 th 2010
Application period for enrolment into 1 st year of those undergraduate study programmes that require ability, capacity and skills tests for other non-EU citizens	February 10 th to March 8 th 2010
First application period for enrolment into 1 st year of undergraduate study programmes for other non-EU citizens	February 10 th to August 5 th 2010
Application for granting a status of an enrolment candidate with special needs	June 5 th ; after that only in cases where the reason for special needs emerged after June 5 th
Results of the first application period for Slovenian and EU citizens and aforementioned non-EU citizens	July 23 rd 2010
Enrolment of Slovenian and EU citizens and aforementioned non-EU citizens, accepted in the first application period	July 26 th to August 18 th 2010
Second application period for Slovenian and EU citizens and aforementioned non-EU citizens	August 20 th to 28 th 2010
Deadline for submission of the University of Ljubljana's decision of recognition of the student's foreign high school/secondary education. This deadline applies to those students, who will complete foreign high school/secondary in the scholar year 2009/2010. These should send the request for recognition within five days upon completion of secondary education.	September 10 th 2010
Results of the first application period for	September 10 th 2010

other non-EU citizens	
Enrolment of other non-EU citizens, accepted in the first application period	Until September 10 th 2010
Second application period for other non-EU citizens	October 1 st to 5 th 2010
Third application period for Slovenian and EU citizens and aforementioned non-EU citizens	Until October 5 th 2010
Application for Zois scholarship	October 6 th 2010
Application for state scholarship for first time candidates	Unlimited – the application can be submitted at any time;
Winter semester	October 1 st 2010 - middle of January 2011
Winter break	middle of January - middle of February
Winter examination period	middle of January – middle of February
Summer semester	middle of February - end of May (end of lectures)
Summer examination period	middle of May - end of June
Summer holidays	beginning of July - end of August
Autumn examination period	end of August – end of September
Applications for extraordinary enrolment into a higher year of study (i.e. if a student hasn't fulfilled the necessary conditions to advance into a higher year of study due to illness or some other justifiable reason)	August, September 2011 (every study programme has its own specific deadline)
Enrolment into a higher year of study as a regular student ("redni študent")	August, September 2011
Autumn examination period for "irregular" students ("izredni študent")	October 2011
Enrolment into a higher year of study as an irregular student ("izredni študent")	October 2011

5 Permit for entry and permit for temporary and permanent residence in Slovenia

The entry, leaving and residing of foreigners in the Republic of Slovenia are regulated by the Aliens Act - <http://www.uradni-list.si/1/objava.jsp?urlid=200964&stevilka=3019>

5.1 Entry and residence of citizens from the European economic area (EEA) member countries

5.1.1 Entry in to the country

As a citizen of another European Economic Area (EEA) member country (EU member states, Norway, Iceland, Liechtenstein) you may enter the Republic of Slovenia with a valid identity card or a valid passport. No authorisation for entry, i.e. visa or residence permit, is required regardless of the purposes for entry or residence in the Republic of Slovenia (this is also the case when you enter the Republic of Slovenia for employment, study, self-employment, settlement, etc.).

You are, however, obligated to register your stay with the **police station** competent for the area in which you will be residing, within three days after crossing the border or changing your lodgings.

For the first three months you may reside in the Republic of Slovenia without any registration at the administrative unit, but if your period of residence will be longer you should file an application at the relevant administrative unit (the administrative unit where you reside) for the issue of a residence registration certificate before the expiry of the three-month stay. You may also apply for the Residence Registration Certificate immediately after entering the Republic of Slovenia.

5.1.2 Residence Registration Certificate

The Residence Registration Certificate may be issued to a citizen of an EEA member country who wishes to reside or who already resides in the Republic of Slovenia due to employment or work, self-employment, provision of services, **study**, family reunion, as well as to a citizen of the EEA without any of the reasons mentioned above but who wishes to reside in the Republic of Slovenia.

If you wish to gain a Residence Registration Certificate for the purpose of study in the Republic of Slovenia, you need:

- a valid identity card or valid passport,
- evidence of admission to the studies or other form of education,
- evidence of sufficient subsistence funds (at least the minimum income, on a monthly basis, as determined in the Republic of Slovenia)
- appropriate health insurance certificate (for example, European card of health insurance)

If you fulfil the conditions for the issue of a Residence Registration Certificate, the certificate shall be issued for five years or for the period of planned residence in the Republic of Slovenia, whichever is shorter. The Registration Residence Certificate may be renewed at your request under the same conditions for which it was issued.

5.1.2.1 Refusal of the application for the Residence Registration Certificate

The application for the Residence Registration Certificate may be refused when any of the following are determined during the procedure:

- That not all of the above mentioned conditions are fulfilled;
- That your residence in the Republic of Slovenia might cause a threat to public order, security, or the international relations of the Republic of Slovenia;
- If there are reasons to suspect that your residence in the country shall be linked to terrorist or other violent acts, illegal intelligence, the drug trade or other criminal acts;
- If during the procedure in which the first certificate is issued it is determined that you come from areas with contagious diseases that can become epidemics as listed in the international health rules of the World Health Organisation; or from areas where contagious diseases are present that might jeopardise public health and for which, in compliance with the act regulating contagious diseases, requisite measures should be adopted;
- If it is determined that your work in the Republic of Slovenia is in conflict with regulations on employment relationships and work, or in conflict with regulations on undeclared employment and work;
- If it is determined that any period of prohibition of entry into the country has not yet expired.

5.1.2.2 Issue of the permanent residence permit

After five-year continuous residence on the basis of the Registration Residence Certificate and on condition that there are no reasonable grounds under which you might pose a threat to public order or state security, you may obtain a permanent residence permit, which is valid for an indefinite period.

The relevant administrative unit (the administrative unit where you reside) is authorised to accept the application and to issue the permanent residence permit.

5.2 Non-EU citizens

5.2.1 Entry into the country

5.2.1.1 Entry into the Country on the Basis of a Visa or a Passport

If you are a non-EU citizen (citizen of a so-called third country) and want to enter or reside in the Republic of Slovenia due to tourist, business, personal or other reasons, you must obtain a visa at the diplomatic mission or consular post of the Republic of Slovenia in your country.

You can also enter the Republic of Slovenia for the same reasons and reside here for a fixed period (maximum 90 days in six months, starting from the date of first entry) on the basis of a passport if you are a citizen of a country which does not need a visa to enter the

Republic of Slovenia. List of countries whose citizens don't need a visa is located at http://www.mzz.gov.si/fileadmin/pageuploads/konzulara/Tujci_vstop_v_Slovenijo_brez_vizu_mov_slo.pdf.

5.2.1.2 Entry into the Country on the basis of a visa or a residence permit issued by another country that is a party to the Schengen Agreement

The Schengen Implementation Convention, which from 21 December 2007 applies to the Republic of Slovenia, sets the conditions of movement in the area of Contracting States of the Schengen Agreement for foreigners, third-country nationals, who have been issued a visa or a residence permit from one of the Contracting States.

If you are a holder of a uniform visa issued by another Contracting State of the Schengen Agreement, you can, during the period for which the visa is valid, enter and reside in the Republic of Slovenia if you meet the following entry conditions:

- you have assured means for subsistence (more information on that at <http://www.mediavisa.net/schengen-means-of-subsistence.php>);
- you have documentation showing your intentions during your stay;
- you do not represent a threat to the public order, national security or international relations of any contracting state.

With a valid residence permit issued by one of the Contracting States of the Schengen Agreement and a valid travel document, you can enter in the Republic of Slovenia and stay here for not more than three months as long as you meet the previously mentioned conditions of entry and you are not on a national list of persons or foreigners to whom the Republic of Slovenia does not permit entry to its territory.

5.2.1.3 Entry of a foreigner based on a long-term resident status in another EU member country

A long-term resident is a foreigner who is not a citizen of an EU member country and who has a permit for permanent or long-term residence in an EU member country, valid for a period of at least five years and issued on a EU-prescribed form in a uniform format for residence permits for third-country nationals, on which it is indicated that he/she is a long-term resident.

If you hold such a long-term residence status in another EU member state, you may, regardless of the purpose of your stay, enter the Republic of Slovenia with a passport and a residence permit and stay in the country for three months from the date of entry or until the permit expires (if the permit is due to expire in less than three months).

5.2.2 Residence permits

5.2.2.1 Acquisition of the first permit for temporary residence

If you want to enter and reside in the Republic of Slovenia for any other reason allowed on the basis of a visa or for a longer period of time, you must have a residence permit issued in the Republic of Slovenia. This has to be **obtained before entering the country**.

Purposes of stay for which you may be issued a residence permit:

- employment or work, research work, seasonal work, transnational services provided by seconded workers, daily migrant worker;
- family reunion;
- **study**, education, specialization or professional training and practical training, co-operation or participation in international volunteer exchange programmes and other programmes that are not included in the formal education system.

Your first residence permit for the Republic of Slovenia can only be a temporary residence permit. **An application for the issue of the first residence permit** must be handed in at **diplomatic mission or consular post of the Republic of Slovenia abroad**, which sends it to the competent administrative unit in the country.

Conditions for obtaining the first residence permit:

- valid passport (the period of validity must be at least three months longer than the intended period of stay in the Republic of Slovenia);
- appropriate health insurance¹;
- sufficient funds for subsistence (the amount per month must be at least equal to the basic minimum income² in the Republic of Slovenia);
- fulfilment of one of the justified reasons or purposes for which a foreigner intends to reside in the Republic of Slovenia.

