



**FGG**

UNIVERSITY OF LJUBLJANA  
Faculty of Civil and Geodetic Engineering

# WELCOME MEETING FOR INTERNATIONAL EXCHANGE STUDENTS

*Erasmus+ Co-ordinator and Vice-Dean for  
International and Research Activity:  
Prof. Matjaž Dolšek, Ph.D.*

*International Office:  
Romana Hudin*

*17 February 2025*

# Today's plans

## **Presentation of basic information**

About study at our faculty, courses, timetables, ...

## **Presentation by our student tutors**

About student facilities, social life, ...

## **... after that**

You meet in the main hall with our student tutors. They will take you for a walk through Ljubljana and to a lunch, so you get the opportunity to mingle with other students and get to know each other in a pleasant and relaxed environment.



# University of Ljubljana

- Established in **1919** with **5** member schools
- At present: **23 faculties** and **3 arts academies**

1. Academy of *Fine Arts and Design*
2. Academy of *Music*
3. Academy of *Theatre, Radio, Film and Television*
4. *Biotechnical* Faculty
5. Faculty of *Administration*
6. Faculty of *Architecture*
7. Faculty of *Arts*
8. Faculty of *Chemistry and Chemical Technology*
9. **Faculty of *Civil and Geodetic Engineering***
10. Faculty of *Computer and Information Science*
11. Faculty of *Economics*
12. Faculty of *Education*
13. Faculty of *Electrical Engineering*

14. Faculty of *Health Science*
15. Faculty of *Law*
16. Faculty of *Maritime Studies and Transport*
17. Faculty of *Mathematics and Physics*
18. Faculty of *Mechanical Engineering*
19. Faculty of *Medicine*
20. Faculty of *Natural Sciences and Engineering*
21. Faculty of *Pharmacy*
22. Faculty of *Social Sciences*
23. Faculty of *Social Work*
24. Faculty of *Sport*
25. Faculty of *Theology*
26. *Veterinary* Faculty





# Faculty of Civil and Geodetic Engineering



## 2 locations:

- main building (with laboratory for structures and materials), address: Jamova 2
- environmental engineering with laboratory, address: Hajdrihova 28

# Faculty in numbers

## Study programs (2024/2025)

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

## Employees (2024)

- **216** in total
- **94** academic staff

## Students (2024/2025)

- **830** regular undergraduate students
- **30** graduate (doctorate) students

# Faculty of Civil and Geodetic Engineering

## Study programs:

### 1<sup>st</sup> Cycle:

- Civil Engineering
- Construction Management
- Water Science and Environmental Engineering
- Geodesy and Geoinformation
- Technical Real Estate Management

### 2<sup>nd</sup> Cycle:

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

### 3<sup>rd</sup> Cycle:

- Built Environment
- Environmental Protection

# Meet our student tutors

Student tutors for foreign students are there to help you get around the faculty and with any study problems.

In the academic year 2024/2025 they are:

Blaž Rozman	Civil Engineering	<a href="mailto:blazrozman16@gmail.com">blazrozman16@gmail.com</a>
Ambrož Rodošek	Civil Engineering	<a href="mailto:ar5168@student.uni-lj.si">ar5168@student.uni-lj.si</a>
Nejc Pevec	Geodesy	<a href="mailto:np25754@student.uni-lj.si">np25754@student.uni-lj.si</a>
Jon Bezgovšek	Civil Engineering	<a href="mailto:Jon.bezkovsek8@gmail.com">Jon.bezkovsek8@gmail.com</a>

# Instructions for incoming students

- For signatures to required documents please leave them at the reception desk (main hall). They must be completed and ready for signatures. The International Office will send the signed documents back to you by e-mail.
- You will find most information about courses, teachers, lecture rooms, etc., by searching our internet pages <https://www.en.fgg.uni-lj.si/> or you may consult the student tutors.
- Classes in the winter semester start today, February 17, 2025. **Your classes start tomorrow, February 18.** For the classes scheduled on the [Timetable](#), please go to the next scheduled lectures or tutorials.
- For the courses delivered in the form of individual consultations, you should contact the teachers **within the first week** of the semester. Please contact them first by e-mail! They will define your obligations, study literature, seminar work, etc.



# Instructions for incoming students

- You should regularly attend the classes according to the published timetables and in agreement with the teachers.
- **Changes of your Learning Agreements are possible, but not recommended.** Any changes must be coordinated with the International Office and the Erasmus Coordinator.
- **Learning Agreements shall be changed not later than in the first 2 weeks of the semester.**
- Registration for exams is online through Web pages for student affairs.
- 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.
- When you have finished all the exams, you can download your final Transcript of Records from the Web pages for student affairs.

# TIMETABLES AND COURSES

In the summer semester of the academic year 2024/2025, UL FGG offers the following courses in English:

**Introduction to Sanitary Engineering, 4 ECTS**

**Introduction to Building Design, 5 ECTS**

**English for Geodetic Engineering, 4 ECTS**

**Building Information Modelling, 4 ECTS**

**Project Planning and Management, 4 ECTS**

**Technologies in Civil Engineering 4 ECTS**

**Environmental Technologies, 4 ECTS**

**Smart House, 4 ECTS**

**If you selected these courses, you cannot cancel them!** This is necessary to keep the group sizes. You may join any of these classes.

The timetable is published at <https://www.en.fgg.uni-lj.si/timetable-for-erasmus-students/>

# SPORT EDUCATION

If you selected Sport Education as elective course, please go to e-Classroom, enrol to the course and select the activities you wish to take. For more information, check the description in your files.

Also, please go and meet the teacher, **Prof. Aleš Golja**, tomorrow, Feb. 18, either at 9:00 or 12:00 in his room no. 309.

