



University of Ljubljana  
FACULTY OF ARTS

# HISTORY for Exchange Students

/

# ZGODOVINA za študente na izmenjavi

University of Ljubljana, Faculty of Arts,  
Department of History  
Ljubljana, 2022

Danijela Trškan & Žiga Zwitter

## GENERAL INFORMATION

Spletna stran Oddelka za zgodovino / **Homepage of the Department of History:**

**<https://zgodovina.ff.uni-lj.si/en>**

**UNIVERSITY OF LJUBLJANA  
FACULTY OF ARTS  
DEPARTMENT OF HISTORY**

UNIVERZA V LJUBLJANI  
FILOZOFSKA FAKULTETA  
ODDELEK ZA ZGODOVINO

See also: "About the Department of History":

**<https://zgodovina.ff.uni-lj.si/en/about-department-history>**

## INTERNATIONAL OFFICE AT THE FACULTY OF ARTS

<https://www.ff.uni-lj.si/en/node/7331>. Please check the news on this website (it can happen that office hours will be adapted to mitigate the COVID-19 hazard; in case of an unfavourable health situation, contacts with the International Office office will be limited to e-mail exchange).

FACULTY COORDINATOR: **ANJA GOLEC**, Mobility Advisor

Uradne ure: vsak dan 11h–13h; **Office hours: every day 11 a.m.–1 p.m.**

elektronski naslov/e-mail: [anja.golec@ff.uni-lj.si](mailto:anja.golec@ff.uni-lj.si)

Mednarodna pisarna/International Office

Univerza v Ljubljani Filozofska fakulteta/University of Ljubljana Faculty of Arts

Aškerčeva 2, SI 1000 Ljubljana

Soba/Room: 10 (ground floor)

telefon/phone: 00386 1 241 1356

Please contact the **International Office**:

- (1) for **enrolment** (before your arrival),
- (2) please visit the International Office personally (during office hours: 11 a.m.–1 p.m.) to **register** at our faculty immediately after your arrival – there you will receive important pieces of information and also important documents,
- (3) you are again supposed to visit the international office **3 days before you leave Slovenia** at the end of your visit.

Do not hesitate to visit the International Office also in the meantime – colleagues there will be happy to help you any time during their office hours.

## **INFORMATION FOR INCOMING STUDENTS ON THE WEBSITE OF THE INTERNATIONAL OFFICE OF OUR FACULTY:**

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

[International office \(incoming students and professors\) | Filozofska fakulteta Univerze v Ljubljani \(uni-lj.si\)](#)

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

## **TAJNIŠTVO – SECRETARY'S OFFICE (DEPARTMENT OF HISTORY)**

Tajnica/Secretary: Jasna Vanček  
Soba/Room 101 (on the 1st floor)

**Uradne ure/Office hours:** vsak dan 11.00–13.00 / every day: 11 a.m. – 1 p.m.  
elektronski naslov/e-mail: [Jasna.Vancek@ff.uni-lj.si](mailto:Jasna.Vancek@ff.uni-lj.si) OR [info.zgodovina@ff.uni-lj.si](mailto:info.zgodovina@ff.uni-lj.si)  
telefon/phone: (00 386 1) 241 1190  
faks/ fax: (00 386 1) 241 1191

Please contact the secretary in case of questions related to the timetable or in case of eventual difficulties to contact your professors.

**If you speak German, please communicate with Mrs. Vanček in German; conversation in English is also possible.**

### **Oddelčni koordinator za mednarodno sodelovanje / INTERNATIONAL EXCHANGE COORDINATOR at the Department of History (APPLICATION FOR HISTORY COURSES):**

**Asst. Prof. ŽIGA ZWITTER, PhD**  
[ziga.zwitter@ff.uni-lj.si](mailto:ziga.zwitter@ff.uni-lj.si)

#### **Office hours:**

Thursday 5.10–6.10 p.m. (Room 111, from mid-February to May; the rest of the year: send an e-mail meeting request on Wednesday to arrange a meeting on Thursday – Dr Zwitter will let you know if office hours take place via Zoom or in person; the same goes to times COVID-19).

