



Univerza v Ljubljani

FILOZOFSKA  
FAKULTETA



# WELCOME GUIDE

THE FACULTY OF ARTS  
UNIVERSITY OF  
LJUBLJANA

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Dear exchange students,

Going away from your hometown, from the people you know, and from the security of your familiar routines may be a frightening experience, but at the same time, it is also extremely liberating. Naturally, cultural shocks are bound to be there at the beginning, but then, they soon turn into a learning experience that opens up our minds and hearts, and challenges what we once thought to be unquestionable. This is the most effective way to acquire new knowledge, which – according to Erasmus of Rotterdam – is the greatest freedom of mankind. “When I get a little money,” he once wrote, “I buy books; and if any is left I buy food and clothes.”

We hope that your desire to pursue knowledge will be as passionate and strong as Erasmus’. We, at the Faculty of Arts of the University of Ljubljana, will do our best to satisfy your desire for knowledge, and to make Ljubljana a pleasant and welcoming place to stay.

The Faculty of Arts is the largest and the oldest faculty of the University of Ljubljana. It was established in 1919 – in the same year as the University of Ljubljana, which, today, ranks among the top 3% universities in the world. We are the leading Slovenian faculty in the fields of humanities and social sciences. There are 21 departments at the Faculty, covering 31 different scientific fields. You will study together with 5000 students currently enrolled, and you can choose courses from 46 programmes at the BA level and 75 programmes at the MA level. Therefore, there is much for you to discover.

It is up to you to shape your stay at our Faculty to meet your study needs, it is up to you to take on new challenges, and it is up to you to step outside your comfort zone. I strongly recommend you to do so. You can rest assured that we will assist and help you to pursue your goals, to make new friendships, and to create exciting long-lasting memories. Let this Erasmus exchange be one of the most exciting parts of your students’ lives!

Prof. Roman Kuhar, PhD  
Dean, Faculty of Arts,  
University of Ljubljana

# TABLE OF CONTENTS

ABOUT THE FACULTY

WHY STUDY AT THE FACULTY OF ARTS?

THE BOLOGNA PROCESS

ACADEMIC CALENDAR & NATIONAL HOLIDAYS

LANGUAGE OF INSTRUCTION

APPLICATION AND ADMISSIONS PROCEDURES – FULL-TIME STUDIES

DEPARTMENTS

STUDENT ORGANISATION

TUTORING AT THE FACULTY OF ARTS

INTERNATIONAL RELATIONS OFFICE

EXCHANGE PROGRAMMES AND INTERNATIONAL COOPERATION

ADMINISTRATIVE UNITS, LIBRARY, CENTRES, INSTITUTES

USEFUL INFORMATION

# ABOUT THE FACULTY

The early beginnings of the studies now continued at the Faculty of Arts (Filozofska fakulteta) go back to 1597, when a Jesuit college was founded in Ljubljana. Since that time, in Slovene lands there has been continuous teaching in one form or another of the basic humanities. In 1848, demands for a Slovene university began to appear and in February 1898 these were historically articulated in the Carniolan Provincial Assembly.

The desire for a Slovene university was finally realised after World War I, with the adoption of a law in July 1919. The Uni-

versity of Ljubljana consisted of faculties of arts, theology, law, technology and an incomplete faculty of medicine. The Faculty of Arts began its uninterrupted activities in the winter semester of 1919/20 with 245 students. Thus the first lecture, given by the dean Prof. Dr. Fran Ramovš, in Slovene historical grammar, took place at 9 am on Wednesday, 3 December 1919. In the academic year 2009/10 the Faculty of Arts solemnly celebrated its 90th anniversary.

Today the Faculty of Arts, considering the number of disciplines, study programmes and staff, is

by far the largest university unit in Slovenia, as well as one of the largest considering the number of students. It has 21 departments, in which more than 30 disciplines can be studied and, with the possibility of freely combining subjects, over 500 different degree certificates can be obtained. Its 477 teaching staff offers students high quality education by keeping abreast of the latest ideas and developments in their academic fields. To ensure the smooth operation of the Faculty there are a further 135 specialist support and administrative staff (at 31. 12. 2017).

The mission of the Faculty of Arts includes the uncovering of new scientific and academic knowledge and integrating this into the

study process, so as to attain the level of quality required for the Faculty's creative presence in the international higher education area. To this end it also organises the international exchange of knowledge, congresses, conferences and academic gatherings, as well as inviting eminent domestic and foreign guests whose lectures contribute to general Slovene public awareness (the lecture series Culture of Tolerance, now Culture of Coexistence, has included Noam Chomsky, Adam Michnik, Slavoj Žižek, Boris Pahor and Abdullah Güll).

This is why the Faculty of Arts, having developed an exceptional network of international links in order to foster the academic mobility of both teachers and students, endeavours to be among the best education and research institutions in the wider international environment.

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CORNELIUS CASTORIADIS, PHILOSOPHER



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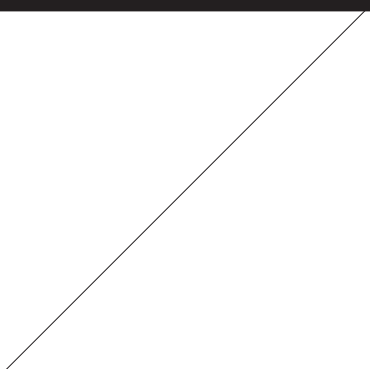
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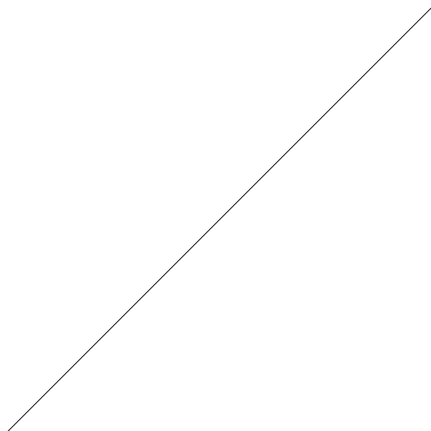
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# WHY STUDY AT THE FACULTY OF ARTS?

