Dobrodošli na FF!

Welcome at FF!

Ljubljana, 15. september 2022
Programme

• Pozdrav prodekanje / A word from the Associate Dean of Faculty Management, Organisation and International Cooperation – Assoc. Prof. Dr. Irena Samide
• Referat za študentske zadeve / Student’s offices – Doris Sattler
• Tutorji za mednarodne študente / Tutors for international students – Sara Ivanovska
• Študentski informacijski sistem VIS / Student Information System VIS – Sara Ivanovska
• Knjižnica / Central Humanities Library (OHK) – Barbara Šatej
• Leto plus / Year plus – Daniela Preglau
• Karierni centri/Career centres – Jelena Ličanin
• Izkušnja študenta / Students’ impression – Elena Bliznyuk
Student’s Office – Faculty of Arts
Student’s Office - Services

The Student Office provides support and information to (potential) students:

• **Admission** (conditions, documentation, deadlines, the outcome of the admission procedure)
• **Registration** (registration procedures, issue certificates of enrolment, certificates of exams etc.)
• **Process different student requests:**
  ✓ for changing of study programme or study field,
  ✓ for changing the modality of your studies
  ✓ for exceptional progression to the next year (justified reasons),
  ✓ for changing of optional subjects,
  ✓ for extension of your student status,
  ✓ for recognition of special student status etc.
• **Billing**
• **Graduation** (organization of award ceremony, issue your diploma and diploma supplement).
Student’s Office – Contacts

• STUDENT OFFICE FOR UNDERGR. STUDIES
  Office Hours: Monday - Friday 11:00 – 13:00 (phone/email)
  Room: 35 and 1 (ground floor)
  Email: studentski.referat@ff.uni-lj.si
  Website:
  https://www.ff.uni-lj.si/studij/dodiplomski-studij-1-stopnja
  https://www.ff.uni-lj.si/en/study/undergraduate-programmes-first-cycle

STUDENT OFFICE FOR MASTER STUDIES
  Office Hours: Monday - Friday 11:00 – 13:00 (phone/email)
  Room: 1 (ground floor)
  Email: magistrski.studij@ff.uni-lj.si
  Website:
  https://www.ff.uni-lj.si/studij/magistrski-studij-2-stopnja
  https://www.ff.uni-lj.si/en/study/second-cycle-master-degree-programmes

• STUDENT OFFICE FOR DOCTORAL STUDIES
  Office Hours: Monday - Friday 11:00 – 13:00 (phone/email)
  Room: 16 (ground floor)
  Email: doktorski.studij@ff.uni-lj.si
  Website:
  https://www.ff.uni-lj.si/studij/doktorski-studij-3-stopnja
  https://www.ff.uni-lj.si/en/study/doctoral-programmes-third-cycle
The **Administrative Offices of Departments** offer support and information on:

- Schedules and study process
- Change of (internal and external) elective courses
- Field training and practice
- Conditions for re-enrollment
- Information on finishing studies:
  - submitting and confirming the topic of the final thesis,
  - submitting a printed and electronic version of the final thesis,
  - filling an application for defence of the final thesis.
Faculty of Arts - website

The Faculty of Arts is the centre of critical thinking.

The Faculty of Arts, University of Ljubljana, educates students in the field of humanities and social sciences and encourages open and critical thinking.

The Faculty of Arts, University of Ljubljana, offers 122 undergraduate, master and PhD study programmes.
WHAT IS THE PURPOSE OF TUTORING?

- Providing guidance
- Help with the application procedure
- More successful integration
- Solving general and specific student problems
HOW CAN A TUTOR HELP YOU?

• Welcomes you upon your arrival
• Helps you with finding accommodation
• Introduces you to the student life in Slovenia
• Increases your success rate during studies, better student mobility, etc..
• Becoming familiar with the department and the faculty.

