

# ERASMUS+ 2024/2025

FACULTY OF MEDICINE  
UNIVERSITY OF LJUBLJANA



UNIVERSITY  
OF LJUBLJANA

**MF**

Faculty of  
Medicine

# WELCOME DAY – 26. 9. and 27. 9. 2024

## **26. 9. 2024**

- 10:00 Welcome words of the Vice-Dean prof. dr. Tomaž Marš
- 10:10 Presentation of the Faculty of Medicine, Erasmus+ exchange programme (prof. dr. Tomaž Marš, Jerneja Čelofiga, MSc)
- 11:30 Presentation of ESN Ljubljana
- 12:00 Campus tour

## **27. 9. 2024 (7:00–12:00) Personal meetings in the International office (Korytkova street 2a)**

10:00 Guided tour to the Central Medical Library (Vrazov trg 2)

**TO BE DECIDED Slovene Medical Vocabulary Workshop**

# WELCOME WORDS

- **PROF. DR. TOMAŽ MARŠ,**  
ERASMUS+ DEPARTMENTAL COORDINATOR, VICE-  
DEAN FOR MEDICINE
- **MAG. JERNEJA ČELOFIGA,** IR  
OFFICER

- **Erasmus+ Departmental Coordinator**

**Prof. dr. Tomaž Marš, MD**

[tomaz.mars@mf.uni-lj.si](mailto:tomaz.mars@mf.uni-lj.si)

Tel: + 386 1 543 7057 (Institute of Pathophysiology)

736 247 In case of Emergency: + 386 31

- **International Office (Korytkova street 2a,**

**ground floor, 1st office right)**

**Jerneja Čelofiga, MSc**

Tel: + 386 1 543 78 01

[international.erasmus@mf.uni-lj.si](mailto:international.erasmus@mf.uni-lj.si)

- **OFFICE HOURS**

- with prior notification

Web: <http://www.mf.uni-lj.si/vsebina/menu1/2410>

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# Welcome day program

- General presentation of the UL Faculty of Medicine
- Procedures to be done upon your arrival & Registration procedure
- Organisation of the Erasmus+ program (courses, exam application, schedules, ...)
- End of Erasmus+
- Practical Information
- Green Erasmus+ in Ljubljana

# ERASMUS+ AT THE FACULTY OF MEDICINE



Erasmus 2018/2019



Erasmus 2019/2020



# FACULTY OF MEDICINE CAMPUS



A – Central Medical Library

B – Faculty of Medicine, wardrobes,  
Deanery Building, International office

C – Erasmus+ coordinator

D – University Clinical Center

E – Chair of Family Medicine

F – Chair of Dental Medicine

# slido





# FACULTY OF MEDICINE UL – YOUR NEW HOME

Prof. Dr. Tomáš Marš  
Erasmus+ Departmental  
Coordinator

- Founded in 1919
- Medicine and Dental medicine
- about 1700 graduate students
- about 500 postgraduate students
- Around 200 incoming exchange students (Erasmus+ IFMSA, bilateral agreements, CEEPUS, etc.)



# ORGANISATION AND STRUCTURE OF OUR FACULTY



- 26 departments
- 13 institutes
- 10 centres

- Dean and Vice-deans
- Faculty Board - SENAT
- Student Council – ŠTUDENSKI SVET

Univerza v Ljubljani  
*Medicinska* fakulteta



**Z znanjem in predanostjo  
ustvarjamo zdravo prihodnost.**

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*Scientia et studio ad futurum sanum.*

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*Committed to a healthy future.*

# GENERAL HEALTH RULES

## Statement of responsible conduct and health

I am aware that I must follow the measures and instructions to prevent the spread of new coronavirus infection and other infectious diseases.

**I promise that I will not attend study obligations if I have signs or symptoms of a respiratory infection or other infectious disease.** If I have them, I will inform the International office of the Faculty of Medicine.



HOW TO BEGIN?