The Faculty of Arts has a long, well-established tradition of excellence in teaching and research, and attracts students from all parts of Slovenia, as well as from neighbouring countries. Degree programmes at the Faculty can consist either of a single subject or of two subjects combined. For subjects that are taught at primary and secondary school, students can select a teaching option in order to become qualified teachers. The two subject programmes can be freely combined both within the Faculty and, in the case of certain programmes, with other institutions of the University of Ljubljana.

na. The range of study options is thus extremely rich and varied. At the postgraduate level, there are two-year master's and three-year doctoral programmes.

Graduate students at various departments are organised into alumni clubs and associations which issue their own publications, such as departmental newspapers, and organise excursions, student parties and picnics. Through the help and at the incentive of departmental teachers, there are also very active theatre groups and choirs or musical groups. Since the academic year 2007/2008,

every firstyear student is assigned a personal tutor.

The variety of academic disciplines at the Faculty and the presence of different sources of knowledge at the same location facilitate and encourage an interdisciplinary approach both in the transfer of knowledge as well as in the study experience itself.

Whatever you choose to study at the Faculty of Arts, the time you spend there will help you preserve the basic human values, dignity and a creative attitude to life. Not only the external life studied



in laboratories and on savannas, in field work and on excursions – not that there is any shortage of these at the faculty, which makes studying there even more interesting – but your inner life and your attitude to everything that influences it. The Faculty of Arts is aimed at people who would rather use a tool than become one.

## **THE BOLOGNA PROCESS AT THE FACULTY OF ARTS**

Over the last ten years thorough curricular changes have been effected. They were carried out to ensure an allocation of credits commensurate with the student's workload, to harmonise programmes in terms of type and courses, and to offer students wider opportunities with regard to selecting study modules and combining options according to their interests and needs. All study programmes are redesigned in accordance with the Bologna process principles and the Lisbon Strategy. The resulting three-cycle-structure of 3+2+3 brings the Faculty more in line with the general needs of society and of employers in particular. Students are offered a wider range of options, and all subjects are aimed both at the general development

of the individual and his/her particular abilities and at improved study results. In order to ensure a higher level of individual teaching input, approaches are being revised and support systems systematically introduced. These include student and teacher tutoring, as well as e-learning. It should be emphasised that the Faculty of Arts strives to combine well-established and highly-valued academic traditions with new approaches and measures. Since the academic year 2009/2010 all the programmes of Faculty of Arts were renewed according to Bologna principles and the Lisbon Strategy.

## **ACADEMIC CALENDAR & NATIONAL HOLIDAYS**

### **ACADEMIC CALENDAR**

Winter Semester	beginning of October – middle of January
Spring Semester	middle of February – middle of June
Winter holiday	middle of January – middle of February
Winter examination	period middle of January – beginning of February
Summer holiday	beginning of July – end of August
Summer examination	period middle of June – middle of July
Autumn examination period	end of August – middle of September

### **HOLIDAYS**

New Year's Holiday	1 <sup>st</sup> –2 <sup>nd</sup> of January
Slovenian Cultural Holiday	8 <sup>th</sup> of February
Easter Sunday and Monday	
Resistance Day	27 <sup>th</sup> of April
Labour Day Holiday	1 <sup>st</sup> –2 <sup>nd</sup> May
National Day	25 <sup>th</sup> of June
Assumption	15 <sup>th</sup> of August
Reformation Day	31 <sup>st</sup> of October
All Saints' Day	1 <sup>st</sup> of November
Christmas Day	25 <sup>th</sup> of December
Independence Day	26 <sup>th</sup> of December

## **APPLICATION AND ADMISSIONS PROCEDURES – FULL-TIME STUDIES**

### **LANGUAGE OF INSTRUCTION AND COURSES TAUGHT IN ENGLISH**

The language of instruction at the Faculty of Arts is Slovene, except in the language departments, where the language studied is also the language of instruction. We offer some courses in English, a so called “Erasmus basket”, at various departments. The offer is published on the faculty's website. There are some courses in English for exchange students at the Department of Ethnology and Cultural Anthropology and Department of Psychology. For more detailed information visit the departmental web sites.

### **UNDERGRADUATE STUDY**

Application and admissions procedures for enrolment in the first year of undergraduate studies at the University of Ljubljana, for all member faculties, academies and high-schools, are managed by the Higher Education Enrolment Information Service. For more information about application procedures, important deadlines and recognition of foreign secondary school certificates refer to their web page: <http://www.uni-lj.si/study>

### **POSTGRADUATE STUDY**

Application and admissions procedures for postgraduate study programmes are managed by the Postgraduate Studies Office at the Faculty of Arts.