• Contact: sara.ivanovska997@gmail.com
• https://www.ff.uni-lj.si/en/study/tutoring
Faculty of Arts - Student Information System

username
si0129@student.uni-lj.si

password
************

LOG IN

By using the VIS you agree with the usage of cookies. The VIS is using session cookies only for technical and security reasons only. Cookies do not store any personal data and they are not used for any statistical purposes. Cookies are not transferred to any other organization. Cookies are automatically deleted when you close your browser.

https://vis.ff.uni-lj.si/english/  https://vis.ff.uni-lj.si/
Welcome to the Student Info System of the Faculty of Arts

STUDY PROCESS DURING THE RTV CONDITION: News on study process during the RTV condition is available [here].

ELEVATOR SAFETY NOTICE: Both elevators at the Faculty of Arts feature a two-way communication device enabling an audio connection with a rescue team in case of elevator malfunction. By pressing the yellow button marked with a bell for a few moments, communication with a professional rescue team will be established.

SMOKING PROHIBITED: In accordance with the Act amending the Restriction of the Use of Tobacco Products Act (Official Gazette of the Republic of Slovenia, No. 60/07) SMOKING IS PROHIBITED on faculty premises (including all buildings, parking spaces, driveways and lawns).

INSTRUCTION FOR USING THE STUDENT INFORMATION SYSTEM VIS: The Student Info System can be used for the following:

- Exam registration
- Withdraw from exams
- View registrations
- Exam dates
- Exam results
- Preliminary exam registration
- Withdraw from preliminary exams
- Preliminary exam results
- Preliminary exam dates
- Student records

Exam registration:
After logging into the System with your username and password, choose "EXAMS / Exam registration" in the menu on the left. In the field «Course» on the right, choose the course for which you would like to register (you will only see a list of courses for which you have yet to pass the exam and for which the registration deadline has not expired). Confirm your selection by clicking «Submit». A list of exam dates for the chosen course appears. Choose the desired exam date by clicking «Register». This completes the registration. You can see an example in the picture below. If the registration button is not visible, the exam date is more than 3 weeks away, which means that the registration is not yet possible.

Problems you may encounter:
- If your past registration for an exam is still open (every registration must be closed by a grade or by a withdrawal from the exam), you cannot register for a new date on the same course. You can view open registrations in "EXAMS / View registrations". If any of your past registrations are open, contact the departmental secretary. The list of departments is available [here].
## My student records

### Passed courses

<table>
<thead>
<tr>
<th>Course</th>
<th>ECTS</th>
<th>Year of study</th>
<th>Course type</th>
<th>Estimation date</th>
<th>Grade</th>
<th>Grade (practice)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theories of Developmental Psychology</td>
<td>7</td>
<td>1</td>
<td>obligatory course</td>
<td>2.02.2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Psychometrics</td>
<td>7</td>
<td>1</td>
<td>obligatory course</td>
<td>4.02.2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Differential Psychology</td>
<td>4</td>
<td>1</td>
<td>obligatory course</td>
<td>9.02.2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Cognitive Psychology</td>
<td>4</td>
<td>1</td>
<td>obligatory course</td>
<td>16.03.2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Tutorship</td>
<td>3</td>
<td>1</td>
<td>external elective course</td>
<td>31.05.2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counselling and Psychotherapy</td>
<td>10</td>
<td>1</td>
<td>obligatory course</td>
<td>8.06.2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psycho-social Relations in School</td>
<td>8</td>
<td>1</td>
<td>obligatory course</td>
<td>13.06.2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical-psychological Diagnostics</td>
<td>8</td>
<td>1</td>
<td>obligatory course</td>
<td>20.06.2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Psychology</td>
<td>9</td>
<td>1</td>
<td>obligatory course</td>
<td>1.08.2022</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Unperformed courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Year of study</th>
<th>Course type</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Psychology and Psychotherapy of Childhood and Adolescence</td>
<td>2</td>
<td>internal elective course</td>
<td>3</td>
</tr>
<tr>
<td>Cognitive Neuroscience of Psychopathology</td>
<td>2</td>
<td>internal elective course</td>
<td>3</td>
</tr>
<tr>
<td>Didactics of Psychology</td>
<td>2</td>
<td>obligatory course</td>
<td>4</td>
</tr>
</tbody>
</table>
Exam registration

Course: Personnel Psychology.

