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1. WELCOME TO THE UNIVERSITY OF LJUBLJANA

Hello, and thank you for considering the University of Ljubljana as the host for your student exchange. This guide has been especially designed for foreign students who intend to temporarily study at the University of Ljubljana in an exchange programme.

The faculties, academies of art and university colleges, which together make up the University of Ljubljana, today cover all basic fields of study. In undergraduate courses, the University of Ljubljana offers a wide variety of possibilities, as it does at the postgraduate level (specialization programmes, master's degrees and doctorates).

We hope that this guide will help to make your stay at the university both fruitful and enjoyable. Should any questions still remain unanswered after reading this guide, please do not hesitate to turn to one of the contact persons mentioned.

We wish you a pleasant stay in Ljubljana at the University of Ljubljana.

The Office of International Relations staff

Office of International Relations

Postal Address: Office of International Relations
University of Ljubljana
Kongresni trg 12
SLO - 1000 LJUBLJANA

Visiting address: same

Telephone:

Switchboard: +386 1 2418500

Office: +386 1 2418592/94

Fax: +386 1 2418593

E-mail addresses: intern.office@uni-lj.si

Opening hours: Mon - Fri: 8:30-11:30

2. THE CITY OF LJUBLJANA AND HOW TO GET THERE

Slovenia in Brief

Area 20,273 Km²
Population 2 million
Capital Ljubljana
Language Slovene
Religion Roman Catholic (82 %)
Climate Alpine, Continental, Mediterranean
Time Zone Central European Time GMT + 1
Political System Multi-party parliamentary democracy

THE CITY

Ljubljana lies in a basin between the Karst and the Alps, some 298 m above sea level. We like to say that it is big enough to encompass everything one would expect from a capital city, while being small enough to allow people to retain their individuality.

Ljubljana is a pleasant city to live in. The city is home to 280,000 people. Although it is not among Europe's largest cities, it has everything one finds in other capitals: museums and galleries, one of the oldest philharmonic orchestras in the world, other orchestras, many theatres, a university, institutes and libraries.

The city's increasingly vibrant commercial and trading life and the rapid increase in foreign diplomatic representatives are giving it an ever greater cosmopolitan touch. It offers a wide variety of cafes, pubs, bars and restaurants. Relief from the hustle and bustle of life in the capital can be found in the numerous parks and woodland areas, which in some places reach nearly into the city centre.

HOW TO GET THERE

Air: Ljubljana Jože Pučnik Airport, 20 km from the centre of Ljubljana, has good connections with other European airports. Airport shuttle buses take passengers to the centre of town. <http://www.lju-airport.si/eng/default.asp>

Rail: Ljubljana has good railway links with all large European cities. The railway station is in the centre of Ljubljana. Organisations in your own country may be able to offer discounts to students and others under age 26. Train travel within Slovenia is convenient and inexpensive. <http://www.slo-zeleznice.si/en/>

Bus: The bus is one possible means of reaching Ljubljana, but not a very comfortable one over long distances. Organisations in your own country may be able to offer discounts to students and others under age 26. <http://www.ap-ljubljana.si/eng/>

3. UNIVERSITY OF LJUBLJANA

University of Ljubljana is an institution with a very rich tradition. With its 57.000 undergraduate and post-graduate students participating in over 1130 undergraduate and 110 post-graduate programs, it ranks among the largest universities in the world. A total of 22 faculties, three art academies and 1 university college employ approximately 3700 full-time university teaching staff, assisted by nearly 600 technical and administrative staff.

The University of Ljubljana was established in 1919 on the foundations of a long-established pedagogical tradition. For almost half a century it remained the only Slovenian university until joined, about 20 years ago, by the University of Maribor. In 2003 the third Slovenian University was established in Koper.

The University has its seat in Ljubljana, Slovenia's capital. Nearly one-tenth of Ljubljana's inhabitants are students, which gives the city a young and lively character.

The University was founded in the centre of Ljubljana, where the central university building and the majority of its departments are located. Later on, some new, modern buildings were constructed in the suburbs.

