Information for international students participating in exchange programmes

Why Ljubljana
You can be at the sea or a ski resort in matter of 2 hours.

SLOVENIA in brief

Area → 20,273 Km²
Population → 2 million
Capital → Ljubljana
Language → Slovene
Religion → Roman Catholic (82 %)
Climate → A harsh Alpine climate in the mountains, a Sub-Mediterranean at the coast, a continental in the north-east lowlands. The average temperature is above 20°C in July, and around 0°C in January.
Time Zone → Central European Time
Political System → Multi-party parliamentary democracy
People → Slovenes are cheerful and hospitable, but you can easily make them grumpy if you refuse to wear slippers in their home.
Food → Slovenia is famed for its excellent food, accompanied by one of its fine wines.

Visit the majestic Lake Bled

Visit mighty medieval castles

Hike in the Alps

See the shapes matching?

You become "real Slovenian" when you reach the highest peak Triglav (2,864m)

Other Facts
- 10th safest country in the world
- Excellent quality of drinking water
- 60% of Slovenia is covered by forest
- Home of the oldest grape vine in the world
- Home to numerous top athletes [Tina Maze, Goran Dragic, Anze Kopitar, Peter Prevc, ...]

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SLOVENIA You can be at the sea or a ski resort in matter of 2 hours.

Krvavec - ski resort only 25 km from Ljubljana

Knovec - ski resort only 25 km from Ljubljana

Visit mighty medieval castles

Wander through beautiful caves

Piran – a pearl of the Slovenian Mediterranean

Visit mighty medieval castles
Further information: http://www.visitljubljana.com

LJUBLJANA European Green Capital

Small city with a big heart: approx. 300,000 inhabitants. Ljubljana literally means »the loved one«.

Culture: each year it hosts over 10,000 cultural events, from prestigious musical, theatre and art events to alternative and avant-garde events, notably including 14 international festivals.

Fountain of life: you can drink tap water from more than 30 water fountains situated all over the town.

Great student life: 60,000+ students make a lively atmosphere throughout the whole year, offered both academic and night life for all, pop and alternative culture alike.

Well connected: every comer of the city center is reachable on foot or with an excellent city bus connections.

Ancient roots: Ljubljana arose from an old Roman fortified settlement named Emona and is now more than 2,000 years old, with the first mention dating all the way back in 14 AD. Yet the very first inhabitants settled down in the nearby area around 1,500 BC.

Tales of old: legends speak of brave warriors settling down 3,500 years ago after defeating a mighty dragon. The city is now known as the »Dragon city« and has inherited the beast into its coat-of-arms.

Strategic position: it is located in the center of beautiful Slovenia, offering easy access to other unique national regions and neighbouring countries for those who have the heart of an adventurer and love travelling.

Entertainment and cultural events: there are 15 museums, 25 galleries, 7 major theatres and several cinemas in Ljubljana.

European Green Capital: awarded for the greenest city of 2016. Ljubljana was shortlisted alongside with Essen, Nijmegen, Oslo and Umeå that represent a very high standard in Europe.
Best travel experience
10 top destinations from Ljubljana

Around Slovenia:
LAKE BLED AND LAKE BOHINJ – the most beautiful lakes in the Alps (only 40 min from LJ)
PIRAN AND SLOVENIAN COAST – Piran is one of the jewels of the Adriatic coast (1.5 hours from LJ)
TRIGLAV NATIONAL PARK – with beautiful valleys and highest picks in the Alps (1.5 hours from LJ)
POSTOJNA CAVE – the most visited tourist attraction with the “famous human fish”, you can experience exciting underground train ride (1 hour from LJ)
SOČA VALLEY – best for rafting, hiking, paragliding, zip lining, exploring historical sights and locations related to World War I (2 hours from LJ)

Outside Slovenia:
ZAGREB (Croatia) – capital of Croatia (2 hours from LJ)
VENICE (Italy) – take in the beauty of the canals and islands and explore this unique city! (2.5 hours from LJ)
SALZBURG (Austria) – lively cultural city offering art, music and life (3.5 hours from LJ)
BUDAPEST (Hungary) – historic capital of Hungary (4.5 hours from LJ)
BELGRADE – outspoken, adventurous and proud capital of Serbia (5 hours from LJ)

*Prices of luxury:
- Eating out (mid-range restaurant): 15€
- Cappuccino (regular): 1.20 – 1.80€
- Coke/Pepsi (0.33l): 1.80 – 3.00€
- Concert fees: 0.30€
- Club entrance fees: 0 – 15€
- Hamburger: 3.50 – 8.00€
- Ice cream (scoop): 1.30 – 1.50€
- Cinema fee: 5.25€, 10€
- Pack of gums: 0.90€
- Chocolate (250g): 2.70€
- Beer in a pub (domestic, 0.5l): 2.20€

