



European Master in  
Building Information Modelling

# Student's guide

Slovenia



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Universidade do Minho

Univerza v Ljubljani



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## HOST COUNTRY AND CITY

### Slovenia

Slovenia, officially the Republic of Slovenia, is a Central European country, located at the crossroads of the main European cultural and trade routes. Slovenia is a parliamentary republic and a member of the United Nations, European Union (since 2004), and NATO. The capital and largest city is Ljubljana.

Historically, the current territory of Slovenia was part of many different states, including the Roman Empire, Byzantine Empire, Carolingian Empire and the Holy Roman Empire, the Habsburg Monarchy, Republic of Venice, French-administered Illyrian Provinces of Napoleon I., Austrian Empire and Austria-Hungary, Kingdom of Serbs, Croats and Slovenians. After World War II, Slovenia joined former Yugoslavia, and in June 1991 it became an independent country.

Almost two-thirds of people are employed in services, and over one-third in industry and construction. Slovenia benefits from a well-educated workforce, well-developed infrastructure, and its location at the



crossroads of major trade routes. Four major European geographic regions meet in Slovenia: the Alps, the Dinarides, the Pannonian Plain, and the Mediterranean. The Alps dominate Northern Slovenia along its long border with Austria. Slovenia's Adriatic coastline stretches approximately 47 kilometres from Italy to Croatia. Slovenia offers its inhabitants and tourists a wide variety of natural and cultural amenities. The tourist gravitational area is considerably large, although the tourist market is small.

#### Location:



Slovenia is situated in Central and Southeastern Europe, touching the Alps and bordering the Mediterranean.

#### Area:

**Total Area:** 20,273 km<sup>2</sup>

**Water territory:** 141.9 km<sup>2</sup>

#### Coastline:

47 km

#### Climate:

Slovenia is located in temperate latitudes. The climate is also influenced by the variety of relief, and the influence of the Alps and the Adriatic Sea. Average January temperature: around 0 °C, average July temperature: above 20 °C

#### Population:

2,067,284 (2018 est.)

#### Religion:

Roman Catholic 57,8%, undeclared and non-religious 25,9% (2002)

**Language:**

The official language in Slovenia is Slovenian, which is a member of the South Slavic language group. In 2002, Slovenian was the native language of around 88% of Slovenia's population according to the census, with more than 92% of the Slovenian population speaking it in their home environment.

**Government information**

**Government type:** Parliamentary democracy



**Administrative divisions:** There is no official intermediate unit between the municipalities and the Republic of Slovenia. The 62 administrative districts, officially called "Administrative Units", are only subdivisions of the national government administration and are named after their respective bases of government offices. They are headed by a Manager of the Unit appointed by the Minister of Public Administration.

**Capital:** Ljubljana

**Independence:** 1991 (independent republic proclaimed 25 June 1991)

**Constitution:** 23 December 1991.

**Legal system:** Judicial power in Slovenia is implemented by courts with general responsibilities and specialised courts that deal with matters relating to specific legal areas.

**Suffrage:** 18 years of age; universal

**Executive branch:**

Chief of state: President Borut Pahor (since December 2012)

Head of government: Prime Minister Marjan Šarec (since September 2018)

Cabinet: Council of Ministers appointed by the president on the recommendation of the prime minister

Elections for president of state: president elected by popular vote for a five-year term; (eligible for a second term); election last held 22 October 2017; following legislative elections, the leader of the majority party or leader of a majority coalition is usually appointed prime minister by the president

Elections for Parliament: elected by popular vote for a four-year term

**Legislative branch:**

Bicameral Parliament of Slovenia, with asymmetric duality. The bulk of power is concentrated in the National Assembly, which consists of 90 members. The National Council, consisting of 40 members, appointed to represent social, economic, professional and local interest groups, has a limited advisory and control power.

Elections: last held 3 June 2018.

**Judicial branch:**

The Constitutional Court, composed of nine judges elected for nine-year terms, decides on the conformity of laws with the Constitution; all laws and regulations must also conform with the general principles of international law and with ratified international agreements.

The city of Ljubljana



Ljubljana, the city you will be living in, is located almost in the centre of Slovenia. It is also the largest city in Slovenia with about 283,000 inhabitants..

Ljubljana has been the cultural, educational, economic, political, and administrative center throughout its modern history. Its central geographic location within Slovenia, transport connections, concentration of industry, scientific and research institutions, and cultural tradition are contributing factors to its leading position.

During antiquity, a Roman city called Emona stood in the area. Ljubljana itself was first mentioned in the first half of the 12th century. It was under Habsburg rule from the Middle Ages until the dissolution of the Austro-Hungarian Empire in 1918. Situated at the middle of a trade route between the northern Adriatic Sea and the Danube region, it was the historical capital of Carniola, one of the Slovene-inhabited parts of the Habsburg Monarchy. The origin of name of the city, Ljubljana, is unclear. In the Middle Ages, both the river and the town were also known by the German name Laibach. This name was in official use as an endonym until 1918, and it remains frequent as a German exonym, both in common speech and official use. The origin from the Slavic *ljub-* "to love, like" should point to the meaning "the beloved". Also, the name of the river Ljubljanica flowing through it is supposed to give the name of the settlement.



## TRAVELLING IN LJUBLJANA

### Buses

A single fare price for the city bus is €1.20 and is paid only by the ticket “*Urbana*”, a city transport card available at [Ljubljanski potniški promet \(LPP\)](#), some railway stations, news stands and at the Urbanomat vending machines. A monthly Urbana pass for students is valid for the urban network and costs 20.00 €.

### Taxis

You can hail a taxi in the street or take one from a taxi stand. The telephone taxi companies are honest. The driver may be polite and should give you a receipt for the ride.

### Bike

If you are considering bringing your bike or motorbike to Ljubljana, you may also do so. The city is bike friendly, with numerous bike routes. The city also offers city bikes in a system called Bicikelj, operating 24/7 and providing simple use of city bicycles both during the day and night. When registered and subscribed, one can use it without any limitations.. Located in busy residential and shopping areas and near public transport, the stations are a simple and quick way to get around for a quick errand, the daily commute to work or school or to your favourite leisure activities.