### **OFFICE FOR MASTER'S STUDIES (2ND CYCLE)**

Contact number: +386 1 241 1042 and  
+386 1 241 1035

Fax number: +386 1 425 93 37

E-mail: [magistrski.studij@ff.uni-lj.si](mailto:magistrski.studij@ff.uni-lj.si)

Location: Aškerčeva 2, room 1

### **OFFICE FOR DOCTORAL STUDIES (3RD CYCLE)**

Contact number: +386 1 241 1050 and +386 1 241 1051

Fax number: +386 1 425 93 37

E-mail: [doktorski.studij@ff.uni-lj.si](mailto:doktorski.studij@ff.uni-lj.si)

Location: Aškerčeva 2, room 16

<http://www.uni-lj.si/study>



# DEPARTMENTS

Departments of:

**ARCHAEOLOGY**

**ART HISTORY**

**ASIAN STUDIES**

**CLASSICS**

**COMPARATIVE AND GENERAL LINGUISTICS**

**COMPARATIVE LITERATURE AND LITERARY THEORY**

**EDUCATIONAL SCIENCES**

**ENGLISH**

**ETHNOLOGY AND CULTURAL ANTHROPOLOGY**

**GEOGRAPHY**

**GERMAN, DUTCH AND SWEDISH**

**HISTORY**

**LIBRARY AND INFORMATION SCIENCE AND BOOK STUDIES**

**MUSICOLOGY**

**PHILOSOPHY**

**PSYCHOLOGY**

**ROMANCE LANGUAGES AND LITERATURE**

**SLAVICS**

**SLOVENIAN STUDIES**

**SOCIOLOGY**

**TRANSLATION STUDIES**



## **DEPARTMENT OF ARCHAEOLOGY**

The undergraduate and graduate curricula cover the full span of archaeological periods, from the Palaeolithic to the Post Medieval, in South Central and South-Eastern Europe. Students are also taught various techniques of archaeological fieldwork, laboratory analysis, remote sensing, geographic information systems, archaeological theory and pale environmental studies. The programme also covers subjects from other areas of the humanities, as well as both social and natural sciences. Students graduating in archaeology are qualified to work in research, heritage management and museums.

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## **DEPARTMENT OF ART HISTORY**

The two programmes provide extensive knowledge of the history of both Slovene and world art, while focusing on different aspects of classical and modern notions of visual arts, their interpretation and social context. The general programme equips graduates with the skills and knowledge required for research in the history of art, for work in galleries, museums, various art collections or in cultural heritage protection, while the teaching option qualifies them to teach the history of art, and for activities in different fields of cultural promotion. Both options enable graduates to work in the media, publishing and tourism.

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## DEPARTMENT OF ASIAN STUDIES

The Department offers a programme of East Asian studies, with the three study options Sinology, Japanology and East Asian Cultures. These deal with the culture, history, sociology, language, way of thought and political systems of China and Japan respectively, as well as with other East Asian countries, in the light of tradition, development and current social realities. The programme equips graduates for work as translators, in research institutions, libraries and in diplomacy.

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e-mail: [ohk.aas@ff.uni-lj.si](mailto:ohk.aas@ff.uni-lj.si)

## DEPARTMENT OF CLASSICS

The Department has three programmes – Latin or Greek language and literature (from Classical Antiquity onwards) and Classical and Humanistic Studies – and equips graduates to teach these two languages at all levels, to evaluate, interpret and communicate these two literatures to the Slovene public, to translate, to study and interpret literary classics and written sources, and to work in publishing and editorial offices, as well as in archives and libraries for relevant ancient literatures.

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Asst. Prof. David Movrin

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## **DEPARTMENT OF COMPARATIVE AND GENERAL LINGUISTICS**

The two programmes provide knowledge in descriptive, historical and theoretical linguistics, Slovene language theory, applied linguistics, computer-based linguistics, non Indo-European languages (Hungarian, Arabic), and Slovene specialised terminology. Such training qualifies graduates for research and specialised work in areas such as lexicography, translation, information technology, journalism, publishing and editing, as well as for consultancy in language and communication related issues.

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Assoc. Prof. Christina Manouilidou

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## **DEPARTMENT OF COMPARATIVE LITERATURE AND LITERARY THEORY**

The Department offers the education necessary for academic literary research, literary editorial work in publishing, in newspapers, magazines and in other public media such as radio and television, while providing the knowledge and skills required for reporting on cultural and literary events, writing articles for daily and specialised publications, for library work and for transmitting knowledge about world literature.

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Asst. Alen Širca, PhD

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e-mail: [ohk.prk@ff.uni-lj.si](mailto:ohk.prk@ff.uni-lj.si)

## **DEPARTMENT OF EDUCATIONAL SCIENCES**

The Department offers single subject programme in pedagogy and andragogy, as well as a combined programme. Graduates are trained to conduct research in education theory and practice (including socialisation, enculturation) and are able to work in different pre-school and school institutions and acquire skills in areas such as management, programme development and counselling. Graduates acquire also theoretical and practical knowledge in formal and informal education (youth and adults) and are equipped for analytical and practical work in different educational, cultural, health, community and commercial organisations. They acquire the skills and knowledge needed to organise and conduct training programmes and to work in project development, counselling and guidance for adults.

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Asst. Marjeta Šarić, PhD

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e-mail: [ohk.ped@ff.uni-lj.si](mailto:ohk.ped@ff.uni-lj.si)

## DEPARTMENT OF ENGLISH

The programmes of the Department qualify students for professional work in different fields of English language and literature, as well as for work in cultural, administrative, economic and international institutions in which a sound knowledge of English is required. The teaching option includes practical work which qualifies students to teach English in schools. The main research topics are literary studies, contrastive analysis, lexicology/lexicography, phonetics/phonology, morphology, syntax, translation studies and discourse analysis.