If you want to obtain a residence permit **for study purposes**, you must submit proof from the educational institution of your admission to the course or other education.

Besides the proof of compliance with these conditions, you must also add to the application for the residence permit **a certificate from criminal records from your home country**, and this must be no more than three months old (when the home country issues such certificates). In compliance with the Aliens Act, your request for a residence permit can be denied if there are serious reasons for suspecting that you may pose a danger to public order and security, or to the international relationships of the Republic of Slovenia, or if there is a suspicion that your residing in the country will be connected with terrorist or other violent acts, illegal intelligence activities, the supplying of drugs or implementing other criminal offences.

The application for the first temporary residence permit may be filled in on your behalf by another person (employer, research organization, contracting party's representative).

If you meet all the conditions for the issue of the first temporary residence permit, the administrative unit issues the permit and sends it to the diplomatic mission or consular post of the Republic of Slovenia abroad, where it will be handed to you.

¹ For more information look in the section: Health insurance

² Currently 226,80€

5.2.2.2 Renewal of a temporary residence permit

If a temporary residence permit has been issued for your residence in Slovenia, for example due to employment or work, and you wish to continue to reside in the Republic of Slovenia for the **same reasons** after expiry of the permit, you may apply for its renewal. The application for a temporary residence permit should be filled in at the administrative unit before the expiry of the permit to be renewed.

As in the case of the first temporary residence permit, the application for renewal of the temporary residence permit may be filled in on your behalf by another person (employer, research organization, contracting party's representative).

The temporary residence permit may be renewed under the same conditions as it was issued; therefore the application should be supplemented by the same documents that supported the acquisition of the first residence permit.

As well as ensuring the fulfilment of conditions for the renewal of the permit, during this procedure the administrative unit should verify again if there are any reasons not to issue your permit (such as threats to public order, safety or international relations, disrespect of rule of law of the Republic of Slovenia, etc.).

5.2.2.3 Further temporary residence permit

If after the expiry of the temporary residence permit you wish to reside in the Republic of Slovenia for a **different reason** from that for which the permit was issued, you may apply for a further temporary residence permit (for example, you originally apply to reside in the Republic of Slovenia due to your studies, and after their conclusion you wish to reside in the Republic of Slovenia due to employment).

This application should also be filled in at the administrative unit before the expiry of the temporary residence permit. The conditions, the procedure and the manner of issue are the same as in the procedure for the permit renewal.

5.2.2.4 Permanent residence permit

A permanent residence permit may be issued to a foreigner (a citizen of a third country) after a period of five years of continuous residence in the Republic of Slovenia based on a temporary permit and if other conditions determined in the Aliens Act are met.

The condition of five year continuous residence shall be fulfilled even if during this period you were not present in the Republic of Slovenia for the whole time and the temporary residence permit was not issued; however, your periods of absence must have been shorter than six consecutive months and in the five-year period they must not have exceeded a total of ten months.

During evaluation of the period for the issue of the permanent residence permit, **only one half of any period** of residence in the Republic of Slovenia on the basis of the temporary permit **due to studies** or professional training shall be **counted**. That means that if you study in Slovenia for 4 years, that will only count for 2 years (of the required 5 years).

No time spent in the Republic of Slovenia on the basis of a temporary residence permit due to seasonal work, as a seconded worker or as daily migrant worker or as a person under temporary protection shall be included in the evaluation period.

Neither shall the permanent residence permit be issued if you reside in the Republic of Slovenia for five consecutive years only on the basis of the temporary residence permit due to your studies or professional training, nor if during the evaluation period you reside in the Republic of Slovenia due to your studies, professional training, seasonal work, as a seconded worker or as a daily migrant worker.

In exceptional cases and if other legal conditions are met, the permanent residence permit may be issued **before the expiry of the five-year period**, to the following persons:

- A foreigner who is of Slovene descent;
- A foreigner whose residence in the Republic of Slovenia is of interest to the Republic of Slovenia (for example is an exceptional scientist or athlete);
- A foreigner who used to have a permanent residence permit but this expired due to expatriation or absence from the Republic of Slovenia or the area of the EU member states;
- A foreigner who used to have a permanent residence permit in the Republic of Slovenia but this expired due to the acquisition of a longer-term resident status in another EU member state.

Furthermore, if one of your immediate family members holds a permanent residence permit for the Republic of Slovenia or has been granted a refugee status, you may obtain a permanent residence permit already after two years of continuous residence in the Republic of Slovenia based on a temporary residence permit.

The application for the permanent residence permit must be filed at the administrative unit , competent for the area in which you temporarily reside. The application may be filed personally or by your legal representative or by an authorised person.

5.3 Registration of residence

5.3.1 RESIDENCE REGISTRATION

Not only must a foreigner gain permit for temporary or permanent residence, he must also register his residence (address) in accordance with the The Residence Registration Act (<http://www.dz-rs.si/index.php?id=101&unid=UPB|FA8947657270F65FC12573A0004614E9&showdoc=1>).

5.3.1.1 Temporary residence registration

If you are a third-country citizen and you reside in the Republic of Slovenia on the basis of a temporary residence permit, or if you are an EEA citizen and you reside in the Republic of Slovenia on the basis of a Residence Registration Certificate, you should register your temporary residence at the administrative unit within three days of settling in or after you are given your temporary residence permit.

The temporary residence registration shall be valid for a maximum period of one year. You should renew the temporary residence application within eight days of the registration expiring. If you file the application for the renewal of a temporary residence permit or for the issue of a further temporary residence permit or a Residence Registration Certificate in time, the relevant body renews the temporary residence registration for the period of the application; after the temporary residence permit or the Residence Registration Certificate is issued, you should renew the residence registration on your own.

If you don't register your residence or do not renew your temporary residence registration, you may be subject to a fine of up to 1200 €.

5.3.1.2 Permanent residence registration

You should register your permanent residence at the administrative unit within eight days of the permanent residence permit being issued. When registering your temporary or permanent residence you should also submit the following documents:

- a valid personal document with a photograph,
- and evidence that you have the right to reside at the address you are registering.

Evidence is deemed to be proof of ownership, a rental or licensee agreement or written consent of the owner or owners of the apartment or the management body of the accommodation facility (the owner's consent need not be certified). If the property where you wish to register your residence is recorded in the Land Register, the title of the property need not be proved as this information shall be obtained by the relevant body ex officio; however, in this case you should communicate the number of the property's entry on the Land Register, the name of the cadastral municipality or the property's lot number and the relevant court.

More information on the residence registration and the options for e-registration may be obtained at the administrative units or at the e-government web portal <http://e-uprava.gov.si/e-uprava>.

6 Enrolment into University of Ljubljana

6.1 Enrolment conditions for foreign students directly enrolling into the first year of undergraduate study at the University of Ljubljana

Foreign citizens who have completed secondary school education **abroad** may enrol in the first year of an undergraduate study programme at the University of Ljubljana if they meet the following requirements:

- completed a four-year secondary school,
- completed procedure for the recognition of foreign secondary education certificates and the obtained decision on the recognition of foreign education for the purpose of continued studies in university or higher education professional study programmes (nostrification process, conducted by UNI LJ),
- achieved a successful result on the test of artistic ability and psycho-physical capacity for enrolment in those study programmes requiring such a test³.
- knowledge of the Slovenian language. To enrol in study programmes of the Academy for Theatre, Radio, Film and Television (AGRFT), journalism at the Faculty Social Sciences (FDV) and the Slovenian language programme at the Faculty of Arts (FF) candidates must pass the Slovenian language examination **before** enrolling in the first year. If enrolling in other study programmes at the University of Ljubljana, the candidates must pass the Slovenian language examination before enrolling in the **second** year.
- sufficient number of points in case of too many applications for available places.

6.2 Application process for EU citizens and “special” non-EU citizens

This section applies to EU citizens and those non-EU who themselves or whose family members have permanent residence in Slovenia and are liable for taxation (i.e. “davčni zavezanci”) in Slovenia. The application process for them is the same as for Slovenian citizens, with the addition of nostrification process. They also compete with the Slovenian citizens for the available study places.

Candidates may apply for enrolment in an undergraduate study programme during one of the three application deadlines.

6.2.1 Application deadlines

6.2.1.1 First application period

The most important deadline is the first period which lasts **from 10 February to 8 March 2010** when all study places are still available.

³ Such test is required Academy of fine arts, Faculty of architecture, Academy for theatre, radio, film and television.

Tables with enrolment places are published in the Call for Enrolment.⁴

Slovenian version of the application form is called "Prva prijava za vpis v 1. letnik" - the DZS 1,71/1 application form. English version of the application form is available at http://www.vpis.uni-lj.si/tujci/application_form.pdf. The application form needs to be sent by registered mail to this address: Visokošolska prijavno-informacijska služba, Univerza v Ljubljani, p.p. 524, 1001 Ljubljana.

One can also apply on-line, using the electronic application available at <http://www.vpis.uni-lj.si/>

Candidates may specify a maximum of three different study options/programmes in their application form. The order of these study programme options is extremely important as the candidates will be placed into the first study programme for which they meet all the enrolment conditions and have a sufficient number of points for programmes with limited enrolment.

For example if the candidate specifies medicine as his first option, law as second and mathematics as his third, then the enrolment office (Visokošolska prijavno-informacijska služba) will firstly check if he fulfills conditions for enrolment into medicine. If he does, he is accepted to the study programme of medicine. If he doesn't (eg.: doesn't have enough points in comparison to other students), the enrolment office checks if he has enough points for law study.