The University is composed of three academies, 22 faculties (university departments) and one university college: The Academy of Music; the Academy of Theatre, Radio, Film and Television; the Academy of Fine Arts; Biotechnical Faculty; Faculty of Economics; Faculty of Architecture; Faculty of Social Sciences; Faculty of Electrical Engineering; Faculty of Pharmacy; Faculty of Civil Engineering and Geodesy; Faculty of Chemistry and Chemical Technology; Faculty of Mathematics and Physics; Faculty of Maritime Studies and Transport; Faculty of Computer and Information Science; Faculty of Mechanical Engineering; Faculty of Sport; Faculty of Arts; Faculty of Medicine; Faculty of Natural Sciences and Engineering; Faculty of Education; Faculty of Law; Faculty of Theology; Veterinary Faculty; Faculty of Social Work; University College of Health Care; Faculty of Public Administration.

SELECTION OF COURSES AND LANGUAGE OF INSTRUCTION

Courses can be selected only from the list of courses of the faculty your university has a bilateral agreement with. Some of the faculties offer courses in English, other offer tutorials and some

other arrangements. Please check the web site or contact the relevant faculty coordinator.
English courses: http://www.uni-lj.si/files/ULJ/userfiles/ulj/mednarodne_izmenjave/program_socrates_erasmus/SEZNAM%20ANG%20STRANI%20CLANIC.pdf

The language of instruction at the University of Ljubljana is predominantly Slovene. The Academy of Fine Arts, Faculty of Economics, Faculty of Social Sciences, Faculty of Architecture, Faculty of Fine Arts and Faculty of Law have some lectures in English language and some more are in preparation.
For all postgraduate programs knowledge of Slovene is not necessary.

SLOVENE LANGUAGE COURSES

Students in the exchange program are offered an Erasmus intensive Slovene language course (EILC) before starting the winter or summer semester. The duration of each course is four weeks, which includes 64 hours in classroom and 16 hours of cultural elements (excursion, theatre, etc.).
The application deadline is May 31 for the course starting in September and October 31 for the course starting in January.

Slovene language course is organized by the Centre for Slovene as a Second or Foreign language. For more information you are welcome to visit the web site http://ec.europa.eu/education/programmes/llp/erasmus/eilc/index_en.html

Those who have missed EILC, have a chance to attend a language course at: SOLT, Student Dormitories Rožna Dolina, Blok VII, Ulica 27. Aprila
Phone: +386 1 242 12 70

GRADING SYSTEM

91 % - 100 %.....	10	=	excellent
81 % - 90 %.....	9	=	very good
71 % - 80 %.....	8	=	very good
61 % - 70 %.....	7	=	good
51 % - 60 %.....	6	=	satisfactory
less then -51%	5	=	fail

ACADEMIC CALENDAR

Semester One	beginning of October - middle of January
Semester Two	middle of February - end of May
Winter holidays	middle of January - middle of February
Winter examination period	middle of January - beginning of February
Summer holidays	beginning of July - end of August
Summer examination period	beginning of June - end of June
Autumn examination period	end of August - middle of September

NATIONAL HOLIDAYS

January 1 and 2, February 8, Easter Monday, April 27, May 1 and 2, May 31, June 25, August 15, August 17, September 15, October 31, November 1, November 23, December 25 and 26

LIBRARIES

Registered students are entitled to use the libraries of the university.
The National and University Library (NUK) is the main library for students at the University of Ljubljana, located in the city centre. The library contains more than 2.5 million items.
Apart from information on its own holdings, NUK also provides information and materials held by other libraries. The library provides interlibrary loans, as well as access to international online and CD-ROM databases.

The library may be used by any student possessing a student card and an identity card or passport. The membership of the library allows only in-house use for foreign students. For more information see <http://www.nuk.uni-lj.si/nukeng.asp>

The Central Technical Library is the main library in the field of natural sciences and engineering. The library contains more than 300,000 items. To register, a student must present a student card and pay the subscription fee. <http://www.ctk.uni-lj.si/english/index.html>

All schools and/or departments of the University of Ljubljana also have their own libraries.

STUDENT ORGANIZATION

The student organization (ŠOU) arranges activities which are not part of study programs. It is an organiser and promoter and represents students' interests. The ŠOU is active in a variety of areas of student life:

- social: student services, legal assistance, accommodation-finding services
- cultural: choirs, dance groups, publishing, radio, the K4 nightclub
- sports
- international co-operation
- other extracurricular activities

The ŠOU International office is a part of ŠOU which deals with international cooperation.

The Erasmus Student Network (ESN) is a group of students at the University of Ljubljana forming a part of ESN International. ESN's main task is to participate in the receiving of exchange students, including mentorship, sightseeing and social gatherings.