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Assoc. Prof. Jason Frederick Blake [REDACTED]

E-mail: blake.jason@guest.arnes.si [REDACTED]

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e-mail: ohk.ger@ff.uni-lj.si [REDACTED]

## DEPARTMENT OF ETHNOLOGY AND CULTURAL ANTHROPOLOGY

The Department focuses on knowledge related to the understanding of mankind, of Slovene and world cultures, of everyday life (including communication, rituals, identities, gender, sexuality, the urban environment, popular culture). Students are provided with the skills and knowledge required for work in museums, heritage protection, cultural institutions, non-governmental organisations, state administration, tourism, urban development, international contact, promotions, visual communication, and traditional and artistic crafts.

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Asst. Prof. Ana Sarah Lunaček Brumen [REDACTED]

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## **DEPARTMENT OF GEOGRAPHY**

Students learn geographic and geo-informatic methods that enable them to analyse, evaluate and interpret landscapes, including their constituent parts and processes, and obtain the skills and knowledge necessary for resolving academic and practical issues within the areas of political geography, geography of tourism, protection of the geographical environment, the geography of the Karst, and regional planning. Graduates are able to formulate an expert view on the current state of affairs of the modern world, and to explain the geographical and developmental changes taking place on Earth.

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## **DEPARTMENT OF GERMAN, DUTCH AND SWEDISH**

The study of German language and literature enables graduates to work in various forms of interlingual and intercultural communication in education, the arts, media, economy, tourism, publishing etc. When following the teaching option, graduates also become equipped to teach German language and literature at all levels. The Department also offers courses in Dutch and Swedish.

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## **DEPARTMENT OF HISTORY**

The Department focuses on knowledge related to understanding the history of ancient civilisations (Roman and Greek history), the Middle Ages, and modern times (history of the 19th and 20th centuries). Each period includes topics on Slovene history, regional history (South-East Europe) and general history (European history, world history). Students are provided with the skills and knowledge required for work in institutions, archives, museums and schools, as well as other professions which, in addition to an education in the humanities, require specific historical knowledge, such as publishing, tourism, public media, and editorial work.

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## **DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE AND BOOK STUDIES**

The aim of the programme is to equip graduates with an understanding of the processes involved in the production, selection, organisation, storage, distribution, and use of information in all forms and media. In addition to traditional printed material there is also a focus on the management of digital information. Employment opportunities include work in libraries, information centres, publishing houses, bookshops and other organisations which need to organise and offer access to various kinds of content.

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e-mail: [ohk.bib@ff.uni-lj.si](mailto:ohk.bib@ff.uni-lj.si)

## **DEPARTMENT OF MUSICOLOGY**

The Department offers knowledge on music research, the analysis of music scores, the sociology and aesthetics of music, aspects of music education, and the writing of commentaries on music and research papers. The study touches upon all aspects of music, from classical to folk and popular music, and enables graduates to find employment in the widest possible range of public and private institutions which deal with the creation, performance and communication of music.

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## DEPARTMENT OF PHILOSOPHY

The study of philosophy enables students to obtain in-depth knowledge of the history of philosophy, individual disciplines within philosophy and numerous trends in modern philosophy, as well as critical observation and conceptual thinking, thus equipping them for teaching and research work in philosophy, as well as for work in the broader field of culture and in public institutions.

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e-mail: [ohk.fil@ff.uni-lj.si](mailto:ohk.fil@ff.uni-lj.si)

## DEPARTMENT OF PSYCHOLOGY

The Department offers a general, research oriented degree programme in psychology. Theoretical (cognitive, personality, developmental and social psychology) and applied (I/O, educational and clinical) disciplines are approximately equally represented in the curriculum. Training in the use of statistical and psychometric methods and the conducting of supervised empirical research is also considered important. Optional courses and seminars in the second part of the programme allow students to deepen their knowledge of the disciplines that most interest them.

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E-mail: [nives.kolaric@ff.uni-lj.si](mailto:nives.kolaric@ff.uni-lj.si)

Location: Aškerčeva 2, room 134

Departmental coordinator for International Relations: Aškerčeva 2, room 130,

Asst. Renata Marčič, PhD

E-mail: [psy.international@gmail.si](mailto:psy.international@gmail.si)

Departmental Library: Aškerčeva 2, room R2B,

e-mail: [ohk.psi@ff.uni-lj.si](mailto:ohk.psi@ff.uni-lj.si)

## DEPARTMENT OF ROMANCE LANGUAGES AND LITERATURE

The programmes in French, Italian, and Spanish equip graduates for language teaching, translating, research in various fields of languages and literature, work in the cultural field (publishing, the media, cultural management), in public administration, international institutions and various sectors of the economy (tourism, banking, business). The Department also offers courses in Catalan, Portuguese and Romanian, as well as the chance to participate in established French- and Spanish-language theatre groups.

