Faculty of Arts, University of Ljubljana,
15 February 2023

Welcome Meeting for Incoming Students

Department of History
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, on behalf of students and tutors

3. welcome by the Slovenian section of the International Students of History Association (Aja Onuk, representative for international cooperation)

4. your brief introductions & your courses selections

5. a virtual tour around your classrooms

6. incoming students‘ questions

7. visit to the Department's library
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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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Question:

Do you all allow me to forward your email address to representatives of our students, tutors, and ISHA Ljubljana?
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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 agreement, 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:

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](https://zgodovina.ff.uni-lj.si/en/about-department/presentation-staff)

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), and ask every professor for a meeting during their office hours.

When you contact your professors in the next days, ask them:

- 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 3:

International events, like

5 May: Robert Gerwarth, *UCD Centre for war studies*, Dublin: Lecture *1918 and the End of Empires*
Announcement 4:

Holidays & days when no lectures take place in the summer semester:

10 April

27 April–2 May
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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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Numbers of volumes in departmental library (1945–2019)
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 😊