# WELCOME PACKAGE

(Documents and  
materials)

- Student card
- Clinical practice evaluation form:  
[https://www.mf.uni-lj.si/download\\_file/view/9579/15066](https://www.mf.uni-lj.si/download_file/view/9579/15066)
- MATERIALS SENT BY E-MAIL
  - Curriculum information (ECTS, nominated professors...)
  - Individual schedule
  - Signed LA
  - Acceptance letter (available on online application platform)

# BASIC

## INFORMATION

- All Erasmus students are registered at the faculty; confirmation is your student card or the official acceptance letter
- This data is entered in the national student database so whenever you apply for the public funds (LLP bus card, BONI) the data is taken from there – no additional confirmation from the faculty is needed
- Courses are entered in the VIS system and only those are confirmed



# REGISTRATION PROCEDURE

mag. Jerneja Čelofiga,  
International Office

## Communication

- Communication with the UL e-mails; for example [ug12345@student.uni-lj.si](mailto:ug12345@student.uni-lj.si)
- Please make sure to check those e-mails regularly
- How to use the university e-mail: <https://id.uni-lj.si/>

# ERASMUS+ clinical evaluation form

- Necessary if you are doing the clinical practice
- **Document available here:**  
[https://www.mf.uni-lj.si/download\\_file/view/9579/15066](https://www.mf.uni-lj.si/download_file/view/9579/15066)
- At the end of each clinical practice please collect the signature and get the evaluation from your clinical mentor – when finished send/bring the papers to IRO

# LEARNING AGREEMENT (LA) AND INDIVIDUAL SCHEDULES

- LAs have been confirmed and signed by the INTERNATIONAL OFFICE and sent to you by e-mail during the summer
- Individual schedules can be discussed individually – no more clinical practice can be added in the first semester
- Prolongations of stay are possible after we get the confirmation of your home university and the proposal of the LA for the second semester

**NO CHANGES** to your LA are possible unless they are coordinated and confirmed by the Erasmus+ coordinator at your home institution. **CHANGES TO THE LA FOR THE FIRST SEMESTER POSSIBLE UNTIL 15th OCTOBER 2024.**

# slido



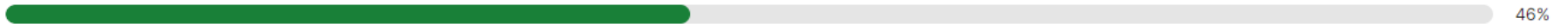
student recommendation



good exchange programme



attractive city/country



meeting new people



+ Add option

ⓘ Start presenting to display the poll results on this slide.



# ERASMUS EXCHANGE PROGRAMME

2024/2025



MEDICINE

# SUBJECTS AND COURSES

3rd year courses				
Subject code	Subject	Nominated Professor	Number of clinical practical hours included in the course	ECTS
0025114	Pharmacology	Černe, Lipnik Štangelj, Kržan	0	8
0025117	Clinical Microbiology	Ihan, Ružić-Sabljić,...	0	6
0025118	Pathology	Strojan Fležar, Zidar	0	9
0025119	Pathophysiology	Ribarič	0	10
0642558	Radiology and diagnostic imaging	Šurlan Popović	10	3
0640265	Public Health	Eržen, Zaletel Kragelj	0	4
	Anaesthesiology	Šoštarič		3



### 4th year courses

Subject code	Subject	Nominated Professor	Number of clinical practical hours included in the course	ECTS	Semester	
					Autumn	Spring
0076166	MENTAL DISEASE	Pregelj	60	<b>7</b>	x	
0024298	RESPIRATORY DISEASES	Harlander, Štupnik	16	<b>4</b>	x	
0025138	URINARY TRACT DISEASES	Marn Pernat, Buturovič-Ponikvar, Smrkolj	13	<b>3</b>	x	
0025126	DIGESTIVE ORGANS	Štabuc	35	<b>5</b>	x	
0166642	CIRCULATORY SYSTEM	Geršak, Štajer, Prokšelj	25	<b>8</b>	x	
0025129	INFECTIOUS DISEASES AND EPIDEMIOLOGY	Tomažič	100	<b>12</b>		x
0025123	NERVOUS SYSTEM	Pirtošek	75	<b>9</b>		x
0025127	SKIN AND VENEREAL DISEASES	Lunder, Dolenc-Voljč	40	<b>6</b>		x

### 5th year courses

Subject code	Subject	Nominated Professor	Number of clinical practical hours included in the course	ECTS	Semester	
					Autumn	Spring
0025133	OTORHYNOLARYNGOLOGY	Hočvar Boltežar	30	5	x	
0025132	MAXILOFACIAL SURGERY WITH FUNDAMENTAL OF DENTAL MEDICINE	Ihan Hren	14	3	x	
0076595	OPHTHALMOLOGY	Jaki Mekjavić	30	5	x	
0076610	ENDOCRINOLOGY AND METABOLIC DISEASES	Kocjan, Urbančič Rovan	18	4	x	
0025135	GYNAECOLOGY AND OBSTETRICS	Geršak, Smrkolj	60	9		x
0076606	GENERAL PAEDIATRICS	Battelino, Neubauer, Jazbec, Orel	18	4		x
0167011	ONCOLOGY	Strojan, But Hadžić	29	4		x
0167012	BLOOD	Zver	15	3		x
0025131	FORENSIC MEDICINE	Balažic, Zupanc	40	5		x

