

*Faculty of Arts, University of Ljubljana,
13 October 2021*

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, & by the departmental coordinator of tutors, Tamara Šterk**
- 3. welcome by Erik Sever, head of the Slovenian section of the *International Students of History Association***
- 4. welcome by Miha Slatnar, representative of the Student Organisation of the Faculty of Arts**
- 5. your brief introductions & your courses selections**
- 6. a virtual tour around your classrooms**
- 7. questions by incoming students**
- 8. 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

Representative of **tutors at the Department of History**: Tamara Šterk:

- tayra.sterk@hotmail.com

Representative of **tutors for exchange students at the Faculty of Arts** (21 departments): Sara Pavlović:

- tutorstvo.tuji@ff.uni-lj.si

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ISHA LJUBLJANA



President: Erik Sever: isha.ljubljana@gmail.com

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Student Organisation of the Faculty of Arts



ŠTUDENTSKA
ORGANIZACIJA
FILOZOFSKE
FAKULTETE
UL



Representative: Miha Slatnar: miha.slatnar@gmail.com

Question:

Do you all allow me to forward your email address to representatives of our students, tutors, ISHA Ljubljana and Student organisation of the Faculty of Arts?

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4 Announcements:

Announcement 1: VIS system

Announcement 2:

Course History of SE Europe in the 19th century:

**1. First meeting took place on Monday, October 11th
(see my e-mail)**

2. Due to an increased interest in this course, a larger classroom was needed > 2 slight adaptations (at the first meeting, in agreement with the attendees):

**EVERY MONDAY, 4.20-7.35 p.m.,
classroom 31 (ground floor)**

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) 24h in advance

Announcement 3:

Send an e-mail to your professors soon (in the next days; exception: Prof Mlacović: History of SE Europe in the 19th century), ask them, if you are expected to visit them in their offices during their office hours OR you will discuss the details of your course via email/the professor will send you an invitation to a zoom meeting.

Contact data of your professors (office hours, e-mail address):
combine:

- the manual *History for exchange students* to identify the professor
- + check the contact data in the presentation of staff on the website of our department: https://zgodovina.ff.uni-lj.si/en/staff?field_oddelek_target_id=24

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):

**1 November,
24 & 31 December,
8 February**

ask your professors in mid-December if there are any activities at the faculty in the week 27-30 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)

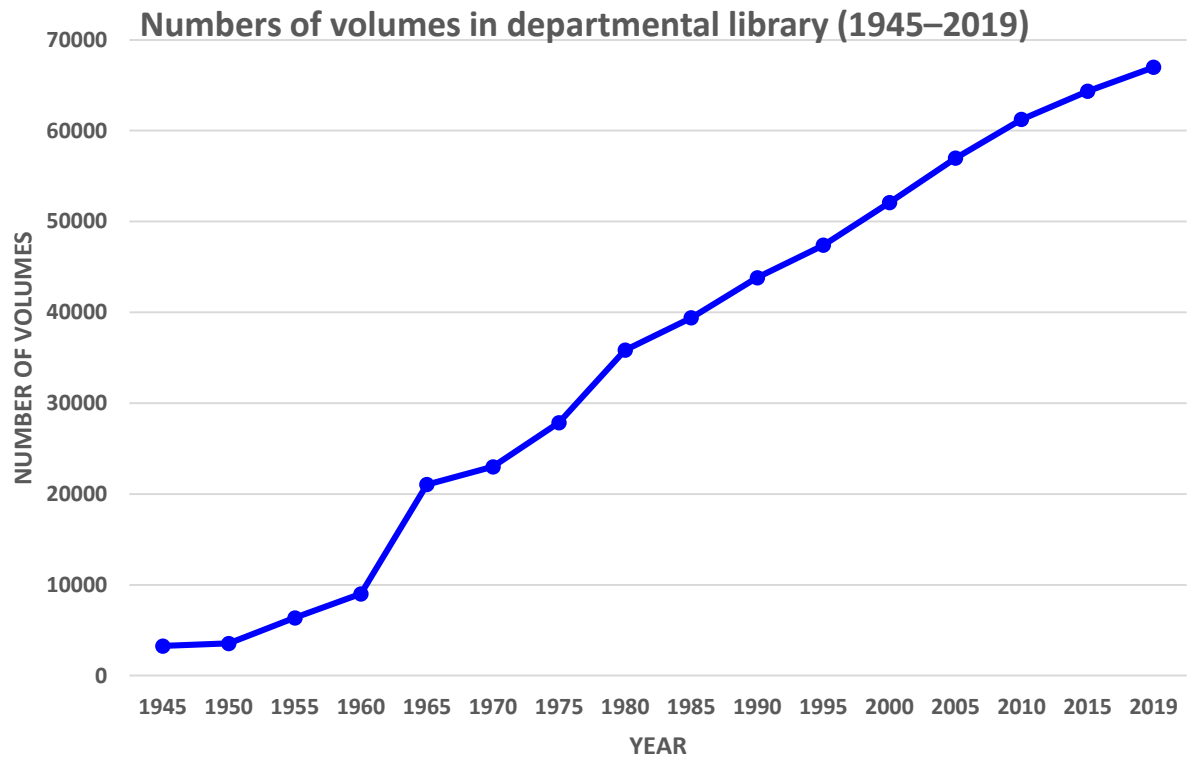
(d) **one digit, -Rim.'** (e.g., 1-Rim.) = **entrance** to the classroom **from the courtyard behind the building**

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THANKS FOR YOUR ATTENTION ☺