**PLEASE VISIT THE OFFICE DURING THE OFFICE HOURS.**

**Please contact Žiga Zwitter**

**(1) to help you select the courses,**

- (2) **in case of eventual changes to your learning agreement soon after the beginning of the semester (usually within the first 2 weeks of the semester),**
- (3) **in case of eventual difficulties during your history studies at our department.**

## **HOW TO PROLONG YOUR STUDY IN SLOVENIA?**

If you would like to study in Slovenia longer than planned, please contact the Slovenian national coordinator Mrs. Petra Vilfan ([Petra.Vilfan@cmepius.si](mailto:Petra.Vilfan@cmepius.si)) at least 1 month before the expected end of your study visit to Slovenia. She will inform you, how your study in Slovenia can continue – which kind of a further grant you can apply for. Namely, apart from Erasmus+ exchanges, there exist also other programmes for students' exchanges (e.g., CEEPUS, bilateral agreements ...) and she will kindly identify the right one for you, if only it exists.

## **THE LANGUAGE OF THE STUDY OF HISTORY AT OUR DEPARTMENT**

**Every winter semester, lectures of the course Medieval History of Southeast Europe are held in English.**

**Other lectures and seminars in the winter semester and all courses in the summer semester are almost always held in Slovenian.** They are only held in English, if percentages of foreign students attending these classes are high and at the same time also Slovenian students agree with English as the language of lectures/seminars. Many courses also host e.g. one lecture by an invited foreign specialist per year – these lectures are usually also held in English.

**If lectures/seminars are in Slovenian, all incoming students are offered individual consultations in English, at some professors in German** (or in another language based on agreement between professors and students: **see the notes on languages in the tables (lists of courses) below**).

#### **EXAMS:**

The language of the great majority of oral and written exams and seminars can be English (or German or French or Italian or Croatian or Serbian ...).

English is usually one of the possible languages of exams, but there are exceptions. Please check the language of exams of each course carefully on the list of classes below.

## **THE BEGINNING OF YOUR STUDY AT THE DEPARTMENT OF HISTORY**

Upon your arrival, please visit the International Office of our faculty first.

Then contact the departmental coordinator Dr Žiga Zwitter (whom you already contacted before your arrival), if your Learning agreement has not been signed yet. Please do this at the departmental welcome meeting for incoming students.

At the beginning of your first semester in Ljubljana (e.g. in the first or second week of the semester) all incoming students will be invited to a welcome meeting with the head of the department, the department's coordinator of international exchanges, with representatives of our history students, tutors, of the Slovenian section of the International Students of History Association, and with a librarian.

Please **contact your professors via e-mail and ask them for a meeting as soon as possible after the departmental welcome meeting**. The only exception is Prof. Mlacović in the winter semester (course **Medieval History of Southeast Europe**), whom you will be meeting in the classroom every week, so there is no need to visit him during his office hours at the beginning – but, of course, feel free to visit them as well, if you have any questions.

**When you personally visit all your professors soon after your arrival (in person or via Zoom – in response to your first e-mail, every professor will let you know, if your meeting will be carried out in person or via Zoom; via Zoom > professor will send you the link), ask them:**

- (1) what your tasks in the frame of a certain course are (exam/seminar),**
- (2) which literature you are expected to study,**
- (3) will the lectures/seminar be held in English/in Slovenian (you can be sure that the course Medieval History of Southeast Europe will be held in English every winter semester):**
  - a. in Slovenian > professor will be available for individual consultations with you, but you will not attend regular meetings with Slovenian students,**
  - b. in English > do your best to attend the lectures/seminar,**
- (4) when your exam will be scheduled/what the deadline to submit the seminar is,**
- (5) how you will inform the professor one week before the exam that your previously agreed exam date will in fact be your exam date (via Student Information System (VIS) or via e-mail).**

**Offices, office hours, e-mail addresses and phone numbers of professors:**

please visit their homepages here: [Presentation of staff | Oddelek za zgodovino | Filozofska fakulteta Univerze v Ljubljani \(uni-lj.si\)](#) (ponedeljek = Monday; torek = Tuesday; sreda = Wednesday; četrtek = Thursday; petek = Friday)