## 6th year courses

Subject code	Subject	Nominated Professor	Number of practical clinical hours included in the course	ECTS	Semester		Examination
					Autumn	Spring	
Z3045	INTERNAL MEDICINE **	Blinc	40 hours per week		x	x	no assessment available
Z3047	SURGERY ***	Geršak	40 hours per week		x	x	no assessment available
2019g	GYNAECOLOGY AND OBSTETRICS (3 weeks)	Geršak, Smrkolj	120	6	x		no assessment available
Z3048	PRIMARY HEALTH CARE	Švab, Bilban	60	11		x	available
Z3048p	FAMILY MEDICINE CLINICAL PRACTICE	Švab	40 hours per week	2 / week	x	x	no assessment available
2020p	CLINICAL PAEDIATRICS	Battelino	152	8		x	available
2020g	GERIATRICS	Šabovič, Rifel	30	3	x		available

### LIMITATIONS

**max. 10 students**

**max. 5 students**

**max. 30 students**

# GENERAL SCHEDULE FOR SUBJECT OFFER FOR ERASMUS EXCHANGE STUDENTS 2024/2025 (MEDICINE)

**3rd year:** individual schedules (details will be given directly by departments)

**4th year:** quatrimestres (4 modul blocks)

**5th year:** quatrimestres (4 modul blocks)

**6th year:** clinical rotations (CR) – individual schedules (all CR in your individual schedule)

## 3rd year courses

- **Preclinical/Clinical subjects (LECTURES, SEMINARS, LAB-/CLINICAL PRACTICE)**
- Information about the introductory lectures will be sent to you from the international office.
- **PATHOLOGY: MEETING TO BE SET; Institute of Pathology, Korytkova 2, 2nd floor, prof. Nina Zidar**
- **PHARMACOLOGY: MEETING: 2. 10. 2024 at 13:00, Institute of Pharmacology and Toxicology, Korytkova 2, 4th floor prof. Mojca Kržan**

**SUBJECTS  
AND  
COURSES  
BASED ON  
CONSULTATI  
ONS AND  
ORGANISED  
INDIVIDUALL  
Y FOR  
ERASMUS  
STUDENTS**

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**Pathology:** Prof. Margareta Strojan-Fležar (prof. Nina Zidar)

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**Pathophysiology:** Prof. Samo Ribarič, Prof. Tomaž Marš

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**Pharmacology:** Prof. Mojca Kržan

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**SPECIAL COURSES ORGANISED ONLY FOR  
ERASMUS STUDENTS**

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**Anaesthesiology:** Prof. Maja Šoštarič

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**Radiology and diagnostic Imaging:** Prof. Katarina Šurlan

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**Public Health:** Prof. Lijana Kragelj