<table>
<thead>
<tr>
<th>Exam date</th>
<th>Time</th>
<th>Special condition</th>
<th>Lecture room</th>
<th>Notes</th>
<th>Lecturer</th>
<th>The reparers</th>
<th>Application deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.09.2022</td>
<td>08:00</td>
<td>full and part-time study</td>
<td>kabinet 125</td>
<td>užni izpit</td>
<td>Eva Bošjančič</td>
<td></td>
<td>9.09.2022</td>
</tr>
<tr>
<td>10.02.2022</td>
<td>14:00</td>
<td>redni in izredni študij</td>
<td>Predavanica 34</td>
<td>izpit na daljavo</td>
<td>Matija Svetina</td>
<td></td>
<td>5.02.2022</td>
</tr>
</tbody>
</table>

- Surveys
- Application deadline
- Withdraw
- OP2
Osrednja humanistična knjižnica OHK

Je največja fakultetna knjižnica v Sloveniji in peta največja v državi, sestavlja pa jo 18 oddelek in knjižnic.
OHK FF – 18 departmental libraries

- the largest among the libraries at the UL
- the 5th largest library in Slovenia
- only virtual – with no main library building
- 18 departmental libraries for 21 faculty departments
OHK – Location

- Aškerčeva 2 - **MAIN BUILDING** (13 libraries)
- Aškerčeva 2 – **EXTENSION of the main building – courtyard** (4 libraries)
- Zavetiška 5 – **VIČ**, city bus No. 6 (2 libraries)
OHK – Information Sources

- Online Slovenian Union Library Catalogue (COBISS+)
- Digital Libraries
OHK – Library Membership

To become a member of our libraries you have to apply for library membership:

- online registration
- via email or
- in person

To apply via email or in person you need:

- Student ID (serves as a library card)
- Personal ID or Passport
- User Registration Form for Foreign Citizens (website)
OHK – Online Registration

For online registration go to www.cobiss.si → My Cobiss
OHK – Online Registration

Login to My COBISS Profile

Select the login mode that suits you best (What to choose?):

- Online registration

By logging in to My COBISS Profile I agree to the terms of use, allow the use of cookies and give my consent to IZUM to process my personal data that was, at first login, transferred from the Identity provider’s databases (name and e-mail address) or that I entered into individual sections of My COBISS Profile.
OHK – Online Registration

https://plus.si.cobiss.net/opac7/rsu
1. Login with a digital identity

You can register only based on the Arnes AAI identity.

2. Set password for the My library service

You must log in with a digital identity before you can register in the library.

Registration with a digital identity

Students that have a digital identity can register in their university's library online.

The registration includes the following MANDATORY steps:

1. Login with a digital identity

After clicking the ArnesAAI button and successfully identifying, the display shows the student data (name, surname, e-mail and the student card number).

2. Setting a password for the My library service

Enter the password for the My library service for the library, in which you are registering online.

3. Accepting the terms of use

After the registration is completed successfully, the display shows your data and the library membership card number, which can also be used for the My library service along with the student card number. The My COBISS Profile is also created during the registration.

You can continue to search the catalogue of libraries or register in the My COBISS Profile. If you select the option ArnesAAI for registering in the My COBISS Profile, the option My Libraries shows all libraries, where you are registered as a student.

