



THE FUTURE IS YET TO BE BUILT

ERASMUS+ WELCOME GUIDE

University of *Ljubljana*
Faculty of *Civil and Geodetic Engineering*



Erasmus Co-ordinator:

Assistant Professor

Dušan Petrovič, Ph.D.

Vice-Dean for Education

✉ dusan.petrovic@fgg.uni-lj.si

International Office:

Romana Hudin

✉ romana.hudin@fgg.uni-lj.si



Erasmus+



Welcome to the Faculty of Civil and Geodetic Engineering

Dear Students,

Welcome to the Faculty of Civil and Geodetic Engineering at the University of Ljubljana and thank you for considering our institution as the host for your student exchange.

This Welcome Guide has been designed for foreign students who wish to do part of their studies at our Faculty within the Erasmus+ exchange programme. We hope this Guide will help to make your stay at our Faculty both successful and enjoyable.

Should you have any questions or inquiries, please do not hesitate to turn to the contact persons mentioned in this Guide.

We wish you a pleasant stay in Ljubljana and at our Faculty of Civil and Geodetic Engineering.

International Office, UL FGG

University of Ljubljana

Faculty of Civil and Geodetic Engineering



Dean:

Prof. Dr. Matjaž Mikoš

Main Office

Department of Civil Engineering

Department of Geodesy

Jamova cesta 2

p.p. 3422

1001 Ljubljana

Telephone no.: +386 1 476 85 00

Fax no.: +386 1 425 06 81

✉ tajnistvo@fgg.uni-lj.si



Department of Environmental
Civil Engineering

Hajdrihova ulica 28

p.p. 3422

1001 Ljubljana

Telephone no.: +386 1 425 40 52

Fax no.: +386 1 251 98 97

✉ tajnistvo@fgg.uni-lj.si

International Office:

Romana Hudin

Telephone number: +386 1 4768 628

✉ romana.hudin@fgg.uni-lj.si



Web page:

<http://www3.fgg.uni-lj.si/en/>

Faculty of Civil and Geodetic Engineering in Numbers

FGG is divided in eight scientific areas:

- geodesy,
- municipal economics and spatial planning,
- materials and structures,
- construction management,
- traffic and traffic constructions,
- hydraulic engineering,
- construction IT, and
- basic subjects.

Study programs (2015/2016)

- 5 undergraduate programs-B1
- 5 graduate programs-B2
- 2 doctoral programs-B3

Employees (2016)

- 210 in total
- 90 academic staff

Students (2015/2016)

- 891 regular undergraduate students
- 66 graduate students

The work is carried out in 21 educational-research units, 2 laboratories and 3 institutes.

STUDY PROGRAMS AT THE FACULTY OF CIVIL AND GEODETIC ENGINEERING

Link: <http://www3.fgg.uni-lj.si/en/study-programs/>

1st Cycle Studies

Academic Studies

- Civil Engineering
- Geodesy and Geoinformation
- Water Science and Environmental Engineering

Higher Education Professional Studies

- Construction Management
- Technical Real Estate Management

In the academic year 2016/17 the Faculty of Civil and Geodetic Engineering will provide the first cycle study programs: Civil Engineering, Geodesy and Geoinformation, and Water Science and Environmental Engineering.

Together with the established modernised studies Construction Management and Technical Real Estate Management they represent another step closer to meeting the demands from the labour markets and the expectations of the European area.

Studies of Civil Engineering, Construction Management, Geodesy and Geoinformation, Technical Real Estate Management, Water Science and Environmental Engineering are excellent guarantee to spend one's career engaged in interesting work, cooperating with important people and in inspiring projects. All these occupations are in high demand and employment after finished degree is virtually guaranteed.

2nd Cycle Studies

- Civil Engineering
- Geodesy and Geoinformation
- Buildings
- Spatial Planning
- Water Science and Environmental Engineering

In the academic year 2016/17 the Faculty of Civil and Geodetic Engineering will offer four complete 2nd cycle study programmes: Geodesy and Geoinformation, Civil Engineering, Buildings and Water Science and Environmental Engineering, as well as the second year of the 2nd cycle study programme Spatial Planning.

3rd Cycle Studies

- Built Environment
- Environmental Protection

In the academic year 2016/17 the Faculty of Civil and Geodetic Engineering is offering the 3rd cycle doctoral study Built Environment.

The doctoral study Built Environment is divided in four scientific areas: civil engineering, geodetic engineering, spatial planning and geology.

UL FGG is also actively cooperating at the interdisciplinary doctoral study Environmental Protection.