ESN organises hikes, trips, excursions and parties. All exchange students are invited to take part in these arrangements.

The ESN will contribute in every way possible to make your stay in Ljubljana a pleasant one <http://www.esn-ljubljana.org>

WORK PERMIT

A work permit is obligatory for foreign students wishing to seek a long-term employment in Slovenia. Exchange students, however, do not need a work permit. The easiest way for foreign students to obtain part-time jobs is at so-called Studentski servis – a service providing information about part-time jobs for students.

This service is a mediator between companies and students and with the help of Študentski servis, you usually get less demanding, non-professional jobs (e.g. teachers/instructors for foreign languages or music, computer programmers and translators). It is definitely a good way to earn some extra money. There are many such services throughout Ljubljana.

To get a job with the help of Študentski servis you are required to obtain a Slovene tax number and a bank account in one of the Slovene banks.

WHERE TO GET TAX NUMBER?

Anyone who wants to open a bank account in Slovenia, has to obtain a Slovene tax number. The beforementioned tax number is obligatory for all students who will work and be paid through Studentski servis and 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)
p.p. 107
1001 Ljubljana
Davčna ulica 1, Ljubljana

Phone: +386 1 369 30 00
e-mail: gp.durs-lj@gov.si

Office hours

Monday from 8.00 - 12.00 and from 13.00 - 15.00
Tuesday from 8.00 - 12.00 and from 13.00 - 15.00
Wednesday from 8.00 - 12.00 and from 13.00 - 18.00
Friday from 8.00 - 13.00

If you already have a residence permit, you will be issued a residential tax number, otherwise a non-residential one.

WHERE CAN A FOREIGN STUDENT OPEN A 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.

4. PRE-DEPARTURE ARRANGEMENTS

Inform yourself about academic possibilities through:

- our Internet website: <http://www.uni-lj.si/en>
- the International Office at your home university
- department coordinator

For all other questions, please feel free to contact the International Relations Office.

FIRST RESIDENCE PERMIT (EU CITIZENS)

From 1st May 2004 any citizen from a European Union state can enter the Republic of Slovenia with a valid identity card or a valid passport, without a special entrance permit (i.e. a visa or a residence permit). This holds true no matter what the purpose of entry and stay in the Republic of Slovenia is. For the first three months of stay in the Republic of Slovenia a person does not need a residence permit. However we oblige the student to apply for the residence permit and report to the Police immediately.

The residence permit can be obtained from the administrative office within the residential district (for Ljubljana: Office for passports and Aliens/Odsek za tujce, Tobačna 5, Ljubljana). The residence permit will be issued in accordance to the conditions set by the European Union. In order to issue a residence permit to a citizen from a member state for the purpose of study the following conditions have to be met:

- A valid identity card or passport,
- Evidence of enrolment at an educational institution,
- Health insurance covering all risks in the host member state,
- Sufficient means for living (higher than the level under which the host country approves social aid to its citizens. According to the practice of the European Union's court a statement handed in writing and signed by the student as to his means is sufficient).

According to the stated directive the residence permit is granted for the period of studies or at the most for one year and can be extended in the event that the studies last for over a year.

FIRST RESIDENCE PERMIT AND MEDICAL INSURANCE (NON EU CITIZENS)

At your nearest diplomatic or consular representative office (DCRO) of the Republic of Slovenia you have to submit an **application for First Residence Permit** before your arrival.

You may submit your application in person, send it to the DCRO by registered mail, or a third person may submit it on your behalf with your authorisation.

There is a consular fee of app. 80 EUR that you have to pay upon submitting the application.

With your application you have to enclose:

- a certified photocopy of a valid passport
- enrollment certificate (Confirmation of enrolment at University of Ljubljana)
- certificate of sufficient means of support during your stay in Slovenia (this shall mean regular income, such as scholarship, parent's income, personal income, pensions and not a single fund deposit in Republic of Slovenia or a credit card).
- health insurance certificate. This certificate should contain, in addition to stating that you have health insurance, a clear description of the scope of your rights and it should be already valid from the time of the application for the residence permit. If you have no health insurance in your home country, you may submit a certificate of commercial insurance of the insurance company that will cover your insurance in the Republic of Slovenia (contact ASSISTENCE CORIS, Ul. Bratov Babnik 10, 1000 Ljubljana, tel.: +386 1 519 20 20, fax: +386 1 519 16 98).
- confirmation of no criminal proceedings being instituted against the person in question: issued by a competent body in your home country.