# SCHEDULE OF SUBJECTS AND COURSES 2024/2025

WEEK	dates	National holidays	3rd YEAR COURSES	4TH YEAR - BLOCK 1B (M4 6-10)					5TH YEAR - ROTATION 2 INTERNATIONAL (M5 - 6-10)					6th year (M6 1-5)	
				MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI		
	23.09.2024		Radiology and diagnostic imaging	WELCOME WEEK ACTIVITIES											
1	30.09.2024		Clinical Microbiology; Anaesthesiology (exact week announced later) PHARMACOLOGY, PATHOLOGY, PATHOPHYSIOLOGY	Mental Disease					ORL					Clinical internships in Surgery and Internal Medicine are possible through the entire academic year*	
2	07.10.2024			Mental Disease					ORL						
3	14.10.2024			Mental Disease					ORL						
4	21.10.2024			Mental Disease + EXAM					ORL + EXAM						
5	28.10.2024	31.10. & 1.1.		Respiratory Diseases	HOLIDAY	HOLIDAY	Maxillofacial surgery with Fund.					HOLIDAY	HOLIDAY		
6	04.11.2024			Respiratory Diseases					Maxillofacial surgery with Fund. Of Dental Medicine - EXAM						
7	11.11.2024			Respiratory Diseases - EXAM					Ophthalmology						
8	18.11.2024			Urinary Tract Diseases					ELECTIVE COURSES						
9	25.11.2024			Urinary Tract Diseases + EXAM					Ophthalmology						
10	02.12.2024			Digestive Organs					Ophthalmology						
11	09.12.2024		Anaesthesiology	Digestive Organs					Ophthalmology + EXAM						
12	16.12.2024		Clinical Microbiology; Anaesthesiology (exact week announced later) PHARMACOLOGY, PATHOLOGY, PATHOPHYSIOLOGY	Digestive Organs + EXAM										GERIATRICS (Holidays between 25.12.-2.1.)	
13	23.12.2024	25.12.& 26.12.		Circulatory System	HOLIDAY	HOLIDAY			HOLIDAY	HOLIDAY					
14	30.12.2024	1.1. & 2.1.			HOLIDAY	HOLIDAY	Circulator		HOLIDAY	HOLIDAY					
15	06.01.2025			Circulatory System											
16	13.01.2025			Circulatory System									Examination		
17	20.01.2025			Circulatory System											
18	27.01.2025			Circulatory System + EXAM					Endocrinology and Metabolic Diseases						
19	03.02.2025	8.2.		ELECTIVE COURSES					Endocrinology and Metabolic Diseases						
20	10.02.2025		Infectious diseases and epidemiology					Endocrinology and Metabolic Diseases							
21	17.02.2025		Infectious diseases and epidemiology					Endocrinology and Metabolic Diseases							
22	24.02.2025		Infectious diseases and epidemiology					Endocrinology and Metabolic Diseases + EXAM							
23	03.03.2025		Infectious diseases and epidemiology					Gynaecology and Obstetrics							
24	10.03.2025		Infectious diseases and epidemiology					Gynaecology and Obstetrics							
25	17.03.2025		Infectious diseases and epidemiology					Gynaecology and Obstetrics							
26	24.03.2025		Infectious diseases and epidemiology + EXAM					Gynaecology and Obstetrics							
27	31.03.2025		Nervous System					Gynaecology and Obstetrics - EXAM							
28	07.04.2025		Nervous System					General Paediatrics							
29	14.04.2025		Nervous System					General Paediatrics							
30	21.04.2025	21.4. & 27.4.	HOLIDAY	Nervous System					HOLIDAY	CLINIC VII - (Forensic Med., Oncology, Blood)					
31	28.04.2025	1.5. & 2.5.	HOLIDAY week					HOLIDAY week					HOLIDAY week		
32	05.05.2025		Nervous System					CLINIC VII - (Forensic Med., Oncology, Blood)					Examination		
33	12.05.2025		Nervous System + EXAM					CLINIC VII - (Forensic Med., Oncology, Blood)					Examination		
34	19.05.2025		Skin and Venereal Diseases					CLINIC VII - (Forensic Med., Oncology, Blood)							
35	26.05.2025		Skin and Venereal Diseases					CLINIC VII - (Forensic Med., Oncology, Blood)							
36	02.06.2025		Skin and Venereal Diseases					CLINIC VII - (Forensic Med., Oncology, Blood)							
37	09.06.2025		Skin and Venereal Diseases + EXAM					Clinic VII - EXAMS							
38	16.06.2025		ELECTIVE COURSES					ELECTIVE COURSES					ELECTIVE COURSES		
39	23.06.2025	25.6.	Examination					Examination					Examination		
40	30.06.2025		Examination					Examination					Examination		

# **INTERNAL MEDICINE: RULES & REGULATIONS**

- **THEORETICAL LECTURES + PRACTICAL SKILLS**  
(obligatory attendance for Erasmus students from the 4<sup>th</sup> and 5<sup>th</sup> year):
  - Cardiology/CIRCULATORY SYSTEM
  - Pulmonology/RESPIRATORY SYSTEM
  - Nephrology/URINARY TRACT
  - Endocrinology/ENDOCRINOLOGY AND METABOLIC DISEASES
  - Haematology/BLOOD
  - Gastroenterology/DIGESTIVE ORGANS



**SURGERY:  
RULES &  
REGULATIONS**

- **THEORETICAL LECTURES + PRACTICAL SKILLS** (obligatory attendance for Erasmus students from the 4<sup>th</sup> and 5<sup>th</sup> year):
  - Cardiovascular Surgery/**CIRCULATORY SYSTEM**
  - Thoracic Surgery /**RESPIRATORY SYSTEM**
  - Urology/**URINARY TRACT**
  - Maxillofacial Surgery with fundamentals of Dental Medicine
  - Abdominal Surgery/**DIGESTIVE ORGANS**
  - Plastic Surgery/**SKIN AND VENERAL DISEASES**
  - Neurosurgery/**NERVOUS SYSTEM**