It is important that in this case he is in no worse position as those candidates who have specified law as their first option. So he'll have the same chances of getting into law, regardless of the fact that he wrote law as a second option and they wrote it as first. Once the March 8th deadline passes the candidate cannot change his options.

If the candidate specifies as his first wish a study programme where there have been fewer applications than available study places, he'll be accepted regardless of his number of points (which are calculated on the basis of his high school success). The number of applications for a certain study programme are known by April.

Results of the first application period are known by July 23rd, except for those foreign candidates who haven't received their decision of recognition of secondary education by that time. When they do and if they have enough points, they will be accepted.

If the candidate has been accepted, he will receive an invitation to enrol at the faculty which carries out the study programme. The enrolment period is between July 26rd and August 18th. The candidate may choose not to enrol but rather to reapply later on for a different study programme.

6.2.1.2 Second application period

Candidates failing to apply in the first period and those not accepted in any of the study programmes indicated in the first application may later only apply for the free enrolment places, not taken up by other candidates in the first application period.

⁴ published on the website www.vpis.uni-lj.si under the Tujina menu item

The second application period is in August (for year 2010 from **20.-28. August**). The principle is the same as with the first application period.

6.2.1.3 Third application period

After the second application period there usually remain some study places for several study programmes. Candidates can apply for these places from the beginning of October **until October 5th 2010**.

Unlike in the first and second application period, candidates send a written request to the faculty (and not the university enrolment office) in question in which they must include the desired study programme. Copies of notarised certificates and the decision on the recognition of education and remaining required evidence should be enclosed with the written request.

6.2.1.4 Required documentation

Candidates who have already completed secondary school should submit the following required evidence to the Higher Education Application-Information Service together with the first, second or third application:

- notarised copy of final certificate of a four year secondary school (this may be a matura certificate, a vocational matura certificate, a final examination certificate, a secondary school diploma, or International Baccalaureate (IB). If the candidate hasn't received this in time to send it with the application, he must send it within 5 days of receiving the certificate or by September 1th at the latest if they will conclude secondary school this year, and for the third application period)
- notarised transcripts for the last two years of completed secondary school recording the general academic performance for individual years
- decision on the recognition of aforementioned foreign certificates and transcripts **(see below for more information)**
- identification document. Acceptable identification documents include notarised copies of birth certificates, passports,
- certificate of knowledge of the Slovenian language (if enrolling in study programmes of the Academy for Theatre, Radio, Film and Television (AGRFT), journalism at the Faculty of Social Sciences (FDV) and the Slovenian language programme at the Faculty of Arts (FF))

Candidates may get more information regarding the enrolment process for foreign students at Visokošolska prijavno-informacijski službi Univerze v Ljubljani (Kongresni trg 12, p. p. 524, 1001 Ljubljana, www.vpis.uni-lj.si, tel.: +386 (1) 241-85-05, +386 (1) 241-85-08, faks: +386 (1) 241-86-71, e-mail: tanja.zuzek@uni-lj.si, alenska.suligoj@uni-lj.si) and at http://www.vpis.uni-lj.si/tujci/kazalo_ang.htm

6.2.2 Foreign citizens from countries that are not European Union Member States

Other non-EU citizens (i.e. non-EU citizens who themselves or whose family members **do not** have permanent residence in Slovenia or are liable for taxation (i.e. "davčni zavezanci") in Slovenia.) can apply for enrolment in one of two application periods.

The first application period differs for study programmes that require **ability, capacity and skills tests** and those that don't. For those study programmes that do require such tests, the deadline for the application is March 8th, while for those who don't, the application can be submitted from February 10th to August 5th. The application form and the necessary documentation is the same as for EU citizens.

Those candidates who have already completed secondary school education must send all the necessary documentation (including the decision on the recognition/nostrification) till March 8th (if they're applying for studies, requiring special tests) or August 5th.

Those candidate who are completing their secondary education in the scholar year 2009/2010 must send all the necessary documentation until August 5th, and the decision on the recognition/nostrification until September 10th.

Candidates will receive the decision on the results of the selection procedure by 15 September at the latest. They may enrol until 30 September.

The second application period is from October 1st to 5th 2010.

Candidates may get more information regarding the enrolment process for foreign students at **Visokošolska prijavno-informacijski službi Univerze v Ljubljani** (Kongresni trg 12, p. p. 524, 1001 Ljubljana, www.vpis.uni-lj.si, tel.: +386 (1) 241-85-05, +386 (1) 241-85-08, faks: +386 (1) 241-86-71, e-mail: tanja.zuzek@uni-lj.si, alenska.suligoj@uni-lj.si) and at http://www.vpis.uni-lj.si/tujci/kazalo_ang.htm .

6.2.3 The process of recognition of foreign secondary school education

As stated above, foreign students who have completed secondary school education abroad/outside Slovenia must get a decision of recognition of such an education for the purpose of continued studies or a decision on nostrification. This process is conducted by the University of Ljubljana.

Those candidates who have already completed their secondary school education in the previous school year(s) have to get the decision of recognition/nostrification **before** they apply, as they have to send the decision as a part of their application form.

According to Slovenian law, University of Ljubljana has **two months** to issue the decision, starting from the moment they get all the necessary documents from the candidate. That means that it is highly advisable that the candidates request the decision at least two months before they plan to apply for enrolment.

Candidates that complete their secondary school education in the scholar year 2009/2010 don't have to send the decision of recognition/nostrification along with the application (since they probably haven't completed the secondary school education before the application

deadline and therefore couldn't have gained the decision). They must, however, start the process **within five days of completing the secondary school education**.

Candidate starts the process of recognition by submitting a request for recognition, using the form "[Obrazec N](#) (vloga za priznavanje izobraževanja za namen nadaljevanja izobraževanja)", which can be found at http://www.uni-lj.si/files/ULJ/userfiles/ulj/vpis_na_ul/priznavanje_izobrazbe/ObrazecN-slo.pdf

The form must be sent to the address "**Univerza v Ljubljani**, p.p. 362, 1001 Ljubljana" with the words "priznavanje srednješolskih spričeval« written on it. The candidate must enclose the following documents:

- notarised copy of final certificate of a four year secondary school (this may be a matura certificate, a vocational matura certificate, a final examination certificate, a secondary school diploma, or International Baccalaureate (IB)).
- notarised transcripts for the last two years of completed secondary school recording the general academic performance for individual years
- identification document. Acceptable identification documents include notarised copies of birth certificates, passports etc.
- a short chronological description of the entire education prepared by the applicant.

All certificates, except bilingual ones, must be translated and notarised into Slovenian by a court translator. Candidates should not send any original copies of certificates, only notarised copies.

Candidates may get more information regarding the process of recognition/nostrification from Svetlana Matijević, **Univerza v Ljubljani**, p.p. 362, 1001 Ljubljana, telefon +386 (1) 241-85-95, e-mail: priznavanje@uni-lj.si, and at http://www.uni-lj.si/en/university_entrance/recognition_of_foreign_secondaryschool_certificates.aspx#1Procedureforrecognitionofforeignhighere

Candidates may get more information regarding the enrolment process for foreign students at **Visokošolska prijavno-informacijski službi Univerze v Ljubljani** (Kongresni trg 12, p. p. 524, 1001 Ljubljana, www.vpis.uni-lj.si, tel.: +386 (1) 241-85-05, +386 (1) 241-85-08, faks: +386 (1) 241-86-71, e-mail: tanja.zuzek@uni-lj.si, alenska.suligoj@uni-lj.si)

6.3 Status of an enrolment candidate with special needs

An individual who has special needs (whether due to his medical condition, athletic or otherwise excellence, etc.) can apply for a status of an enrolment candidate with special needs.

If the University of Ljubljana grants him the status, it will enable him that, if he is not accepted to any of the study options he wrote in his enrolment application form, he will be accepted to the first of his wishes for which he fulfils the general conditions and has at least 85% of the points needed to be accepted.

More information regarding the process for gaining and the rights of candidates with special needs is available at http://www.vpis.uni-lj.si/komisija/Pravila_2010_ang.pdf.

6.4 Tuition fees

EU citizens pay tuition fee under the same conditions as Slovenian citizens (if the enrol into "izredni študij" - "extraordinary study").

Non-EU citizens generally always pay tuition fee (even if they study regularly - "redni študij") in the amount that is specified for Slovenian extraordinary students ("izredne študente"). The list of tuition fees is located at http://www.uni-lj.si/studij_na_univerzi/cenik_storitev.aspx

Exceptions to the above rule is that non-EU citizens do not **pay tuition fee if:**

- it is determined so with international and bilateral agreements or contracts (for example Croatian students);
- they are recipients of scholarship from Ministry of Higher Education, Science and Technology or of an authorised performer of this scholarship, such as CMEPIUS (Center of the Republic of Slovenia for Mobility and European Educational and Training programmes) or Slovene Human Resources Development and Scholarship Fund;
- they are students of exchange programmes in Lifelong Learning Programme (by CMEPIUS) or
- they are foreigners with permanent residence in Slovenia and are themselves or their parents or legal guardians taxpayers in Slovenia.

Foreigners who have to pay tuition fee can file a request to have their tuition fee lowered/cancelled or to be able to pay in installments, if they have justifiable reasons for such a request (for example loss of employment by their parents; list of further examples of reasons is located in Article 153 of the Statue of University of Ljubljana). Such a request is submitted to the faculty and not the University. Študentska svetovalnica has prepared a form for such a request which you can get free of charge if you contact us.

7 Basic information regarding study at the University of Ljubljana

This section is meant only as a very basic glance at the characteristics of study at the University of Ljubljana.

