

University of Ljubljana
Faculty *of Education*



Erasmus Students Welcome Meeting

Ljubljana, 29 September 2023

Erasmus Student Network

- **ESN Ljubljana University:**
e-mail: tutor@erasmusljubljana.si or fdv.tutor@gmail.com
Web: <https://www.erasmusljubljana.si/>
- **Tutor Student** at the Faculty of Education:
tutorpef@gmail.com

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About the University of Ljubljana

- Established in **1919**.
- Among **500 best world's universities** on the *Shanghai, Times* and *Webometrics* ranking lists.
- **26 full Members** (3 art academies and 23 faculties)
- Number of staff: **5.972**
- Number of students: **48.822**



About the Faculty of Education

- App. **2.500** students
- **193** staff (143 teaching staff, 50 administration)
- **9** departments



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About the Faculty of Education

Study Programmes:

- 1ST CYCLE (UNDERGRADUATE STUDY PROGRAMMES)

Preschool Education, Primary Teacher Education, The Two-Subject Teacher, Art Pedagogy, Special and Rehabilitation Pedagogy, Visually Impaired Education and the Pedagogy of Specific Learning Difficulties, Social Pedagogy

- 2ND CYCLE (MASTER STUDY PROGRAMMES)

Preschool Education, Primary Teacher Education, **Primary Teacher education with English specialisation**, Subject Teacher Education, Art Pedagogy, Special and Rehabilitation Pedagogy, Speech and Language Therapy, Social Pedagogy, Supervision, Personal and Organisational Counselling, Cognitive Science (Joint Degree), Arts Therapy, Museum Education, **Educational Policies**

- 3RD CYCLE (DOCTORAL STUDY PROGRAMME)

Teacher Education and Educational Science

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Office for International Co-operation

Room 034

Tel: +386 1 5892 346

Fax: +386 1 5892 233

E-mail: international@pef.uni-lj.si

Opening hours:

Monday and Friday 8:30 - 11:30

Wednesday 12:30 - 15:30

Igor Repac
Robert Gracar

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Practical Information

WELCOME MEETING FOR FOREIGN STUDENTS (15 September 2023) - recording of the zoom welcome meeting with practical information on residence permit, student meals, urbana card

<https://www.uni-lj.si/study/news/reception/>

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First Residence Permit:

- If you are staying in Slovenia for more than 3 months you have to apply for the First Residence Permit (and report your temporary address if you are staying in a private flat) as soon as possible after the arrival.
- You should go to the **Administration Unit** where a special reception desk for exchange students will be open from **September 18 till October 13; MON-THU between 8.00 am and 2.30 pm, FRI from 8 am – 11.30 am**. You DO NOT need to book an appointment for submitting documents during this period.
 - Address: Tobačna 5, 1000 Ljubljana
- *See the email with instructions sent on September 15 by central international office >>*

Student meals (from 1. 10. 2023)

1. You need your mobile phone with mobile data or Slovene SIM card. (Free SIM cards should also be available at the Student Organization of the University – ŠOU, Pivovarniška 6, Kampus, office hours Monday, Tuesday, Thursday: 16.00 - 19.00); you can also get a special card used only for the food system – 15€ non-refundable, 1-2 days to be operative;
2. Register on-line: www.studentska-prehrana.si
3. For the final registration go to INFO Point at Pivovarniška 6, (Mon 9am-3.30pm, Wed 9am-3.30pm); e-mail contact: studentska.prehrana@sou-lj.si or ESN office (Pivovarniška 6 – pink door)

You also need EMŠO number (unique personal number – 13 digit number starting with your date of birth) – provided by the faculty- please contact your faculty coordinator
https://www.uni-lj.si/international_cooperation_and_exchange/erasmus-plus-programme/erasmus_plus_coordinators/

You will get app. 20 subsidies per month. You can use the system twice a day (4 hours break between the meals), from 8am until 9pm, also during weekends.

STUDENT BUS CARD (URBANA TIME CARD - green)

- 20 € per month (the pass is valid from the first day of the month until the first day of the next month, ex. 1 October -1 November)
- With **special form: Subsidized monthly pass application form**, filled in and equipped with EMŠO number, go to this address: **Slovenska cesta 56, Ljubljana** – office hours: 6.30 am – 7 pm, or main Bus Station, Trg OF 4, 6 am – 8 pm. You don't need the signature or stamp of the faculty!