If the registration was not successful, contact the library.
OHK – Opening Hours

- For opening hours check our website.
- Present a valid Student ID or Personal ID to pick up your books.
OHK – Courses

Introduction to the Central Humanities Library (OHK FF) and COBISS+
for Foreign Students

14th November, 2022, 7:30-8:40, Room 011
**Year Plus and learning Slovene**

- Organized with the aim of helping international students in their first year of study in Slovenia integrate more easily into academic and everyday student life.
- Free learning Slovene while fulfilling study obligations at your faculty at the same time.
- Possibility of student status extension when meeting certain requirements - minimum 30 ECTS KP in the 1st academic year (6 ECTS credit points from YP + 24 ECTS credit points from the courses in your degree program).
Year Plus and learning Slovene

- Intended for international students in their 1st year at the UL bachelor or master degree
- Some faculties / degree programmes require certificate B2 of Slovene language at application (at Faculty of Arts: Psychology, Comparative Literature and Literary Theory, Slovene Language programme) →
- those programmes do not allow students to apply to Year Plus
- PhD students are invited to enrol in Year Plus, but they cannot apply ECTS credit points from those courses towards the doctoral degree and they cannot extend their student status.

Različni tečaji na CSDTJ

Various Slovene language courses at CSDTJ

Za začetek / for start:
https://www.slonline.si/
COURSES FOR ADULTS

Slovene language courses are intended for those whose first language is not Slovene, however, they wish to learn it for different reasons. We offer various ways of learning Slovene in a stimulative environment, with experienced teachers and quality materials. We have more than 30 years of experience in the organising of courses and thousands of satisfied participants.

CONTACTS

E: center-slo@ff.uni-lj.si
T: +386 (0)1 241 86 77

UPCOMING COURSES

Almost all of our courses are organised at all levels: beginner, intermediate and advanced. Prior to the beginning of each course, participants are tested and placed in an appropriate group based on their results.

NOTICE: In case of worsening of the epidemiological situation, all the courses will be held online.

FROM JUNE TO SEPTEMBER

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Nr. of lessons</th>
<th>Schedule</th>
<th>Price* (EUR)</th>
<th>Application deadline</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTENSIVE COURSE FOR ERASMUS+ STUDENTS</td>
<td>5-23 September 2022</td>
<td>60</td>
<td>Mon-Fri 9:00 am-12:30 pm</td>
<td>100</td>
<td>4 July 2022</td>
<td>beginner</td>
</tr>
<tr>
<td>INTENSIVE COURSE ONLINE</td>
<td>19-23 September 2022</td>
<td>20</td>
<td>Mon-Fri 5:00-8:30 pm</td>
<td>235</td>
<td>9 September 2022</td>
<td>all levels</td>
</tr>
<tr>
<td>INDIVIDUAL CLASSES</td>
<td>September-July</td>
<td>min. 10</td>
<td>arranged individually</td>
<td>32/40</td>
<td>5 business days ahead</td>
<td>all levels</td>
</tr>
</tbody>
</table>
Slovene Learning Online

Slovene Learning Online is a freely accessible online course in Slovene for foreigners, developed at the Centre for Slovene as a Second and Foreign Language in cooperation with the company DigiEd. The course is for all those who wish to learn Slovene on their own in a simple, playful and effective way.

How to begin?

First choose your language by clicking the speech cloud icon. Then register. If you are already registered, log in here.

Slovenia

Do you already know Slovenia well? Have you heard of Mount Triglav? Have you ever eaten potica? If you want to get to know Slovenia better, watch the short animation which will tell you what is special about it and what it is known for.

Slovene

The best way to get to know Slovenia and its people is through the Slovene language, which has a long spoken and written tradition. The animation below will tell you about the language. If you learn the odd Slovene word while you are watching, then the Slovenes you meet will be very pleased.
• APPLICATION form on the Year Plus website
• Enrollment is possible 24 hours after finishing the application process (digital certificate)
• LIMITED NUMBER OF PLACES!
• Communication with students takes place mostly via e-mail. Please make sure that the e-mail address you provided when applying to the Year Plus is the one you use regularly.