If you did not select the course, you may still join some activities, such as regular Monday evening swimming.

# Student cards, ID numbers, Digital Identity

As students of the University of Ljubljana, you will receive your student cards. You will find them in your documentation file.

All foreign students receive Personal ID number issued by the Ministry of Internal Affairs. It is required to apply for monthly bus ticket, for accommodation, food coupons, etc.

To access e-Classroom and online student system, you need Digital Identity. You will receive adequate instructions in your documentation file. To activate your DI as student of University of Ljubljana, go to:  
<https://id.uni-lj.si/>

UL FGG provides access to the Eduroam WiFi network.

# Student online systems

- At <https://www.en.fgg.uni-lj.si/students/> you will find two main online systems for students:



## Web Classroom

To enter the web classroom you need your digital identity – UL ID. Use the mail that was provided by foreign students affairs office. If you have any problems with sign in-to the classroom send an email to support: [podpora@fgg.uni-lj.si](mailto:podpora@fgg.uni-lj.si). To switch language use the top menu and select: Slovenščina (sl) / English (en). Use the search form to enroll to the correct class or use the link below for all Erasmus classes



## Web page for student affairs

To enter the students affair's web page you need your digital identity – UL ID. Use the e-mail that was provided by foreign students affair's office. If you have any problems with sign-in to the page send an email to support: [referat@fgg.uni-lj.si](mailto:referat@fgg.uni-lj.si).

## eClassroom

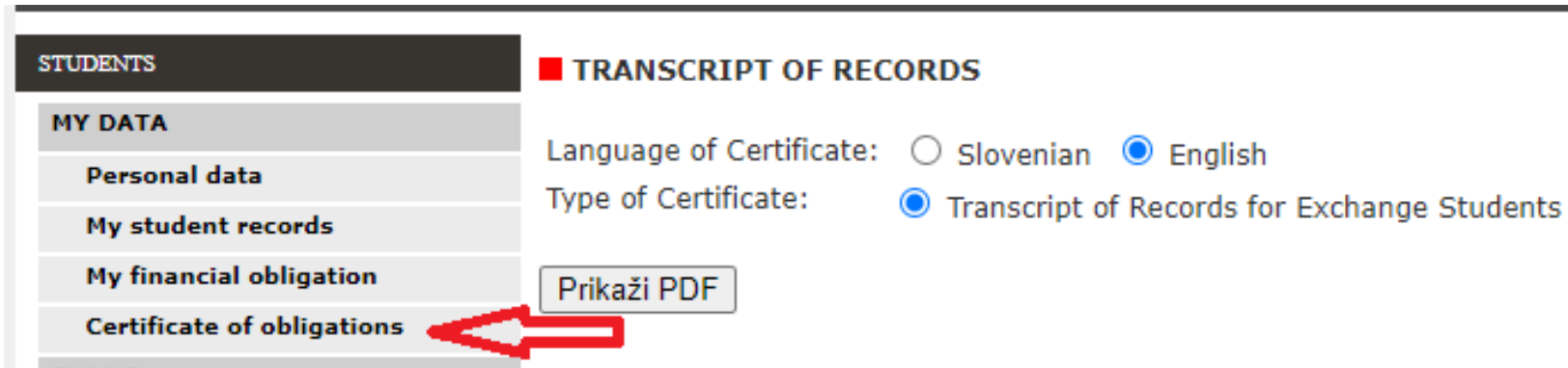
- Main communication with the teachers is through eClassroom and they will post teaching materials on these pages; you can access them with your Digital Identity



# Student online systems

## Web page for student affairs

- You can manage your personal data.
- You can register to (or withdraw from) exams.
- You can check timetables, etc.
- You can print out your final Transcript of Records



The screenshot displays a web interface for student affairs. On the left, a sidebar menu under the heading 'STUDENTS' includes options like 'MY DATA', 'Personal data', 'My student records', 'My financial obligation', and 'Certificate of obligations'. The main content area is titled 'TRANSCRIPT OF RECORDS' and features two radio button options for 'Language of Certificate': 'Slovenian' (unselected) and 'English' (selected). Below this, there is a 'Type of Certificate' section with a radio button for 'Transcript of Records for Exchange Students' (selected). A 'Prikaži PDF' button is visible, and a red arrow points to the 'Certificate of obligations' menu item.

# Use of UL FGG Library

You are allowed to use UL FGG Library (ground floor). You will need to present your student ID. Before you leave, please make sure that you return all the borrowed materials, otherwise you will not be able to receive the final documents including the Transcript of Records.



## CONFIRMATION BY UL FGG LIBRARY

This is to certify that \_\_\_\_\_ an international exchange student at the University of Ljubljana, Faculty of Civil and Geodetic Engineering, in the academic year 2024/2025, has returned all borrowed materials from the UL FGG before his/her departure.

Elizabeta Kralj, Head of the UL FGG library

Date:

\_\_\_\_\_  
(signature)

Jamova cesta 2,  
1000 Ljubljana, Slovenija

T: +386 1 476 85 00

[tajnistvo@fgg.uni-lj.si](mailto:tajnistvo@fgg.uni-lj.si)  
[www.fgg.uni-lj.si](http://www.fgg.uni-lj.si)

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# Contacts

For any further information, please contact

International Office ([international@fgg.uni-lj.si](mailto:international@fgg.uni-lj.si))

or Erasmus Coordinator Prof. Matjaž Dolšek  
([matjaz.dolsek@fgg.uni-lj.si](mailto:matjaz.dolsek@fgg.uni-lj.si)).



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Thank you for your attention!

**COMMENTS, QUESTIONS ???**