If you think you will not use the bus often, you can get Urbana value card – yellow (one ride costs 1.30€) – you can purchase it in any kiosk or at the post office. The card itself costs 2€. <http://www.jhl.si/en/single-city-card-urbana>

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SELF-SERVICE BIKE BORROWING SYSTEM “BICIKElj” for only 3 EUR/year

Easiest way to travel around Ljubljana is with free-of-charge bicycle rental **Bicikelj**, it requires prior registration at <http://en.bicikelj.si/> and any kind of **Urbana card**.



Presentation of sports and other extracurricular activities, 13th October 2023, 10.00 a.m

The University of Ljubljana provides plenty of opportunities. Being active while you study is beneficial for your personal and professional development, and it keeps you in good spirits and health, helping you to develop many competencies that can be useful after your graduation.

At the event we will explain everything about daily recreation, the application system POPR and other extracurricular programmes which are provided for students by **Centre for Extracurricular Activities at the University of Ljubljana**.

- More information and registration: <https://www.uni-lj.si/study/news/extracurricular-activities>

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Erasmus Documentation

- Confirmation of Stay
- Learning agreement
- Transcript of Records

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Confirmation of Stay

- Must be signed on first and last day(!) of mobility.
- Used to calculate the Erasmus scholarship based on the number of days on mobility.
- If you have your own form, we can sign it. Then you do not need ours.
- **Real date of departure! Signed in person in the office.**



Learning agreement

- Changes still possible until **October 13.**
- Changes have to be requested by e-mail:
international@pef.uni-lj.si
- Don't forget: changes must be approved by your home coordinator as well.



Transcript of Records

- Issued at the end of your exchange by the international office; instead of last part of Learning agreement.
- You have to order it by email at the international office once you have all the grades in the information system.
- Sometimes Erasmus students return home before the grades are in the system.



Other documentation:

- **Student ID card** (on the meeting)
- **Acceptance Letter** (you should already have it)
- Instructions for activation of your **UL Digital Identity** (sent by email)
- **Personal registration number (EMŠO)** (sent by email)
- **Bus ticket form** (on the meeting)



Student ID card

The Student ID card of the University of Ljubljana 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.

Student ID card of the University of Ljubljana can be used for enabling discounts on admission to museums and sights, inexpensive meals in some restaurants and discounts on many forms of transport.

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Personal Registration Number (EMŠO)

The EMŠO is a personal identification number in the Republic of Slovenia. It is entered in official records and other databases when so stipulated by the law. You will need it, for example, for buying **Urbana student bus card** etc.

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Your UL Digital Identity

- You need the UL ID to access the systems and services during your studies at UL PEF:
 - **Student Information System - VIS** (application for exams, grades)
 - **UL PEF Online Classroom** - Spletna učilnica PEF,
 - Use of computers in the lobby of UL PEF,
 - Computer classrooms at UL PEF,
 - EduRoam wireless internet network
 - Services provided to students by the University of Ljubljana: Email, **Office 365 (MS Teams!)**, E-notifications (e-obvestila)

More information: <https://www.pef.uni-lj.si/en/exchange-students/information-services-for-students/>

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Your UL Digital Identity

- Your UL digital identity is comprised of your username and your password. The username resembles an email address, e.g. **jn1234@student.uni-lj.si.**
- **You must first activate your identity at a special portal** - you received your username.
Follow the instructions for ID activation!



Student Information System („VIS“)

https://vispef.uni-lj.si/peful_ang/

Use your Digital ID of the University of Ljubljana!

The System includes:

- My Data (**Important: please check if you have all your chosen courses enabled in the information system!**)
- Exams (**exam registration 3 days before the exam!**), withdraw from exam, exam dates, exam results)

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Don't confuse this with Virtual Classroom!

Virtual Classroom („Moodle“)

<https://ucilnice.arnes.si/course/index.php?categoryid=8263&lang=en>

Use your Digital ID of the University of Ljubljana!

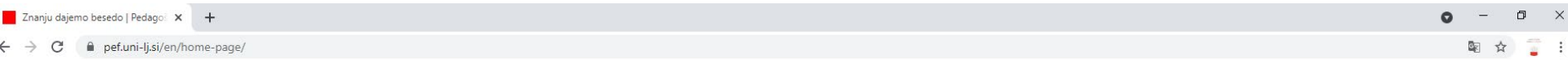
- Virtual Classroom is used by professors in the courses (for literature, assignments etc.)
- Some courses are additionally locked by „enrolment key“. Each professor will give it to you.