**The best way to contact professors is sending them an e-mail a day or two in advance to arrange a meeting that will take place during their office hours (obligatory at the beginning of the semester – exception: Prof. Mlacović in the winter semester). Later during the semester, e-mails are also usual; phone calls are not as usual at our faculty.**

**In times of COVID-19, in exam periods and when there are no lectures on the timetable of the professor (so she or he is likely to work in archives), office hours usually take place on-line.**

## **KNJIŽNICA ODDELKA ZA ZGODOVINO/LIBRARY OF THE DEPARTMENT OF HISTORY**

Soba/Room 104 (on the 1st floor)

**We strongly recommend you to visit the website of the departmental library: <https://zgodovina.ff.uni-lj.si/en/library-department-history>.**

See also the central website of all departmental libraries of the Faculty of Arts, including e.g. a highly useful **Library Guide** (<https://zgodovina.ff.uni-lj.si/en/library/basic-information>): **our physical and virtual libraries, and guidelines how to search for literature in Slovenian libraries.**

Urnik izposoje/Open:

ponedeljek/Monday, torek/Tuesday, četrtek/Thursday, petek/Friday:

8 a.m.–2 p.m. (July–September 9 a.m.–1 p.m.)

Sreda/Wednesday: 8 a.m.–5 p.m. (July–September: 11 a.m.–3 p.m.)

elektronski naslov/e-mail: [knjiznica-zgodovina@ff.uni-lj.si](mailto:knjiznica-zgodovina@ff.uni-lj.si)

telefon/phone: (00 386 1) 241 1200, 00 386 241 1201

faks/fax: (00 386 1) 1259 337

**TO GET THE LIBRARY CARD (FOR ALL LIBRARIES AT THE FACULTY), PLEASE VISIT THE LIBRARY AND FILL IN THE REGISTRATION FORM** (you received it when you registered at the Interational Office of the Faculty immediately after your arrival – so you can already fill it in in advance). **Your student card is at the same time also your library card enabling use of all libraries of our Faculty after you paid the low registration fee in one of them.**



Čitalnici/**Reading rooms**: a small reading room is located in our departmental library (room 104) and a bigger one in the classroom 015 (in the basement of the main faculty building);

**a great reading room** is located in the **National and University Library** of Slovenia (5-min walk from our faculty): <https://www.nuk.uni-lj.si/eng/node/475> (check the website for news related to measures to mitigate the COVID-19 hazard; most of the time you can borrow books and when the health conditions are not too bad, reading rooms are also open; an eventual announcement that the impressive building of this library is closed for sightseeing in times of COVID-19 does not automatically mean that it is closed for students!).

## **COURSES IN 2022/23:**

**Classrooms and timetables (all courses) are documented here:** <http://urnik.ff.uni-lj.si/en/> (please enter the surname of the lecturer to be able to find out easily, when and where your course is scheduled; surnames of lecturers are given in this file (History for Exchange Students) in the tables below **OR** simply visit the secretary of our department (please respect the office hours: 11 a.m.–1 p.m.), tell her the titles of your selected courses and she will kindly explain, when and where your courses will be held).

## **Final list of courses in 2022/23:**

## 1. WINTER SEMESTER

### 1. 1. WINTER SEMESTER: FIRST CYCLE: Bachelor's programme

Lectures & seminars are most likely held in Slovenian (with the exception of the course **Medieval History of Southeast Europe, with regular lectures held in English**). In the frame of other courses, we offer foreign students **individual consultations in English** (except for the courses with special linguistic comments in red in the fourth column of the following table).

Exams are in **English** (except for the courses with special linguistic comments in red in the fourth column).