All certificates, confirmations or appendices must be translated into the Slovene language and the translation certified by a notary.

Upon receiving notification that you may collect your permit, you will have to come in person with your passport to the DCRO where you submitted your application. The permit in a form of a label and a stamp will be added to your passport.

In case your application is denied, you have the right to appeal, which should be submitted within the prescribed time limit to the DCRO.

Within three days after your arrival in the Republic of Slovenia, you are required to report the place of your temporary residence at the Administration Unit (Office for Passports and Aliens, Tobačna 5, Ljubljana) or to a police station.

HOUSING

The University of Ljubljana does not provide or guarantee accommodation.

However, there are some options that you can use to find your own accommodation:

- to rent a private room or flat; check the local newspapers and real-estate agencies;
- to rent a room managed by student residence halls (very limited number of beds!)

The International Office can help you with providing rooms in student residence halls, but due to shortage of rooms we can not guarantee you that you will really get a bed.

All rooms in student residence halls are double rooms. They are furnished and have a shared kitchen and bathroom.

We strongly advise our students to book some temporary accommodation for the first few weeks of their stay in Ljubljana and then look for a private accommodation.

Temporary accommodation can be found at some hostels and low-rate hotels (for information and booking please contact directly to addresses listed below):

Hostel CELICA

Metelkova 8

1000 Ljubljana

Tel: +386 1 230 97 00

E-mail: info@souhostel.com

Web site: www.souhostel.com/en

HOTEL PARK

Tabor 9
1000 Ljubljana
Tel.: +386 1 300 25 00/08
Web site: <http://www.hotelpark.si/>
E-mail: info@hotelpark.si

Youth Hostel Ljubljana (BIT Center)

Litjska 57
1000 Ljubljana
Tel.: +386 1 548 00 55
Fax: +386 1 548 00 56
Web site: www.bit-center.net/index_eng.html
E-mail: hotel@bit-center.net

Other hostels in Ljubljana:

http://www.ljubljana.si/en/accommodation/youth_hostels/default.html

APPLICATION PROCEDURES

If you wish to undertake a period of study at the University of Ljubljana, you should contact the Office of International Relations (intern.office@uni-lj.si.) to request the application package. A copy of this package, which includes all forms will be sent to you. You can also down-load these forms from our web-site: http://www.uni-lj.si/en/mobility_programmes/socrates_erasmus_programmes.aspx

The forms should be completed and returned to the University together with a transcript of your previous studies.

The Learning Agreement

This document is an agreement between incoming students and the host institution. Students select the subjects they wish to study in consultation with their academic advisor at their home institution. The draft proposal is then sent to Ljubljana with the application form. The options the student has selected are then considered by the University of Ljubljana on the basis of availability and the candidate's ability and academic background. A decision is then forwarded to the candidate and, if both sides are in agreement, the document is considered as a contract. However, departments do have the right to withdraw their courses at any time before the study period begins.

The Transcript of Records

This document has two functions. Firstly, it is used by departments to make decisions about a candidate's suitability based on the information supplied on the transcript of records. The transcript functions as a formalised curriculum vitae or resume. The certificate presented to students upon the completion of their studies in Ljubljana is also known as a transcript. It outlines the courses taken and the grades achieved.

5. USEFUL INFORMATION

CURRENCY

From January 1 2007 the official currency in Slovenia is Euro. Exchange rates can be found on the web page of the Bank of Slovenia: <http://www.bsi.si/podatki/tec-bs-en.asp>

CREDIT CARD SERVICES

Eurocard, VISA, Mastercard, Diners Club and American Express as well as other cards are widely accepted in shops, hotels and restaurants.

STUDENT&YOUTH CARD SERVICES

Most useful of these are: the Student ID card of the University, International Student Identity Card (ISIC) and EURO <26 card, and other plastic ID- style cards with your photograph, which provide discounts on admission to museums and sights, inexpensive meals in some restaurants and discounts on many forms of transport. The Student ID card of the University is an official document that gives the exchange student the same rights as to Slovene students. The card is used as an accession to libraries and faculty exams as well as for the meal coupons provided by the Student Organisation of Slovenia.