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Don't confuse this with Student Information system!

<https://www.pef.uni-lj.si/en/home-page/>



[Exchange students](#) [Degree students](#) [About faculty](#) [Contacts](#) [SL](#)

INTERNATIONAL STUDENTS

Access to Information system and Virtual classroom

INFORMATIONAL SYSTEM VIS

VIRTUAL CLASSROOM

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Erasmus Day

- Erasmus Day – presentation of Erasmus students and countries they are coming from. Preparation of ***national dishes*** in cooperation with Slovenian professors & students.





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Sport

Recreational sport at the Faculty of Education –
for further information please contact:

Luka Leitinger

Luka.Leitinger@pef.uni-lj.si

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Health problems

If you get sick or have a toothache, you should visit:

ZDRAVSTVENI DOM ZA ŠTUDENTE (Health Centre for students)

<http://www.zdstudenti.si/en/>

Aškerčeva 4, 1000 Ljubljana

Choose a doctor from the list on the web page and call for an appointment or book it online (<https://www.zdstudenti.si/en/information-for-patients/appointments/>). You need to bring your European Health Insurance Card or your insurance policy!

COVID-19 – if you experience any signs of Covid-19 you should use the self-test to prove it and self-isolate. Free self-tests (10 per month) for students are available in any pharmacy. You should have your EMŠO number, your personal document and university student card.

SCHEDULE

<https://www.pef.uni-lj.si/en/exchange-students/courses-in-english/>

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knjiznica.pef



Knjižnica UL PEF



LIBRARY

Librarian for Erasmus students –

Milena Repa

milena.repa@pef.uni-lj.si

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Library

Home > Library

LIBRARY

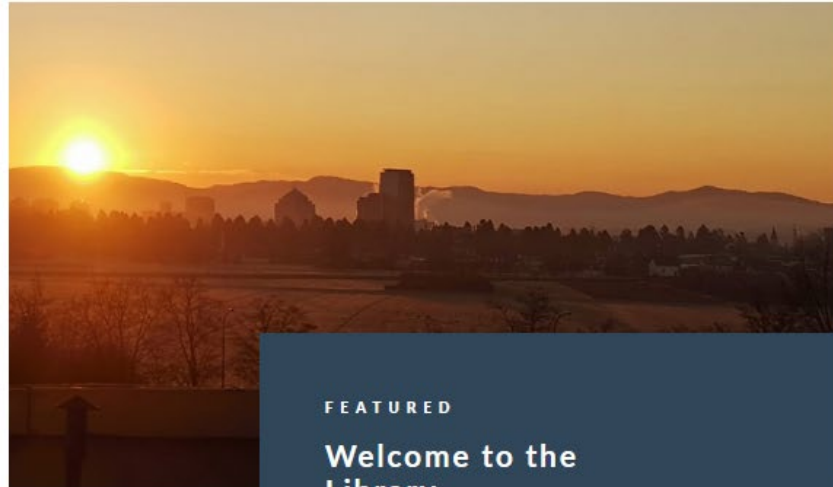
Library of the Faculty of Education

Library with a view 😊

International student
welcome day

Call for Applications for
Traineeship Mobility in
2023/24

Information Day for
Doctoral Programmes
2023/2024



FEATURED

Welcome to the Library

Welcome to our library. If you need any help,
please, visit us in the library or send us an
email: knjiznica@pef.uni-lj.si

Library of Faculty of Education
Kardeljeva ploščad 16
1000 Ljubljana
E-mail: knjiznica@pef.uni-lj.si
Phone: +386 1 589 2332

Find us

The library is located on the 4th floor.

