

University of Ljubljana, Office of International Relations

Kongresni trg 12, 1000 Ljubljana

🌐 www.uni-lj.si, ✉ internof@uni-lj.si

Office hours: Monday - Thursday: 9 am - 11 am and 2 pm - 3 pm,

Friday: 9 am - 11 am

University of Ljubljana grading system

Grade	Grade description
10	Exceptional knowledge without or with negligible faults
9	Very good knowledge with some minor faults
8	Good knowledge with certain faults
7	Solid knowledge but with several faults
6	Knowledge only meets minimal criteria
5	Knowledge does not meet minimal criteria

A student passes the exam if he/she is graded from 6 to 10. Study requirements may also be evaluated with grades: passed with distinction, passed or failed.

ECTS credits:

1 full academic year = 60 credits, 1 semester = 30 credits

Academic Calendar

1st Semester/ Winter semester	beginning of October – middle of January
Winter Examination period	middle of January – middle of February
2nd Semester/ Summer semester	middle of February – end of May
Summer Examination period	beginning of June – beginning of July
Autumn Examination period	middle of August – middle of September

National holidays

January 1 and 2	June 25
February 8	August 15
Easter Monday	October 31
April 27	November 1
May 1 and 2	December 25 and 26

Sport activities

Centre for Extracurricular Activities

🌐 www.uni-lj.si/extracurricular_activities/, ✉ sport@uni-lj.si

Biotechnical Faculty, International Office

Jamnikarjeva 101, 1000 Ljubljana

🌐 www.bf.uni-lj.si, ✉ international@bf.uni-lj.si

International cooperation at the Biotechnical Faculty

The international cooperation at the Biotechnical Faculty is currently very well developed and promotes the faculty's reputation in the world. International partnership is based on cooperation between individual professors and researchers, the exchange of students and professors, and the exchange of scientific publications. Bilateral collaboration on the basis of interstate agreements and within the framework of European Union programmes is also very extensive. Participation in the Erasmus+ Programme is primarily of high importance for students. Biotechnical Faculty has more than 120 signed Erasmus+ bilateral agreements and hosts more than 90 incoming students every year.

Departmental coordinators at the Biotechnical Faculty 1st and 2nd study cycle (BSc and MSc)

Agronomy	✉ prof. Jana Murovec, PhD
Animal Science	✉ prof. Andrej Lavrenčič, PhD
Biology	✉ assist. prof. Primož Zidar, PhD
Biotechnology studies	✉ assist. Maja Paš, PhD
Food Science and Technology	✉ prof. Lea Pogačnik da Silva, PhD
Forestry and Renewable Forest Resources	✉ prof. Thomas Nagel, PhD
Landscape Architecture	✉ assist. prof. Nadja Penko Seidl, PhD
Microbiology studies	✉ assist. Anna Dragoš, PhD
Wood Science and Technology	✉ assist. prof. Davor Kržišnik, PhD
Economics of Natural Resources	✉ prof. Luka Juvančič, PhD

Please check our website for further information about coordinators for 3rd study cycle (PhD): Interdisciplinary Doctoral Study Programme in Biosciences.

Biotechnical Faculty offers some **courses in English** as well as individual consultation for international students. The list of all courses offered in English is published online and updated every academic year. 🌐 www.bf.uni-lj.si/en/study/international-relations/course-catalogue/



POCKET GUIDE

FOR INTERNATIONAL STUDENTS



Dear international student,

the content of this Pocket guide is designed to help you in your first days after your arrival in Ljubljana, and to provide you with some basic useful information.

Subsidized student meals – “boni”

Students in Slovenia can eat at a very reasonable price in almost any restaurant in town. The subvention for meals is 4.02 EUR. To join the system of subsidized student meals just follow these steps:

1) enroll online studentska-prehrana.si/en, **2)** go to student Kampus (Pivovarniška ulica 6) to complete the application process. You can also download the Student meal App.

Things to bring with you: **1)** student ID card or mobility acceptance letter, **2)** Unique personal identification number EMŠO, **3)** valid ID card or passport, **4)** mobile phone.

Accommodation

The accommodation for international students in student dormitories is limited and primarily reserved for foreign students coming in the frame of Erasmus+ and CEEPUS study program.

Private accommodation: contact rooms@sou-lj.si or visit the International Office of the University Student Organization – ŠOU.