7.1 Ordinary and extraordinary study

In Slovenia there are two types of study, ordinary ("redni študij") and extraordinary study ("izredni študij"). Ordinary study is, for Slovenian and EU citizens, paid for by the state and therefore without tuition fee. Lectures are conducted throughout the week.

Extraordinary study is not financed by the state and must be paid for by the students themselves (tuition fee). Lectures are generally conducted at the end of the week/beginning of the weekend.

Ordinary and extraordinary students generally have the same rights with very few exceptions (for example extraordinary students have more exam periods).

7.2 Bologna reform

As of 2009/2010 all undergraduate study programmes at University of Ljubljana have been formally renewed in accordance with the principles of the Bologna reform. This means that the main requirement for advancement into the higher year of study is accumulation of a sufficient amount of ECTS points, regardless of the grades themselves.

7.3 Change of study programmes and a re-try of the study year

Every student has the right to change his study program free of charge once during the course of his study. This transferred is called a "prepis". A student who wishes to transfer to the 1st year of another study programmes can do so by applying for enrolment into that study programme the same way as he applied for the first enrolment (**see above for more information regarding enrolment process**).

This right is mutually exclusive with the right of a regular student to re-try a study year. Namely every regular student can once, free of charge, retry ("ponavljati") a study year ("letnik") at the current study programme while retaining his student rights (student coupons, possibility of student work, free exams, etc.).

If a regular student exercises his right to re-try a study year, he generally won't be able to change his study program free of charge. And vice-versa.

7.4 Re-trying and pausing a study year, exceptional advancement

If a regular student fails to fulfil the conditions for advancement into the higher year of study ("letnik"), he has several choices.

He may:

- choose to transfer to 1st year of another study programmes
- choose to re-try the study year
- choose to pause the study year
- request an exceptional advancement into the higher study year

The difference between re-trying and pausing a study year is that a student who is re-trying retains most of his student's rights, but can generally only retry once, while a student who pauses the study year loses most of his student's right (for the academic year in which he is pausing), but can do it more than once.

It is also possible for a student to request an exceptional advancement into the higher study year, but he must prove that he failed to fulfil the conditions for advancement due to justifiable and exceptional circumstances, stipulated in Article 153 of the Statute of University of Ljubljana. Among those are exceptional social circumstances (for example unemployment of both parents), serious medical condition etc.

7.5 Exam regime

The Statute of University of Ljubljana states that students have the right to take every exam 5 times, with the possibility of a 6th attempt, if allowed by the Dean of the faculty. This only applies to cases where a student unsuccessfully takes an exam.

8 Accommodations for foreign students

8.1 General information

Foreign students can get accommodation in state student dormitories ("študentski domovi") only if they're receiving a scholarship from one of the Slovenian ministries or from the Slovenian government. Regulations on fees and accommodation in a student dormitory for Slovenians without Slovenian citizenship and foreigners (<http://www.uradni-list.si/1/objava.jsp?urlid=200870&stevilka=3097>) provides up to 250 accommodations in student dormitories for scholars of the ministry. The Ministry of Higher Education Science and Technology together with the scholarship donor divides places of residence between the holders of the scholarships. The recipients of the ministerial scholarships pay reduced prices of lodging.

Therefore, any student receiving a scholarship from the Government of Republic of Slovenia or its ministries is advised to submit a request for accommodation in a student dormitory as soon as possible upon completion of enrolment into an undergraduate study programme at the University of Ljubljana.

Those foreign students who do not get accommodation in a state student dormitory have two options.

The first is to find a free room in of the high school dormitories ("dijaški domovi"). There is no special procedure for this, and the best option is to just contact one of the high school dormitories (full list is located at <http://www.srednjesolskivpisnik.si/dijaski-domovi/seznam-dijaskih-domov/>). The rent is generally cheaper than the rent for private accommodation.

Private accommodation, getting a private room from a private individual/landlord. A part of Študentska svetovalnica called Infotočka (which literally means Infopoint) offers free assistance to students trying to find private accommodation. Its website (www.svetovalnica.com/sobe/) hosts a database of landlords' ads offering private accommodation which is free to browse by internet users. The Infotočka office is located at Trubarjeva 7, 1000 Ljubljana, and they are available by phone on 01/433-10-76 and 051/373-999 and by e-mail on posredovalnicam2@gmail.com.

8.2 Spending a night in a hostel

Those students who have the check-in to the state student homes the day after their arrival in Slovenia can find their accommodation for that **night at a hostel**. Some of them are (by no particular order):

- **Fluxus hostel**

The Fluxus hostel is situated in the heart of the city centre.

It has Internet Access, Free of Charge, WiFi in Room, WiFi in Lobby Guest Kitchen, Breakfast Not Included, Cable TV DVD`s, Common Room, Outdoor Terraced Area, Library, Linen Included, Security Lockers ,Towels Hire, Hairdryer for Hire, Parking On Street , Luggage Storage .

Arrival time is very important for them. 3 hours after your original arrival time; they will need to cancel your booking.

More information: <http://www.fluxus-hostel.com/>

- **Zeppelin Hostel**

It is the closest hostel to the main train/bus station, less than 5 min walking.

The reception opens from 8am to 10pm. If you need a late check-in please inform us in advance. We speak Slovenian, English, Spanish, French, Italian and Catalan. We wait 5 hours for guests to arrive after their estimated time of arrival. If your arrival time changes please inform us about it!

More information: http://www.hotel.si/Detail.aspx?id_hotel=3278&language=ENG

- **Hostel Celica**

Great location: central bus and train station: 5 minute walk, city center: 10 minute walk, right next to Metelkova city party zone. 24/7 reception, self Service Laundry, Luggage room & safety deposit box, Internet point.

More information: <http://www.ljubljana.info/hostels/celica/>

- **Hostel Azul**

Hostel is located in the Rožna dolina quarter of the city, near the student campus. They offer transportation from the bus/train station every day from 10am until 10pm for free.

More information: <http://www.hostelworld.com/hosteldetails.php/Hostel-Azur/Ljubljana/12748>

- **Hotel Park**

Hotel Park is located within easy reach from the city center in the calm and green part of Ljubljana. Hostel reception is open 24 hours. All queries, offers and reservations are possible on our website, by e-mail, phone and fax.

More information: <http://www.hotelpark.si/en/hostel/>

- **Alibi hostel**

Simply and definitely the best hostel location in town, in the very heart of the Old Town of Ljubljana. It has 24 hour reception, internet Access, linen Included, security Lockers and Luggage Storage.

More information: www.alibi.si

8.3 Renting a room and signing a lease contract

A student who rents a room has to sign a lease contract if he wants to be protected by laws which regulate leasing relationships. Students have to be careful what kind of leasing agreement they sign. They should check if the contract has all the basic element (they can be found in the 91 article of the Housing Act⁵):

- description of a room or apartment
- name of the owner, name of the tenant
- reason for quitting the lease (found in article 103 of the Stanovanjski zakon)
- mutual obligations with the use and maintenance of the apartment
- rent, other expenses, caution money
- Ways of paying the rent and other expenses (electricity, water, heating ect.)
- duration of the leasing relation and notice of the contract

For the validation of the lease contract the written form is obligatory but nothing else than a signature is needed. The lease can be signing for a definite period or for indefinite period.

The tenant bind himself to pay the rent until the day that is fixed by the contract. The way in which the rent will be paid is also fixed in the contact (in what way: to the owner personally, over his bank account to he owners account).

The tenant also has to pay individual working costs (costs for the electricity, water, warming the apartment) and collective (or joint) working costs (working costs for joint spaces in the building). When making the contract, the tenant gives the owner the caution money which the owner has to return after the contract has ended, when the tenant has paid all expenses that must be paid by this contract. It can be decided that the last rent is being paid from the caution money.

If you need a sample of a lease contract in English or if you want to consult us before signing one, please contact the us via e-mail: pravna.pomoc@sou-lj.si or at our office hours (for exact office hours please check on our web page: <http://www.svetovalnica.com/>). We strongly recommend it!

⁵

Stanovanjski zakon (SZ-1), Ur.l. RS, št. [69/2003](#) and its changes

9 Student work

9.1 General information

Student work ("študentsko delo") is one of many forms of work in Slovenia which greatly differs from others in that it has extremely beneficial tax breaks and low rate of taxation. To participate in this kind of work you need a student status.

A foreign citizen student who is studying in any program in the Republic of Slovenia and has through this course the student status, can work through the Student Employment Brokerage Service⁶ (i.e. the authorized organization for student labour recruitment - "študentski servis") with a referral⁷; under the same conditions as Slovenian citizen, studying in the program in the RS. This notice is valid for both - foreign citizen student studying regularly in Slovenia or only temporarily through foreign exchange program.

Foreign students who wish to work through student service with a referral do not need any work permit. They should, however, obtain a tax number⁸ at the tax office of Slovenia and a bank account.

9.2 How to open a Slovenian bank account?

As a foreigner, you can open a bank account practically in any bank. You will be able to open a residential or a non-residential bank account, depending on your residence permit status. Before you can open it, you need to obtain a tax number.

9.3 How to obtain a tax number?

Anyone who wants to open a bank account in Slovenia, has to obtain a Slovene tax number. The beforementioned tax number and an open bank account are obligatory for all students who will work and be paid through Študentski servis and/or obtain a scholarship from a Slovene institution.

You can get a Slovene tax number at :

Tax office Ljubljana (Davčni urad Ljubljana)

Sector for Foreigners (Odsek za tujce)

Davčna ulica 1, Ljubljana

To obtain a tax number you will have to bring:

⁶ In Slovenian language: študentski servis, is a provider of student work. There are many different providers and some are locally oriented while others are working in every major Slovenian city.

