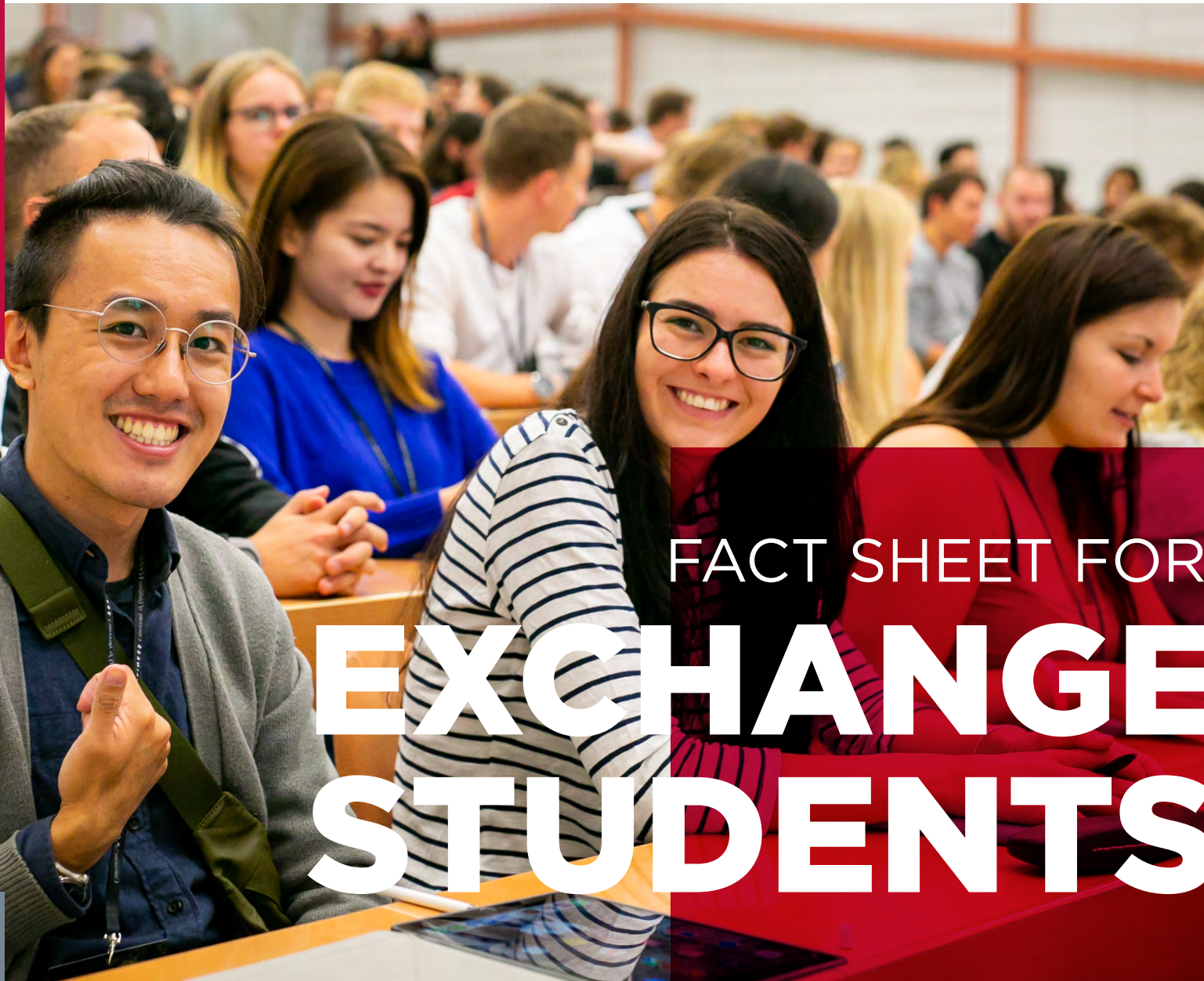


University of Ljubljana SCHOOL OF ECONOMICS AND BUSINESS



FACT SHEET FOR  
**EXCHANGE  
STUDENTS**

# INFORMATION FOR INCOMING EXCHANGE STUDENTS

## CONTACT PERSON

Ms. Petra Burgar  
[incoming@ef.uni-lj.si](mailto:incoming@ef.uni-lj.si)  
Tel.: +386 1 5892 518

## COURSES OFFERED TO INCOMING STUDENTS

We offer **more than 120 English taught courses** on Bachelor and Master level. Updated Course list is announced every April for the next Academic year.