Temporary accommodation: www.visitljubljana.com where you can find a list of accommodations offered in Ljubljana. University of Ljubljana is also a partner of [HousingAnywhere](http://HousingAnywhere.com).

Language Requirements and Slovene language courses

The Biotechnical Faculty offers instruction in the following languages: Slovenian and English. Students must present a language certificate of their Slovene or English language skills: level B2 on the CEFR scale of the European Language Portfolio Levels.

Slovene language courses information and application:

Centre for Slovene as a second/foreign language centerslo.si

Zavod ŠOLT info@zavod-solt.si zavod-solt.si

Public transport in Ljubljana - BicikeLJ

The most effective means of public transport in Ljubljana is the city bus and the city bike. The bicycle rental requires prior registration at bicikelj.si and you can use it with any kind of Urbana card.

Student bus pass – the green URBANA card

For 20 EUR per month, the student bus pass is a cost-effective way to travel around Ljubljana. It is available from 1st October on. You can get the subsidized monthly pass at the LPP, Slovenska cesta 56, Ljubljana (office hours between 7 am and 7 pm) or at the main bus station. You will need EMŠO number. This bus pass is non-transferable. Map of bus routes www.lpp.si/en/public-transport/

Value bus pass – the yellow URBANA card

If you don't plan to ride buses regularly, you can get the transferable yellow Urbana value card and top it up according to your needs. 1.30 EUR/ride. Virtual card is available on Urbana app for Android or iOS.

Health

In case of health problems, you are advised to contact Zdravstveni dom za študente (**Health Center for Students**), Aškerčeva 4, Ljubljana <http://www.zdstudenti.si/en>. Always make an appointment via international@zdstudenti.si or phone: +386 1 200 74 25. To receive free health services, you need a European Health Insurance Card or an insurance policy.

Residence permit

If you are staying in private accommodation, report your temporary address to the nearest police station within three days. If you are staying in Slovenia for more than three months you should apply for the temporary (first) residence permit which can be obtained at **Upravna enota**. Apply for the temporary (first) residence permit within 3 days at Upravna enota.

Documents you need:

1) a valid ID or passport, **2)** Acceptance letter – original, **3)** Health insurance covering all risks in the host member state, **4)** Sufficient means for living (484.88 EUR per month), **5)** Photo (biometric 3,5x4,5cm). The temporary residence permit will be issued in accordance to the conditions set by the European Union.

Residence permit for non-EU citizens

If you are a third-country national from a country whose citizens are required to obtain a visa to enter the Republic of Slovenia and you wish to enter the Republic of Slovenia or stay there for study purposes, you are required to obtain a visa C (tourist visa) or visa D (long term visa) at a diplomatic mission or consulate of the Republic of Slovenia abroad prior to entering the Republic of Slovenia. For the same purposes, you can enter the Republic of Slovenia and stay there for a certain period of time (for no more than three months in a six-month period, starting on the date of the first entry) on the basis of your passport alone if you are a citizen of a country whose citizens are not required to obtain a visa to enter the Republic of Slovenia. Within the 90-day period or after the expiration of Visa D, you are obliged to apply for a first residence permit. Since this summer you can submit documents and applications to any administrative unit in Slovenia on appointment.

Documents you need:

1) a valid passport (3 months beyond your intended stay), **2)** acceptance letter – original, **3)** health insurance covering urgent health care services in the Republic of Slovenia as a minimum requirement, **4)** sufficient means of subsistence in a monthly amount at least equal to the basic minimal income (484.88 EUR per month), **5)** photo (biometric 3,5x4,5cm), **6)** a police clearance certificate not older than 3 months from your country, translated into Slovenian and verified.

Upravna enota Ljubljana, Oddelek za tujce

Administrative Unit Ljubljana, Administrative Internal Affairs Department for Foreign Citizens

Tobačna ulica 5, 1000 Ljubljana, tel. +386 1 828 16 90

upravneenote.gov.si/ljubljana, infotujci.si

Entrance: waiting room F (entrance from parking)

Office hours: Monday - Wednesday: 8 am - 3 pm, Friday: 8 am - 1 pm

SPECIAL DESK: ADMINISTRATIVE UNIT LJUBLJANA

From 24 September to 11 October 2024:

Monday, Tuesday and Wednesday from 10am to 2pm

Friday from 9am to 12pm

You will not need to book an appointment for submitting documents during this period, but you will be expected to have complete paperwork ready, including signed application form.

UL website: Entry and residence