Courses in the **WINTER SEMESTER 2022/23** will last from **3 October to 13 January + exams (from 16 January to 10 February)**:

Predmeti (titles of courses in Slovenian)	Courses (translated titles) & ECTS points	Predavatelj – Lecturer	Semester Language (if special)
<b>ZG1 Teorija zgodovine</b>	Theory of History 5 ECTS	Dr. Marta Verginella	Winter semester
<b>ZG1 Grška zgodovina</b>	Greek History 5 ECTS	Dr. Alenka Cedilnik	Winter semester
<b>ZG1 Seminar iz grške zgodovine</b>	Seminar in Greek History 5 ECTS	Dr. Alenka Cedilnik	Winter semester
<b>ZG1 Rimska zgodovina</b>	Roman History 5 ECTS	Dr. Milan Lovenjak	Winter semester
<b>ZG1 Zgodovina jugovzhodne Evrope v srednjem veku</b>	<b>Medieval History of Southeast Europe</b> 5 ECTS	Dr. Dušan Mlacovič	Winter semester <b>The whole course (regular lectures) in English</b>
<b>ZG 1 Zgodovina jugovzhodne Evrope v 19. Stoletju</b>	History of SE Europe in the 19 <sup>th</sup> century	Dr. Rok Stergar	Winter semester
<b>ZG1 Obča zgodovina 19. stoletja</b>	General History of the 19 <sup>th</sup> Century 5 ECTS	Dr. Ana Cergol Paradiž	Winter semester

<b>ZG1 Sodobna obča zgodovina</b>	Contemporary General History 5 ECTS	Dr. Kornelija Ajlec	Winter semester
<b>ZG1 Sodobna slovenska zgodovina</b>	Contemporary Slovenian History 5 ECTS	Dr. Božo Repe	Winter semester
<b>ZG1 Sodobna zgodovina jugovzhodne Evrope</b>	Contemporary History of Southeast Europe 5 ECTS	Dr. Mitja Ferenc	Winter semester
<b>*ZG1 Nemški jezik 1</b>	German 1 5 ECTS	Dr. Mojca Peternel	Winter semester <b>Only in German</b>
<b>*ZG1 Nemški jezik 3</b>	German 3 5 ECTS	Dr. Mojca Peternel	Winter semester <b>Only in German</b>
<b>*ZG1 Latinski jezik 1</b>	Latin 1 4 ECTS	Dr. Špela Tomažinčič	Winter semester <b>In Latin; consultations in English</b>
<b>*ZG1 Latinski jezik 3</b>	Latin 3 5 ECTS	Dr. Špela Tomažinčič	Winter semester <b>In Latin; consultations in English</b>

## 1. 2. WINTER SEMESTER: SECOND CYCLE: MASTER'S PROGRAMME

Lectures & seminars are most likely held in Slovenian, but we offer **individual consultations in English** for foreign students (except for the courses with special linguistic comments in red in the second column of the following table).

Exams are in **English** (except for the courses with special linguistic comments in red in the second column).

**Courses in the WINTER SEMESTER 2022/23 will last from 3 October to 13 January + exams (from 16 January to 10 February):**

<b>Predmeti (titles of courses in Slovenian)</b>	<b>Courses (translated titles) Language (if special) &amp; ECTS points</b>	<b>Predavatelj – Lecturer</b>
<b>ZG 2 Grški svet med helenistično dobo in zgodnjim Bizancem</b>	Greek World between the Hellenistic Era and Early Byzantium 5 or 8 ECTS	Dr. Alenka Cedilnik
<b>ZG 2 Izbrana poglavja iz obče zgodovine 19. stoletja</b>	Selected Chapters from General History of the 19th Century 5 or 8 ECTS	Dr. Borut Klabjan
<b>ZG 2 Izbrana poglavja iz obče zgodovine zgodnjega novega veka</b>	Selected Chapters from General History of Early Modern Times 5 or 8 ECTS	Dr. Marko Štuhec
<b>ZG 2 Izbrana poglavja iz pozne antike</b>	Selected Chapters from Late Antiquity 5 or 8 ECTS	Dr. Milan Lovenjak
<b>*ZG 2 Izbrana poglavja iz slovenske srednjeveške zgodovine</b>	Selected Chapters from Slovenian Mediaeval History <b>Only in Slovenian</b> 5 or 8 ECTS	Dr. Peter Štih
<b>ZG 2 Izbrana poglavja iz slovenske zgodovine 19. stoletja</b>	Selected Chapters from Slovenian History of the 19th Century 5 or 8 ECTS	Dr. Irena Selišnik
<b>ZG 2 Izbrana poglavja iz sodobne obče zgodovine</b>	Selected Chapters from Contemporary General History 5 or 8 ECTS	Dr. Kornelija Ajlec
<b>ZG 2 Izbrana poglavja iz sodobne slovenske zgodovine</b>	Selected Chapters from Contemporary Slovenian History 5 or 8 ECTS	Dr. Božo Repe
<b>*ZG 2 Izbrana poglavja iz zgodovine jugovzhodne Evrope v 19. Stoletju</b>	Selected Chapters from History of Southeast Europe in the 19th Century <b>Any South Slavic language</b> 5 or 8 ECTS	Dr. Rok Stergar
<b>ZG2 Izbrana poglavja iz slovenske zgodovine v zgodnjem novem veku</b>	Selected Chapters from Slovenian History of Early Modern Times 3 or 5 or 8 ECTS	Dr. Dragica Čeč
<b>ZG2 Kulturna zgodovina</b>	Cultural History	Dr. Luka Vidmar
<b>ZG2 Historična antropologija</b>	Historical Anthropology	Dr. Ana Cergol Paradiž
<b>*ZG 2 Latinski jezik</b>	Latin <b>In Latin; consultations in English</b> 5 or 7 ECTS	Dr. Špela Tomažinčič
<b>*ZG 2 Nemški jezik</b>	German <b>Only in German</b> 5 ECTS	Mag. Niko Hudelja
<b>ZG 2 Didaktika zgodovine II</b>	Didactics of History II 6 or 9 ECTS	Dr. Danijela Trškan