• PRIJAVNICA na spletni strani Leta plus
• Prijava je omogočena 24 ur po zaključku vpisa na članici (prijava z digitalno identiteto)
• OMEJENO ŠTEVILO PRIJAVNIH MEST!
• Komunikacija s študenti poteka večinoma po e-pošti. Prosimo, da ob prijavi navedete e-naslov, ki ga redno uporabljate in pregledujete.
Slovene as foreign language –1 and 2

**WINTER SEMESTER**

- Slovene as foreign language 1 (3 ECTS)
  - obligatory course in Year plus module
  - 3 lessons once per week

**YEAR PLUS**

- your degree program’s study obligations

**SPRING SEMESTER**

- after successfully passing the exam

**YEAR PLUS**

- your degree program’s study obligations

+ additional activities: phonolab exercises etc.
Slovene as foreign language – 1 and 2

- POMEMBNO
  IMPORTANT
- obvezna 80% prisotnost
  mandatory 80% attendance
- obvezne domače naloge in aktivna udeležba
  mandatory homework and active participation
- dodatne aktivnosti
  additional activities
Why students recommend Year plus?

Zbog boljeg razumevanja jezika i uklapanja medju lJude.

The best way for foreign students to learn Slovene.

Free, well-organized and structured, taught by high-quality professionals.

Ker mi je zelo pomoglo v učenju slovenščine in študiju.

You get 6 points!
Year plus

E-mail:
Daniela.Preglau@ff.uni-lj.si
Letoplus@uni-lj.si

Spletna stran/ Website:
• SLO: www.uni-lj.si/studij/leto-plus
• ANG: www.uni-lj.si/study/year-plus
• CRO: www.uni-lj.si/study/year-plus
Karierno svetovanje, tutorstvo in obštijske dejavnosti
Career counselling, tutelage, extracurricular activities

Jelena Ličanin,
Karierni centri Univerze v Ljubljani
University of Ljubljana Career centres
Študentom pomagamo razumeti in prepoznati svoje interese, vrednote, strasti in sposobnosti ter sprejeti odgovornost za svoje samostojno vodenje karierne poti.

Smo stičišče perspektivnih kadrov in dobrih delodajalcev ter prvi vir informacij med mladimi, ki iščejo karierne priložnosti med izobraževanjem in ob vstopu na trg dela.

We help students understand and recognize their interests, values, passions and abilities and accept responsibility for their career path. We are a meeting place for promising young people and good employers and the first source of information for young people looking for career opportunities during education and entering the labour market.
**Visit us in person or virtually and we’ll help you** (ang)

- Knowing your future direction through self-assessment and career exploration
- Engaging with alumni and employers
- Perfect your CV

**Obiščite nas osebno ali preko spleta in pomagali vam bomo** (slo)

- Na vaši poti spoznavanja svojih interesov v povezavi z vašim kariernim razvojem
- Vzpostaviti stik z alumni in delodajalci
- Izpopolniti življenjepis

- Pridobiti informacije o delodajalcih - karierni dogodki
- Pri identificiranju vaših interesov, vrednot, močnih in šibkih lastnosti
- Pridobiti in prepoznati ključne kompetence

- Poiskati pripravništvo in zaposlitev
- Pripravi na zaposlitveni intervju
- Pri identificiranju vaših interesov, vrednot, prednosti in slabosti
- Izpopolniti življenjepis in motivacijsko pismo

**Karierni razvoj**
**Career planning**

**Delavnice in dogodki**
**Workshops & Events**

**Individualno svetovanje**
**Counselling Appointments**
Kako se lahko prijavite na aktivnosti(slo)

Zelo enostavno

• Pojdite na stran https://popr.uni-lj.si/
• Kliknite na skupino Študenti UL.
• Vpišite se s svojo študentsko digitalno identiteto Univerze v Ljubljani, ki ste jo dobili z vpisom, in jo uporabljate za različne UL storitve.
• Digitalno identiteto prevzamete na strani ID portalja Univerze v Ljubljani.
Kako se lahko prijavite na aktivnosti (slo)

Zelo enostavno

Prijava za izmenjalne študente

- Pojdite na stran https://popr.uni-lj.si/
- Kliknite na skupino Izmenjalni študenti.
- Izpolnite obrazec s svojimi podatki in izbranim geslom.
- Po prejemu potrditvenega e-sporočila se vpišete v portal z izbranim uporabniškim imenom in geslom.