⁷ In Slovenian language: Napotnica is a paper that is given to you by Student Employment Brokerage Service (it can also be sent directly to your employer). Referral is a substitute for working agreement (if you work through a referral, you do not need a working agreement).

⁸ Is a number given to you by Slovenian tax office (a. k. a. DURS or Davčni urad Republike Slovenije). Tax office in Ljubljana on the following address: Davčna ulica 1 or e.mail address: gp.durs-lj@gov.si or telephone number: 01/ 369 3000.

- Proof of student status
- A copy of the first page of the passport (does not need to be certified)
- A copy of the permission for temporary residing in Slovenia (does not need to be certified)

9.4 Applying for a membership at Student Employment Brokerage Service

Student it is required to bring the following documents to the Student Employment Brokerage Service⁹:

- Proof of student status
- Slovenian tax number
- Number of Slovenian transaction account
- ID document (e.g. passport) including PIN information¹⁰

Furthermore a student will have to sign a declaration stating whether he is or is not a resident of Slovenia for tax purposes. After that the student becomes a member of the Student Employment Brokerage Service and can obtain and start working based on a referral.

9.5 Referral and legal protection

Referral itself specifies very little as to the legal rights and duties of the student and the employer and therefore offers little legal protection. That it is way it is highly advisable that the student signs a separate, more detailed work agreement specifying other legal rights and duties.

It is also advisable that the student should not sign just any legal document given by the employer but should carefully examine it. Legal counsellors of Študentska svetovalnica will gladly offer legal assistance in that area.

There have also been many cases where students didn't receive the agreed payment for several months' worth of work. To avoid such scenarios, it is advisable that the student should agree with the employer that he be paid in short, regular periods (on a bi-weekly or at most a monthly basis), and that he should not blindly trust that the employer will pay a couple of months' worth of pay.

In cases where the employer refuses to pay, legally forcing him to pay is an extremely long and costly process, so it's important to do everything possible to prevent such a scenario.

That is why it's also very useful if a student, before he starts working for a company, checks it's financial and business history, at least at the Študentski servis, to see if there had been any previous problems. There also exists a web site <http://www.neplacniki.info/> where there is a list of companies who have in the past failed to pay students who have worked for them.

⁹ in Slovenian language Študentski Servis

¹⁰ Is your Personal Identification Number (a. k. a. EMŠO) and is usually written in your passport or other ID document.

WARNING: At the time of writing the laws regarding student work are being subject to change in the Slovenian parliament, so the regulation of student work may drastically change in the future.

10 Taxation

10.1 General information regarding taxation

In this section we deal with the taxation of two most common sources of income for students, i.e. scholarships and income from student work. Foreign students, studying in Slovenia and having a temporary residence permit, are in most cases "non-residents", which means that they will generally have to pay from those taxable incomes that have its source in Slovenia.

State and Zois scholarships are **not** taxable incomes, which means that foreign students won't have to pay any tax from them, at least not in Slovenia (taxation in their domestic countries is beyond the purpose of this section).

10.2 Student tax break

10.2.1 Who is entitled to it?

Income from student work, on the other hand, is a taxable income in Slovenia. But Slovenian students can generally exercise the right to a student tax break ("študentska davčna olajšava"), which means that they can earn up to 3300€ by student work without having to pay taxes from it. This right is given to those students who:

a.) have student status and

b.) are either:

- (1) under 26 years of age **or**
- (2) over 26 years of age but:
 - the student has enrolled in the 1st year of the current undergraduate study programme **before he turned 26 years old AND**
 - it hasn't passed more than 6 years since the student enrolled in the 1st year of the current undergraduate study programme.

Whether **foreign** students have the same student tax break primarily depends on where they come from.

Foreign students who come:

- from either any of EU member states OR
- from any country with which has Slovenia signed a convention in which it grants its students the same tax breaks as to its own Slovenian students

are entitled to the above mention student tax break (if they fulfil conditions under a.) and b.)).

If the student is a non-EU citizen and isn't sure whether he has the right to a student tax break, he should preferably contact the competent tax office or Študentska svetovalnica's legal counsellors.

10.2.2 How do foreign students exercise the right to student tax break?

Foreign students who are entitled to the student tax break and are EU citizens needn't do anything to exercise their right. It will be taken into consideration automatically.

Foreign students who are entitled to the student tax break and are non-EU citizens can exercise that right either before or after they get paid for their student work. If they exercise it before the payment by submitting the proper form to the competent tax office, they will immediately receive full payment to their bank account. If they do not exercise it before the payment, then they will receive a payment decreased by 25%. They will be able to get those 25% back if they will file a proper form to the competent tax office.

The proper form is located at http://www.durs.gov.si/si/fizicne_osebe/dohodnina_za_fizicne_osebe_obrazci/odprava_dvojnega_obdavcevanja_dohodka_in_premozenja/zahtevek_za_oprostitev_davka_od_dohodka_ki_ga_studenti_dosegajo_v_republiki_sloveniji_na_podlagi_dolocb_mednarodne_pogodbe_o_izogibanju_dvojnega_obdavcevanja_dohodka/. It should be submitted to the competent tax office at least two weeks before or after the payment.

10.2.3 Taxation without the student tax break

If a foreign student who isn't considered a resident and isn't entitled to the student tax break then every payment from student work will be subject to taxation (unless the individual payment is less than 80€).

The taxation will be performed by reducing the amount of payment by 22,5%. The 22,5% represents the final tax. For example, if a foreign student who isn't eligible for student tax break was to receive 200€ for his work, he would get only 155€ to his account, because 45€ (22,5% of 200) represent his tax. This tax is final and cannot be retrieved.

10.2.4 Warning

Tax questions are extremely difficult and the answers depend upon many little factors, so it is very important that if you have a question regarding your tax position, you contact either a competent tax office or anyone else who can give you a legal advice (for example legal counsellors of Študentska svetovalnica), and that you tell that person as much information as possible.

That also means, as is evident from the frequent use of word "generally", that the above explained doesn't necessarily apply to all foreign students, because some might have such special circumstances that it would change the way they are(n't) taxed.

11 Allocation of scholarships for foreign students

Scholarships according to the Scholarship act

Scholarship act regulates State, Zois and Company scholarships.

State scholarship is additional income to cover costs related to the education, which can be granted to the students, who meet to the general conditions of the Scholarship Act and also satisfy a material condition (must not exceed certain family income).

Zois scholarship is intended for students who have demonstrated above-average success in school or faculty.

Company scholarship is given by the employer to the student, who is in exchange legally bonded to work for employer after graduating for a certain amount of time.

The procedure of gaining a scholarship of any kind is the same for foreign students as it is for the Slovene citizens – they put in an application for acquirement of a scholarship to the Social Work Centre¹¹ for a state scholarship, or to the Slovene Human Resources Development and Scholarship Fund¹². They must enclose to the application all the attestations and evidences from the public appeal for allocation of state and Zois scholarships', which is usually known in the month of June.

Entitled to the state, Zois or company scholarships are those foreign students who regularly study in Slovenia (are not a part or an exchange programme) and are in according to the conditions of the 8th article of the Scholarship act.

Scholarship can be granted to:

- citizens of the European Union member states (EU) and European Economic Area (EEA) and their family members, as determined by the law which arranges residing of foreigners, if they have a permit for a permanent or a temporary stay in the Republic of Slovenia,
- citizens of EU member states or EEA, who have been employed or self-employed in the Republic of Slovenia, and their family members, if they have a permit for residing in Slovenia,
- citizens of other countries, who have a permit for a permanent or a temporary stay in the Republic of Slovenia, and their close family members, as determined by the law which arranges residing of foreigners.

Citizens of other countries, who do not meet the condition from the 3rd item, can be granted a scholarship on the basis of international agreements or by the principle of mutuality.

Citizens of states, with which Slovenia has contracted bilateral or many-sided agreements of collaboration in the field of education, are also entitled to a scholarship, which the Republic

¹¹ Center za socialno delo

¹² Javni sklad RS za razvoj kadrov in štipendije

of Slovenia grants in this purpose or on the basis of mutuality as determined by the 5th article of Scholarship act.

Besides all the listed conditions, foreign students must also fulfil general conditions for acquiring a scholarship of any kind and special conditions for acquiring particular scholarships by the Scholarship act.

11.1.1 General conditions for acquiring a scholarship of any kind:

- **student status:** person has to have a student status
- **age when enroled:** person is not older than 26 when first enroled for the first, second or third degree of Bologna stage
- **receiving other scholarships:** person must not be receiving any other scholarship by the Scholarship act at the same time;
- **receiving other incomes for education:** person must not be receiving other scholarships (for example sports scholarship, government company scholarship, scholarship of the Department of Defence, company scholarship in private sectors, etc.), or any other incomes for education by other regulations (other incomes are the incomes in the Republic of Slovenia, which are by purpose or method of returning equal to scholarships by other regulation in the Republic of Slovenia or general documents of the employer)
- **unemployment:** person must not be performing a self-dependent registered activity and must not be employed (as a worker; student work is ok and doesn't prevent a student from gaining a scholarship)
- **Employment Service**¹³: person must not be registered at the Employment Service of the Republic of Slovenia¹⁴ as a unemployed person.