Contact number: +386 1 241 13 90

E-mail: [manuela.volmajer@ff.uni-lj.si](mailto:manuela.volmajer@ff.uni-lj.si)

Location: Aškerčeva 2, room 401

Departmental coordinators for International Relations:

Italian language and literature:

Aškerčeva 2, room 402,

Lector Daša Stanič, MA

E-mail: [dasa.stanic@guest.arnes.si](mailto:dasa.stanic@guest.arnes.si)

French language and literature:

Aškerčeva 2, room 403,

Asst. Prof. Florence Gacoin-Marks

E-mail: [florence.gacoin-marks@guest.arnes.si](mailto:florence.gacoin-marks@guest.arnes.si)

Spanish language and literature:

Aškerčeva 2, room R5B,

Asst. Prof. Alejandro Rodriguez Diaz del Real

E-mail: [alejandro.rodriguez@ff.uni-lj.si](mailto:alejandro.rodriguez@ff.uni-lj.si)

Departmental Library:

Aškerčeva 2, room R4B (Spanish&Portuguese),

e-mail: [ohk.his@ff.uni-lj.si](mailto:ohk.his@ff.uni-lj.si)

Aškerčeva 2, room 408 (French&Italian),

e-mail: [ohk.rom@ff.uni-lj.si](mailto:ohk.rom@ff.uni-lj.si)

## DEPARTMENT OF SLAVISTICS

The programmes in Croatian, Serbian and Macedonian, Russian, Polish, Czech, or Slovak language and literature and comparative Slavic linguistics equip graduates for work in publishing, journalism, tourism, diplomacy, the economy, translation and scientific research. The teaching option in Croatian, Serbian and Macedonian language and literature, as well as in Russian language and literature, also qualify graduates to teach in schools and on language courses.

Section for South Slavic Languages and Russian Language

Contact number: +386 1 241 12 71

E-mail: [branka.kotnik@ff.uni-lj.si](mailto:branka.kotnik@ff.uni-lj.si)

Location: Aškerčeva 2, room 201

Section for Czech, Polish and Slovak Language

Contact number: +386 1 244 20 50

E-mail: [anezka.kocalkova@ff.uni-lj.si](mailto:anezka.kocalkova@ff.uni-lj.si)

Location: Tobačna 5, room 5/2/21

Departmental coordinators for International Relations:

Russian:

Aškerčeva 2, room 211,

Asst. Prof. Mladen Uhlík

E-mail: [mladen.uhlik@gmail.com](mailto:mladen.uhlik@gmail.com)

South Slavic Studies:

Aškerčeva 2, room 216,

Assoc. Prof. Đurđa Strsoglavac

E-mail: [durda.strsoglavac@guest.arnes.si](mailto:durda.strsoglavac@guest.arnes.si)

West Slavic Studies:

Tobačna 5, room 5/2/08

Assoc. Prof. Petra Stankovska

E-mail: [petra.stankovska@ff.uni-lj.si](mailto:petra.stankovska@ff.uni-lj.si)

Departmental Library: Aškerčeva 2, room 204,

e-mail: [ohk.sla@ff.uni-lj.si](mailto:ohk.sla@ff.uni-lj.si)



## DEPARTMENT OF SLOVENIAN STUDIES

The teaching option qualifies graduates to teach Slovene language and literature in primary or secondary schools, as well as for employment as a Slovene lecturer abroad, while the general programme equips them to work for newspapers, magazines and other public media (either in editing or language revision), in libraries and other cultural institutions, in research and journalism.

Contact number:

+386 1 241 12 70

E-mail: [mateja.cop@ff.uni-lj.si](mailto:mateja.cop@ff.uni-lj.si)

Location: Aškerčeva 2, room 201

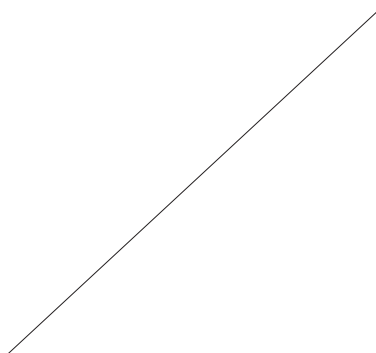
Departmental coordinator for International Relations: Aškerčeva 2, room 536c,

Assoc. Prof. Mojca Smolej

E-mail: [mojca.smolej@ff.uni-lj.si](mailto:mojca.smolej@ff.uni-lj.si)

Departmental Library: Aškerčeva 2, room 204,

e-mail: [ohk.sla@ff.uni-lj.si](mailto:ohk.sla@ff.uni-lj.si)



## DEPARTMENT OF SOCIOLOGY

The Department offers two degree programmes: sociology of culture and sociology (teaching option).

Students following the first programme concentrate on socio-cultural theory and research with an emphasis on expertise in specific cultural fields. The programme also prepares students for work in cultural management and administration, as well as in the organisation of cultural and cultural-political activities. Students taking the teaching option are trained to become high school teachers of sociology or the humanities. With their general sociological background, they can also work in other areas that require a degree in sociology.

Contact number:

+386 1 241 11 20

E-mail: [andreja.koncan@ff.uni-lj.si](mailto:andreja.koncan@ff.uni-lj.si)

Location: Aškerčeva 2, room 428

Departmental coordinator for International Relations: Aškerčeva 2, room 442/a,

Asst. Prof. Primož Krašovec

E-mail: [primoz.krasovec@ff.uni-lj.si](mailto:primoz.krasovec@ff.uni-lj.si)

Departmental Library: Aškerčeva 2, room 440b,

e-mail: [ohk.soc@ff.uni-lj.si](mailto:ohk.soc@ff.uni-lj.si)

## DEPARTMENT OF TRANSLATION STUDIES

The three-year Bologna degree programme in interlingual communication equips students with linguistic, cultural and contrastive textual knowledge in Slovene, English, German, French, and Italian, as well as basic translation skills. It offers a wide range of international student exchanges and is the best preparation for the study of translating or interpreting (CIUTI accredited and EMCI member), which will from now on be conducted at the masters level. Graduates can find employment in cultural, business, scientific and academic institutions and organisations with international contacts or an international circle of clients, as well as in EU and other international institutions.

