

INFORMATION SHEET 2013-2014

FULL LEGAL NAME OF THE INSTITUTION *University of Ljubljana, Faculty of Economics*

Erasmus code	SI LJUBLJANA 01
Address	Kardeljeva ploščad 17 1000 Ljubljana Slovenia
Institution's web site	http://www.ef.uni-lj.si/en
Accreditations	AACBS Association to Advance Collegiate Schools of Business EQUIS European Quality Improvement System TedQual

INTERNATIONAL OFFICE *Contact*

Head of International Office	Mrs. Danijela Voljč, M.A. danijela.voljc@ef.uni-lj.si Tel.: +386 1 5892 486 Fax: +386 1 5892 693
Coordinator for INCOMING students	Ms. Alma Elezović alma.elezovic@ef.uni-lj.si int.office@ef.uni-lj.si Tel.: +386 1 5892 518 Fax: +386 1 5892 693
Coordinator for OUTGOING students	Ms. Tina Vujašković tina.vujaskovic@ef.uni-lj.si Tel.: +386 1 5892 453 Fax: +386 1 5892 693
Coordinator for Summer School and Erasmus Mundus Programs	Mrs. Mojca Maher Pirc, MSc summer.school@ef.uni-lj.si Tel.: +386 1 5892 805 Fax: +386 1 5892 693
International coordinator - academics and staff mobility	Ms. Adrijana Lazić Adrijana.lazic@ef.uni-lj.si Tel.: +386 1 5892 843 Fax: +386 1 5892 693



INFORMATION FOR INCOMING EXCHANGE STUDENTS

Web site for Incoming students	http://www.ef.uni-lj.si/content/static_english/international_office/exchange_students/ies.asp
Contact person	Ms. Alma Elezović alma.elezovic@ef.uni-lj.si Tel.: +386 1 5892-518 Fax: +386 1 5892-693
Students organization	http://www.sou-lj.si/ reception@sou-lj.si Tel.: +386 1 4380 245 Fax: +386 1 4380 348
Housing contact person	University's residence hall: Intern.office@uni-lj.si Private accommodation: http://www.studenthousing.si/rooms@sou-lj.si

APPLICATION INFORMATION

Language requirements	Language Skills in English- students must present a certificate of their English language skill: - Language skills in English are listed on the Transcript of Credits of the home university; or - Submit the Language Certificate with CERF scale; or - Submit TOEFL score of 79 (IBT) or IELTS score of 6.
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WINTER SEMESTER 2013

Nomination period (partners)	1 March – 1 May Nomination form
Application period (nominated students)	1 April – 15 May
Course registration / Learning agreement	1 April – 15 June
Accommodation deadline	15 May
Orientation week	Last week of September 2013
Erasmus intensive	
Language course (only for Erasmus student)	Beginning of September 2013 (lasts for 3 weeks)
Classes begin	First week of October 2013 – mid January 2014
National Holidays	31 October; 1 November
Christmas break	23 December – 1 January
Examination period	End of January 2014 – mid February 2014 (two options to pass each exam)

SPRING SEMESTER 2014

Nomination period (partners)	1 March - 1 November Nomination form
Application period (nominated students)	1 September - 15 November
Course registration / Learning agreement	1 September - 15 November
Accommodation deadline	15 November
Orientation week	Mid February 2014
Erasmus intensive	
Language course (only for Erasmus student)	End of January - mid February 2014
Classes begin	Mid February – beginning of June 2014
National Holidays	27 April; 1 - 2 May
Examination period	Beginning of June – mid July 2014 (two options to pass each exam)

CREDIT SYSTEM

System used for credits	European ECTS credit system
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COSTS OF LIVING

Accommodation	Private: 150€ - 300€, Student dormitory: 80 € - 150€
Residence permit and Health insurance	http://www.ef.uni-lj.si/living-in-ljubljana
Study material	Mostly photocopies (0,05 €/copy)
Food	100€ ; student coupon system (3€/meal)
City transportation	20€ (monthly bus ticket); up to 30€ for a used bicycle
Other costs (trips, parties, cinema etc.)	200 €
Approximate monthly costs (in Euro)	Together: from app. 400€ - 600€ per month

