

INFORMATION SHEET 2015-2016

Full legal name of the institution	UNIVERSITY OF LJUBLJANA, FACULTY OF ECONOMICS
Address	Kardeljeva pl. 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 - Quality Assurance for Tourism Education, Training and Research Programmes CEQUINT - Certificate for quality in internationalisation
International office	CONTACT
Head of International Office	Mrs. Danijela Voljč, M.A. danijela.voljc@ef.uni-lj.si Tel.: +386 1 5892 486,
Coordinator for INCOMING students	Ms. Alma Elezović alma.elezovic@ef.uni-lj.si Tel: +386 1 5892-518
Coordinator for OUTGOING students	Ms. Tina Vujašković tina.vujaskovic@ef.uni-lj.si Tel.: +386 1 5892 453,
Coordinator for Erasmus Mundus and EU Projects	Mrs. Mojca Maher Pirc, MSc mojca.maher.pirc@ef.uni-lj.si Tel: +386 1 5892-805
Assistant coordinator for Erasmus Mundus and EU projects	Ms. Klavdija Besednjak klavdija.besednjak@ef.uni-lj.si Tel: +386 1 5892-592
Coordinator for Summer School	Ms. Adrijana Lazić adrijana.lazic@ef.uni-lj.si Tel: +386 1 5892-605
Academic/Staff coordinator	Mrs. Sandra Lazar sandra.lazar@ef.uni-lj.si Tel: +386 1 5892-843
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 int.office@ef.uni-lj.si Tel: +386 1 5892-518
Students organization	http://www.sou-lj.si/en/reception@sou-lj.si
Housing	University's residence hall: alma.elezovic@ef.uni-lj.si Intern.office@uni-lj.si Private accommodation: rooms@sou-lj.si

Course Catalogue	http://www.ef.uni-lj.si/content/static_english/international_office/exchange_students/course_catalog.asp Maximum number of registered ECTS credits per semester is 30.
ECTS Users' Guide	http://www.ef.uni-lj.si/content/static_english/izobrazevanje/important_dates.asp
Visa Information	http://www.ef.uni-lj.si/content/static_english/international_office/resident_health.asp
Insurance Information	http://www.ef.uni-lj.si/content/static_english/international_office/resident_health.asp
<u>IMPORTANT DEADLINES</u>	
Nomination period for winter semester (partner institution)	1 March 2015 to 1 May 2015 Nomination form
Application deadline for winter semester (students)	15 May 2015
Nomination period for spring semester (partner institution)	1 March 2015 to 1 November 2015 Nomination form
Application deadline for spring semester (students)	15 November 2015
<u>PRE - REQUIREMENTS</u>	
Language requirements for non-native speakers	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.
<u>Cost of Living (estimated)</u>	
Accommodation	Private: 150€ - 250€, Student dormitory: 80 € - 160€
Study material	Mostly photocopies (0,05 €/copy)
Food	200€ ; student coupon system (3€/meal)
City transportation	20€ (monthly bus ticket); up to 30€ for a used bicycle
Approximate <u>monthly</u> costs (in Euro)	Together: from app. 550€ - 600€ per month