### Car

We do NOT recommend bringing a car to Ljubljana. It is a small city and the public transportation system is cheaper. The city centre is also partly closed for traffic and parking may at some areas be fairly expensive.

Some general traffic rules:

- Seat belts must be used at all times, including rear seats, if equipped
- Maximum speed: 100 km per hour on national roads, in all built-up areas 50 km per hour, motorways 130 km per hour
- Motorways fees (paid by purchasing a window sticker - valid for 1 year)

## TRAVELLING OUTSIDE LJUBLJANA

When you travel outside Ljubljana you can use a train or a bus. Both are quite cheap and reliable. You'll be able to find connection to many parts of the country.

### By air

Ljubljana Jože Pučnik Airport, 20 km from the centre of Ljubljana, has good connections with other European airports. Airport shuttle buses take passengers to the centre of town.

[www.lju-airport.si/en/Main](http://www.lju-airport.si/en/Main)

### By train

Ljubljana has good railway links with all large European cities. The railway station is in the centre of Ljubljana. Train travel within Slovenia is convenient and inexpensive.

[www.slo-zeleznice.si/en](http://www.slo-zeleznice.si/en)



### By bus

The bus is one possible means for travelling around, but not a very comfortable one over long distances.

[www.ap-ljubljana.si/en](http://www.ap-ljubljana.si/en)

## UNIVERSITY OF LJUBLJANA



University of Ljubljana is an institution with a very rich tradition. With more than 40.000 students participating in 374 bachelor, master and doctoral degree programmes, it ranks among the largest universities in the world. A total of 23 faculties and three art academies employ approximately 6000 full-time higher education teachers, researchers, assistants and administrative staff.

The University of Ljubljana was established in 1919 on the foundations of a long-established pedagogical tradition. For almost half a century it remained the only Slovenian university until joined, about 20 years ago, by the University of Maribor. In 2003 the third Slovenian University was established in Koper, University of Primorska..

The University has its seat in Ljubljana, Slovenia's capital. Nearly one tenth of Ljubljana's inhabitants are students, which gives the city a young and lively character.

The University was founded in the centre of Ljubljana, where the central university building and the majority of its departments are located. Later on, some new, modern buildings were constructed in the suburbs..

## HOW TO GET TO LJUBLJANA

Ljubljana Jože Pučnik Airport, 20 km from the centre of Ljubljana, has good connections with other European airports. Airport shuttle buses take passengers to the centre of town. Taxi service is another possibility. Shuttles and taxis are available at all times in front of the airport building.

[www.lju-airport.si/en/Main](http://www.lju-airport.si/en/Main)

Motorways and railways are the most direct means of reaching Ljubljana.

### By Motorway:

Using the current network of motorways, Ljubljana is almost in the centre of Slovenia and can be reached from Italy, Austria, Hungary or Croatia by motorways leading towards the interior of the country.

### By bus

The bus is one possible means for travelling around, but not a very comfortable one over long distances.

[www.ap-ljubljana.si/en](http://www.ap-ljubljana.si/en)



### By train

Ljubljana has good railway links with all large European cities. The railway station is in the centre of Ljubljana. Train travel within Slovenia is convenient and inexpensive.

[www.slo-zeleznice.si/en](http://www.slo-zeleznice.si/en)

## ADVANCED MASTERS IN BUILDING INFORMATION MODELLING

The Civil Engineering Department will welcome the European Masters in Building Information Modelling.

The objective of BIM A+ is to offer an advanced education programme on BIM integrated design, construction and operation processes, with a strong focus on the collaborative practices that are the cornerstone of such integration.

The Master combines the diversity of expertise at leading European universities in the relevant fields, offering education oriented to a multidisciplinary understanding of virtual construction through the involvement of experts from complementary fields (engineers, architects, programmers and others). Students gain top level knowledge on BIM in a research-oriented environment, with close cooperation with the industry and with a strong focus on problem solving.

The course will combine the recent advances in research and development with practical activities applications. After successful completion of the BIM A+ a student will gain competences to compete in a highly demanding market as a BIM Manager/Coordinator/Specialist. Furthermore, students may consider engaging in a further degree of studies towards (PhD) research on the BIM proficiency level.

A brief list of the main learning outcomes follows below:

- Understand the role and potential of BIM for the industry
- Be able to plan the use of BIM in Building projects and provide the right level of detail
- Be able to comply legal and project collaboration requirements
- Identify, describe and apply adequate modelling practices in view of intended uses for the models
- Capability to understand and perform BIM models for the specialties of Architecture, Structural Engineering and MEP Engineering
- Master the use of parametric approaches for advanced object creation
- Be capable of advanced object use in BIM context through interactive editors and object libraries
- Capability of applying scripting methodologies to extend the capacities of existing BIM platforms towards customized capacities
- Be able to assess interoperability issues in BIM Exchange from technical, semantic and organizational point of view
- Apply methods of development of schemata and databases that are relevant to BIM, as well as methods for exchange of building product specifications
- Be capable of dealing successfully with interoperability issues in BIM based exchange of project information in infrastructure and building projects
- Detail and apply the business processes impacted by BIM 4D, 5D and 6D and describe the digitalization approach in terms of workflows, data exchange mechanisms (incl. data management roles, data drops and system interfaces)
- Understand how the Common Data Environment (as prescribed in European practices) can support other business processes such as contract management, tendering and eProcurement, BIM to Field.
- Being able to adapt BIM 4D, 5D and 6D to modelling and applications for the specialties of Architecture, Structural Engineering and MEP Engineering
- Capability of in-depth application of BIM in specific contexts of building rehabilitation and sustainability analysis/assessment.

Moreover, it is relevant to pinpoint the upcoming initiatives on the field of standardization, particularly in the US and Europe (CEN TC442 is setup and running to produce standards) that are strong influencers in the worldwide scenario. The learning and innovative outcomes will be to prepare the student to be qualified, with a broad mind, for participating in drawing new international Guidelines and standards, in a shared table with different experts.

## Structure and content

The study programme is composed of seven units, being six courses/units of 5 ECTS (45 hours of lectures and 95 hours of independent/group student work) and one dissertation of 30 ECTS (30 tutorial hours and 558 hours of independent student work). Lectures are held from 9:30 to 12:30 and individual/group work is compulsory at University from 14:00 to 19:00.