How to sign up to activities (eng)

Very simple

Login for Incoming students

- Visit page: https://popr.uni-lj.si/
- Click on the group Exchange students.
- Fill out the form with your data and chosen password.
- After receiving confirmation e-mail you sign into the platform with your chosen username and password.
Preprost pregled vseh aktivnosti na enem mestu in dostop do E-učilnice.

Enostaven način naročanja na svetovanje in pošiljanja svojega CVja v pregled.

Hiter pregled vseh priložnosti za študentska dela in pregled delovnih mest

**POPR**

*Portal Osebnega in Profesionalnega Razvoja (slo)*

Simple overview of all activities on one place and access to E-classroom

Easy way to book your appointment with career counsellor and submitting your CV for review.

Quick overview of all student job and employment opportunities.

**UL**
Stay tuned for the detailed programs published on 

https://kc.uni-lj.si/

Za podrobne informacije nas spremljajte na 

https://kc.uni-lj.si/
Kontakti / Contacts

Spletna stran / Website: www.kc.uni-lj.si

POPR / POPR: www.popr.uni-lj.si

Kontakti kariernih centrov / Career centers contacts https://kc.uni-lj.si/sl/o-nas/kontakt/kdo-smo/

Karierna svetovalka / Career counselor: Sabina Mikuletič Zalaznik
Sabina.mikuleticzalaznik@uni-lj.si

Elektronski naslov / Email: kc@uni-lj.si

Telefon / Phone: 00386 1 241 87 32

Karierni centri Univerze v Ljubljani

https://www.instagram.com/kariernicentriul/
Center for exteracurricular activities (eng)

• For all the students at University of Ljubljana there are organised free sports programs in the University Sports Hall Rožna dolina, Svetčeva 11.
• The sports hall is already open, but entry possibility is subject to the current conditions (RVT)
• The measures regarding coronavirus are still valid, so please follow us on social media Facebook or Instagram where we will provide detailed information about sports offer for next academic year.
Vpis za posamezno rekreativno dejavnost je možen preko portalu POPR
Vpis v športno dejavnost, ki omogoča pridobivanje ECTS kreditnih točk je možen preko Share Point-a – objave vpisa spremljajte na spletni strani
Na voljo so različni športi, za vse podrobnosti lahko tudi pišete na cod@uni-lj.si
Vodene vadb se izvaja na hibriden način.

Registration for sport as recreational activity is possible via the platform POPR
Registration for sport and obtaining ECTS credits points is possible via Share Point – follow the web site
Various sports are available, for all details you can also write to cod@uni-lj.si
You can follow functional exercises also via zoom and do the practice at home.
Kontakt / Contact

Spletna stran / Website: www.uni-lj.si/sport

Elektronski naslov / Email: cod@uni-lj.si

/ Center za obštudijsko dejavnost
Nekaj koristnih informacij (slo)


• Prehod na univerzo in ob tem še selitev v drugo državo je velika sprememba in nič nenavadnega ni, če čutite domotožje. Preverite nekaj nasvetov na našem spletnem seminarju: Homesickness as a challenge and opportunity for personal growth

• Če se spopadate z duševno stisko obiščite psihosocialno svetovalnico za študente

Some useful information (eng)

• We have put together links to various online lecture resources. Check if you find something for yourself: www.kc.uni-lj.si/novice/le-klik-do-tevilnih-izobra-evanj.html

• Moving away for university is a big transition and feeling homesick is normal. Do not hesitate to check some advices on our webinar Homesickness as a challenge and opportunity for personal growth

• If you're struggling with your mental health, visit Psychosocial Counselling for Students at University of Ljubljana
Students‘ impression
Questions
Initiatives
Suggestions
INTERNATIONAL STUDENT WELCOME DAY
15 SEPTEMBER 2022 AT 1 PM

International student welcome day,
15 September 2022 at 1 pm CEST
(uni-lj.si)
Hvala in uspešen začetek študija!

Thank you!
We wish you much succes in your studies!