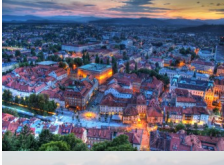
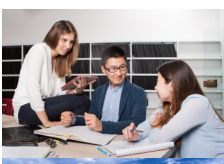
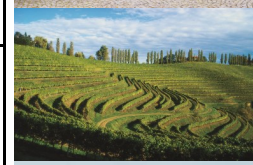


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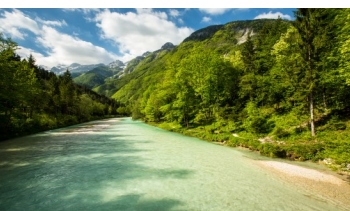
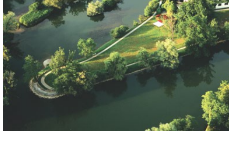
Full legal name of the institution	UNIVERSITY OF LJUBLJANA FACULTY OF ECONOMICS
Erasmus code	SI LJUBLJA 01
Address	Kardeljeva ploščad 17, 1000 Ljubljana, Slovenia
Institution's web site	http://www.ef.uni-lj.si/en/
Accreditations	<p>AACSB Association to Advance Collegiate Schools of Business</p> <p>EQUIS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

International office	Contact
Director of International Relations Office	<p>Mrs. Danijela Voljč danijela.voljc@ef.uni-lj.si Tel.: +386 1 5892 486</p>
Incoming students Coordinator	<p>Ms. Petra Burgar incoming@ef.uni-lj.si Tel: +386 1 5892 518</p>
Outgoing students Coordinator	<p>Ms. Tina Vujašković outgoing@ef.uni-lj.si Tel.: +386 1 5892 453</p>
Project manager	<p>Mrs. Mojca Maher Pirc mojca.maher.pirc@ef.uni-lj.si Tel: +386 1 5892 805</p>
Faculty mobility Coordinator	<p>Ms. Klavdija Besednjak klavdija.besednjak@ef.uni-lj.si Tel: +386 1 5892 592</p>
Summer School Coordinator	<p>Mr. Mirzad Brkić mirzad.brkic@ef.uni-lj.si Tel: +386 1 5892 605</p>



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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. Petra Burgar incoming@ef.uni-lj.si Tel: +386 1 5892 518
Course Catalogue	<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>
Learning Expectations	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	English
Academic calendar	http://www.ef.uni-lj.si/content/static_english/izobrazevanje/important_dates.asp
Exams	<p>Final exams take place the week or two following the last day of classes. Most exams are in written format.</p> <p>Students should not make plans to travel home before the end of Examination period.</p>
Grades and Transcripts	<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 2017 to 1 May 2017 (for 1 st semester) 1 March 2017 to 1 November 2017 (for 2 nd semester)
Required Information from Exchange Coordinator	<u>Nomination form</u>
Application Deadlines: (for Students)	15 May 2017 (1st semester) 15 November 2017 (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	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
Academic requirements	We trust that Exchange Coordinators will select appropriate students to attend FELU.

Accommodation, Expenses and other information	
Housing	University's residence hall: intern.office@uni-lj.si Private accommodation: rooms@sou-lj.si
Expenses	Private accommodation: 150€ - 250€ Student dormitory: 80€ - 160€ Food: 100€ - 150€ (student coupon system 3€/meal)
Visa and Health insurance Information	http://www.ef.uni-lj.si/content/static_english/international_office/resident_health.asp