# CLINICAL ROTATION S – 6th year

- Internal medicine
- Surgery
- Primary health care – Family Medicine
- Clinical Paediatrics



# INTERNAL MEDICINE: rules & regulations

Students of 4th and 5th year have to listen to the lectures/seminars first and pass the partial exams, then they can apply for the CR

- Students of 6th year Medicine can do the CR without any special conditions; Students can choose max. 3 fields, each field for a minimum of 2 weeks, max. 9. weeks
- **Week before the start of the CR please go to the Faculty Department of Internal Medicine (Ms. Mojca Baraga) and ask for the name of your mentor. Your CR begins at 8:00/9:00 (Cardiology) o'clock on monday, go to the specific Clinical Department. Location: UKC choose the narrow steps on ground floor, go to the first floor and turn left – KATEDRA ZA INTERNO MEDICINO**
- All CR, except the Rheumatology one are held at the UKC (University Clinical Centre) **BASIC KNOWLEDGE OF SLOVENIAN LANGUAGE IS HIGHLY RECOMMENDED!**
- **Office hours: 10:00-13:00**



# SURGERY CR: rules & regulations

Students of 4th and 5th year have to listen to the lectures/seminars first and pass the partial theoretical colloquiums, then they can apply for the CR

SURGERY CR for 6th year students:

- Students can choose max. 2 fields, each field for min. 3 weeks, max. 9 weeks
- Week before the start of the CR please go to the Faculty Department of Surgery (Ms. Andreja Polanič) and ask for the name of your mentor. Your CR begins at 7.00 o'clock on monday, go to the specific Clinical Department. *Location: UKC choose the narrow steps on ground floor, go to the first floor and turn left – KATEDRA ZA KIRURGIJO*
- During the CR the student has to prepare a seminar on a certain topic and present it to his mentor – submit the paper to the secretary
- When finishing the rotation please bring the papers and PRINTED seminar to the Department of Surgery!

**BASIC KNOWLEDGE OF SLOVENIAN LANGUAGE IS HIGHLY RECOMMENDED!**

# Primary health care subject (Family Medicine)

- The course will be organised during the third rotation (27. 3. 2025 – 25. 04. 2023; examination until 16. 05. 2025)
- All information will be given to you before the beginning of the course
- The clinical practice in Family Medicine will be organised individually and you will get the names of your mentors in the international office - *please contact the international office one week before the start of your practice*

# General Paediatrics, Clinical Paediatrics

- Children`s Hospital (Bohoričeva 20)
- Subject (General Paediatrics) is planned to begin on **7th April 2025** and clinical rotations (Clinical Paediatrics) are planned to begin on **29th May 2025!** Whole course takes 6 weeks
- **General Paediatrics** is a theoretical and practical course and lasts for 2 weeks
- **Clinical Paediatrics** is a clinical course (attendance to lectures and seminars is recommended) (4 weeks)
- Who does not have Paediatrics theoretical background has to attend both courses

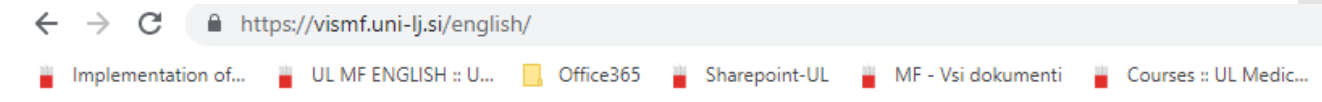


- The examination dates will be set for the first semester by 15th of October
- apply and REGISTER online through the student **VIS system** 5 working days prior to the exam date, you can cancel your application 1 day before the exam online – **If you don't register you can not take the exam!**
  - *Suggestion: register at the beginning for all exams, you can withdraw later*
- **Most of the exams are written + oral**
- The exams for Erasmus+ students are held in English
- You have the right to **THREE TRIALS**
- Improving your grade on next examination dates – not attending the first examination periode enables you to improve your grade later!
- **In the academic year 2024/2025 all Erasmus students have to pass the exams in order to get the ECTS of the courses (have the courses in your final Transcript of Records)**

# EXAMINATION



# VIS system – exam application



## Student Information System of the Faculty of Medicine

Username:

Password:

By using VIS you agree with usage of cookies.  
VIS is using session cookies only for technical and security reason.  
Cookies do not store any personal data and they are not used for any statistical purposes.  
Cookies are not transferred to any other organization.  
On logout, cookies are automatically deleted from your computer. [More about cookies](#)

<https://vismf.uni-lj.si/english/>

Examination dates will be entered in the VIS system.