The courses of 5 ECTS are given in 3.3 weeks without interruption. Each 5 ECTS course is divided in two modules with independent evaluation, when the lecturers are available for the students and provide extra tutorial as requested.

Therefore, each lecturer is typically involved two weeks in a single course. This allows foreign lecturers to deliver the module and is very beneficial for the students, as they have a lecturer almost full-time at their disposal for all the modules. The 5 ECTS courses are arranged as a mix of theory and application, in a context of a project-led education, where a project is effectively run for the full duration of the course.

Finally, the Final Project/Dissertation (30 ECTS) is carried out in the final part of the MSc (last 14 weeks). This aims at developing research and/or professional competences in the field of Building Information Modelling. The dissertation can be carried out inside the Universities or in a private company, under University supervision. The general description of the course/units is as follows:

### **BIM A+1 Management of information and collaboration in BIM**

- Get an overview of BIM theory and standards;
- Understand the role and potential of BIM for the industry;
- Understand critical aspects in BIM implementation responding to project requirements;
- Be able to plan use of BIM in Building projects and provide the right level of detail;
- Be able to comply to legal and project collaboration requirements;
- Assess capacity and capability for BIM Implementations on specific project;
- Be able to put in place appropriate management procedures and BIM protocols.

### **BIM A+2 Modelling in Architecture and Engineering**

- Be able to differentiate the requisites and uses that are of interest for each construction specialty (Architecture and Engineering);
- Identify and describe adequate modelling practices in view of intended uses for the models;
- List, apply and criticize the several modelling recommendations that exist at international level;
- Capability to understand and perform BIM models for the specialties of Architecture, Structural Engineering and MEP Engineering;
- Understand further particular cases of modelling, targeted for monitoring and management.

### **BIM A+3 Parametric Modelling in BIM**

- Being capable of fully understanding the underlying concepts of parametric modelling;
- Master the use of parametric approaches for advanced object creation;
- Be capable of advanced object use of in BIM context through interactive editors and object libraries;
- To be aware of scripting methodologies to extend the capacities of existing BIM platforms towards customized capacities.

### **BIM A+4 Advanced BIM data-systems and interoperability**

- Be able to assess interoperability issues in BIM Exchange from technical, semantic and organizational point of view;
- Methods of development of schemata and databases that are relevant to BIM;
- Methods for exchange building product specifications;

- Assessment procedures that are relevant for successful implementation of a project;
- Interoperability issues in BIM based exchange of project information in infrastructure and building projects.

**BIM A+5 4D, 5D, 6D modelling and applications**

- Be able to understand the value of BIM and the impacts on the “more” managerial aspects of Design and Construction (ie. Business process management, construction project management, integrated project delivery);
- Be able to differentiate the requisites and uses that are of interest for dimension of BIM uses (ie. 4D programming, 5D estimating/accounting, 6D facility management);
- Be able to detail the business processes impacted by BIM 4D, 5D and 6D and describe the digitalization approach in terms of workflows, data exchange mechanisms;
- Provide references to practices that exist at international level;
- Understand how the Common Data Environment (as prescribed in European practices) can support other business processes such as contract management, tendering and eProcurement, BIM to Field;
- Understand how to adapt BIM 4D, 5D and 6D to modelling and applications for the specialties of Architecture, Structural Engineering and MEP Engineering

**BIM A+6 BIM based rehabilitation and sustainability analysis**

- Be able to organize and manage the various phases of the design, tender activity, construction and facility management of the retrofit of existing building;
- Be able to organize Tools, methods, and instruments for the survey of the existing buildings;
- The 3D modelling of the survey for the preliminary diagnosis of the damages and photorealistic reconstruction;
- The structural model and the coordination between the structural model and the architectural model;
- Model for the dynamic structural analysis of the building;
- The design of the rehabilitation and envelope of the construction details;
- Solutions for the reuse of existing buildings: Modelling, Budgeting, Estimating;
- The sustainable reuse with LEED rating system, use of Revit for the evaluation of LEED;
- MEP modelling, into the buildings and clash detection;
- BIM to BEM: Energy management and analysis;
- LCC in the construction and evaluation of the payback;
- The phases in the project of reuse of existing building, the model checking.

**BIM A+7: Dissertation**

- Plan, develop and present the dissertation work.

The Master Course will be held on a rotating basis. For 2019/2020, the Coursework will be held in Portugal and Slovenia. For 2020/2021, the Coursework will be held in Portugal and Italy. For 2021/2022, the Coursework will be held in Slovenia and Italy. This means that coursework is concentrated in two countries each year and dissertation work is then equally divided by all partners, so that each student spends 30 ECTS in one country and 30 ECTS in another country. The students will indicate their preference and the Management Board will decide a final selection based on the ranking of the first 20 curricular ECTS and a balanced distribution between consortium members.

## ECTS

The ECTS - European Credit Transfer System - was developed by the European Commission in order to provide common procedures to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements and transferring them from one institution to another.

The ECTS system is based on the principle of mutual trust and confidence between the participating higher education institutions. The few rules of ECTS, concerning the information on courses available (ECTS Information Package), the agreement between the home and host institutions establishing the programme of study to be taken (Learning Agreement), the use of credit units to indicate the student's workload (ECTS credits) and the use of a Transcript of Records, which shows the student's learning achievements in a way which is commonly understood and easily transferable from one institution to another, are set out to reinforce this mutual trust and confidence.