11.1.2 Special conditions for acquiring a state, Zois and company scholarship

- **state scholarships:** average monthly income per family member in the past year before applying for a state scholarship must not exceed a certain sum (census material) - the census is 65%-70% of amount Slovenian minimal wage per family member

If a foreigner in the Republic of Slovenia has a permanent residence or is studying away from his place of permanent residence, census from 66 to 68% of minimal wage per family member is used when stating the entitlement to a state scholarship¹⁵.

Regarding their family members, foreign students are bound to propose to the centre of social work a proper attestation from the state in which the family member is receiving an income, or a attestation from the paymaster of the income from that

¹³ Zavod za zaposlovanje

¹⁴ Zavod RS za zaposlovanje

¹⁵ 13th article

country about the height of the gross income, about the height of the net income and about the paid contributions and taxes¹⁶.

- **Zois scholarships:** a person must fulfil one of the admission conditions: has an average mark (higher (university) education) at least 8,5; regarding the average mark, person is in the top 5% of his generation (higher education); has achieved exceptional achievements at an area of social life (sports, art, academic field, etc.)

If the person fulfils one of the aforementioned condition, it is compared to other candidates for Zois scholarships. If the person is a better candidate than others, he gets the scholarship. For example, let's say there is enough money for Zois scholarships for 1000 students and there are 1400 candidates with an average mark of at least 8,5. In this case only the 1000 of the 1400 candidates with the best average mark will get the scholarship. And this means that the real limit/condition will be equal to the average mark of the 1000th candidate, for example 9,43, and not 8,5, which only acts as a preliminary condition.

Foreign students are for the needs of a calculation of the average mark bound to assure a proper conversion of marks, in the case when their mark cannot be equalized or compared with the marks as regulated by the regulations of the Republic of Slovenia from the area of education¹⁷.

- **company scholarships:** person must fulfil general conditions, except the age condition, and special conditions, determined by the general records of the employer/scholarship-holder

11.2 Public Fund of the Republic of Slovenia for development of cadres and scholarships is also announcing:

- **call for scholarships for doctoral studies of foreign citizens at Slovene educational institutions** (foreign students, entering a doctoral study of natural or technical sciences at a accredited educational institution in Slovenia)
- **call for co-financing a research and pedagogical collaboration of foreign citizens in Slovenia** (scientists, doctors of science, who will be included in research projects and pedagogical work in Slovenia)
- **call for co-financing professional collaboration of foreign citizens in Slovenia** (doctoral students of doctors of science from abroad, who will be included in research projects in research centres of companies in Slovenia)
- **scholarships for Slovene citizens living abroad** are assigned to Slovene citizens with a permanent residence outside of Slovenia for undergraduate studies on a publicly accredited educational programme in Republic of Slovenia for the entire time of studying.

¹⁶ 23rd article of the Rules on awarding of state scholarships

¹⁷ 27th article of the Rules on awarding of state scholarships

11.3 Bilateral scholarships

Every academic year, the government of the Republic of Slovenia invites applications for a certain amount of scholarships for foreign students who are part of an exchange programme in Slovenia.

Majority of the scholarships is meant for the foreign students from countries who have signed a bilateral contract with Slovenia. Post-graduate students who come to Slovenia as exchange students for not more than 10 months (depending on the anticipated share and selection) are in advantage.

Main purpose of these scholarships is the support to foreign post-graduate students, who want a part of their post-graduate studies to be mentored by Slovene professors.

11.4 List of countries with which Slovenia has signed a bilateral contract:

Belgium, Bulgaria, Czech Republic, Croatia, Egypt, Greece, Hungary, Italy, Israel, Japan, Mexico, Poland, China, Russia, Slovakia, Switzerland, Turkey.

A limited number of scholarships is also intended for **candidates from Bosnia and Herzegovina, Macedonia, Montenegro and Serbia.**

Scholarships under items 2. and 3. are usually announced by the Public Fund of the Republic of Slovenia for development of cadres and scholarships¹⁸ in June and July. It is important to check the internet page of the Public fund of the Republic of Slovenia for development of cadres and scholarships¹⁹ for more precise dates of the calls. Due date for application is usually by the middle of October.

For additional information about these sorts of scholarships you can also turn to Mrs. Darinka Trček from the Public fund (darinka.trcek@sklad-kadri.si).

¹⁸ Javni sklad RS za razvoj kadrov in štipendije

¹⁹ Web page: [Javnega sklada RS za razvoj kadrov in štipendije](#) – section Current calls (Aktualni razpisi)

12 HEALTH INSURANCE

12.1 Students from EU, EEA and Switzerland

Students from the Member States:

- **EU** (Austria • Belgium • Bulgaria • Cyprus • Czech Republic • Denmark • Estonia • Finland • France • Germany • Greece • Hungary • Ireland • Italy • Latvia • Lithuania • Luxembourg • Malta • Netherlands • Poland • Portugal • Romania • Slovakia • Slovenia • Spain • Sweden • United Kingdom)

- **EEA** (Iceland • Norway • Lichtenstein)

- and **Switzerland**

need European health insurance card (EUKZZ) or the certificate as compensation for EUKZZ, which is issued by the appropriate (home) country. With it they acquire the right to "health services that are necessary on medical grounds, given the nature of services and the expected length of stay in another Member State" (Regulation (EEC) no. 1408/71).

With European card or certificate the insured person of these countries exercises emergency or necessary health services directly at doctors and medical institutions (which have a contract with the Institute for Health Insurance²⁰). Students don't have to check in with ZZZS. Health services can be exercised only on the primary level (at the general practitioner). In Ljubljana there is a medical centre for students (<http://www.zdstudenti.si/>) on two locations (Aškerčeva 4 and Campus in Rožna dolina (block 8) Cesta 27. aprila 31 – maps for location can be found on <http://www.zdstudenti.si/predstavitev/lokacije>), while for specialist hospital treatment the student needs to obtain a referral²¹ at general practitioner on the primary level. Emergency medical assistance can be claimed directly at the nearest hospital.

In the case of urgent medical treatment and emergency medical help surcharges are not needed, as such services are fully covered by compulsory health insurance. Other services are provided free of charge only up to a specified percentage, depending on the case, ranging from 5% to 75% value of health services.

12.2 Students from Croatia, Macedonia, Bosnia and Herzegovina and Serbia

- Students in **Croatia** can apply for health insurance with the document HR /SLO 3,

- Students from **Macedonia** with the document RM/SI3,

- Students from **Bosnia and Herzegovina** with document BIH/SI 3.

²⁰ Zavod za zdravstveno zavarovanje ZZZS
²¹ called NAPOTNICA in Slovene

- Students from **Serbia**: social agreement was already adapted but it is not yet implemented.

The document must be filled out in student home country before arrival in Slovenia.

Forms HR/SLO 3, RM/SI3, BIH/SI and form for Serbia must be presented at Municipal unit or at local branch of Institute for Health Insurance (ZZZS). On this basis the institutions will then issue a "certificate of entitlement to health services for foreign insured person and member of his family." On this basis the student may exercise the emergency medical services on the primary level, while for specialist hospital treatment the student needs to obtain a referral at general practitioner on the primary level. Emergency medical assistance can be claimed directly at the nearest hospital. In the case of urgent medical treatment and emergency medical help surcharges are not needed as such services are fully covered by compulsory health insurance.

List of other countries that have signed social agreement with Slovenia can be found on pages of Ministry of Labour, Family and Social affairs.²²

12.3 Students from other countries

Other students enter the compulsory health insurance in Slovenia. Information can be obtained on the Institute for Health Insurance (info: <http://www.zzsz.si/>) and in college where they want to study.

Compulsory health insurance for foreign students who are not insured elsewhere, is not included in the tuition fee²³ which means that the member of University of Ljubljana charges foreign student tuition fees and the costs of health insurance. The price of compulsory health insurance is defined in section 5.4 of Costs in University of Ljubljana²⁴ – 116, 77 EUR per month. The compulsory health insurance for foreigners settles all costs incurred by health services.

Students can submit to the Institute for Health Insurance a request to have this monthly payment lowered. The form is located at [http://www.zzsz.si/zzsz/internet/zzsz.nsf/0/b23b71c1ea007e30c1256d3b0029f09d/\\$FILE/Vl_oga%20za%20odpis,%20delni%20odpis,%20obro%C4%8Dno%20odpla%C4%8DDevanje%20ali%20odlog%20pla%C4%8Dila%20dolga%20iz%20naslova%20prispevkov%20za%20obvezno%20zdravstveno%20zavar.doc](http://www.zzsz.si/zzsz/internet/zzsz.nsf/0/b23b71c1ea007e30c1256d3b0029f09d/$FILE/Vl_oga%20za%20odpis,%20delni%20odpis,%20obro%C4%8Dno%20odpla%C4%8DDevanje%20ali%20odlog%20pla%C4%8Dila%20dolga%20iz%20naslova%20prispevkov%20za%20obvezno%20zdravstveno%20zavar.doc) .

The Republic of Slovenia, in accordance with the 7th Article of the Law on Health Care and Health Insurance²⁵, provides funding from the budget for emergency medical care for persons of unknown residence, foreigners from countries with which international treaties were not signed and foreigners and citizens of the Republic of Slovenia with permanent

²² Direct page:
http://www.mddsz.gov.si/si/delovna_podrocja/trg_dela_in_zaposlovanje/delovne_migracije/koordinacija_sistemov_socialne_varnosti/bilateralni_sporazumi_s_podrocja_socialne_varnosti/

²³ Pravilnik o solninah in bivanju v študentskih domovih za Slovence brez slovenskega državljanstva in tujce v Republiki Sloveniji, Ur. l. RS, št. 70/2008

²⁴ http://www.uni-lj.si/studij_na_univerzi/cenik_storitev.aspx

²⁵ ZZVZZ-UPB3; Ur.l. RS no. 72/06

residence abroad, temporarily residing in the Republic of Slovenia, or travelling through the Republic of Slovenia, and no payment for health services could be provided for them.