# Exam application



Medicinska fakulteta  
Univerza v Ljubljani, Slovenija

## STUDENTS

### MY DATA

### EXAMS

Exam registration ←

Withdraw from exam

Exam dates

Exam results

All exam dates

### MISCELLANEOUS

ENROLLMENT

LOGOUT

## EXAM REGISTRATION

unperformed exams  already passed exams

Course title:

- Circulatory System
- Clinical Electrocardiography
- Dementias
- Endocrinology and metabolic diseases
- Musculoskeletal System
- Nervous System
- Respiratory System

Submit



Medicinska fakulteta  
Univerza v Ljubljani, Slovenija

STUDENTS

■ EXAM REGISTRATION

MY DATA

EXAMS

Registering to the course Nervous System.

Exam registration

Withdraw from exam

Exam dates

Exam results

All exam dates

MISCELLANEOUS

ENROLLMENT

LOGOUT

Exam date	Time	Composed exam	Special condition	Lecture room	Max. No. applications	Attend No.	Notes	Lecturer	Application deadline
<< 07.11.2022	00:00	NO		*		0		Zvezdan Pirtošek	02.11.2022

In order to register  
you should click on the  
arrows!

# STUDY OBLIGATIONS and RULES

- The attendance of all clinical rotations IS OBLIGATORY!
- Lectures/Seminar/Practice HELD IN ENGLISH! will be marked in TIMETABLE, and **ARE OBLIGATORY TO ATTEND!**
- All information regarding each subject will be provided to you on the first lecture day and on the websites of Departments as well as on the W-classroom
- Specific regulations for Internal Medicine, Surgery and Primary Health Care
- CODE OF CONDUCT: [https://www.mf.uni-lj.si/download\\_file/view/10517/15066](https://www.mf.uni-lj.si/download_file/view/10517/15066)

# Subject presentations and rules

- Subject INFO (study materials, **day to day/hour to hour TIMETABLE**) will be posted on departmental webpage and/or on W-classroom (from 1st October 2024)
- **Introduction lecture / meeting** held by the nominated professor on the 1st day of the subject (your presence is **obligatory!**)
- TIMETABLE for upcoming subject will be posted on the W-classroom of the faculty (latest **a week before the course starts**)

# MENTAL DISEASES – 4th year

- BASIC COURSE information and locations:
- <https://pouk.mf.uni-lj.si/course/view.php?id=1430>
- Start 4. 10. 2024 at 9:00 lecture room Center for mental health (Center za mentalno zdravje, Grablovičeva 44a, Ljubljana)
- Detailed schedule: <https://pouk.mf.uni-lj.si/course/section.php?id=8324>

# ORL – 5th year

- Start 1. 10. 2024 at 7:30 in the lecture room of the ORL clinic (Zaloška cesta 2)
- <https://pouk.mf.uni-lj.si/course/view.php?id=357>
- Study regime:
- DETAILED SCHEDULE:  
<https://pouk.mf.uni-lj.si/mod/resource/view.php?id=15198>

- Attendance to courses organized in English is obligatory.
- Students have to fulfil specific criteria to be able to be accredited for the subject and to apply for the examination
- Failure to attend scheduled lectures, seminars and clinical rotations as well as any kind of falsification and deliberate ignorance of rules and regulations will result in withdrawing you from the course.
- You are able to withdraw your application for examination at least 1 working day prior to the exam date (through the VIS system). If you do not withdraw the application and do not attend the exam it will be considered as the exam was not passed.
- Clinical rotations (6th year programme) are not automatically assessed. In case you need assessment of clinical rotations you have to bring a form from your home university in order to be directly assessed by your mentor. You can as well use our internal form: [https://www.mf.uni-lj.si/download\\_file/view/9579/15066](https://www.mf.uni-lj.si/download_file/view/9579/15066)
- Any kind of subject and clinical rotations arrangements without informing Erasmus+ coordinator and International office is NOT ALLOWED!
- ADVISE: cooperate with local students, be active not passive, respect unwritten rules