*Prices in stores:
- Bread (500g): 1.10€
- Milk (1l): 1.00€
- Beer (0.5l): 1.00€
- Onion (1kg): 0.70€
- Beef (1kg): 8.00€
- Chicken breasts (1kg): 6.30€
- Bottle of wine (mid-range): 5.00€
- Eggs (12): 2.00€
- Apples (1kg): 1.20€
- Lettuce (1kg): 2.00€
- Rice (1kg): 1.50€

University of Ljubljana student organisation
It represents the rights and interests of students, organises various activities beyond the scope of study programmes and provides various services to students [legal assistance, assistance in accommodation, cultural and sports activities, etc.].

Libraries
There are 39 libraries operating within the University of Ljubljana Members [academies and faculties]. Students pay membership fee at one and they may use the basic services of all University libraries free of charge with their student identity card.

Internet access
Ljubljana city centre is covered with access points to the WiFiReLjubljana wireless broadband network, providing 60 minutes of free access to the Internet. EDURAM at all the university premises.

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The oldest and the largest higher education and scientific research institution in Slovenia. It is comprehensive, traditional and research oriented.

Roots from 17th century, officially founded in 1919.

Consists of 23 faculties and 3 arts academies.

More than 40,000 undergraduate and postgraduate students, employs approximately 5,600 higher education teachers, researchers, assistants and administrative staff.

Ranks among the top 3% universities in the world, according to Shanghai Academic Ranking of World Universities, Times THSE-QS ranking and Webometrics Ranking of World universities.

Hosts approx. 1,700 exchange students each year from more than 40 countries.

Active Erasmus Student Network (ESN) to provide opportunities for cultural understanding and self-development under the principle of Students Helping Students.

The university rectorate is located in the city centre where the central university building and the majority of its faculties are found. Some new, modern buildings and a small scale campus are located in the northern part of the city (Bežigrad).
The University of Ljubljana builds and strengthens the academic union of professors, researchers, students and other associates. It has close ties with Slovenian companies, foreign enterprises and public sector. Established in 1956 and is a member of University of Ljubljana. The leading educational and research institution in the field of public administration in Slovenia. Enhances multidisciplinary knowledge: administration, organization, law, economy, management and informatics. Encompasses approx. 1,600 students and 80 employees. Modern Faculty infrastructure provides a specialized library and is fully Wi-Fi covered. Awarded the prestigious European Association for Public Administration Accreditation (EAPAA) for the first and second cycle study programs in administration. Cooperates with more than 65 international partner universities and welcomes many foreign students and lecturers every year. Experience in organizing international eco-oriented intensive programmes for students (spring and summer schools). With active Consulting&Training center for additional professional training for public administration employees. Publishes scientific journal International Public Administration Review and other study materials and books. Scientific-research focuses on: public sector economics and finance, business management studies in public sector, administrative law, public policy, informatization of public sector, e-government, HRM in public administration.
Academic Calendar

1st semester
Beginning of October – Mid-January

2nd semester
Mid-February – Beginning of June
(courses in English)

Study programmes

The 1st cycle study programmes:
- University Study Programme in Public Sector Governance (EAPAA accredited)
- Professional Study Programme in Administration (EAPAA accredited)
- Interdisciplinary University Study Programme in Administrative Information Science

The 2nd cycle study programmes:
- Master’s Study Programme in Administration (EAPAA accredited)
- Master’s Joint Study Programme Management in Administration

The 3rd cycle study programmes:
- Doctoral Study Programme Governance and Economics in Public Sector

Courses in English for exchange students at the Faculty of Administration:
Ljubljana is a lovely city with truly friendly atmosphere. I am grateful for the opportunity to study in such a nice city. Moreover, the Faculty of Administration is the best place to enrich educational background, experience different style of tuition and meet new people from all around the world.

(Monika, Ceepus student from Slovakia)

The University of Ljubljana will always be my second home. Ljubljana is a beautiful, green and picturesque place full of kind and smiling people. I am so grateful that I got the chance to study at the Faculty of Administration."

(Maria Koumarianou from Greece)

We bring you GUIDANCE – International tutorship

“...explore Slovenia...”

“If you have a chance to study in Slovenia, don’t think twice. It’s an amazing country, especially for students, great conditions and facilities, friendly academic staff, high quality of education. All of this in around beautiful landscapes (from my faculty I can see Alpes?) and warm Slovenian people!”