EMBASSIES AND CONSULATES

For the list of embassies and consulates please look at the web-site :

http://www.mzz.gov.si/en/embassies_diplomatic_missions_and_consulates_general/

Or go to:

Ministry of foreign affairs Prešernova cesta 25 , SI-1000 Ljubljana, Slovenia

phone: +386 1 478 2000 fax: +386 1 478 2340 e-mail: info.mzz@gov.si

E-MAIL AND INTERNET ACCESS

Most faculties and libraries are geared up for Internet access. There are also few Cyber cafes in Ljubljana;

- CyberCafe Xplorer on Petkovškovo nabrežje 23, Ljubljana
- E-life Internet cafe on Rimska ulica 14, Ljubljana
- Peter Pub on Krakovski nasip, Ljubljana (WiFi hotspot free)
- CyberPipe Metropol on Kersnikova 6, Ljubljana (internet cafe free)
- A.R.T. Cafe on Slovenska cesta 10, Ljubljana (free)
- Kavarna Čerin on Trubarjeva cesta 52, Ljubljana (free)
- Pri semaforju on Slovenska ulica 5, Ljubljana (free)

COST OF LIVING

We suggest that you bring approximately 450 EUR per month to cover all your basic living costs. Exactly how much you spend will depend on your lifestyle, but this figure would take into account all costs including accommodation, food, public transport and books.

TELEPHONE&POSTAL SERVICES

Calls may be made from private homes, phone booths or post offices. The rates are the same in all cases. Public telephone boxes can be found in all central places in urban areas. The phones operate on magnetic cards which can be bought at newspaper and tobacco stands as well as at all post offices.

Useful telephone numbers:

Slovene country code	386
Ljubljana city code	1
Slovene exit code	00
Police	113
Fire brigade	112
Emergency first aid	112

Ljubljana has around 30 post offices. They are open Monday through Friday from 7 a.m. to 7 p.m., and on Saturdays until 1 p.m.

The Ljubljana postcode is: [1000](#)

LOCAL TRANSPORTATION

The most effective means of public transport in Ljubljana is the city bus. The fare, which is uniform irrespective of the distance travelled, is paid by a token or cash to the driver. Keep in mind that buying a token at news and tobacco stands is cheaper than paying cash on the bus. For those planning to stay longer, a monthly bus pass is available at Ljubljanski potniški promet (Ljubljana Transport System). <http://www.jh-lj.si/index.php?p=4&l=2>

SHOPS

Working hours:

- Weekdays: 8 a.m. to 7 p.m.
- Saturdays: 8 a.m. to 1 p.m.
- Sundays and holidays: most shopping centers and grocery stores are open until 12 a.m.

BOOKSTORES

There are many bookstores in Ljubljana, but periodicals and books in foreign languages are best found in:

- Cankarjeva založba-Oxford Centre, Kopitarjeva ulica 2, Ljubljana
- Cankarjeva založba, Slovenska cesta 37, Ljubljana
- MK. Knjigarna Konzorcij, Slovenska cesta 29, Ljubljana
- Vale Novak, Wolfova ulica 8, Ljubljana

EATING OUT

The influences of the East and West, North and South have mingled in Slovenia, a phenomenon noticeable in Slovenia's traditional dishes. The city of Ljubljana offers a great variety of cuisine and prices. Most restaurants serve food until 11 p.m., but some do so until early in the morning. There are also numerous specialised national restaurants: Chinese, Italian, Mexican, Thai and Spanish.

The tip is not included in the price of the meal. (10% for anything more than a coffee) In general, eating out in restaurants is not cheap.

Being an exchange student, you can buy meal coupons (for the total number of working days per month – around 20 coupons; handicapped students are eligible for an extra 5). The coupons are worth two or three times their purchase price. Some 70 restaurants and inns in town accept the coupons. <http://www.sou-lj.si/novo/prehrana/Cenik%20boni%20-%20avgust%202008.pdf>

LEISURE ACTIVITIES

A rich and varied selection of sports and cultural activities is available to University of Ljubljana students, ranging from athletic teams, choirs, photo and film clubs, to dance and theatre groups. In addition, various departments of the University undertake their own cultural and sports activities. There are six cultural or information centres in Ljubljana: French, Italian, British, German, Spanish and American.

ENTERTAINMENT AND CULTURE

You will find that Ljubljana offers a great variety of entertainment. Various classical concerts are held in Cankarjev dom, the Philharmonic and in churches. Besides classical music there are many pop, rock and alternative music concerts in halls, clubs, pubs and discotheques. The city has 12 cinemas, well stocked with most current movies. Foreign films are shown with Slovene subtitles.

