



**Full name of the institution:**  
UNIVERSITY OF LJUBLJANA,  
SCHOOL OF ECONOMICS  
AND BUSINESS (SEB LU)

**Erasmus code:**  
SI LJUBLJA01

**Address:**  
Kardeljeva pl. 17  
1000 Ljubljana, Slovenia



## FACTSHEET FOR EXCHANGE STUDENTS

### IMPORTANT DEADLINES

**Nomination Deadline:** 1 March - 1 May (1<sup>st</sup> semester)  
1 March - 1 November (2<sup>nd</sup> semester)

**Application Deadline:** 15 May (1<sup>st</sup> semester)  
15 November (2<sup>nd</sup> semester)

The nomination form will be sent to all partner institutions in February. The application form will then be sent to all nominated students. Documents to be submitted by student: *Online Application Form, recent Transcript of Records, proof of English proficiency (if studying in a language other than English).*

### COURSES OFFERED TO INCOMING EXCHANGE STUDENTS

We offer **more than 120 English taught courses** on Bachelor and Master level (different study programmes & study years). Updated Course list is announced every April for the next Academic year; we don't expect drastic changes. [Course catalogue](#)

**Undergraduate students can register for Bachelor level courses only and graduate students for Master level courses.** Students can choose among all English taught courses with written permission from their home institution. Some courses have limited number of free places and online registration is done by the rule "first come - first serve".

### CREDITS

BACHELOR COURSES	MASTER COURSES	MAXIMUM NUMBER OF CREDITS PER SEMESTER
6 ECTS	7 ECTS	30 ECTS (Bachelor)
		35 ECTS (Master)

### SLOVENIAN LANGUAGE COURSE

*Centre for Slovene as a second and foreign language* organises a pre-semester intensive course and regular full semester courses of Slovene for Exchange students. After successful completion of the course, participants are awarded with 3 ECTS credits.

More information available at: <https://centerslo.si/en>

## QUICK FACTS ABOUT SEB LU



OVER 120 ENGLISH  
COURSES (Bachelor  
and Master level)



OVER 200 PARTNER  
INSTITUTIONS  
WORLDWIDE

### CONTACT

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## PREREQUIREMENTS

### LANGUAGE REQUIREMENTS

Students must present a certificate of their English proficiency (at least **B2** on the CEFR scale). Students can prove their English language skills in one of the three ways:

- Language skills in English are listed on the Transcript of Records or
- Language Certificate with CEFR scale (*issued by home institution*) or
- Language Certificate with TOEFL score of 79 or IELTS score of 6

### ACADEMIC REQUIREMENTS

There are no specific academic requirements. We trust that partner institutions will select appropriate students.

## EXAMS, GRADES AND TRANSCRIPTS

Final exams take place during the Examination period at the end of each semester. All exams are held at the SEB LU, we do not offer exams on distance. Students successfully pass the course if they receive a grade between 6 and 10. University of Ljubljana uses the following grading system:

LOCAL GRADE	EXPLANATION	ECTS GRADE
10	<i>Exceptional knowledge without or with negligible faults</i>	A
9	<i>Very good knowledge with some minor faults;</i>	B
8	<i>Good knowledge with certain faults</i>	C
7	<i>Solid knowledge but with several faults</i>	D
6	<i>Knowledge only meets minimal criteria</i>	E
5	<i>Knowledge does not meet minimal criteria</i>	F

The official Transcript of Records is sent to students and their home institution within 4 weeks after the end of Examination period. We only issue electronic Transcript of Records, which is identical to the hard-copy version.

## ACADEMIC CALENDAR

Winter semester		Spring semester	
<b>Orientation days</b>	End of September	<b>Orientation days</b>	Mid February
<b>Lectures</b>	October - January	<b>Lectures</b>	February- June
<b>Examination period</b>	End of January - mid February	<b>Examination period</b>	Mid June- mid July

## ACCOMMODATION & ESTIMATED EXPENSES

We will connect each student to a tutor who can help them with their accommodation search. Tutors are local students who help Exchange students look for accommodation, help them arrange all necessary documentation upon arrival to Ljubljana and introduce them to Slovenia as well as Slovenian student life. The housing market in Ljubljana can be very seasonal therefore we strongly advise Exchange students to book some temporary accommodation for the first week of their stay in Ljubljana while searching for accommodation.

### ESTIMATED MONTHLY EXPENSES

- **Accommodation:** up to 450€
- **Food:** 100-150 € (~ 3€ per meal)
- **Transportation:** 20€ (*Urbana* bus pass)
- **Study materials:** photocopies (0,05€/copy)

**APPROXIMATE TOTAL: 550-600€**