Opening hours

Monday-Friday 7.30 AM – 7.00 PM
Saturday 7.00 AM – 2.00 PM



4th floor

Monday to
Friday

7.30 – 19.00

Saturday

7.00 – 14.00

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COBISS+

National library management system

The screenshot shows the COBISS+ website interface. At the top, there is a navigation bar with a logo, a 'Database' dropdown, a 'New search' button, and a 'My COBISS Profile' dropdown (highlighted with a red box). To the right of the profile dropdown are 'Theme' and 'Help' links. Below the navigation bar, the main search area features a 'Basic search' and 'Expert search' toggle. The search form includes fields for 'Author', 'Title', and 'Keywords', each with a dropdown menu. A search button with a magnifying glass icon is to the right. Below the search fields, there is a 'Limiting' section with filters for 'publication year' (1 year, 3 years, 5 years) and 'from:' to 'to:' date range. There are three filter sections: 'type of material', 'type of content', and 'language', each with a 'filter' button and a list of options. The 'type of material' filter has 'all' selected. The 'type of content' filter has 'all' selected. The 'language' filter has 'all' selected. A 'SEARCH' button is at the bottom of the search area. Below the search area, there is a quote: "Search for material in the Slovenian libraries shared database. COBISS+ is intended for everyone – for researchers, pupils, students, parents, teachers, retired people, etc. [More...](#)". At the bottom, there is a footer with 'List of all libraries' and 'Other databases' links. The footer also contains a language selector with 'Slovenščina' and 'English' (highlighted with a red circle). At the very bottom, there is a copyright notice: '2021 © IZUM. All rights reserved. | Terms of use | Privacy policy | Cookies | COBISS | mCOBISS' and logos for Google Play and the App Store. The version number 'Version 8.17.0, rel. 31.8.2021' is also present.

