



Full legal name of the institution:
UNIVERSITY OF LJUBLJANA
FACULTY OF ECONOMICS

Erasmus code:
SI LJUBLJA01

Address:
Kardeljeva ploščad 17
1000 Ljubljana, Slovenia

Institution's website:
<http://www.ef.uni-lj.si/en/>

Accreditations:

AACSB (Association to Advance
Collegiate Schools of Business)

EQUIS (European Quality
Improvement System)

AMBA (The Association of MBAs)

TedQual (Quality Assurance for
Tourism Education, Training and
Research Programmes)

CEQUINT (Certificate for quality in
internationalisation)

FACT SHEET FOR EXCHANGE STUDIES

University of Ljubljana

FACULTY OF
ECONOMICS

Useful contacts

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INFORMATION FOR INCOMING EXCHANGE STUDENTS

CONTACT PERSON

Ms. Petra Burgar
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COURSES OFFERED TO INCOMING STUDENTS

Only courses taught at FELU are available to Exchange students. Bachelor students are restricted from attending master level courses. A list of all FELU's Bachelor & Master level courses available to Exchange students can be found on our website under [Courses in English language](#).

Courses at FELU have limited number of students per class, where professors use a variety of teaching methods including lectures, case studies, individual and group projects, term papers, business games, presentations, exams and classroom discussions. Language of instruction is **English**.

Maximum number of registered ECTS credits per semester is 30.

EXAMS

Final exams take place the week or two following the last day of classes. Most exams are in written format. Students **should not** make plans to travel home before the end of Examination period.

Only successfully passed courses will be included in the final Transcript of Records. In order to be more eco-friendly and also to reduce the mailing costs and administrative workload we are only sending the official Transcripts of Records via email. The softcopy version is identical to the hardcopy version.

GRADES AND TRANSCRIPTS

FELU uses the following grade system:

Grade 10 = exceptional results without or with negligible faults; **ECTS = A**

Grade 9 = very good knowledge with some minor faults; **ECTS = B**

Grade 8 = good knowledge with certain faults; **ECTS = C**

Grade 7 = solid knowledge but with several faults; **ECTS = D**

Grade 6 = knowledge only meets minimal criteria; **ECTS = E**

Grade 5 = knowledge does not meet minimal criteria; **ECTS = F**

IMPORTANT DEADLINES

NOMINATION DEADLINES

(FOR EXCHANGE COORDINATORS)

1 March to 1 May (for 1st semester)

1 March to 1 November (for 2nd semester)

You can access the **nomination form** by clicking [here](#).

APPLICATION DEADLINES

(FOR STUDENTS)

15 May (1st semester)

15 November (2nd semester)

Documents to be submitted by student: Online application form, recent Transcript of Records, proof of English proficiency if studying in a language other than English. The application form will be send to all nominated students.

PRE-REQUIREMENTS

LANGUAGE REQUIREMENTS (NON-NATIVE SPEAKERS)

Students must present a certificate of their English language skills:

- Language skills in English are listed on the Transcript of Records of the home university OR
- Submit the Language Certificate with CERF scale OR
- Submit TOEFL score of 79 (IBT) or IELTS score of 6

ACADEMIC REQUIREMENTS

There are no specific academic requirements. We trust that Exchange Coordinators will select appropriate students to attend FELU.

ACCOMMODATION AND EXPENSES

HOUSING

University's residence hall: intern.office@uni-lj.si

Private accommodation: rooms@sou-lj.si

EXPENSES

Private accommodation: approx. 150€ - 350€

Student dormitory: approx. 120€ - 190€

Food: approx. 100€ - 150€ (Student coupon system: 3€/meal)

City transportation: 20€ (Monthly bus ticket)

USEFUL LINKS AND OTHER INFORMATION

WEBSITE FOR INCOMING STUDENTS: http://www.ef.uni-lj.si/content/static_english/international_office/exchange_students/ies.asp

COURSE CATALOGUE: http://www.ef.uni-lj.si/content/static_english/international_office/exchange_students/course_catalog.asp

ACADEMIC CALENDAR: http://www.ef.uni-lj.si/content/static_english/izobrazevanje/important_dates.asp

VISA AND HEALTH INSURANCE INFORMATION: http://www.ef.uni-lj.si/content/static_english/international_office/resident_health.asp

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