

FACULTY OF ECONOMICS

UNIVERSITY OF LJUBLJANA

Full legal name of the institution	UNIVERSITY OF LJUBLJANA FACULTY OF ECONOMICS
Erasmus code	SI LJUBLJA 01
Address	Kardeljeva ploščad 17, 1000 Ljubljana, Slovenia
Institution's web site	http://www.ef.uni-lj.si/en/
Accreditations	<p>AACBS Association to Advance Collegiate Schools of Business</p> <p>EQUIS European Quality Improvement System</p> <p>TedQual Quality Assurance for Tourism Education, Training and Research Programmes</p> <p>CEQUINT Certificate for quality in internationalisation</p>

International office	Contact
Head of International Office	<p>Mrs. Danijela Voljč danijela.voljc@ef.uni-lj.si Tel.: +386 1 5892 486</p>
Coordinator for INCOMING students	<p>Ms. Alma Elezović alma.elezovic@ef.uni-lj.si Tel: +386 1 5892-518</p>
Coordinator for OUTGOING students	<p>Mr. Mirzad Brkić mirzad.brkic@ef.uni-lj.si Tel.: +386 1 5892 453</p>
E+ Projects Coordinator	<p>Mrs. Mojca Maher Pirc mojca.maher.pirc@ef.uni-lj.si Tel: +386 1 5892-805</p>
Erasmus Mundus Project Assistant and Faculty/Staff mobility coordinator	<p>Ms. Klavdija Besednjak klavdija.besednjak@ef.uni-lj.si Tel: +386 1 5892-592</p>
Coordinator for Summer School	<p>Ms. Adrijana Lazić adrijana.lazic@ef.uni-lj.si Tel: +386 1 5892-605</p>



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Information for incoming exchange students

<p>Web site for Incoming students</p>	<p>http://www.ef.uni-lj.si/content/static_english/international_office/exchange_students/ies.asp</p>
<p>Contact person</p>	<p>Ms. Alma Elezović alma.elezovic@ef.uni-lj.si Tel: +386 1 5892-518</p>
<p>Course Catalogue</p>	<p>Only courses taught at FELU are available to exchange students. BBA students are restricted from attending master courses.</p> <p>A list of all FELU BBA & MBA courses available to exchange students can be found on our website under "Courses in English language"</p> <p>http://www.ef.uni-lj.si/content/static_english/international_office/exchange_students/course_catalog.asp</p> <p>Maximum number of registered ECTS credits per semester is 30.</p>
<p>Learning Expectations</p>	<p>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.</p>
<p>Language of Instruction</p>	<p>English</p>
<p>Academic calendar</p>	<p>http://www.ef.uni-lj.si/content/static_english/izobrazevanje/important_dates.asp</p>
<p>Exams</p>	<p>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 exams.</p>
<p>Grades and Transcripts</p>	<p>Grades will be awarded for every course in which a student is enrolled. An official transcript is sent to the home institution.</p> <p>FELU uses the following grade system:</p> <ul style="list-style-type: none"> Grade 10 = excellent; ECTS = A Grade 9 = very good; ECTS = B Grade 8 = very good; ECTS = C Grade 7 = good; ECTS = D Grade 6 = satisfactory; ECTS = E Grade 5 = fail



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Important deadlines	
Nomination Deadlines (for Exchange Coordinators)	1 March 2016 to 1 May 2016 (for 1 st semester) 1 March 2016 to 1 November 2016 (for 2 nd semester)
Required Information from Exchange Coordinator	Nomination form
Application Deadlines: (for Students)	15 May 2016 (1st semester) 15 November 2016 (2nd semester)
Documents to be Submitted by Student	Online exchange application, including a recent transcript, proof of English proficiency if studying in a language other than English (the application website will be emailed to all nominated students)
Pre-requirements	
Language requirements for non-native speakers	<p style="text-align: center;">Language Skills in English</p> <p>students must present a certificate of their English language skill:</p> <ul style="list-style-type: none"> - 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
Academic requirements	We trust that Exchange Coordinators will select appropriate students to attend FELU.
Accommodation, Expenses and other information	
Housing	<p>University`s residence hall: Intern.office@uni-lj.si</p> <p>Private accommodation: rooms@sou-lj.si</p>
Expenses	<p>Private accommodation: 150€ - 250€</p> <p>Student dormitory: 80€ - 160€</p> <p>Food: 100€ - 150€ (student coupon system 3€/meal)</p> <p>City transportation: 20€ (monthly bus ticket)</p>
Visa and Health insurance Information	http://www.ef.uni-lj.si/content/static_english/international_office/resident_health.asp