☺ Login

☺ Online registration

Choose/write **peflj**

Your digital identity

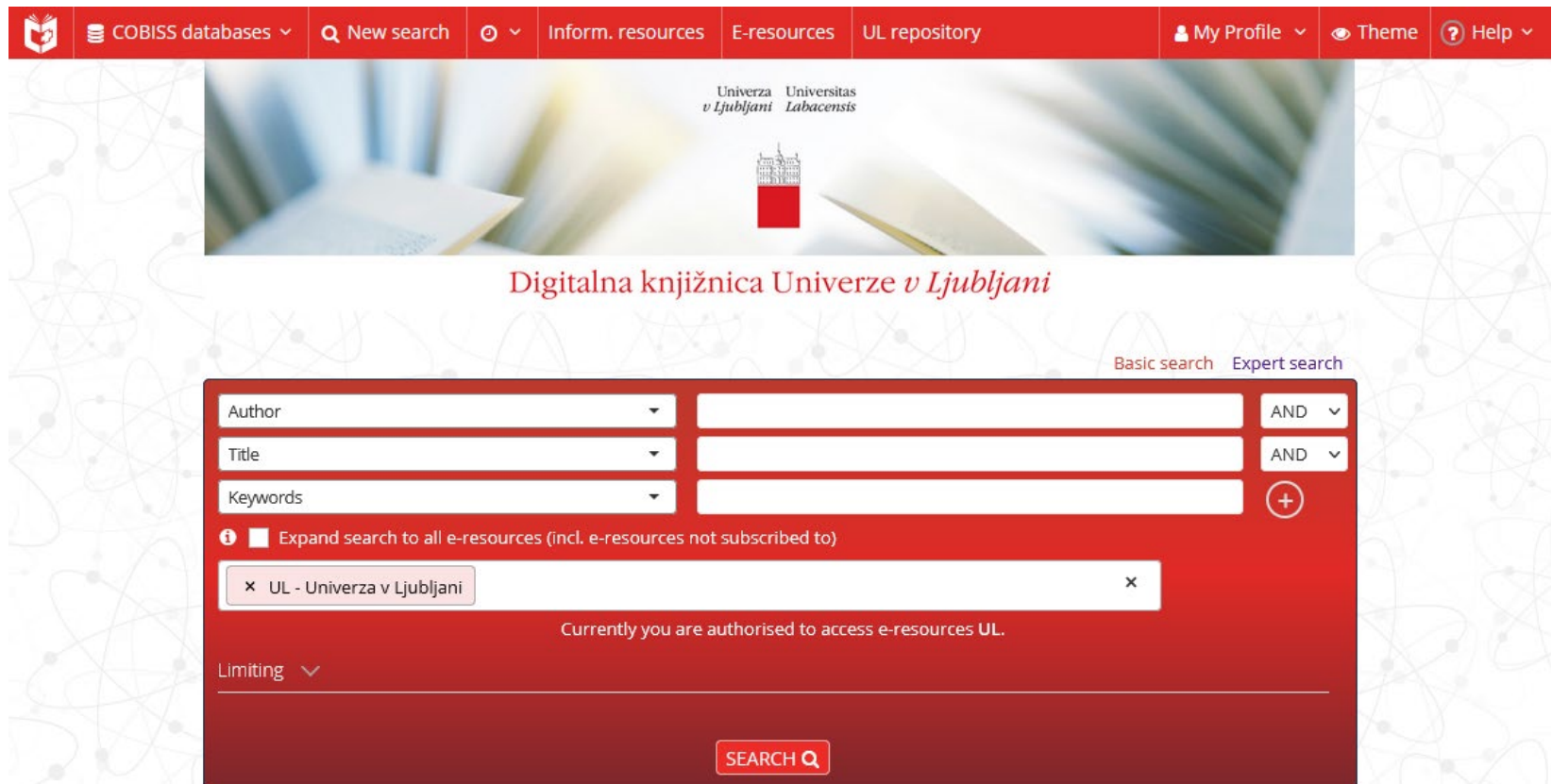
Acronym: **peflj**

Language: English

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DiKUL - Digital library of University of Ljubljana



Univerza v Ljubljani Universitas Labacensis

Digitalna knjižnica Univerze v Ljubljani

Basic search Expert search

Author AND

Title AND

Keywords

☐ Expand search to all e-resources (incl. e-resources not subscribed to)

UL - Univerza v Ljubljani

Currently you are authorised to access e-resources UL.

Limiting

- ☺ Access to foreign (academic) journals and e-books from different academic and scientific fields
- ☺ Full text articles, open access
- ☺ Remote access with your digital identity

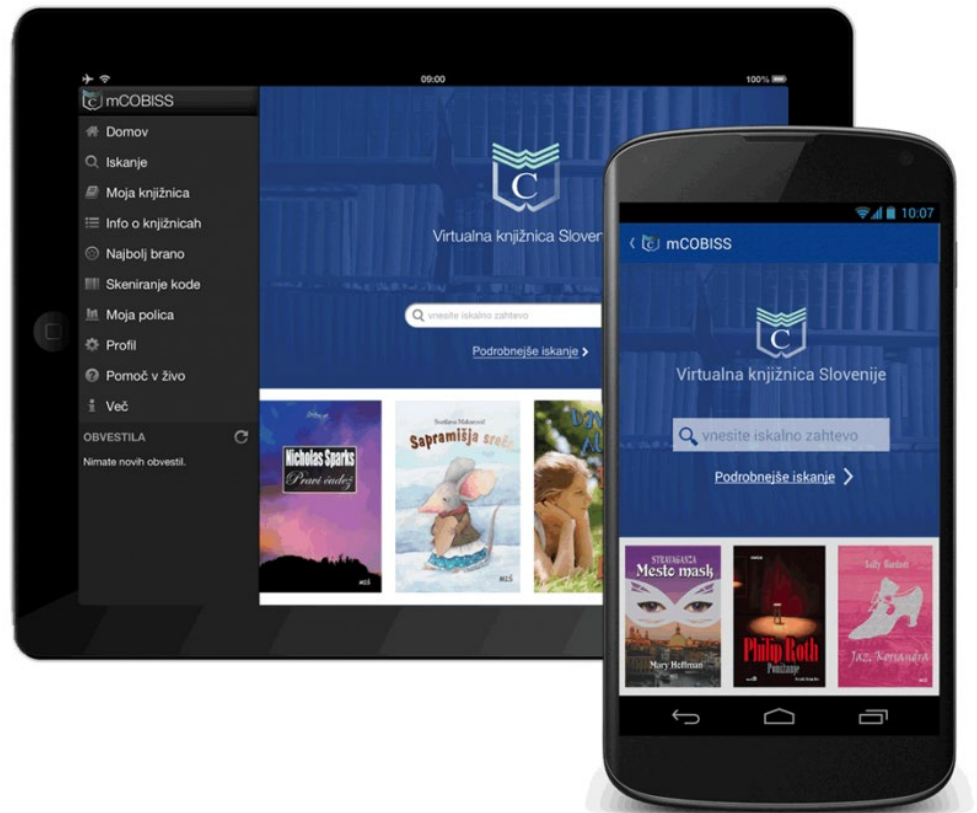
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☺ Mobile library catalogue

☺ For reserving or renewing books



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LIBRARY EDUCATION SERVICES

- Welcome to individual or group training for library use.
- We adjust training to individual groups, background knowledge and agreed topic area.
- Send us an email on knjiznica@pef.uni-lj.si or ask in the library.

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WELCOME TO THE LIBRARY!

- Books for leisure time in English
- Reading room for studying
- Print journals in English
- Friendly librarians ☺



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