[Course catalogue](#)

Exchange students can only choose courses from their study level (Bachelor students only Bachelor level courses, Master students only Master level courses). If approved by the home institution, Bachelor students in their 3rd and 4th year of study can register for Master courses as well.

Courses have limited number of free places and online registration is done by the rule "first come - first serve".

## CREDITS

BACHELOR COURSES	MASTER COURSES	MAXIMUM NUMBER OF CREDITS PER SEMESTER
6 ECTS	7 ECTS	30 ECTS (Bachelor) 35 ECTS (Master)

## SLOVENIAN LANGUAGE COURSE

*Centre for Slovene as a second and foreign language* organises a pre-semester intensive course and regular full semester courses of Slovene for Exchange students. After successful completion of the course, participants are awarded with 3 ECTS credits.

More information available at: <https://centerslo.si/en>

## EXAMS, GRADES AND TRANSCRIPTS

Final exams take place during the Examination period at the end of each semester. All exams are held at the SEB LU, we do not offer exams on distance. Students successfully pass the course if they receive a grade between 6 and 10. University of Ljubljana uses the following grading system:

LOCAL GRADE	EXPLANATION	ECTS GRADE
10	Exceptional knowledge without or with negligible faults	A
9	Very good knowledge with some minor faults	B
8	Good knowledge with certain faults	C
7	Solid knowledge but with several faults	D
6	Knowledge only meets minimal criteria	E
5	Knowledge does not meet minimal criteria	F

The official Transcript of Records is sent to students and their home institution within 4 weeks after the end of Examination period. We only issue electronic Transcript of Records, which is identical to the hard-copy version.

## USEFUL LINKS AND OTHER INFORMATION

WEBSITE FOR  
INCOMING  
STUDENTS



SEBest  
DESTINATION



# IMPORTANT DEADLINES

## NOMINATION DEADLINES

1 March to 1 May (1st semester)  
1 March to 1 November (for 2nd semester)

## APPLICATION DEADLINES

15 May (1st semester)  
15 November (2nd semester)

The nomination form will be sent to all partner institutions by the end of February. Nominated students will receive instructions regarding Application procedure within 2 weeks.

# PREREQUIREMENTS

## LANGUAGE REQUIREMENTS

Students must present a certificate of their English proficiency (at least B2 on the CEFR scale). Students can prove their English language skills in one of the three ways:

- **Language skills in English are listed on the Transcript of Records** or
- **Language Certificate with CEFR scale** (*issued by home institution*) or
- **Language skills in English are listed on the Transcript of uage Certificate with TOEFL score of 79 or IELTS score of 6**

## ACADEMIC REQUIREMENTS

There are no specific academic requirements. We trust that partner institutions will select appropriate students.

# ACCOMMODATION & ESTIMATED EXPENSES

SEB do not provide or guarantee accommodation for Exchange students during their stay in Ljubljana. UL Student Organization's International Office will provide students with a list of available options regarding private accommodation. All available rooms/apartments are located within the Ljubljana public transportation zone. The housing market in Ljubljana is very seasonal therefore we strongly advise Exchange students to book some temporary accommodation for the first week of their stay in Ljubljana, while searching for accommodation.

## ESTIMATED MONTHLY EXPENSES

- Accommodation: up to 450€
- Food: 100-150 € (- 3€ per meal)
- Transportation: 20€ (Urbana bus pass)
- Study materials: photocopies (0,05€/copy)

APPROXIMATE TOTAL: 550-600€

# ACADEMIC CALENDAR

Winter semester	
<b>Orientation days</b>	End of September
<b>Lectures</b>	October - January
<b>Examination period</b>	End of January - mid February

Spring semester	
<b>Orientation days</b>	Mid February
<b>Lectures</b>	February- June
<b>Examination period</b>	Mid June- mid July

COURSE  
CATALOGUE



ACADEMIC  
CALENDAR



VISA AND  
HEALTH INSURANCE  
INFORMATION







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

Erasmus code: **SI LJUBLJA01**

Address: **Kardeljeva ploščad 17  
1000 Ljubljana, Slovenia**

Contact: **T: +386 1 5892-400  
F: +386 1 5892-698**

Email: **info@ef.uni-lj.si**

Institution's website: **www.ef.uni-lj.si/en**

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