<b>(Novejša smer):</b> <b>ZG2 Magistrsko delo 3</b>	(Modern and Contemporary History): Master's thesis 3 9 ECTS	Depends on topic
<b>(Starejša smer):</b> <b>ZG2 Magistrsko delo 2</b> <b>ZG2 Magistrsko delo 3</b>	(Ancient, Medieval and Early Modern History): Master's thesis 2 4 ECTS Master's thesis 3 4 ECTS	Depends on topic

## 2. SUMMER SEMESTER

### 2. 1. SUMMER SEMESTER: FIRST CYCLE: Bachelor's programme

Lectures & seminars are most likely held in Slovenian, but we offer foreign students **individual consultations in English** (except for the courses with special linguistic comments in red in the fourth column of the following table).

Exams are in **English** (except for the courses with special linguistic comments in red in the fourth column).

**Courses in the SUMMER SEMESTER 2022/23 will last from 13 February to 31 May 2022) + exams (from 1 June to 30 June):**

<b>Predmeti (titles of courses in Slovenian)</b>	<b>Courses (translated titles) &amp; ECTS points</b>	<b>Predavatelj – Lecturer</b>	<b>Semester Language (if special)</b>
<b>ZG1 Obča zgodovina srednjega veka</b>	General History of Middle Ages 5 ECTS	Dr. Janez Mlinar	Summer semester
<b>*ZG1 Slovenska zgodovina v srednjem veku</b>	Slovenian Mediaeval History 5 ECTS	Dr. Peter Štih	Summer semester <b>Only in German or Slovenian</b>
<b>ZG1 Zgodovina jugovzhodne Evrope v srednjem veku</b>	Medieval History of Southeast Europe 5 ECTS	Dr. Dušan Mlacović	Summer semester

<b>ZG1 Obča zgodovina zgodnjega novega veka</b>	General History of Early Modern Times 5 ECTS	Dr. Marko Štuhec	Summer semester
<b>ZG1 Slovenska zgodovina v zgodnjem novem veku</b>	Slovenian History in Early Modern Times 5 ECTS	Dr. Sašo Jerše	Summer semester
<b>ZG1 Zgodovina jugovzhodne Evrope v zgodnjem novem veku</b>	History of Southeast Europe in Early Modern Times 5 ECTS	Dr. Žiga Zwitter	Summer semester
<b>ZG1 Slovenska zgodovina 19. stoletja</b>	Slovenian History of the 19th Century 5 ECTS	Dr. Irena Selišnik	Summer semester
<b>ZG1 Seminar iz sodobne slovenske zgodovine</b>	Seminar in Contemporary Slovene History 5 ECTS	Dr. Božo Repe	Summer semester
<b>*ZG1 Nemški jezik 2</b>	German 2 5 ECTS	Dr. Mojca Peternel	Summer semester <b>Only in German</b>
<b>*ZG1 Latinski jezik 2</b>	Latin 2 5 ECTS	Dr. Špela Tomažinčič	Summer semester <b>In Latin; consultations in English</b>
<b>ZG1 Struktura in razvoj zgodovinske znanosti</b>	Structure and Development of Historical Science 5 ECTS	Dr. Marko Štuhec	Summer semester

