

*Faculty of Arts, University of Ljubljana,
5 October 2022*

Welcome Meeting for Incoming Students

Department of History



University of Ljubljana
FACULTY OF ARTS

AGENDA:

- 1. welcome by the Head of the Department of History, Asst. Prof. Dr. Irena Selišnik**
- 2. welcome by the representative of students of history at the Department of History, Gregor Gartner**
- 3. welcome by the tutor Domen Zabukovnik, on behalf of tutors at our department**
- 4. welcome by the Slovenian section of the *International Students of History Association***
- 5. your brief introductions & your courses selections**
- 6. a virtual tour around your classrooms**
- 7. incoming students' questions**
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Representative of **students of history** at the Department of History: Gregor Gartner:

- gartner.gregor@gmail.com

Tutors:

- representative of **tutors at the Department of History**: Tamara Šterk:

- tayra.sterk@hotmail.com

- member of the faculty's team of tutors for exchange students:

- Domen Zabukovnik: domen.zabukovnik@gmail.com

- representative of **tutors for exchange students at the Faculty of Arts** (21 departments):

- tutorstvo.tuji@ff.uni-lj.si (Sara Ivanovska)

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ISHA LJUBLJANA



isha.ljubljana@gmail.com

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4 Announcements:

Announcement 1: VIS system

CAN YOU STILL CHANGE YOUR SELECTION OF COURSES?

- If needed, changes to your learning agreements possible, preferably within the first two weeks:

- ERASMUS+ STUDENTS: please **fill in the form "Changes to the original Learning agreement"** which you can find here: <https://www.ff.uni-lj.si/en/node/7342>.

When you know, which subject will replace the previously selected one, I also need to sign the changed learning agreement.

Anyway, please make sure that your home faculty will recognize the ECTS points which you will bring home from the new course.

- I will only be involved in eventual changes to your learning agreements, if the Department of History is your main host department. Nonetheless, keep me informed in case of any changes in your courses selection at the Department of History.

Announcement 2:

Medieval Course History of SE Europe:

First meeting: October 10th, classroom 115 (if a larger classroom is available, so that the course will move there, you will be informed on time – no additional e-mail information from my side means classroom 115 and in this case it would be a clever idea to wear a mask).

**EVERY MONDAY, 5.10-8.25 p.m.,
classroom 115**

Prof Mlacović's consultation hours: every Tuesday, at 1 p.m. in the office 111 (History department, first floor), by previous appointment via e-mail (dusan.mlacovic@ff.uni-lj.si) at least 24h in advance

Announcement 3:

Meetings with professors:

Contact data of your professors (office hours, e-mail address): combine:
-the manual *History for exchange students* to identify the professor
- <https://zgodovina.ff.uni-lj.si/en/about-department/presentation-staff>,
**in addition, please check the Slovene website for the confirmation of the
timing of office hours:**

[Zaposleni | Filozofska fakulteta Univerze v Ljubljani \(uni-lj.si\)](#)

**Do send an e-mail to a professor at least 24 hours before you plan to
visit her_him during her_his office hours – to make entirely sure that
she_he checked the e-mail and you both count on a meeting at that
time, otherwise it could happen that the professor is not there.**

Send an e-mail to your professors soon (in the next days; exception: Prof Mlacović: Medieval History of SE Europe – you will be meeting him every week in the classroom), and ask every professor for a meeting during their office hours.

When you contact your professors in the next days, ask them (exception: Prof Mlacović):

- **what your tasks in the frame of a certain course in the winter semester are (exam/seminar),**
- **which literature you are expected to study,**
- **when your exam can be scheduled/what the deadline to submit the seminar is,**
- **how you will inform the professor one week before the exam that you will be taking the exam at a certain date (via Student Information System (VIS) or via e-mail).**

Announcement 4:

Holidays & days when no lectures take place in the winter semester (holidays on weekends not included):

**31 October & 1 November,
26 & 30 December & 2 January,
8 February**

ask your professors in mid-December if there are any activities at the faculty on 27-29 December

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Tips for easy orientation in the main faculty building (Aškerčeva 2):

(a) The name of the classroom consists of **3 digits** > 1st digit = floor:

1st digit 1 > on the **1st floor**

(e.g., 102)

1st digit 2 > on the **2nd floor** (e.g., 201)

...

