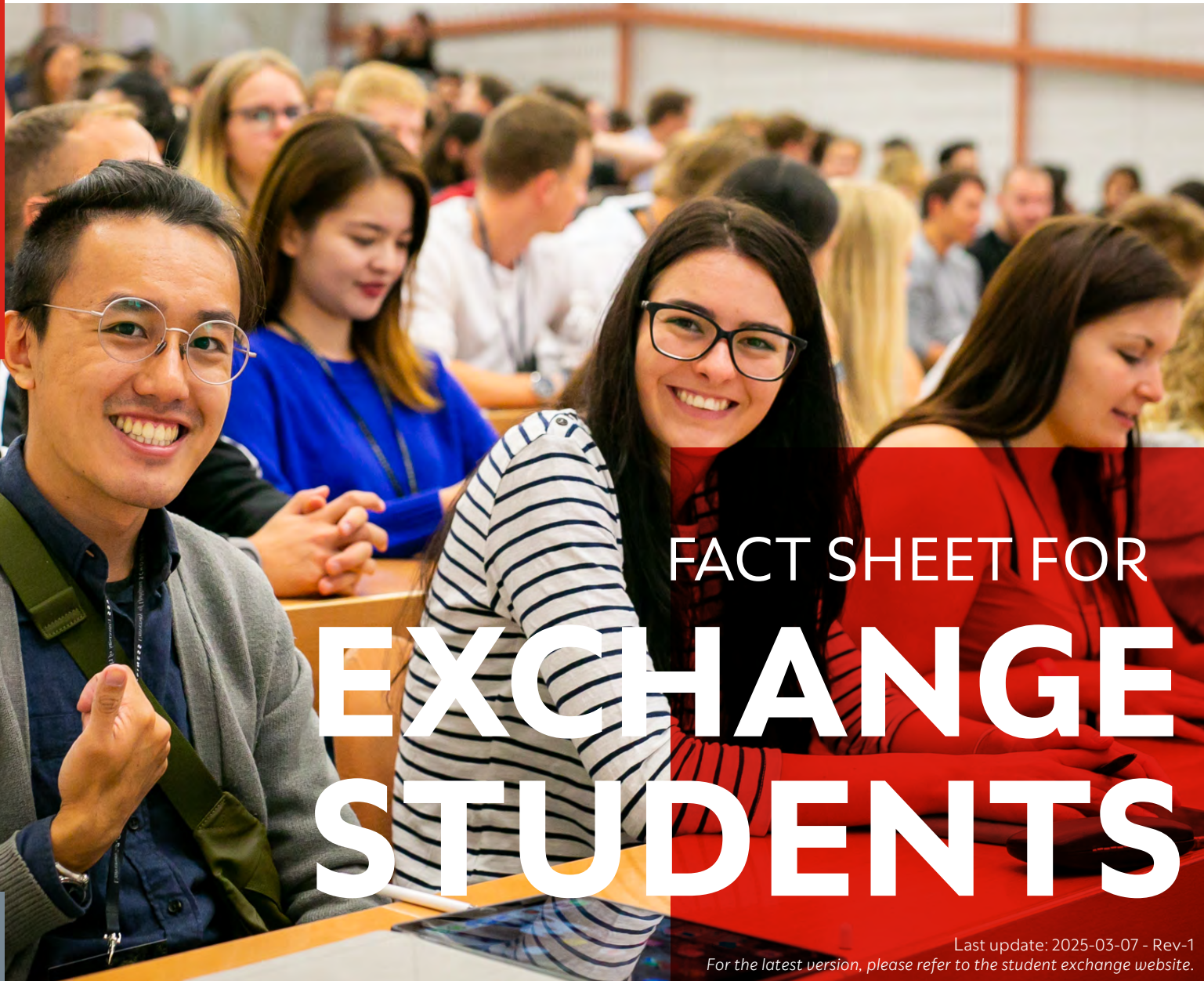




SEB

UNIVERSITY OF LJUBLJANA
School of Economics and Business



FACT SHEET FOR
**EXCHANGE
STUDENTS**

APPLICATION PROCESS

For partner institutions:

- Nominate students online via the SEB nomination platform.
- Nomination instructions are sent to verified contacts of SEB partner institutions.
- We accept only officially nominated students; freemover students are not eligible.
- Partners should inform us upon nomination if a student has an approved **learning disability** status. Each request is individually reviewed, and accommodations are provided if possible.