ECTS Grade	% of successful students normally achieving the grade	UL's Conversion Scale	Definition
A	10	10	EXCELLENT: outstanding performance with only minor errors
B	25	9	VERY GOOD: above the average standard but some errors
C	30	8	GOOD: generally sound work with a number of notable errors
D	25	7	SATISFACTORY: fair but with significant shortcomings
E	10	6	SUFFICIENT: performance meets the minimum criteria
F	-	5 - 1	FAIL: considerable further work is required

## Academic Calendar

Academic year	Period	UMinho	UL	PoliMi
2019-2020	October-March (coursework)	X	X	
	April-July (dissertation)	X	X	X
2020-2021	October-March (coursework)	X		X
	April-July (dissertation)	X	X	X
2021-2022	October-March (coursework)		X	X
	April-July (dissertation)	X	X	X

**National Holidays**

- January 1, 2: New Year's Days
- February 8 Culture Day
- April 11: Easter Sunday
- April 27: Resistance Day
- May 1, 2: Labour Day
- June 25: National Holiday
- August 15: The Assumption
- October 31: Reformation Day
- November 1: All Saints
- December 25: Christmas
- December 26: Independence Day

**THE INTERNATIONAL RELATIONS OFFICE**

The International Office of the Faculty of Civil and Geodetic Engineering offers support to the exchange of students, academic and supporting staff as well as researchers, incoming and outgoing. Most of the mobilities are realised within the Erasmus+ programme, although there are also other programmes with active mobility schemes, such as CEEPUS, JEAN MONNET, LOTUS; Erasmus Mundus, MSCA, etc. The International Office is also in charge of exchanges related to research activities, managing mainly mobilities within bilateral and multilateral scientific research projects.

The International Office at UL FGG works closely with the Office of International Relations under the Rectorate of the University of Ljubljana with delegated functions regarding internationalisation. The Office of International Relations at the University of Ljubljana is managed by Ms. Bibi Ovaska Presetnik and includes four more members in charge of different areas of internationalisation.

The International Office at the Faculty of Civil and Geodetic Engineering is responsible for the reception, treatment and dissemination of information concerning international cooperation programmes, and for receiving, sending and assisting students and staff within the mobility programmes, by helping them with the preparation of their study periods, with accommodation and social integration.

The International Office at the UL FGG is always at your disposal and you should never hesitate to contact it whenever you have any doubts or problems.

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<https://www.en.fgg.uni-lj.si/>

## SLOVENIAN LANGUAGE COURSE

Students in the Erasmus+ exchange program are offered an intensive Slovenian language course before starting the winter or summer semester. The Centre for Slovene as a foreign language, Faculty of Arts, organizes a 60 hours (3 ECTS) intensive Slovenian language course for Erasmus+ students. The course fee is 75€ and the places are limited (the “first come first served” principle). The application deadlines are in June for the course starting in September and in December for the course starting in January.

## UNIVERSITY FACILITIES

### Libraries

There are 39 libraries operating within the University of Ljubljana Members (academies and faculties). The University library system also includes *Central Technological Library at the University of Ljubljana (Centralna tehniška knjižnica)* and *National and University Library (Nacionalna univerzitetna knjižnica)*. Students of the University of Ljubljana pay membership fee at the Faculty of Civil and Geodetic Engineering upon enrolment in the first or any subsequent year, and they may use the basic services of all University libraries free of charge with their student identity card.

For more information see [https://www.uni-lj.si/libraries/university\\_libraries](https://www.uni-lj.si/libraries/university_libraries).

The Library of the Faculty of Civil and Geodetic Engineering offers access to its materials to all students with the following timetable:

Monday – Thursday 8:00 to 15:00

Friday 8:00 to 14:00

Books and other study materials may be taken home for a limited period of time, some are available only in the reading room. A lot of material is also available online through the University Digital Repository <https://www.fgg.uni-lj.si/digitalna-knjiznica/>.

### Health Facilities

There is a Student Health Service, free of charge, located near our faculty. Appointments should be made in advance. For more information go to <http://www.zdstudenti.si/en/>.

### Psychological Attendance Consultations

Contact the Student Health Service.

In case of emergency, if you want to call an ambulance, the police or the fire department you should dial the emergency number 112.

### Computer Facilities

The faculty has 7 computer rooms. The computers are available for student's use as well and they can freely used when computer rooms are not occupied..

University of Ljubljana offers wireless Internet access through *Eduroam system*. It is possible to register to use Eduroam with the UL-ID digital identity, which students receive upon enrolment to our faculty.



## Subsidised Student Meals

All students are entitled to subsidised student meals.

To use this subsidy, students are required to submit an online application form through the <http://www.studentska-prehrana.si/> portal and then report to the nearest Subsidised Student Meal point the number of the application form (online application is irrelevant without the application number), an identity document, evidence of student status for the current academic year and phone. Subsidised student meals are available in various restaurants and pubs.

## Transport

Single fare price for the city bus is €1.20 and is paid only by the ticket “*Urbana*”, a city transport card available at [Ljubljanski potniški promet \(LPP\)](#), some railway stations and at the Urbanomat vending machines.

## Bank

International students may open a bank account in almost any bank in the Republic of Slovenia.

International students having a residence permit may open a resident bank account; others may open a non-resident bank account (*SKB, NLB, Gorenjska Banka, Addico bank, UniCredit Bank, LON d.d., Poštna banka Slovenije, Abanka, Banka Koper, Delavska hranilnica, etc.*).

Most shops, hotels and restaurants accept Eurocard, VISA, Mastercard, Maestro, Diners Club, American Express and other payment cards.

## Sports

In each semester of the year 2018/2019 students can apply for one of 5 sports recreational programmes. Application for all the other programs will be available every day separately [here](#).

Who can apply: Students of the University of Ljubljana with student status in the current academic year. Sports recreational programmes do not involve the receipt of ECTS credit points.

Duration: one semester

Applications: 1st semester: 1st – 5th Oct 2018, 2nd semester: 11th - 15th Feb 2019.

Sports recreational programmes are financed by the University of Ljubljana, in some programmes students only have to cover special costs (rent of equipment, travel costs ...).

The application for the first semester will be available from Oct 1st 2018 at 9am till Oct 5th 2018 12.00 or until the spots are full. Once the application is sent, it cannot be changed.

The application for the second semester will be available from Feb 11th 2018 at 9am till Feb 15th 2018 12.00 or until the spots are full. Once the application is sent, it cannot be changed.

Start of the programmes for the first semester is from Oct 8th 2018 on (unless specified different).

## Students Union

The University of Ljubljana *Student Organisation (ŠOU Ljubljana)* represents the rights and interests of students striving to realise them, and contributes to diverse and quality student life. It organises various activities beyond the scope of degree programmes and provides various services to students (legal assistance, assistance in accommodation, cultural and sports activities, etc.).