WARNING!

In some faculties of the University of Ljubljana (Faculty of Pharmacy, Biotechnical Faculty, Faculty of Architecture,...) foreign students must also conclude an insurance against injury at work and occupational diseases²⁶ – 4,72 EUR, to attend the mandatory exercises. But the condition for the conclusion of this insurance is concluded compulsory health insurance in Slovenia. The full cost of insurance against injury at work and occupational diseases is therefore 116,77 EUR for the compulsory health insurance plus 4,72 for the insurance against injury at work and occupational diseases which makes it total of 121,49 EUR per month.

12.4 CORIS INSURANCE

Coris insurance (<https://www.coris.si>) for foreigners is intended for people who come to Slovenia from other countries. They can insure for residence (in case of visit) or to stay and work (in case of employment). In both cases, the insurance applies only in Slovenia and neighboring countries, if the person is not coming from that country. Usually the insurance is for obtaining housing or working visa. With 30% surcharge on the premium, the foreigners can be insured for the European area.

Difference between Coris and compulsory health insurance provided by ZZZS is that CORIS insurance covers expenses in public institutions and also in private hospitals and clinics and also possible costs transportation home and return to homeland. ZZZS only covers costs in public hospitals. The costs of transportation and assistance are not included.

Foreign students can also conclude CORIS insurance (certificate of registration in the faculty must be presented upon conclusion).

Coris price list for foreign students:

PERIOD	Premium per person	
	basic coverage*	double coverage**
	EUR (€)	EUR (€)
up to 120 days	136,00	204,00
up to 150 days	165,00	247,50
up to 180 days	190,00	285,00
up to 210 days	218,00	327,00
up to 240 days	247,00	370,50
over 240 days	273,00	409,50

*20.000 € coverage

** 40.000 € coverage

Note:

²⁶ Costs UL http://www.uni-lj.si/studij_na_univerzi/cenik_storitev.aspx

In the case of Mr Kohll and Mr Decker, both Luxembourg citizens, the European Court of Justice (ECJ) reviewed the rules on access to health care abroad in the light of the free movement of medical goods and services. In its seminal judgements, the Court considered that by demanding prior authorisation for the reimbursement (on the basis of Luxembourg tariffs), the Luxembourg statutory health insurance rules had created an unjustified impediment to the free movement of goods and services within the European Union.

In the Smits-Peerbooms judgement, the Court confirmed that all medical care, either in-patient or out-patient, falls within the scope of free movement of the provision of services throughout the EU. This is not altered by the fact that the treatment service is not purchased directly but provided in kind by the Dutch sickness fund through contracted providers.

However, the Court also held that the condition of prior authorization for hospital care abroad could be justified as a necessary and reasonable measure for guaranteeing a rationalized, stable, balanced and accessible supply of hospital services through planning and selective contracting provided the applied authorization criteria were objective and non-discriminatory vis-à-vis providers established in another Member State. But in establishing these criteria, the Dutch government has to take into account the position of international - rather than Dutch - medical science when defining the scope of services covered by the Dutch health insurance. Furthermore, Dutch non-contracted providers should not be treated differently from their foreign colleagues."

13 SOCIAL SECURITY

13.1 Child's addition

Child's addition ("otroški dodatek") is a monthly social income which is paid out for children who have either permanent **or temporary residence** in Slovenia. It is regulated in Parental Protection and Family Benefit Act (http://zakonodaja.gov.si/rpsi/r00/predpis_ZAKO1430.html). According to the definition of child from this act, it is generally a person under the age of 26 years who is studying.

A student can submit a form for child's addition at the competent centre for social work ("center za socialno delo"). More information and the form at <http://www.csd-lj-siska.si/prejemki/otroskiDodatek.asp>.

13.2 Social security act

THE SOCIAL SECURITY ACT²⁷ specifies several types of social services that should be available to assist individuals, families and groups in coping with personal distress, as well as to provide care, protection, education and training. Social services are provided to prevent and alleviate social distress and difficulties. An individual in need of certain services can exercise his/her right pursuant to the envisaged procedure.

Foreigners with **issued permission for permanent residing** are among beneficiaries of social security services which are stated in this act.

Foreigners without such permission must meet special conditions stated in this act in order to benefit individual services and financial social assistance.

Social services include:

- financial social assistance
- personal assistance
- family support

...

13.2.1 Which social security services are most helpful for foreign students?

Most helpful social security services for foreign students who meet legal conditions are financial social assistance and exceptional financial social assistance.

13.2.1.1 Financial social assistance

Financial social assistance provides its recipients with resources to meet minimum living needs. The persons who are entitled to financial social assistance do not have any income or receive income below the basic minimum income.

²⁷ Zakon o socialnem varstvu (ZSV), Ur.l. RS, št. [54/1992](#), [3/2007](#)-UPB2

From 1. 7. 2009, the basic minimum income amounts is 226, 80 €.

- In case of no income, the entitled persons receive the **full stated amount**;

Otherwise, they are entitled to receive **the difference between own income and the above stated amount**.

A Form for financial social assistance must be filed at the competent social work centre

(a person can find such form at Social work centres OR on internet pages of Ministry of Labour, Family and Social Affairs²⁸).

The decision concerning the entitlement to financial social assistance is taken by social work centres. They issue a decision and the entitled person can appeal against it with the Ministry of Labour, Family and Social Affairs.

Financial social assistance is initially granted **for a maximum period of three months** and can be granted **again for a maximum period of six months** (depending on the circumstances to be evaluated by the social work centre's official).

13.2.1.2 Exceptional financial social assistance

Exceptional financial social assistance can be granted in exceptional circumstances. It can also be granted in cases where the ceiling set for financial social assistance is surpassed but the entitled person is found in financial distress for reasons beyond his/her control. The entitled person must use the received assistance for the purpose for which it was granted.
come

²⁸ <http://www.mddsz.gov.si/si/obrazci/#c17012>

14 FOOD

14.1 Food coupons

Subsidized student nutrition is a way of financial support provided by the Republic of Slovenia.

By the Subsidized Student Meals Act all students that are studying in Slovenia and also students of foreign universities in international swap programs in the Republic of Slovenia, are among beneficiaries of student nutrition subsidies. Beneficiaries are entitled to one subsidized meal per working day in a month (usually around 20 meals per month).

Student meal usually consists of:

- main dish
- Two walks (walks are soup, salad and dessert - at least two walks are mandatory; if the main dish is pizza, at least one walk is mandatory, but it cannot be a dessert)
- 2 dcl of water or soft drinks.

14.2 Subscription

Every student has to make a registration in order to become a beneficiary of subsidized student nutrition. Registration can be made in two steps:

- complete and submit a web preliminary entry, which can be found at: www.studentska-prehrana.si . Write down the number of application (displayed at the top of your sign-in form) when you submit your web preliminary entry. Without this number your entry is void.
- to register go to one of the student food coupons selling points (SSP) and bring:

- number of application (which you received at the web preliminary entry)
- proof of student status (student card or index or the original certificate of enrolment)
- valid identity document
- mobile phone or 15 EUR for a card
- if you wish to claim a special status (status of parents, disabled status ...), you must bring all the necessary evidence with you.

at the same time you need to decide whether you will benefit subsidized student nutrition using a card or a cell phone.

The use of mobile phones is free, but you will need a slovenian pre paid price plan or Slovenian mobile package with subscription. Pre paid price plan is a mobile package without subscription or connection fee. You can get such package at one of the Slovenian mobile telecommunication providers (Mobitel, SIMobil, TušMobil..) The card will cost you 15 Eur and will be ready for you in 5 days.

When the registration is complete you receive an activation code to access the internet review of past and current state of consumption subsidies at <http://www.studentska-prehrana.si/> .

Student food coupons selling points:

METROPOL - KERSNIKOVA STREET 6

Mon - Thur: 8.00 - 19.00

Fri: 8.00 - 15.00

ŠOU in LJUBLJANA – KERSNIKOVA STREET 4

Mon - Thur: 8.00 - 19.00

Fri: 8.00 - 15.00

Student settlement ROŽNA VALLEY, building 4

Mon - Thur: 8.00 - 19.00

Fri: 8.00 - 15.00

Student settlement BEŽIGRAD, Kardeljeva ploščad 5, next to the student service

Mon - Thur: 8.00 - 19.00

Fri: 8.00 - 15.00

14.3 Paying in practice

You can benefit your subsidies in restaurants which have a contract for the subsidized food. Purchase can be made with a card or by phone (depends on which option you picked at the registration). Restaurant employee will check your card and phone users will be asked to dial a special number (1808). After that you will pay a subsidized price for your meal and show an ID card to show that you are truly entitled to a subsidized food. You can eat two subsidized meals per day, but 4 hours apart.

List of restaurants and daily menus: http://www.student-info.net/index.php/bonapetit/seznam_restavracij.

Price list of the restaurants: <http://www.sou-lj.si/novo/prehrana/cenik.pdf>

14.4 Coupon validation

Unused monthly subsidies will be valid for three months. For example, in August you were entitled to 20 subsidies, but you only spent 10. Those 10 subsidies will be valid until the end of October. On the 1st of November they will expire.