NOMINATION DEADLINES for partner institutions

Winter semester | Full year: from 1 March to 1 May

Spring semester: from 1 September to 1 November

For students:

- Nominated students will receive further instructions via email.

APPLICATION DEADLINES for students

Winter semester | Full year: 15 May

Spring semester: 15 November

ACADEMIC CALENDAR

WINTER SEMESTER

Orientation days End of September

Lectures October - January

Examination period End of January - mid February

SPRING SEMESTER

Orientation days Mid February

Lectures February - June

Examination period Mid June - mid July

COURSE OFFER

- Over 120 English-taught courses at the Bachelor and Master levels.
- Updated course list is published in May for the upcoming academic year.
- Exchange students must choose courses from their respective study levels (Bachelor students: Bachelor courses; Master students: Master courses).
- Exception: Bachelor students in their 4th year with 180 ECTS credits may enrol in Master-level courses.
- Courses have a limited number of seats, allocated on a "first come, first served" basis during online registration.

STUDY LEVEL	ECTS	MAXIMUM NUMBER OF ECTS PER SEMESTER
Bachelor	6 ECTS	30 ECTS
Master	7 ECTS	35 ECTS

[Course catalogue >>](#)

SLOVENIAN LANGUAGE COURSE

- The Centre for Slovene as a Second and Foreign Language offers fee-based intensive pre-semester and semester-long courses.
- Successful completion grants 3 ECTS credits.
- More information: <https://centerslo.si/en>

EXAMINATION AND GRADING

- Exams take place **in person** during the official examination period at the end of each semester.
- Students have **two attempts** to complete the course.
- **Important:** No pre-exams, online exams, or distance exams are offered.
- Grading System (University of Ljubljana): Passing grades: 6–10.

LOCAL GRADE	EXPLANATION	ECTS GRADE
32	- - - - -	A
;	- - - - -	B
:	- - - - -	C
9	- - - - -	D
8	- - - - -	E
7	- - - - -	F

Transcript of Records (electronic version only) is sent within 4 weeks after exams to student and partner institution.

ONLINE LEARNING AGREEMENT (OLA)

- SEB is connected to the Erasmus Without Paper (EWP) network and supports OLA.
- Students should check if their home institution uses OLA. If not, a PDF Learning Agreement is accepted.
- Contact for OLA for SEB incoming students is Mrs. Petra Burgar at incoming@ef.uni-lj.si.

REQUIREMENTS

LANGUAGE

Students must provide proof of English proficiency at B2 level (CEFR) via one of the following:

- Transcript of Records listing English skills.
- Language Certificate with CEFR scale, issued by home institution.
- TOEFL (79) or IELTS (6.0) certificate.

ACADEMIC

- No specific academic requirements; we trust partner institutions to nominate suitable students.

ACCOMMODATION

- SEB does not provide or guarantee accommodation.
- UL Student Organization's International Office and Erasmus Student Network provide resources for private housing.
- Housing is seasonal; students are advised to book temporary accommodation for their first week in Ljubljana.

MONTHLY EXPENSES



Accommodation
up to 450 EUR



Food
100- 150 EUR



Transportation
20 EUR



Full name of the institution : UNIVERSITY OF LJUBLJANA SCHOOL OF ECONOMICS AND BUSINESS (UL SEB)

Address: Kardeljeva ploščad 17, 1000 Ljubljana, Slovenia

Erasmus code: **SILJUBLJA01**

Contact: **Petra Burgar**
T: **+386 1 5892-518**
E: **incoming@ef.uni-lj.si**

Accreditations: **AACSB | EQUIS | AMBA | TedQual | CEQUINT**

USEFUL LINKS AND OTHER INFORMATION



SEB Website for Incoming Students



SE Best Destination



Entry & Permit Information