## SUMMARY of General rules and regulations





# THE END OF ERASMUS EXCHANGE

# WHAT TO DO AT THE END?

- A week before your departure inform the international office so that we can set the date for the arrangement of final papers
- You will have to submit:
  - Erasmus+ evaluation forms (with all signatures)
  - Examination grades have to be entered into the VIS system
  - Final Evaluation form (will be sent to you by email)
- Based on this documentation submitted to the International office we will issue the Transcript of Records!
- **END DATE OF YOUR MOBILITY: day of your last clinical practice or last exam obligation!**



# PRACTICAL INFORMATION

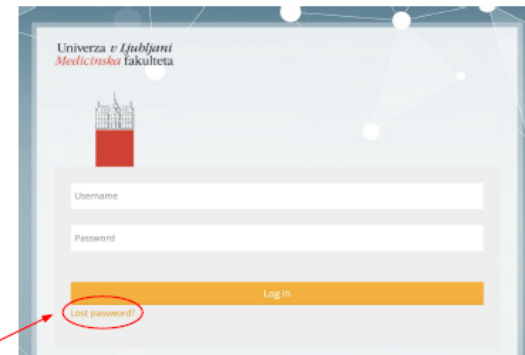
# E- CLASSROOM

## Web Classroom [pouk.mf.uni-lj.si](https://pouk.mf.uni-lj.si)

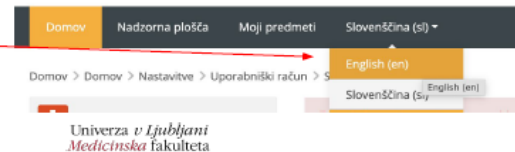
B. Leskošek, N. Žlender, IBMI, Web Classroom of the Faculty of Medicine

- You will get your username and provisional password to your email when account will be generated (check emails coming from [pouk@noreply](mailto:pouk@noreply)).
- At first login to <https://pouk.mf.uni-lj.si> the provisional password will have to be changed.
- You can change default language to English at the top of the Web Classroom.
- You will be enrolled to subjects automatically.
- For technical help contact [pouk@mf.uni-lj.si](mailto:pouk@mf.uni-lj.si).

**You can reset  
password here**



### Spletna učilnica MF



# Wclassroom

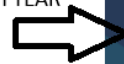
<https://pouk.mf.uni-lj.si/>  
- e-mail with instructions



Dobrodošli v Spletni učilnici Medicinske fakultete Univerze v Ljubljani

Izberite svoj program:

HERE YOU CAN  
FIND COURSES  
FROM OUR 3RD  
AND 4TH YEAR



Novi program



Stari program



HERE YOU CAN FIND THE  
COURSES OF OUR 5TH AND 6TH  
YEAR



Podiplomski študij



Predmeti za druge fakultete



Centralna medicinska knjižnica



Erasmus



Razno in šport na MF



Inštituti in katedre

# STUDENT TUTORS

- You should contact your Erasmus student tutor
- The main tutors will help you with the practical information about living and studying in Ljubljana
- Within each course/subject you will have a subject tutor, who will help you in communicating with the professors
- In case of some problems come immediately to the International Office or Erasmus+ departmental coordinator, where we will help you

# TEMPORARY RESIDENCE PERMIT

- Please apply immediately; with a temporary residence permit you are equal with the rest of the citizen
- Apply by post
  - Application
  - Health insurance
  - Personal statement (finances)
  - Acceptance letter
  - Confirmation of the accommodation
  - Personal ID document/passport
- Certified copy of your ID document/passport
  - Administrative unit/ UE Ljubljana Bežigard (Linhartova c. 13) „Overitev“ (MON, TUE, THU: 8:00 – 15:00; WED: 8:00 – 18:00; FRI: 8:00 – 13:00)

# Health problems

If you get sick or have a toothache, you should visit:  
**ZDRAVSTVENI DOM ZA ŠTUDENTE**

Aškerčeva 4

1000 Ljubljana

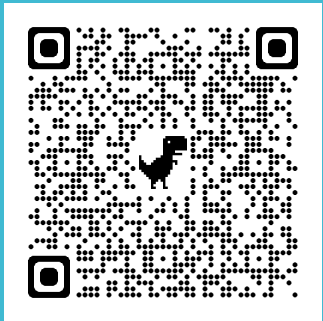
How to arrange appointments:

<https://www.zdstudenti.si/en/information-for-patients/appointments/>

You need to bring your European Health Insurance Card

Please comply with all covid-19 preventive measures. Never enter the Health centre without an appointment.