## 2. 2. SUMMER SEMESTER: SECOND CYCLE: MASTER'S PROGRAMME

Lectures & seminars are most likely held in Slovenian but we offer foreign students **individual consultations in English** (except for the courses with special linguistic comments in red in the second column of the following table).

Exams are in **English** (except for the courses with special linguistic comments in red in the second column).

**Courses in the SUMMER SEMESTER 2022/23 will last from 13 February to 31 May 2022) + exams (from 1 June to 30 June):**

<b>Predmeti (titles of courses in Slovenian)</b>	<b>Courses (translated titles) Language (if special) &amp; ECTS points</b>	<b>Predavatelj – Lecturer</b>
<b>ZG2 Izbrana poglavja iz obče zgodovine srednjega veka</b>	Selected Chapters from General History of the Middle Ages 3 or 5 or 8 ECTS	Dr. Janez Mlinar
<b>ZG 2 Izbrana poglavja iz zgodovine jugovzhodne Evrope v zgodnjem novem veku</b>	Selected Chapters from History of Southeast Europe in Early Modern Times 3 or 5 or 8 ECTS	Dr. Dušan Mlacović
<b>ZG2 Izbrana poglavja iz sodobne zgodovine jugovzhodne Evrope</b>	Selected Chapters from Contemporary History of Southeast Europe 3 or 5 or 8 ECTS	Dr. Mitja Ferenc
<b>ZG2 Izbrana poglavja iz srednjeveške zgodovine jugovzhodne Evrope</b>	Selected Chapters from Mediaeval History of Southeast Europe 3 or 5 or 8 ECTS	Dr. Dušan Mlacović
<b>ZG2 Zgodovina žensk</b>	History of Women 3 or 5 ECTS	Dr. Irena Selišnik
<b>ZG2 Epistemologija zgodovine</b>	Epistemology of History 3 or 5 ECTS	Dr. Urška Strle
<b>*ZG2 Didaktika zgodovine I</b>	Didactics of History I <b>Only in Slovenian or Croatian or Serbian</b> 6 or 9 ECTS	Dr. Danijela Trškan
<b>(Novejša smer): ZG2 Magistrsko delo 3</b>	(Modern and Contemporary History): Master's thesis 3 9 ECTS	Depends on topic of the student's Master's thesis
<b>(Starejša smer):  ZG2 Magistrsko delo 2  ZG2 Magistrsko delo 3</b>	(Ancient, Medieval and Early Modern History): Master's thesis 2 4 ECTS Master's thesis 3 4 ECTS	Depends on topic of the student's Master's thesis

## **DOCTORAL STUDY PROGRAMME**

**Please visit the following link:**

**[http://zgodovina.ff.uni-lj.si/english/incoming\\_students/study\\_programmes](http://zgodovina.ff.uni-lj.si/english/incoming_students/study_programmes)**

## **OUR EXPECTATIONS (Bachelor's, Master's, Doctoral study):**

<b>General course</b>	<b>Seminar</b>
<b>Written seminar</b> (15-20 pages) <b>on a general topic</b>  or  <b>oral/written exam</b> (books and articles to study; if lectures are held in English, also lectures)	Written seminar (15-20 pages) <b>on a specific topic</b>  <b>DO NOT FORGET</b> <b>- TO CONSULT AN APPROPRIATE SELECTION OF LITERATURE,</b> <b>- TO USE FOOTNOTES IN ORDER TO MAKE CLEAR WHERE YOUR INFORMATION COMES FROM,</b> <b>- TO USE ONE OF THE USUAL STYLES OF REFERENCES TO BIBLIOGRAPHY.</b>

## **POTENTIAL SELECTION OF COURSES AT OTHER DEPARTMENTS:**

As far as the Department of History is concerned, you do not have to limit your selection of courses to the courses at our department.