Contact details:

**University of Ljubljana Student Organisation**

(Študentska organizacija Univerze v Ljubljani - ŠOU v Ljubljani)

Pivovarniška ulica 6

1000 Ljubljana

Slovenia

Phone: +386 1 43 80 200

Email: [info@sou-lj.si](mailto:info@sou-lj.si)

## ENTRY AND RESIDENCE REGULATIONS

Valid personal identity document (passport or personal identity card) is sufficient to enter the Republic of Slovenia.

Entrants may stay in the territory of the Republic of Slovenia for up to 90 days of their entry in the country, however they are obliged to report the temporary address to the Police or relevant administrative unit (for Ljubljana: **Tobačna ulica 5, 1000 Ljubljana**).

In the event of exceeding 90 days, residence permit is obligatory. This can be obtained from the administrative office within the residential district (in Ljubljana: **Administrative Unit Ljubljana, Administrative Internal Affairs Sector, Department for Foreign Citizens** (Upravna enota Ljubljana, Sektor za upravne notranje zadeve, Oddelek za tujce), Tobačna ulica 5, every day during office hours: Mondays, Tuesdays and Thursdays 8 a.m. - 6 p.m., Wednesdays 8 a.m. - 7 p.m., and Fridays 8 a.m. - 2 p.m.

The temporary residence permit will be issued in accordance to the conditions set by the European Union. In order to issue a residence permit to a citizen from a member state for the purpose of study the following conditions have to be met:

- valid identity card or a valid passport;
- evidence of admission to study;
- evidence of appropriate health insurance;
- evidence of sufficient funds for subsistence. Signed statement suffices as proof of sufficient funds for subsistence;
- personal photo (35 x 45mm).

Copy of the student's passport or identity card must be certified by a notary or at the registry of the Department for foreign citizens.

According to the stated directive the residence permit is granted for the period of studies or at the most for one year and can be extended in the event that the studies last for over a year.

### ***Entry and residence for citizens of non-EU countries***

The first temporary residence permit for non-EU citizens may be issued after entry into Slovenia under certain **conditions** stipulated by law to the following foreigners:

- researchers, college/university teachers or college/university associates who have concluded a hosting agreement and are lawfully residing in Slovenia on the basis of a valid passport or identity card (where no visa is required), C visa or a valid residence permit issued in another EU member state;
- international students who are lawfully residing in Slovenia on the basis of a valid passport or identity card (where no visa is required), C visa or a valid residence permit issued for study purposes in another EU member state, or D visa issued for study purposes in another EU member state.

Within the 90 day period or after the expiration of Visa D, they are obliged to apply for a first residence permit at the relevant administrative unit in Slovenia (in Ljubljana: **Administrative Unit Ljubljana, Administrative Internal Affairs Sector, Department for Foreign Citizens** (Upravna enota Ljubljana, Sektor za upravne notranje zadeve, Oddelek za tujce), Tobačna ulica 5, every day during office hours: Mondays, Tuesdays and Thursdays 8 a.m. - 6 p.m., Wednesdays 8 a.m. - 7 p.m., and Fridays 8 a.m. - 2 p.m.

The non-EU citizens who have a **valid residence permit** issued by **another state that is party to the Schengen Agreement**, may enter the Republic of Slovenia on the basis of this permit and a valid travel document and stay there for no longer than three months in a six-month period, which includes the combined duration of their stay in all Schengen States except for the state which issued the visa, starting on the date of the first entry into one of Schengen States or until the expiry of visa validity if this is shorter. Within 90 days period, they are obliged to apply for first residence permit at the relevant administrative unit in Slovenia (in Ljubljana: Tobačna ulica 5, 1000 Ljubljana).

**For first residence permit application they are required to possess the following:**

- personal photo sized 35 x 45mm showing the real image of the applicant that is made in colour and fit for biometric documents;
- two fingerprints;
- evidence of admission to study, education, specialisation or professional training in the relevant educational establishments in the Republic of Slovenia;
- evidence of appropriate health insurance in the Republic of Slovenia;
- evidence of ensured funds for subsistence (sufficient proof of the fulfilment of the requirement for sufficient funds for subsistence (in the minimum monthly amount of the basic minimum income in the Republic of Slovenia) is a written statement made by the student's parents or legal guardian indicating that they would provide means for the student's subsistence. A foreign citizen may prove the fulfilment of the requirement for sufficient funds for subsistence in any other way, and the evidence will be assessed in a declaratory procedure);
- valid passport with validity extending beyond the planned period of residence in the Republic of Slovenia by at least 3 months (a copy is certified by a notary, administrative unit or the registry of the local department – the copy and valid passport is enclosed for inspection);
- police clearance certificate not older than **three months** issued by the home country (if the country in question issues it), translated into Slovenian, and verified.

**More information:**

[www.infotujci.si/v/7/temporary-residence-permit](http://www.infotujci.si/v/7/temporary-residence-permit)

<http://ec.europa.eu/immigration>

## COMMUNICATION

### Post office

The Post Office in the centre of Ljubljana is open 24 hours per day. Smaller post offices are open Monday-Friday from 7 a.m. to 6 p.m. Ljubljana has [30 post offices](#).

National service: 0,43 €

European countries: 0,43 €

Other countries: 1,31 €

### - Shipping Belongings

#### Post-Offices:

To send postal packages from Slovenia you have to:

- Pack properly your belongings
- Put the addressee
- Weight the package
- Go to the Postal Office
- Fill the right form

In the table below you can find the price of sending postal packages. The prices vary according to the weight and the country the package will be sent.

Weight	Price €			
	Zone 1	Zone 2	Zone 3	Zone 4
Up to 2 kg	13.67	16.10	38.27	38.27
From 2 kg to 5 kg	20.48	24.58	46.44	46.44
From 5 kg to 10 kg	25.00	30.00	51.87	51.87
From 10 kg to 15 kg	36.11	36.11	68.86	68.86
From 15 kg to 20 kg	41.67	41.67	75.41	75.41
From 20 kg to 25 kg	49.99	49.99	85.22	85.22
From 25 kg to 30 kg	61.10	61.10	98.35	98.35

- Zone 1 European Union
- Zone 2 Other European countries
- Zone 3 USA and Canada
- Zone 4 other countries

### DHL Express Slovenija, d.o.o.

Špruha 19

1236 Trzin

e-mail: [si.info@dhl.com](mailto:si.info@dhl.com)

Web site: <https://www.dhl.si/en.html>

### UPS in Slovenia

UPS Adria [S] Ekspres d. o. o.