Contact number: +386-241-1500

E-mail: [prevajalstvo@ff.uni-lj.si](mailto:prevajalstvo@ff.uni-lj.si)

Location: Aškerčeva 2, room 25

Departmental coordinator for International Relations: Aškerčeva 2, room 2,

Asst. Prof. Donald Reindl

E-mail: [donald.reindl@guest.arnes.si](mailto:donald.reindl@guest.arnes.si)

Departmental Library: Aškerčeva 2, room 320,

e-mail: [ohk.ger@ff.uni-lj.si](mailto:ohk.ger@ff.uni-lj.si)

# STUDENT ORGANISATION

Students in Slovenia are well organised and represented at various levels. At the national level, the Student Organisation of Slovenia (ŠOS) concerns itself with students' rights, plays an active role in shaping education legislation, and organises a range of activities. ŠOS is made up of four entities – the Student Organisation of the University of Ljubljana (ŠOU in Ljubljana), the Student Organisation of the University of Maribor (ŠOUM), the Student Organisation of the University of Primorska (ŠOUP), and the Union of Students' Clubs (ŠKIS).

The main office of ŠOU in Ljubljana is located in Pivovarniška 6. It is there that foreign students can get all the info they need on housing, subsidized student meals, parties and other social activities, sports and much more. Visit their offices or website (<http://www.sou-lj.si/english>) for additional information. Each Faculty has its own student organisation that is part of ŠOU. In the case of the Faculty of Arts it is the Student Organisation of the Faculty of Arts (ŠOFF). ŠOFF consists of 24 members: a President, Vice-president, representatives of

each Department at the Faculty (21), and a representative of the Student Council of the Faculty of Arts (ŠSFF).

The Student Council of the University of Ljubljana (ŠSUL) is the highest student representative body of the University of Ljubljana. At the faculty level, the Student Council of the Faculty of Arts has a similar function. It consists of 22 members: a representative for each of the 21 Departments as well as one post-graduate student representative. In the event of any Faculty-related problem, you can contact your Department's representative. They can be reached via e-mail or at the Student Office which ŠSFF and ŠOFF members share. To find out who your representatives are and to obtain their



contact information, visit the respective websites of both student bodies: [www.sfff.si](http://www.sfff.si) (Student Council) and [www.soff.si](http://www.soff.si) (Student Organisation).

There are also student associations active at most Departments. These organise excursions and freshers' parties, publish student newspapers and magazines, and take care of other study-related extracurricular activities. Foreign students are welcome to join Slovene students in these associations and to attend their functions. Ask your colleagues or the Department secretary for more information about individual students associations.

You can also contact the Student Office for any additional help you might need during your stay here. You can visit your representatives during office hours or contact the Student Vice-Dean at [prodekan.student@ff.uni-lj.si](mailto:prodekan.student@ff.uni-lj.si).

## **TUTORING AT THE FACULTY OF ARTS**

In order to help incoming exchange students get accustomed to student life in Slovenia, they are assigned tutors. The tutors are Slovene students who help the newcomers to become accustomed to student life in Ljubljana and deal with any problems that they might have at the Faculty or individual departments. These volunteers share a common interest in meeting people from different countries, learning foreign languages and seeing student life in Ljubljana through the eyes of an exchange student. The tutoring system for exchange students was first established at the Faculty of Arts in the academic year 2006/07. Since then tutors

for foreign students have gone from merely helping out their foreign colleagues to organising one day trips to different parts of Slovenia each semester, various social events at the faculty café K16, photo exhibitions and so on. If you are a foreign student and have not received any information about your tutor, please contact the International Relations Office of the Faculty of Arts, and a tutor will be assigned to you.





# INTERNATIONAL RELATIONS OFFICE

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The numerous international contracts and Inter-institutional agreements established with other universities (Erasmus+, CEEPUS, exchanges within the framework of bilateral grants, etc.) enable students to spend up to a year at an institution abroad. Exchanges with other universities are very productive and there is an increasing number of students coming from abroad to study at the Faculty of Arts. There are around 300 foreign students studying at our faculty per academic year. The International Relati-

ons Office provides administrative assistance to international exchange students and teachers both incoming and outgoing. The Office is responsible for organisation and application procedures for all exchange programmes at the Faculty.

Postal address:

Faculty of Arts

International Relations Office

Aškerčeva 2

1000 Ljubljana

Slovenia

Contact persons: Mrs. Anja Golec,  
head of IRO,

Contact number: +386 1 241 1356

E-mail: [anja.golec@ff.uni-lj.si](mailto:anja.golec@ff.uni-lj.si)

Mrs. Tjaša Ribizel, PhD

professional mobility advisor

Contact number: +386 1 241 1044

E-mail: [internationaloffice@ff.uni-lj.si](mailto:internationaloffice@ff.uni-lj.si)

Location: Aškerčeva 2, room 10

# EXCHANGE PROGRAMMES AND INTERNATIONAL COOPERATION

## **ERASMUS+**

ERASMUS+ is the new EU Programme for Education, Training, Youth and Sport for the period of 2014 – 2020. The Erasmus + Programme aims to boost skills and employability, as well as modernising Education, Training, and Youth work. The seven year programme will provide opportunities for over 4 million Europeans to study, train, gain work experience and volunteer abroad. The new integrated programme brings together 7 existing programmes (Comenius, Erasmus, Leonardo da Vinci, Grundtvig and others) into a single coherent framework. The programme provides more and better opportunities to increase skills and competences of higher education students, quality in teaching and learning and is more user friendly.