Throughout Ljubljana there are about 15 museums and 25 galleries and collections, and seven major theatres.

A detailed program of daily events is listed in the daily newspaper.

For more information and a free copy of a monthly event schedule in Ljubljana, contact Tourist Information Centre (Mačkova ul.1), located in the city centre.

CLIMATE

The climate in Ljubljana is Central European, but is also subject to the influences of warm air from the Adriatic and cold air from the Alps. The average temperature is around 4°C in the winter and around 22°C in the summer. The daytime temperature in the summer is usually 30°C.

DRINKING WATER

The water is safe and drinkable throughout the country.

ELECTRICITY

Current is 220 V, 50 Hz.

6. USEFUL ADDRESSES and TELEPHONE NUMBERS

	Telephone	Fax
Univerza v Ljubljani Kongresni trg 12 SLO-1000 Ljubljana		
switchboard:	01/241 85 00	01/241 86 60
International Relations Office:	01/241 85 92	01/241 85 93
e-mail:	intern.office@uni-lj.si	
Centre for the Slovene Language...	01/241 86 77 ... 01/241 86 47	01/241 86 44
Kongresni trg 12 SLO-1000 Ljubljana		
e-mail: center-slo@ff.uni-lj.si izpitni-center@ff.uni-lj.si (exams)		
Student Organization (ŠOU)	01/438 02 45	01/433 33 48
International Office Kersnikova 4 SLO-1000 Ljubljana		
e-mail: int-office.sou@uni-lj.si		
Studentski Servis	01/729 89 33	
Slovenska cesta 40 SLO- 1000 Ljubljana		
http://www.studentski-servis.si e-mail: info@studentski-servis.com		
National University Library	01/200 11 10	01/4257 293
.....	01/200 11 88	

Turjaška 1
SLO-1000 Ljubljana
<http://www.nuk.uni-lj.si>

Central Technical Library 01/200 34 00... 01/425 66 67
Trg republike 3
SLO - 1000 Ljubljana
e-mail: post@ctk.uni-lj.si
<http://www.ctk.uni-lj.si>

Visas

Ministry of Foreign Affairs..... 01/478 23 05... 01/478 23 16
Consular Department
Gregorčičeva 25
SLO - 1000 Ljubljana
e-mail: konzularne-zadeve.mzz@gov.si
<http://www.mzz.gov.si/en>

Residence permits

Urad za potne listine in tujce 01/306 32 61
Tobačna 5
SLO - 1000 Ljubljana
e-mail: irena.mlakar@gov.si

Medical Insurance

ZZZS..... 01/307 77 53
Mala ulica 3
SLO - 1000 Ljubljana

Local Transportation

Ljubljanski potniški promet, p.o..... 01/582 24 60... 01/582 25 50
Celovška cesta 160
SLO - 1000 Ljubljana
e-mail: mail@lpp.si
<http://www.jh-lj.si>

7. FACULTIES and COLLEGES

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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@guest.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@quest.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

Fax: +386 1 589 26 98



International/Erasmus coordinator: **mag. Danijela Voljč**

tel: +386 1 589 24 86

fax: +386 1 589 26 98

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
A%okerãeva cesta 7
1000 Ljubljana
Slovenija*

www.ffa.uni-lj.si

Tel.: +386 1 476 95 00

Fax: +386 1 425 80 31

*Erasmus coordinator: **dr. Samo Kreft***

tel: +386 1 476 95 00



fax: +386 1 425 80 31
e-mail: samo.kreft@ffa.uni-lj.si

FACULTY OF CIVIL AND GEODETIC ENGINEERING

address:
University of Ljubljana
FAKULTETA ZA GRADBENŠTVO IN GEODEZIJO
Jamova cesta 2
1000 Ljubljana
Slovenija
www.fgg.uni-lj.si
Tel.: +386 1 476 85 08
Fax: +386 1 425 06 81



Erasmus coordinator: **dr. Dušan Petrovič**

tel: +386 1 476 85 43
fax: +386 1 425 06 81
e-mail: dusan.petrovic@fgg.uni-lj.si

Ms. Romana Hudin

rhudin@fgg.uni-lj.si

FACULTY OF CHEMISTRY AND CHEMICAL TECHNOLOGY

address:
University of Ljubljana
FAKULTETA ZA KEMIJO IN KEMIJSKO TEHNOLOGIJO
Aškerčeva cesta 5
1000 Ljubljana
Slovenija
www.fkkt.uni-lj.si
Tel.: +386 1 241 91 00
Fax: +386 1 241 92 20