(b) the **first digit is 0** (one or two more digits follow): **basement**

(e.g., 019)

(c) There is only 1 digit OR

there are only 2 digits & the first one is not 0

} → on the
ground floor
(e.g., 5 or 18)

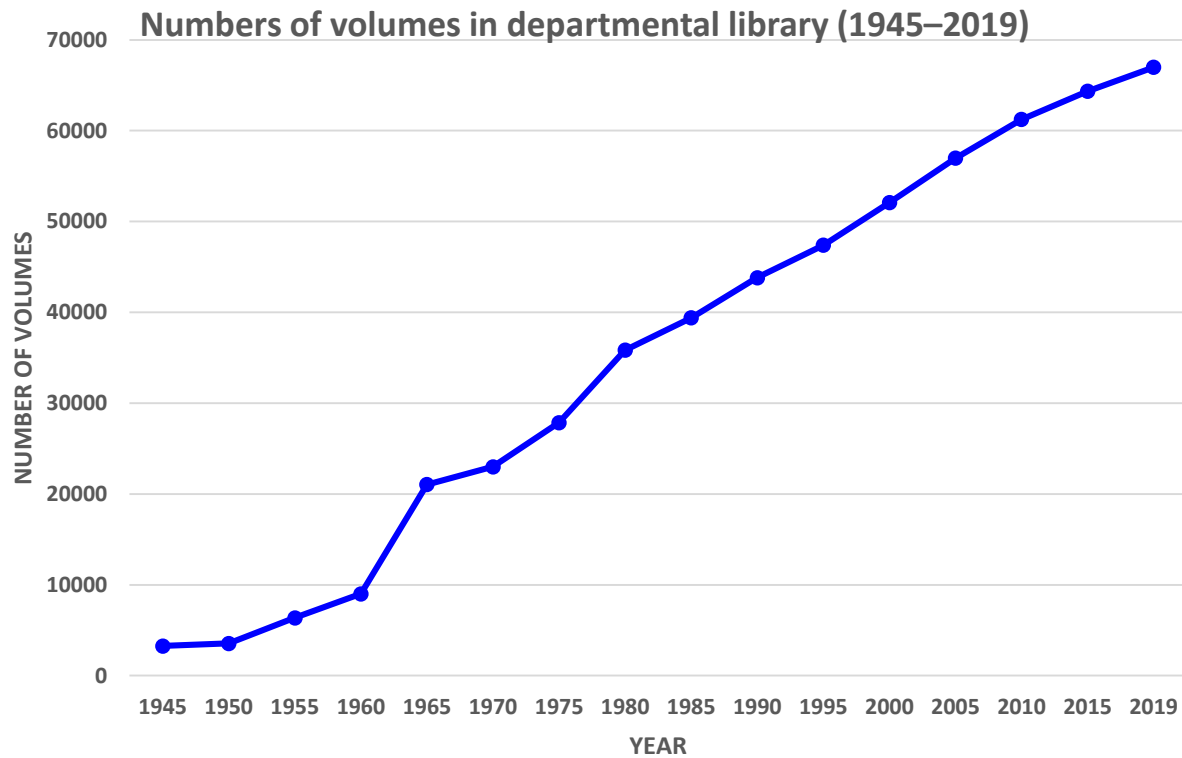
(d) **one digit, -Rim.'** (e.g., 1-Rim.) = **entrance** to the classroom from the courtyard behind the building

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Interested in the history of the territory of Slovenia, but you have not selected any Slovene history course?

That's a list of most relevant short overviews in English:

<https://zgodovina.ff.uni-lj.si/sites/default/files/documents/List%20of%20basic%20literature%20for%20exchange%20students%20-%20Dept%20of%20History-final.pdf>

THANKS FOR YOUR ATTENTION ☺