INSTRUCTIONS FOR INCOMING ERASMUS+ STUDENTS

Selection of courses and language of instruction

- The available courses are published on the UL FGG web page: <http://www3.fgg.uni-lj.si/en/study-programs/>.
- Your Learning Agreement will be confirmed in advance. However, be advised that your learning agreement may change upon arrival at the UL FGG due to some possible revisions of the study programmes.
- In general, the language of instruction is Slovenian. For foreign students, some courses are fully available in English. The list of these courses is updated each year and announced at the UL FGG web site. Other courses may be partially available or individual consultations are offered in English. Study materials and examinations are prepared in English

Grading system

ECTS and institutional grading scale:

Slovenian grade	ECTS grade	Definition
10 (Excellent)	A (Excellent)	Outstanding performance with only minor errors.
9 (Very Good)	B (Very Good)	Above the average standard but with some errors.
8 (Very Good)	C (Good)	Generally sound work with a number of notable errors.
7 (Good)	D (Satisfactory)	Fair but with significant shortcomings.
6 (Poor)	E (Sufficient)	Performance meets the minimum criteria.
5 – 1 (Unsatisfactory)	F, FX (Fail)	Considerable further work is required.

Upon arrival

- Contact International Office, **Ms. Romana Hudin**, Faculty of Civil and Geodetic Engineering, room P-3 (ground floor), Jamova 2, 1000 Ljubljana.
✉ romana.hudin@fgg.uni-lj.si
- According to your Learning Agreement you will receive information about responsible teachers of individual courses.
- You should contact the teachers within one week after arrival. They will define your obligations, study literature, seminar work, etc.
- If you wish to change your Learning Agreement, discuss the changes with adequate teachers and bring the form Changes to Original Learning Agreement to International Office.

NOTE:

At a special welcome meeting at the beginning of each semester you will meet Slovenian student tutors for foreign students who will help you get around, as well as other foreign students at the UL FGG.

Before departure

- For each exam that you pass, professors will issue a signed certificate with adequate grade.
- In order to be issued the final Transcript of Records, you should bring these certificates to International Office.
- You should finish all the defined obligations and exams before you leave and go back home. It is not allowed to make exams from your home institution.

Facilities for students

- UL FGG provides access to the Eduroam WiFi network. In order to use it, ensure beforehand that you are able to use Eduroam when still at your home institution.
- Digital Identity: You will receive a user name for the Digital Identity as a student of the University of Ljubljana. To activate your ID, go to: <https://id.uni-lj.si/>.
- The Faculty of Civil and Geodetic Engineering provides 6 computer rooms with access to computers and useful software facilities.
- You will have access to the Library of UL FGG in the opening hours from 8.00 AM to 7.00 PM (Fridays from 8.00 AM to 3.00 PM). As student of the University of Ljubljana you will also be entitled to use other libraries of the University of Ljubljana, as well as the National and University Library and the Central Technical Library.



University of Ljubljana

University of Ljubljana was established in 1919. It consists of 26 members; 23 faculties and 3 academies: Biotechnical Faculty, Faculty of Economics, Faculty of Architecture Faculty of Education, Faculty of Electrical Engineering, Faculty of Pharmacy, **Faculty of Civil and Geodetic Engineering**, Faculty of Chemistry and Chemical Engineering, Faculty of Health Sciences, Faculty of Law, Faculty of Mathematics and Physics, Faculty of Maritime Studies and Transport, Faculty of Computer Science and Informatics, Faculty of Social Work, Faculty of Mechanical Engineering, Faculty of Social Sciences, Faculty of Sports, Faculty of Administration, Faculty of Arts, Faculty of Medicine, Faculty of Natural Sciences and Engineering, Faculty of Theology, Veterinary faculty, Academy of Music, Academy of Theatre, Radio, Film and Television, and Academy of Fine Arts and Design

Rector: **Prof. Dr. Ivan Svetlik**

Postal Address:

University of Ljubljana

Kongresni trg 12, SLO - 1000 LJUBLJANA

Office of International Relations

Switchboard: **+386 1 2418500**

Office: **+386 1 2418592/94**

Fax: **+386 1 2418593**

E-mail addresses: **intern.office@uni-lj.si**

Opening hours: **Mon - Fri: 8:30-11:30**

Erasmus+

University of Ljubljana
Faculty of Civil and Geodetic Engineering



UL Faculty of Civil and Geodetic Engineering
Jamova cesta 2, 1000 Ljubljana, Slovenia
Telephone: +386 1 47 68 500, Fax no.: +386 1 425 06 81
International Office: ✉ romana.hudin@fgg.uni-lj.si