15 LJUBLJANA CITY PUBLIC TRANSPORT

City buses have electronic payment system based on no-contact smart card called Urbana. Urbana cards are electronic ticket carriers. There are two types of URBANA:

- **URBANA value card** (yellow) is without a name of the holder and is transferable. You can top it up with credit up to 50 EUR (at Urbanomat top-up stations the lowest amount of credit is 1 EUR) or with transferable monthly and yearly tickets.
- **URBANA time card** (green) is issued with the name of the holder, it is not transferable. You can top it up with a selected monthly ticket and/or with credit. For students a monthly tickets costs 17€.

Both types of cards are valid on all Ljubljana city bus routes. The credit does not lapse. The payment must be made at the beginning of the ride by touching in your card at one of the green readers on the bus. This validation must be done every time you enter a bus. If you pass to another bus within 90 minutes from the first validation you do not have to pay for a ride, but you still have to validate.

15.1 Selling points

If a foreign student wants to use URBANA time card, he has to stop at one of two selling points and submit his enrolment certificate and identity card.

SELLING POINTS OF URBANA CARD AND OTHER FARES at LPP Information Centres

Slovenska 56, 1000 Ljubljana: 7 am to 7 pm

Celovška 160, 1000 Ljubljana: 7am to 5 pm

and all selling points Kiosk Delo, 3DVA...

INFO ON URBANA CARD AND OTHER FARES

Tel: +386 (0)1 430-51-74, +386 (0)1 430-51-75, +386 (0)1 430-51-76

(Weekdays: 7am - 7pm)

Appendix

16 International student's associations, societies and organizations

16.1 Student's organizations

Foreign and Slovene students can be connected with each other through different organizations or societies. Some organizations gather students of all study programmes (like AEGEE), some are program specific (BEST - mainly natural, technical sciences) and the others connect students from the same country (mainly institutes). Here are some of them:

ESN - Erasmus Student Network - is a non-for-profit international student organisation. Their mission is to represent international students, thus provide opportunities for cultural understanding and self-development under the principle of students helping students.
Web: <http://www.esn.org/>

AEGEE - Ljubljana - is the biggest European student organization which connects students from 42 different countries. Web: <http://www.aegEE-ljubljana.org>

BEST - is a non profit, constantly growing student organization, uniting mainly students of technology. Web: <http://www.bestljubljana.si>

IVSA - the international organization of veterinary students. Web: <http://www.ivsa-slo.org/>

EESTEC - short for Electrical Engineering Students European association is an organisation of and for electrical engineering students from universities, institutes or schools of technology in Europe that award an engineering degree. Web: <http://www.eestec-lj.org>

EASA - short for European Architecture Student Assembly, is the international organization of architecture students. Web: <http://www.fa.uni-lj.si/default.asp?id=1756>

EFPSA - short for *European Federation of Psychology Students Associations* joins all students of psychology. Web: <http://www.efpsa.org>

EGEA - European Geography Association for students and young geographers. Web: <http://www.geograf.si/dmgs/> or <http://www.egea.eu/>

ELSA - The European Law Student's Association. Web: <http://www.elsa-ljubljana.org/>

IAAS - International Association of Students in Agricultural and Related Sciences.
Web: <http://www.iaasworld.org>

IACES - the International Association of Civil Engineering Students.
Web: <http://www.iaces.org>

IPSF - the International Pharmaceutical Students' Federation. Web: <http://www.ipsf.org>

DSM - the medical student organization. Web: <http://www.dsms.net/>

16.2 Foreign student associations in Slovenia:

Društvo hrvatskih študentov v Sloveniji (DHSS): <http://www.dhss.si/>

16.3 Foreign student associations in other countries:

Organizacije srpskih studenata u inostranstvu - OSSI : <http://www.ossi.rs/>

Association of Norwegian Students Abroad (ANSA): <http://www.ansa.no>

16.4 Institutes:

Italian Cultural Institute in Slovenia - <http://www.italcult.slo.it.tt/>

French Institute Charles Nodier - <http://www.institutfrance.si>

Spanish Institute Cervantes - <http://www.instituto-cervantes.si/>

17 Academies, faculties and college

UNIVERSITY OF LJUBLJANA

Address:

University of Ljubljana
Kongresni trg 12
1000 Ljubljana
Slovenija
www.uni-lj.si
Tel.: +386 1 241 85 00
Fax: +386 1 241 86 60

Staff - Central Office

Head: Katja Cerjak
Tel.: 00386 1 241 85 90
Fax: 00386 1 241 85 93
E-mail: katja.cerjak@uni-lj.si

Consultant:

Helena Deršek Štuhec
Tel.: 00386 1 241 85 92
Fax: 00386 1 241 85 93
E-mail: intern.office@uni-lj.si

Consultant:

Bibi Ovaska Presetnik
Tel.: 00386 1 241 85 94
Fax: 00386 1 241 85 93
E-mail: student.office@uni-lj.si

Consultant:

Urška Ravnik
Tel.: 00386 1 241 85 72
Fax: 00386 1 241 85 93
E-mail: urska.ravnik@uni-lj.si
Office hours: 8:30am - 11:30am

Application procedure for the enrolment in the first year of higher-education

E-mail: vpis@uni-lj.si

Application procedure for the enrolment in from a Foreign University

E-mail: darja.budihna-pozar@uni-lj.si

ACADEMY OF MUSIC

Address:

University of Ljubljana
AKADEMIJA ZA GLASBO
Stari trg 34

1000 Ljubljana
Slovenija
www.ag.uni-lj.si
Tel.: +386 1 242 73 00
Fax: +386 1 425 48 57

Erasmus coordinator: mag. Jaka Pucihar
tel.: +386 1 2427 301
fax: +386 1 425 4857
e-mail: jaka.pucihar@quest.arnes.si

ACADEMY OF THEATRE, RADIO, FILM AND TELEVISION

Address:

University of Ljubljana
AKADEMIJA ZA GLEDALIŠČE, RADIO, FILM IN TELEVIZIJO
Nazorjeva ulica 3
1000 Ljubljana
Slovenija
www.agrft.uni-lj.si
Tel.: +386 1 251 04 12, 251 05 03
Fax: +386 1 251 04 50

Erasmus coordinator: dr. Barbara Sušec Michieli
tel: +386 1 251 04 12
fax: +386 1 251 04 50
e-mail: barbara.susec-michieli@agrft.uni-lj.si

ACADEMY OF FINE ARTS

Address:

University of Ljubljana
AKADEMIJA ZA LIKOVNO UMETNOST
Erjavčeva cesta 23
1000 Ljubljana
Slovenija
www.aluo.uni-lj.si
Tel.: +386 1 251 27 26
Fax: +386 1 251 90 71

International coordinator: Ms. Jerka Kern
podiplomski@aluo.uni-lj.si

Erasmus coordinator: dr. Blaž Šeme
tel: +386 1 251 27 26
fax: +386 1 251 90 71
e-mail: blaz.seme@guest.arnes.si

BIOTECHNICAL FACULTY

Address:

University of Ljubljana
BIOTEHNIŠKA FAKULTETA
Jamnikarjeva cesta 101
1000 Ljubljana
Slovenija
www.bf.uni-lj.si
Tel.: +386 1 423 11 61
Fax: +386 1 256 57 82

International coordinator: dr. Marjeta Stevanović

tel: +386 1 256 55 97

fax: +386 1 256 57 82

e-mail: marjeta.stevanovic@bf.uni-lj.si

FACULTY OF ECONOMICS

Address:

University of Ljubljana
EKONOMSKA FAKULTETA
Kardeljeva ploščad 17
1000 Ljubljana
Slovenija
www.ef.uni-lj.si
Tel.: +386 1 589 24 00
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tel: +386 1 589 24 86

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e-mail: danijela.voljc@ef.uni-lj.si

mag. Mojca Maher Pirc

mojca.maher.pirc@ef.uni-lj.si

Ms. Darja Saksida

int.office@ef.uni-lj.si

tel.+ 386 1 589 24 83

FACULTY OF ARCHITECTURE

Address:

University of Ljubljana
FAKULTETA ZA ARHITEKTURO

Zoisova cesta 12
1000 Ljubljana
Slovenija
www.fa.uni-lj.si
Tel.: +386 1 426 43 19
Fax: +386 1 425 74 14

Erasmus coordinator: dr. Matevž Juvančič
tel. +386 1 200 07 15
fax: +386 1 425 74 14
matevz.juvancic@arh.uni-lj.si

FACULTY OF SOCIAL SCIENCES

Address:
University of Ljubljana
FAKULTETA ZA DRUŽBENE VEDE
Kardeljeva ploščad 5
1000 Ljubljana
Slovenija
www.fdv.uni-lj.si
Tel.: +386 1 580 51 00
Fax: +386 1 580 51 02

International/Erasmus coordinator: Ms. Neli Dimc
tel.: +386 1 580 53 05 (dir.)
fax: +386 1 580 51 01
E-mail: neli.dimc@uni-lj.si

FACULTY OF ELECTRICAL ENGINEERING

Address:
University of Ljubljana
FAKULTETA ZA ELEKTROTEHNIKO
Tržaška cesta 25
1000 Ljubljana
Slovenija
www.fe.uni-lj.si
Tel.: +386 1 476 84 11
Fax: +386 1 426 46 30

Erasmus coordinator: dr. Matej Zajc
tel: +386 1 476 88 80
fax: +386 1 426 46 30
e-mail: matej.zajc@fe.uni-lj.si

FACULTY OF PHARMACY

Address:
University of Ljubljana

FAKULTETA ZA FARMACIJO
Aškerčeva cesta 7
1000 Ljubljana
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