The Faculty of Arts is very active in the Erasmus+ student exchange programme in the Key Action 1. Previous Erasmus – Socrates and LLP Erasmus Scheme have also been fully functional at the Faculty since the year 2000. Currently the Faculty has more than 430 signed Inter-institutional Erasmus+ Agreements, and the number is on the rise.

The Faculty is also participating in joint programmes. For more information contact the office at: [magistrski.studij@ff.uni-lj.si](mailto:magistrski.studij@ff.uni-lj.si).

In May 2007, the University of Ljubljana was awarded a certificate granting the E-Quality Label or the “Implementation and Organisation of Mobilities” within the framework of the Erasmus programme.

## **CEEPUS**

CEEPUS is a Central European student and teacher exchange programme running since 1995. It is based on the principle of networks between the cooperating countries: Albania, Austria, Bosnia-Herzegovina, Bulgaria, Croatia, the Czech Republic, Hungary, Kosovo, Macedonia, Moldova, Montenegro, Poland, Romania, Serbia, Slovakia and Slovenia. At the Faculty of Arts there are 15 CEEPUS Networks.

**Department of Ethnology and Cultural Anthropology:**  
BORDERS AND BORDERLINES (RO-0014)

**Department of Philosophy:**  
COGNITIVE SCIENCE, KNOWLEDGE STUDIES AND KNOWLEDGE TECHNOLOGIES (AT-0103)

**Department of Slavic Languages:**  
LANGUAGE AND LITERATURE IN A CENTRAL EUROPEAN CONTEXT (AT-0012)

**Department of Slavic Languages:**  
SLAVIC PHILOLOGY AND ITS CULTURAL CONTEXT (AT-0037)

**Department of Archaeology:**  
ARHEOPED 2 (SI-0113)

**Department of Geography:**  
GEOREGNET (SI-0111)

**Department of African and Asian Studies:** KOREAN STUDIES IN CENTRAL & EASTERN EUROPE (AT-0604)

**Department of Romance Languages and Literature:**  
FISH (French, Italian, Spanish) (HU-0809)

**Department of Romance Languages and Literature:**  
RED REGIONAL DE HISPANISTAS DE HUNGRIA, RUMANIA Y SERBIA (RO-0814)

**Department of Translation Studies:**  
TRANS - TransKulturelle Kommunikation und TRANSLation (SI-0711)  
Web page: <http://ceepus.scholarships.at>

**Department of Educational sciences:**

Pedagogy and Andragogy in South East Europe – PASEE (SI-0906-2)  
Web page: <http://www.ff.uni-lj.si/en/1/International-Office/CEEPUS-networks.aspx>

**Department of Philosophy:**  
PHILOSOPHY AND INTERDI-  
SCIPLINARITY (HR-1107)

**Department of History:**  
EcoManAqua (AT-1101)

**Department of History:**  
CONFESSIONAL AND ETHNIC  
INTERACTIONS IN THE HABS-  
BURG MONARCHY (HU-1306)

**Department of German,  
Dutch and Swedish:**  
GERMAN AS A FOREIGN LAN-  
GUAGE IN CENTRAL AND EAST-  
ERN EUROPE: NEW PERSPEC-  
TIVES OF TEACHER TRAINING  
(HU-1201)

## **INTER-INSTITUTIONAL AGREEMENTS**

Parallel to exchange program-  
mes the Faculty of Arts also has  
numerous Inter-institutional  
agreements, enabling productive  
partnerships between different  
departments and universities.  
Most of these signify a closer work-  
ing relationship in the fields of  
education and research.



# ADMINISTRATIVE UNITS, LIBRARY, CENTRES, INSTITUTES

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## **GRADUATE STUDIES OFFICE (1ST CYCLE)**

The Graduate Studies Office provides administrative assistance to students of more than thirty degree programmes in the humanities, languages and social sciences taught at the Faculty. The Office provides information relating to admission, application, qualifications and anything that may concern the implementation of the graduate study programmes.

Contact number:  
+386 1 241 1034  
+386 1 241 1040

E-mail:  
[studentski.referat@ff.uni-lj.si](mailto:studentski.referat@ff.uni-lj.si)  
Location: Aškerčeva 2, room 35

## **OFFICE FOR MASTER'S STUDIES (2ND CYCLE)**

The Office for Master's Studies provides administrative assistance to students and teachers of the various master's programmes in the humanities, languages and social sciences taught at the Faculty.

Contact number:  
+386 1 241 1042  
+386 1 241 1035

E-mail:  
[magistrski.studij@ff.uni-lj.si](mailto:magistrski.studij@ff.uni-lj.si)  
Location: Aškerčeva 2, room 1



**OFFICE FOR DOCTORAL  
STUDIES (3RD CYCLE)**

The Office for Doctoral Studies provides administrative assistance to students and teachers of the Interdisciplinary Doctoral Programme in the Humanities and Social Sciences covering 62 fields.

Contact number:

+386 1 241 1050

+386 1 241 1051

E-mail:

[doktorski.studij@ff.uni-lj.si](mailto:doktorski.studij@ff.uni-lj.si)

Location:

Aškerčeva 2, room 16

## **UNIT FOR SPORT EDUCATION**

The unit for sports education organises regular training and courses for students every semester, offering a choice of 26 sports activities. While educational in nature, the programmes also contribute to more effective studying by providing for recreation and relaxation – a counterbalance to students' strenuous intellectual activities. Students can choose the semester, activity, time, location and teacher. Faculty teams successfully take part in inter-faculty competitions: in 2005/06, for example, the women's volleyball team took first place in the university league. Sport is now an elective subject for which credit points are awarded.