The list of courses held in English at all departments of the Faculty of Arts is available here: <https://www.ff.uni-lj.si/en/node/7336>

**BUT: if you plan to select not only courses at our department, but also a course/courses at other departments:**

- It is obligatory to contact the Erasmus coordinator of the department in question in advance/at the very beginning of your study in Slovenia and ask her/him for confirmation that her/his department agrees with your choice. Dr. Žiga Zwitter is only your coordinator for courses at the Department of History.



**The list of Erasmus coordinators at all departments of the Faculty of Arts, University of Ljubljana & their contact data:**

**<https://www.ff.uni-lj.si/en/node/7334>.**

- **It is important to know that your home faculty will recognize your ECTS points, so please check if your faculty supports your selection of courses.**

## **EXAMS:**

<b>WINTER SEMESTER 2022/23</b>	<b>SUMMER SEMESTER 2022/23</b>
<p><b>from 16 January to 10 February 2023: exam dates; deadlines for seminars usually earlier.</b></p> <p><b>Exceptions for incoming students possible: based on individual agreements with professors</b></p> <p>Professors enter your grades into the electronic system.</p>	<p><b>from 1 June to 30 June: exam dates; deadlines for seminars usually earlier</b></p> <p><b>Exceptions for incoming students possible: based on individual agreements with professors</b></p> <p>Professors enter your grades into the electronic system.</p>
<p><b>Faculty Coordinator at the International Office, Faculty of Arts, issues your Transcript of records (room 10).</b></p> <p><b><u>When you finish your exams, please ask for the Transcript of Records: <a href="mailto:internationaloffice@ff.uni-lj.si">internationaloffice@ff.uni-lj.si</a></u></b></p> <p>If the colleague in the International Office do not see your grades, please ask your professors to enter the grades into the electronic system.</p> <p>If you receive no answer from your professor, contact the departmental coordinator immediately.</p>	<p><b>Faculty Coordinator at the International Office, Faculty of Arts, issues your Transcript of records (room 10).</b></p> <p><b><u>When you finish your exams, please ask for the Transcript of Records: <a href="mailto:internationaloffice@ff.uni-lj.si">internationaloffice@ff.uni-lj.si</a></u></b></p> <p>If the colleague in the International Office do not see your grades, please ask your professors to enter the grades into the electronic system.</p> <p>If you receive no answer from your professor, contact the departmental coordinator immediately.</p>

**In case of any changes to your Learning agreement, please inform the departmental coordinator and the professor in the first weeks of your stay in Slovenia.**

**If you decide not to take exams, please inform the coordinator about it at the end of your stay.**

## **TRANSCRIPT OF RECORDS**

### **OCENE/GRADES**

<b>Grades in Slovenia:</b>	<b>ECTS Definition</b>
<b>odlično (10)</b> EXCELLENT	<b>EXCELLENT: A</b>
<b>prav dobro (9)</b> VERY GOOD	<b>VERY GOOD: B</b>
<b>prav dobro (8)</b> VERY GOOD	<b>GOOD: C</b>
<b>dobro (7)</b> GOOD	<b>SATISFACTORY: D</b>
<b>zadostno (6)</b> SATISFACTORY	<b>SUFFICIENT: E</b>
<b>nezadostno (5-1)</b> FAILED	<b>FAIL: F</b>

**Before you leave, you will get the Transcript of records at the International Office of the Faculty of Arts, room 10.**

**After you finished all your exams,** you can **send an e-mail** to [anja.golec@ff.uni-lj.si](mailto:anja.golec@ff.uni-lj.si) and you will receive the Transcript of records **in 2-3 days** in the International office, room 10.

**If you have to leave earlier,** send an e-mail to Anja Golec (International Office) and ask her to send you the electronic version of the Transcript to the address you give in the e-mail. You can also ask her to send you the original to your address in your home country by post.

**In any case, visit the international office 3 days before you leave – not only because of the Transcript of records but also because our International Office needs to know how long you stayed in Ljubljana.**

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