(Damian Maciąg, student from Poland)

“Buddy” TUTORSHIP – system

Active Facebook Fan Page

Free Wireless network and computer corners (Eduroam)

On-line E-student account (timetable, grades, contact hours)

Print box (hall in the 1st floor) – 0.04€ – 0.10€ /1 colour page

Library and study room

Individual library training courses - how to use library facilities, services and online resources

Student restaurant and coffee shops around

Interesting weekly programme and trips around Slovenia and neighbouring countries (Croatia, Italy, Bosnia and Herzegovina, Serbia) organised by the students.

FACULTY OF ADMINISTRATION

Being an exchange student at the Faculty of Administration

“...and be part in Eco Initiative (Summer school)...”

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(Monika, Corpus student from Slovakia)

Print your study material anytime

Receive a friendly and helpful hand

Meet new friends

Print your study material anytime

Receive a friendly and helpful hand

Meet new friends
Extra-curricular activities

Sport activities
Over 60 sports programmes/courses at the university and following at the Faculty of Administration:
• Basketball
• Futsal
• Handball
• Volleyball

Debate club
Case Study
Art and culture
Volunteering and charity work
Research, science and projects outside the scope of study programmes

National and University library (NUK) is one of the most important national educational and cultural institutions of Slovenia, established in 1774. It is located in the centre of Ljubljana, in a building designed by the famous architect Jože Plečnik in the years 1930–31.

Faculty of Administration library

Library

Membership fee:
8.00€/semester, access to all University libraries and its collections.

Individual library training courses – how to use library facilities, services and online resources.

The library collection contains around:
• 11,000 monographs,
• 12,000 bachelor and master thesis,
• 20 current print foreign academic journal titles,
• 30 current print Slovenian journal titles.

Distance access via Digital Library of the University of Ljubljana (DiKUL) to more than 150,000 licensed and open access electronic journals, books and international bibliographic databases (Springerlink, Elsevier, Web of Science, Scopus, Science Direct, Wiley, Sage etc.).
CEEPUS APPLICATION PROCEDURE:

**Deadline**
- 15 June – for the 1st semester
- 15 November – for the 2nd semester

**Language requirements**
- Slovenian: B2 level (CEFR) or
- English: B2 level (need to submit Transcript of Records of the home university or Language Certificate with CEFR scale or TOEFL score of 79 (IBT) or IELTS score of 6)

**Online application**
- Student application on: https://www.ceepus.info/login/login.aspx#nbb

**BILATERAL APPLICATIONS:**
- Contact International Office: international@fu.uni-lj.si

HOW AND WHEN TO APPLY for EXCHANGE at the Faculty of Administration

**Online application**
- Student application on: https://www.ceepus.info/login/login.aspx#nbb for International CEEPUS Network of Administration, Economics and Organizational Sciences
- Attachments to your Application:
  - Transcript of Records (of your home university)
  - Learning Agreement
  - Language Certificate (B2 level of English)

**PERSONAL CHECKLIST:**
- University of Ljubljana, International office, Kongresni trg 12, Ljubljana
  - Office hours: M-O: 9:00-11:00 and 14:00-15:00, F: 9:00-11:00
  - Obtain a student card (Erasmus + students only)
- Student Organization of the University of Ljubljana, International office, Pivovarniška 6, Ljubljana
  - Office hours: MO: 12.00 - 15.00, TU: 14.00 - 17.00, F: 12.00 - 15.00
  - Obtain Slovenian SIM Card for mobile phone
  - Register in a system for subsidized meals
  - Obtain Urbana Card – public transportation card
  - Apply for student work (equal rights as for Slovenian students)
  - Get help with finding private accommodation – http://www.lifelnljubljana.si
  - Join sports activities – http://www.sousport.si/
  - Forklift licence application (ESN Ljubljana)
  - Get help with finding private accommodation – http://www.forkliftzone.com

**Faculty of Arts, Aškerčeva 2, Ljubljana**
- Attend Intensive Course of Slovene for Erasmus+ Students (60 hours course, 3 ECTS)
- Application form and more information: http://centerslo.si/en/courses-for-adults/

**Ljubljana Public Transport, Slovenska cesta 56, Ljubljana**
- Obtain student bus card URBANA TIME CARD (20 € per month)
- Register for self-service bike borrowing system "bicikelj" for only 3 eur/year on http://en.bicikelj.si/
GETTING IN TOUCH WITH US:
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University of Ljubljana / Faculty of Administration
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