Erasmus coordinator: **dr. Iztok Turel**

tel: +386 1 241 9100
fax: +386 1 241 92 20
e-mail: iztok.turel@fkkt.uni-lj.si

Ms. Stojka Oman

e-mail: stojka.oman@fkkt.uni-lj.si

FACULTY OF MATHEMATICS AND PHYSICS

address:

*University of Ljubljana
FAKULTETA ZA MATEMATIKO IN FIZIKO
Jadranska cesta 19
1000 Ljubljana
Slovenija*

www.fmf.uni-lj.si

Tel.: +386 1 476 65 00

Fax: +386 1 251 72 81

Erasmus coordinator: **dr. Žiga Šmit** (Physics)

tel: +386 1 4766 589

fax: +386 1 251 7281

e-mail: ziga.smit@fmf.uni-lj.si

dr. Jaka Cimprič (Mathematics)

tel: +386 1 476 65 00 (centr.)

fax: +386 1 251 72 81

e-mail: cimpric@valjihun.fmf.uni-lj.si



FACULTY OF MARITIME STUDIES AND TRANSPORTATION

address:

*University of Ljubljana
FAKULTETA ZA POMORSTVO IN PROMET
Pot pomorščakov 4
6320 Portorož
Slovenija*

www.fpp.uni-lj.si

Tel.: +386 5 676 71 00

Fax: +386 5 676 72 50

Erasmus coordinator: **Mr. Ludvik Penko**

tel: +386 5 676 72 10

fax: +386 5 676 71 30

e-mail: international.office@fpp.uni-lj.si



FACULTY OF COMPUTER AND INFORMATION SCIENCE

address:

*University of Ljubljana
FAKULTETA ZA RAČUNALNIŠTVO IN INFORMATIKO
Tržaška cesta 25
1000 Ljubljana
Slovenija*

www.fri.uni-lj.si



Tel.: +386 1 476 84 11

Fax: +386 1 426 46 47

Erasmus coordinator: **dr. Marko Bajec**

tel: +386 1 476 8411

fax: +386 1 426 4647

e-mail: marko.bajec@fri.uni-lj.si

mag. Ksenija Rozman

tel: +386 1 476 84 02

fax: +386 1 426 46 47

e-mail: ksenija.rozman@fri.uni-lj.si

FACULTY OF SOCIAL WORK

address:

University of Ljubljana

FAKULTETA ZA SOCIALNO DELO

Topniška ulica 33

1000 Ljubljana

Slovenija

www.fsd.uni-lj.si

Tel.: +386 1 280 92 40

Fax: +386 1 280 92 70

Erasmus coordinator: **Ms. Amra Šabič**

tel.: +386 1 280 92 66

fax: +386 1 280 92 70

e-mail: amra.sabic@fsd.uni-lj.si



FACULTY OF MECHANICAL ENGINEERING

address:

University of Ljubljana

FAKULTETA ZA STROJNIŠTVO

Aškerčeva cesta 6

1000 Ljubljana

Slovenija

www.fs.uni-lj.si

Tel.: +386 1 477 11 43

Fax: +386 1 251 85 67

Erasmus coordinator: **dr. Mirko Sokovič**

tel: +386 1 477 12 14

fax: +386 1 251 85 67

e-mail: mirko.sokovic@fs.uni-lj.si



FACULTY OF SPORT

address:

*University of Ljubljana
FAKULTETA ZA SPORT
Gortanova cesta 22
1000 Ljubljana
Slovenija*

www.fsp.uni-lj.si

Tel.: +386 1 520 77 00

Fax: +386 1 520 77 40

*Erasmus coordinator: **Mr. Jožef Križaj***

tel: +386 1 520 77 95

fax: +386 1 520 77 40

e-mail: jozef.krizaj@fsp.uni-lj.si



FACULTY OF PUBLIC ADMINISTRATION

address:

*University of Ljubljana
VISOKA UPRAVNA ŠOLA
Gosarjeva 5
1000 Ljubljana
Slovenija*

www.vus.uni-lj.si

Tel.: +386 1 580 55 00

Fax: +386 1 580 55 21

Erasmus coordinator: **Ms. Marija Sušnik**

tel.: +386 1 580 55 00

fax: +386 1 580 55 21

e-mail: marija.susnik@fu.uni-lj.si

Ms. Alenka Braček

e-mail: alenka.bracek@fu.uni-lj.si



FACULTY OF ARTS

address:

*University of Ljubljana
FILOZOFSKA FAKULTETA
Aškerčeva cesta 2*



1000 Ljubljana

Slovenija

www.ff.uni-lj.si

Tel.: +386 1 241 10 00

Fax: +386 1 425 93 37

Erasmus coordinator: **Ms. Jadranka Šumi**

tel: +386 1 241 10 90

fax: +386 1 425 93 37

e-mail: jadranka.sumi@ff.uni-lj.si

Ms. Anja Golec

tel: +386 1 241 13 56

fax: +386 1 425 93 37

e-mail: ; anja.golec@ff.uni-lj.si

FACULTY OF MEDICINE

address:

University of Ljubljana

MEDICINSKA FAKULTETA

Vrazov trg 2

1000 Ljubljana

Slovenija

www.mf.uni-lj.si

Tel.: +386 1 543 77 00

Fax: +386 1 543 77 01

Erasmus coordinator: **dr. Tomaž Marš**

tel: +386 1 543 7057

fax +386 1 543 7021

e-mail: tomaz.mars@mf.uni-lj.si



FACULTY OF NATURAL SCIENCES AND ENGINEERING

address

University of Ljubljana

NARAVOSLOVNOTEHNIŠKA FAKULTETA

Aškerčeva cesta 12

1000 Ljubljana

Slovenija

www.ntf.uni-lj.si

Tel.: +386 1 470 45 00

Fax: +386 1 470 45 60

Erasmus coordinator: **dr. Peter Fajfar**

tel: +386 1 425 0316

fax: +386 1 470 45 60

e-mail: peter.fajfar@ntf.uni-lj.si



FACULTY OF EDUCATION

address:

*University of Ljubljana
PEDAGOŠKA FAKULTETA
Kardeljeva ploščad 16
1000 Ljubljana
Slovenija*

www.pef.uni-lj.si

Tel.: +386 1 589 22 00

Fax: +386 1 534 79 97



Erasmus coordinator: **dr. Tatjana Hodnik Čadež**

tel: +386 1 589 22 00

fax: +386 1 589 22 33

e-mail: tatjana.hodnik@pef.uni-lj.si

Mr. Igor Repac

tel: + 386 1 589 2344

fax: + 386 1 589 2345

e-mail: mednarodna@pef.uni-lj.si

FACULTY OF LAW

address:

*University of Ljubljana
PRAVNA FAKULTETA
Poljanski nasip 2
1000 Ljubljana
Slovenija*

www.pf.uni-lj.si

Tel.: +386 1 420 31 00

Fax: +386 1 420 31 15



Erasmus coordinator: **dr. Grega Strban**

tel: +386 1 420 31 22

fax: +386 1 420 31 15

e-mail: grega.strban@pf.uni-lj.si

THEOLOGICAL FACULTY

address:

*University of Ljubljana
TEOLOŠKA FAKULTETA*



Poljanska cesta 4
1000 Ljubljana
Slovenija

www.teof.uni-lj.si

Phone: +386 1 434 58 10

Fax: +386 1 434 58 54

Erasmus coordinator: **dr. Branko Klun**

tel.: +386 1 434 5818

fax: +386 1 434 5854

e-mail: branko.klun1@quest.arnes.si

VETERINARY FACULTY

address:

University of Ljubljana
VETERINARSKA FAKULTETA
Gerbiševa ul. 60
1000 Ljubljana
Slovenija

www.vf.uni-lj.si

Tel.: +386 1 477 91 00

Fax: +386 1 283 22 43

Erasmus coordinator: **dr. Marinka Drobnič-Košorok**

tel.: +386 1 477 91 00

fax: +386 1 283 22 43

e-mail: marinka.drobnic-kosorok@vf.uni-lj.si



UNIVERSITY COLLEGE OF HEALTH STUDIES

address:

University of Ljubljana
VISOKA ŠOLA ZA ZDRAVSTVO
Poljanska c. 26a
1000 Ljubljana
Slovenija

www.vsz.uni-lj.si

Tel.: +386 1 300 11 11

Fax: +386 1 300 11 19

Erasmus coordinator: **mag. Cecilija Lebar**

tel.: +386 1 300 11 11

fax: +386 1 300 11 19

e-mail: cecilija.lebar@vsz.uni-lj.si



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