# SPORTS

- **SPORT AT UL MF:** [https://www.mf.uni-lj.si/en\\_GB/study/exchange-programmes/erasmus-for-students/erasmus-study-exchange/practical-information](https://www.mf.uni-lj.si/en_GB/study/exchange-programmes/erasmus-for-students/erasmus-study-exchange/practical-information)
- **CENTER ZA UNIVERZITETNI ŠPORT**  
Kongresni trg 12, 1000 Ljubljana  
01/241 86 34  
[https://www.uni-lj.si/extracurricular\\_activities/sport\\_en/](https://www.uni-lj.si/extracurricular_activities/sport_en/)

## FROM OCTOBER ON!

- **University Sport Hall in Rožna dolina**  
Svetčeva 9, 1000 Ljubljana  
01/241 86 36

# LIBRARY

- <https://libguides.mf.uni-lj.si/za-studente/eng>
- Central Medical Library located at Vrazov trg 2
  - Mrs. Nana Turk
  - <http://www.mf.uni-lj.si/en/cmek/central-medical-library>
  - Show your student card/letter of acceptance
- National and University Library located at Turjaška 1
  - <http://www.nuk.uni-lj.si/nukeng.asp>

## TRANSPORTATION

- Bus monthly ticket in Ljubljana
  - Go to LPP (Slovenska cesta 56, MO-FRI 7.00-19.00) or Bus station (Trg OF 4, every day from 5.00-22.00)
  - Bring with you your student card and EMŠO number
- Ljubljana bicikelj
  - Renting bikes in Ljubljana
  - <http://en.bicikelj.si/>

# WARDROBE LOCKERS

- Will be available for students who have CR in the time of their rotations – your lockers have already been activated for the first half of October
- LATER: go to „REFERAT ZA ŠTUDENTE“ a few days before you start the practice and you will get a locker number
- Can be activated with your STUDENT card
- Location: new building Faculty of Medicine, Korytkova str. 2, 2nd basement (When you enter the main hall, choose the elevators on your left and go to second basement K2, exiting the elevator, turn twice left and you will see the door „GARDEROBA“)

# FOOD COUPONS - BONI

- Student Organisation
  - <https://www.studentska-prehrana.si/en/Account/Register>
  - You need to submit your student ID number and Slovene personal identification number EMŠO (**both sent to you by e-mail**)
- Info Point ŠOU Metropol Ljubljana  
Metropol (Pivovarniška 6, Ljubljana)
  - Opening hours: Monday - Thursday: from 8.00 to 17.00; fridays until 14:00

- Organised by the University International Office

- Student dormitory
- Private accommodation [https://www.uni-lj.si/international\\_cooperation\\_and\\_exchange/incoming\\_students/accommodation/](https://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/accommodation/)
- Erasmus Play App: <https://erasmusplay.com/en/search/ljubljana.html?currency=EUR&priceperiod=month&sort=relevance&view=grid>
- Room finding service for international students (ŠOU at Pivovarniška 6) [HELP FIND ACCOMMODATION!](#)
- Office hours: Monday, Tuesday and Thursday between 12:00 and 15:00
- e-mail: [rooms@sou-lj.si](mailto:rooms@sou-lj.si)

ACCOMMODATION

# SLOVENE COURSES

Slovene ONLINE FREE COURSE:  
<https://www.slonline.si/>

ŠOLT offers courses of Slovene during the academic year

- Zavod ŠOLT, Rožna dolina, student dormitory 7, Svetčeva 9/7, 1000 Ljubljana, E-mail: [info@zavod-solt.si](mailto:info@zavod-solt.si)
- <https://www.zavod-solt.si/jezikovni-tecaji/slovene-language-courses/>

Slovene medical vocabulary workshop;  
organised by the Faculty Medical Journal  
Club – **MORE INFORMATION FOLLOWS  
BY E-MAIL**



# GREEN ERASMUS+ in Slovenia



❖ Tap water in Slovenia is drinkable,  
avoid bottled water

Use public transport

Try to do as many procedures as  
possible digitally

**WALKING CHALLENGE** – collect as  
many steps as possible in the first  
semester (1. 10. 2024 – 15. 1. 2025)

## USEFUL LINKS

- Living Abroad Forum  
<https://academy.europa.eu/mod/forum/view.php?id=14002>

# Enjoy your exchange in Ljubljana!



YOU ARE ALWAYS WELCOME  
TO VISIT  
THE INTERNATIONAL OFFICE!