Airport Ljubljana

4210 Ljubljana

Slovenia

Phone number: 707 23 23 23

Fax: +386 4 281 12 00

E-mail: [custservicesi@ups.com](mailto:custservicesi@ups.com)

### Phone Calls

To make an international call from Slovenia, dial:

- a) the international prefix 00
- b) the code for the country you are calling
- c) the area code (without the general prefix 0)
- d) the phone number

To make an international call to Slovenia, dial:

- a) the international prefix
- b) the code for Slovenia - 386
- c) the phone number

To make a regional call from Ljubljana to other city, dial only the phone number.

## FOOD

### Shopping

Shopping in the centre of Ljubljana is mostly concentrated around the area of the pedestrian streets, ranging from department stores to small shops. Most shops are open Monday to Friday from 09h00 to 21h00, and on Saturdays from 09h00 to 15h00. Large department stores and groceries are open also on Sundays, from 09h00 to 15h00. Most of stores are closed on National Holidays.

### Eating Habits

The local dishes are traditional recipes similar to those found in other places in the Minho and include farm-raised chicken with rice, rojões (roast pork) or bucho recheado (pork tripe stuffed with pork cubes), papas de sarrabulho (shredded pork in gravy thickened with blood) and rice with sarrabulho, baked or stuffed cod, all accompanied by "green wine" (vinho verde) from the Minho region.

Recipes for the traditional sweets of Guimarães were originated in local convents; the "heavenly fat" (toucinho do céu) is a dense cake which features shreds of cooked sweet pumpkin, and the tortas de Guimarães are croissant-shaped pastries.

Breakfast, in Portugal, normally takes place between 07:00 a.m. and 10:00 a.m. and consists of milk and/or coffee and toast or bread. In Portugal coffee is normally "espresso" type, called "café", in portuguese.

Lunch is usually a full meal, including soup, fish or meat and dessert, followed by a small coffee. Most people have lunch between 12:00 and 3:00 p.m. Around 5:00 p.m. most people have a light snack and a coffee or milk. Dinner is also a full meal, like lunch, served between 7:30 p.m. and 10:00 p.m.

### Subsidised student meals

All students are entitled to subsidised student meals.

To use this subsidy, students are required to submit an online application form through the <http://www.studentska-prehrana.si/> portal and then report to the nearest Subsidised Student Meal point the number of the application form (online application is irrelevant without the application number), an identity

document, evidence of student status for the current academic year and phone. Subsidised student meals are available in various restaurants and pubs.

There are a lot of places in Ljubljana where you can stop for lunch or dinner. Just about every type of food. Since menus are usually posted outside restaurants, you can decide if it's right for you before you go in.

## FINANCES

### Currency

In the year 2004, Slovenia joined the Monetary Union and the Euro (€). To get an idea of the exchange rate, we would like to inform you that one USD corresponds approximately to 1,15 €.

Coins: 0,01 €; 0,02 €; 0,05 €; 0,10 €; 0,20 €; 0,50 €; 1,00 €; 2,00 €

Bank-notes: 5 €; 10 €; 20 €; 50 €; 100 €; 200 €; 500€

### Exchanging Money

The best place to exchange money is in the main banks (usually 8:00 – 15:00 Monday to Friday). The banks at the airport offer a reasonable rate, so change your money there.

### Banks

There are many banks in Ljubljana. As a foreigner, you may open a regular bank account at some banks but you must show them your passport. If the bank requests additional documents, you may contact the International Office to issue them.

### Credit Cards

American Express, MasterCard, Maestro and VISA are increasingly widely accepted in Slovenia, with few exceptions in small hotels, restaurant and shops.

## HEALTH AND WELFARE

International students coming from **EU and EEA Member countries** and **Switzerland** have free access to emergency or necessary healthcare services during their temporary residence in the Republic of Slovenia upon submission of evidence of their status: the European Health Insurance Card (EHIC) or a certificate as a substitute for EHIC that is issued by the competent state. This means that the doctor has to provide necessary healthcare services to students who hold a European health insurance card so that they do not have to return to their home country for medical care before the end of their intended stay in Slovenia. Students can access the services directly from health care service providers who have a contract with the Health Insurance Institute Slovenia. During their stay in Slovenia, students with valid health insurance in **Australia** can assert only urgent medical care with health care providers, which have a signed agreement with the Health Insurance Institute Slovenia. They must present their MEDICARE Australian card and passport used to check the identity of the insured person from Australia.

International students from *countries with which the Republic of Slovenia has concluded a bilateral agreement* on social insurance have free access only to emergency healthcare services in the Republic of Slovenia upon submission of evidence of their status. The Republic of Slovenia has concluded bilateral Social Insurance Agreements with the Republic of Macedonia, Republic of Bosnia and Herzegovina,

Republic of Serbia, and Montenegro. As a rule, a foreign insured person must submit sample form RM/SI 3, BIH/SI 3, SRB/SI 03 or MNE/SI 03 to the regional unit of the Health Insurance Institute Slovenia. The Health Insurance Institute Slovenia issues a certificate which allows students access to emergency medical services from healthcare service providers who have a contract with the Health Insurance Institute Slovenia. Exceptionally, i.e. in cases of major emergency, a foreign insured person may exercise their right to healthcare services with one of the above mentioned forms directly at the doctor's office and medical institutions.

Persons from **non-EU and non-EEA countries, Switzerland or from countries with which Slovenia has not concluded bilateral agreements** on social insurance can take out their compulsory health insurance policy at one of the local units of the Health Insurance Institute of Slovenia. Upon registering for this compulsory health insurance policy, students have to submit a certificate that confirms they are enrolled in an educational programme in Slovenia. The registration and the payment of the policy's cost are the responsibility of the student.

Notably, based on their inclusion in the insurance system of Slovenia, international students have free access to health care services within the scope of compulsory health insurance. Considering that they are required to cover the difference to the full price of healthcare services themselves, it is recommended that they also take out supplementary health insurance at a commercial insurance company (*Vzajemna, Adriatic Slovenica, Triglav*).

Further information is available at the competent regional unit of *the Health Insurance Institute Slovenia*.

## Hospital

University Medical Centre Ljubljana  
Zaloška cesta 7  
1000 Ljubljana  
Localidade Guimarães  
Phone: +386 (1) 522 50 50  
Fax: +386 (1) 522 24 82  
E-mail: [gp.ukc@kclj.si](mailto:gp.ukc@kclj.si)  
<https://www.kclj.si/>

## Dentists

There are numerous dentists in Ljubljana. Students may use the dentist in the Student Health Care centre at Aškerčeva 6, Ljubljana.

## Pharmacy

Pharmacies are open on weekdays from 08h00 to 19h00, and on Saturdays from 08h00 to 13h00. The Central Pharmacy at Prešernov trg 5, Ljubljana, is open also on Sundays from 09h00 to 14h00. You may also buy over-the-counter medical products online at <https://www.lekarnaljubljana.si/>, but the service is available only in Slovenian.



## ACCOMMODATION

### *Residence in Dormitory for postgraduate students*

Residence in Dormitory for postgraduate students is possible for employed doctoral students holding the status of young researcher and to doctoral students with no Slovenian citizenship and no young researcher status, but with granted scholarship in the Republic of Slovenia.

There is an International cooperation service (Resor za mednarodno sodelovanje) operating within the scope of the University of Ljubljana Student Organisation, with a registered office at Pivovarniška ulica 6, 1000 Ljubljana. International students may also receive general information about student life in Ljubljana at phone numbers +386 1 438 02 00 and +386 1 438 02 21 every Monday and Friday between 12 noon and 3 p.m. and every Tuesday between 2 p.m. and 5 p.m. or by email at [kristian.schultz@sou-lj.si](mailto:kristian.schultz@sou-lj.si). Information about residence possibilities is available at the phone number +386 1 438 02 45 or by email at [rooms@sou-lj.si](mailto:rooms@sou-lj.si).

### *Possibility of residing in Student resident halls (Študentski domovi)*

**Slovenians with no Slovenian citizenship** receiving a scholarship by the Republic of Slovenia (Public Scholarship, Development, Disability and Maintenance Fund of the Republic of Slovenia) may apply for a room at the **Student resident halls**. The Regulations on fees and accommodation in students' dormitories for Slovene nationals without Slovene citizenship and foreigners in the Republic of Slovenia provide that **up to 250 places** are to be offered in **Student resident halls** for the recipients of ministry scholarship. Available places for the residence of scholarship recipients are assigned by the Ministry of Education, Science and Sport in cooperation with scholarship providers. Recipients of ministry scholarships are charged a subsidised rent. The Ministry or scholarship provider pays the rent directly to the student dorm, i.e. from the scholarship amount granted. All rooms are double-bedded with a common bathroom and kitchen.

#### Other possibilities to rent a room:

[www.nepremicnine.net](http://www.nepremicnine.net)

<http://www.airbnb.com>

<http://www.housinganywhere.com>

#### Temporary accommodation:

[www.visitljubljana.si/en/accommodation](http://www.visitljubljana.si/en/accommodation)

## ENTERTAINMENT AND CULTURAL EVENTS

Ljubljana offers a wide range of events. Classical music concerts are held at [the Slovenian Philharmonic](#) and [Cankarjev dom](#).

There are 15 museums, 25 galleries, 7 major theatres and several cinemas in Ljubljana. The schedule of events is published on the Internet and in daily newspapers.

More information about the capital and events is available in the monthly event schedule and publications at the Tourist Information Centre (Turistično informativni center Ljubljana), Krekov trg 10, Ljubljana or [here](#).

### Bookstores

There are several book stores in Ljubljana; most periodicals and books in foreign languages are offered by:

#### Mladinska knjiga – Centre Oxford

Kopitarjeva ulica 2, 1000 Ljubljana

#### Mladinska knjiga – Konzorcij

Slovenska cesta 29, 1000 Ljubljana

### Cinema

Kolosej

BTC City Ljubljana

Šmartinska cesta 152, 1000 Ljubljana

[www.kolosej.si](http://www.kolosej.si)

### Pubs

There are many pubs in the city centre, as well as in other districts of the city.

## GENERAL INFORMATION

### Cost of Living (in €)

Living expenses vary according to personal lifestyle and choice of housing. On average, between 400 and 500€ per month is required to face the basic expenses. Students mainly eat in restaurants by using food coupons, so the prices are really cheap. However, the prices vary between cities and restaurants. The Republic of Slovenia contributes €2.63 per meal and the rest of the price is paid by the student. The highest price that a student has to pay after submitting a food coupon is €4.37 and the lowest price is €0 (sandwiches).

Expenses	Price in Euros
Accommodation	80 – 160 €
Meals	150 €
Leisure	70€
University (books, etc)	40€

For information only, we present some approximate costs:

Expenses	Price
Canteen meal	3,50€
Economic restaurant meal	5€ - 10€
Milk	0,90€/litre
Eggs	2,00€/12 eggs
Rice	3€/kg
Sugar	1€/ kg
Apples	1,30/kg
Beer can	1,10€
Cinema ticket	6€
Journal	1€
Public transportation ticket	1,20€
Monthly public transportation pass	20,00€

### Usefull Phone numbers

#### Univerza v Ljubljani (University of Ljubljana)

Kongresni trg 12, 1000 Ljubljana, Slovenia

Phone: +386 1 241 85 00

Fax: +386 1 241 86 60

#### Center za slovenščino kot drugi in tuji jezik (Centre for Slovene as a Second/Foreign Language)

Kongresni trg 12, 1000 Ljubljana, Slovenia

Phone: +386 1 241 86 47

Fax: +386 1 241 86 48

Email: [center-slo@ff.uni-lj.si](mailto:center-slo@ff.uni-lj.si)

[izpitni-center@ff.uni-lj.si](mailto:izpitni-center@ff.uni-lj.si) (exams)

**Študentska organizacija Univerze v Ljubljani**  
**(University of Ljubljana Student Organisation)**

Pivovarniška ulica 6, 1000 Ljubljana, Slovenia

Phone: +386 1 43 80 200

Fax: +386 1 43 80 202

Email: [info@sou-lj.si](mailto:info@sou-lj.si)

**e-Študentski Servis, ŠS d.o.o.**

Slovenska cesta 40, 1000 Ljubljana, Slovenia

Phone: +386 1 241 20 00

Email: [info@studentski-servis.com](mailto:info@studentski-servis.com)

**Narodna in univerzitetna knjižnica**  
**(National and University Library)**

Turjaška 1, 1000 Ljubljana, Slovenia

Phone: +386 1 200 12 09

Fax: +386 1 425 72 93

Email: [info@nuk.uni-lj.si](mailto:info@nuk.uni-lj.si)

**Centralna tehniška knjižnica Univerze v Ljubljani (Central Technological Library at the University of Ljubljana)**

Trg republike 3, 1000 Ljubljana, Slovenia

Phone: +386 1 200 34 01

Email: [post@ctk.uni-lj.si](mailto:post@ctk.uni-lj.si)

**Visas**

**Ministrstvo za zunanje zadeve (Ministry of Foreign Affairs)**

**Konzularni sektor (Consular Service)**

Šubičeva 10, 1001 Ljubljana, P.P. 481, Slovenia

Phone: +386 1 478 23 05

Fax: +386 1 478 23 16

Email: [konzularne-zadeve.mzz@gov.si](mailto:konzularne-zadeve.mzz@gov.si)

**Residence permit**

**Sektor za upravne notranje zadeve (Sector for Administrative Internal Affairs)**

**Urad za potne listine in tujce (Passports and Foreign Citizens Office)**

Tobačna ulica 5, 1000 Ljubljana, Slovenia

Phone: +386 1 306 30 00

Fax: +386 1 306 32 02

Email: [ue.lj-sunz@gov.si](mailto:ue.lj-sunz@gov.si)

**Health insurance**

**Zavod za zdravstveno zavarovanje (Health Insurance Institute)**

Miklišičeva cesta 24, 1000 Ljubljana, Slovenia

Phone: +386 1 307 72 00

Email: [OELJ@zzzs.si](mailto:OELJ@zzzs.si)

**Local transport**

**Ljubljanski potniški promet**

Slovenska 56, 1000 Ljubljana, Slovenia

Phone: + 386 1 582 24 60

Email: [mail@lpp.si](mailto:mail@lpp.si)

[Website for foreign students](#)

[eVŠ mobile application](#)

Information for foreign citizens:

[www.infotujci.si](http://www.infotujci.si)

[www.mnz.gov.si/si/mnz\\_za\\_vas/tujci\\_v\\_sloveniji/](http://www.mnz.gov.si/si/mnz_za_vas/tujci_v_sloveniji/)

[www.mnz.gov.si/en/services/](http://www.mnz.gov.si/en/services/)

## University Services Phone Numbers

International Relations Office UL	+386 1 2418 592
International Office UL FGG	+386 1 4768 628
University Career Centre	+386 1 241 87 32
Student Organisation UL	+386 1 43 80 200
Student Halls of Residence	+386 1 242 10 00
National and University Library	+386 1 200 11 88
University Sports Pavilion	+386 1 241 86 36

## Usefull phrases

English	Slovenian
Hello.	Zdravo.
Good Morning.	Dobro jutro.
Good Afternoon.	Dober dan.
Good evening/ Good night.	Dober večer/Lahko noč.
See you later.	Se vidimo.
Good bye.	Na svidenje.
Excuse me.	Oprostite.
How are you?	Kako si?
I'm fine, thanks.	Dobro, hvala.
My name is ...	Moje ime je ...
What's your name?	Kako ti je ime?
Glad to meet you.	Me veseli.
Hello? Who is speaking?	Halo? S kom govorim?
This is ... speaking.	Jaz sem ...
Can you speak slower, please?	Lahko govorite počasneje, prosim?
I don't understand.	Ne razumem.
I'm lost.	Izgubil sem se.
Where is UM?	Kje je UL?
Where is it?	Kje je to?
How much is it?	Koliko stane?
I would like to buy.	Rad bi kupil.
May I have the bill, please?	Račun, prosim.
Do you accept credit card?	Ali sprejemate kreditne kartice?

I would like a coffee.	Kavo, prosim.
Where is the Bathroom?	Kje je WC?
What time is it?	Koliko je ura?
Help! Police!	Na pomoč! Policija!

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## Slovar

English	Slovenian
Yes	Da
No	Ne
Open	Odperto
Closed	Zaprto
Push	Potisni
Pull	Vleci
University of Ljubljana	Univerza v Ljubljani
Student's Residence	Študentski domovi
Train	Vlak
Railway Station	Železniška postaja
Ticket	Vozovnica
Timetable	Vozni red
Bus	Avtobus
Bus stop	Avtobusna postaja
City Centre	Center mesta
Post Office	Pošta
Pharmacy	Lekarna
Hospital	Bolnišnica
Supermarket	Supermarket
Cinema	Kino
Theatre	Gledališče
Restaurant	Restavracija
Butchary	Mesnica
Canteen	Kantina
Library	Knjižnica
Book	Knjiga
Money	Denar
Stamp	Znamka
Food	Hrana
Bread	Kruh
Milk	Mleko
Water	Voda

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### Days of the week

English	Slovenian
Monday	Ponedeljek
Tuesday	Torek
Wednesday	Sreda
Thursday	Četrtek
Friday	Petek
Saturday	Sobota
Sunday	Nedelja

### Months of the Year

English	Slovenian
January	Januar
February	Februar
March	Marec
April	April
May	Maj
June	Junij
July	Julij
August	Avgust
September	September
October	Oktober
November	November
December	December

### Numbers

English	Slovenian
One	Ena
Two	Dva
Three	Tri
Four	Štiri
Five	Pet
Six	Šest
Seven	Sedem
Eight	Osem
Nine	Devet
Ten	Deset
Eleven	Enajst
Twelve	Dvanajst
Thirteen	Trinajst
Fourteen	Štirinajst



Fifteen	Petnajst
Sixteen	Šestnajst
Seventeen	Sedemnajst
Eighteen	Osemnajst
Nineteen	Devetnajst
Twenty	Dvajset
Thirty	Trideset
Fourty	Štirideset
Fifty	Petdeset
Sixty	Šestdeset
Seventy	Sedemdeset
Eighty	Osemdeset
Ninety	Devetdeset
One hundred	Sto
One thousand	Tisoč

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