E-mail:

maja.krpanbozic@ff.uni-lj.si

## **BOOKSHOP AND PUBLISHING**

The Faculty publishes up to 100 titles every two years, including academic periodicals as well as books of research results, many of which are well received among the wider public. It also publishes textbooks, reference books and similar materials. In the Bookshop, in addition to Faculty publications, books from other publishers are sold. The Faculty also produces the newsletter Glasoffil, as well as occasional publications such as the recent Chansons-CD of Ffilomundus.

Contact number:

+386 1 241 11 19

E-mail: knjigarna@ff.uni-lj.si

Location: Aškerčeva 2, room 17



## **ADDITIONAL COURSES, SEMINARS AND PROJECTS**

A variety of adult education courses for personal and professional development, as well as customised courses are aimed to suit learners' needs. They include:

- a diverse array of language courses (Japanese, Korean, Catalan, Chinese, German, Greek, Finnish, Old Indian, French, Italian, Spanish, Portuguese, Romanian, Croatian, Serbian, Russian, Macedonian, Bulgarian, Czech, Slovak, Polish, Swedish, Dutch, Arabic, Hungarian, Esperanto, etc.),
- other courses from the disciplines offered by the Faculty of Arts, such as musicology, psychology, archaeology, rhetoric, philosophy, library science, refresher courses for translators, history of art etc.,
- customised courses from the disciplines offered by the Faculty of Arts intended primarily for companies and other institutions.

In addition, we offer expertise and research study writing (archaeology, ethnology, etc.) and project development for topics connected with the disciplines taught at the Faculty of Arts.

Contact number: +386 1 241 10 08

E-mail: [stp@ff.uni-lj.si](mailto:stp@ff.uni-lj.si)

Location: Aškerčeva 2, room 518



## **CENTRAL HUMANITIES LIBRARY (OHK)**

The Central Humanities Library of the Faculty of Arts in Ljubljana (OHK FF) is the largest library within the University of Ljubljana and the third largest in Slovenia. It comprises 18 departmental libraries adjoining 21 departments; 13 libraries are located in the main building on Aškerčeva 2, 4 in the extension of the main building, and 2 on Zavetiška 5. OHK FF holds an extensive joint collection of over 720.000 items of library materials, 220.000 visitors a year borrow approx. 320.000 items. Each departmental library specialises in certain areas of science or arts referring to study programmes and fields of research of the department(s) they are affiliated to. Library stocks are mainly registered in the COBIB digital catalogue (Union Bibliographic/Catalogue Database).

In addition to study seats in individual libraries, there is the Common Reading Room (Room 015) available in the basement of the faculty. Outside library opening hours, items on loan can be returned into the book return boxes in front of Room 11 on the ground floor. OHK FF also offers interlibrary loan services as well as local and remote access to various electronic resources.

Contact number: +386 1 241 11 80

E-mail: info.ohk@ff.uni-lj.si

Location: Aškerčeva 2, room 37

## **CENTRE FOR SLOVENE AS A SECOND/FOR- EIGN LANGUAGE**

The Centre offers an intensive course of Slovene for students enrolled in the Erasmus exchange programme.

For more information about the course visit: <http://www.centerslo.si/en/>

Contact number:

+386 1 241 86 48

E-mail: center-slo@ff.uni-lj.si

Location: Kongresni trg 12

## **CENTRE FOR EDUCATIONAL DEVELOPMENT**

The Centre offers teacher training that is linked to teaching practice and the development of modern practical approaches, which course participants can then apply in their work. It develops high quality, up-to-date and research-based teacher training and supplementary education for graduates.

The Centre also carries out education and training programmes for education professionals, coordinates projects (EU) and international cooperation, and organises conferences.

Contact number: [REDACTED]

+386 1 241 10 46 [REDACTED]

+386 1 241 10 49 [REDACTED]

E-mail: [cpi@ff.uni-lj.si](mailto:cpi@ff.uni-lj.si) [REDACTED]

Location: Aškerčeva 2, room 508 [REDACTED]

## **SCIENTIFIC & RESEARCH INSTITUTE**

The Faculty of Arts Scientific & Research Institute (ZIFF), the origins of which date back to 1979, coordinates the research work carried out by teaching and research staff at the Faculty.

Continuing academic research is both the basis for and a vital component of all well conceived and successfully implemented educational work. ZIFF manages the participation of researchers in research programmes at home and abroad, as well as in public calls for applied programmes, encourages the inclusion of young researchers in research activities and helps obtain additional funding from various sources. It helps organise professional and academic gatherings and is responsible for the development of the research infrastructure. Since 1985, ZIFF's activities have also included publishing, thereby facilitating various forms of publication of research findings.

Contact number: +386 1 241 10 90 [REDACTED]

Fax number: +386 1 425 73 49 [REDACTED]

E-mail: [znanstveni.institut@ff.uni-lj.si](mailto:znanstveni.institut@ff.uni-lj.si) [REDACTED]

Location: Aškerčeva 2, rooms 511 and 512 [REDACTED]

A high-contrast, black and white close-up photograph of a woman's face. Her eyes are wide open and looking slightly to the left. Her hair is short and light-colored. The lighting is dramatic, highlighting the texture of her skin and the intensity of her gaze. The text 'USEFUL INFORMATION' is overlaid in the upper right quadrant in a bold, white, sans-serif font.

**USEFUL  
INFORMATION**

## **FACULTY OF ARTS**

p. p. 580, SI-1000 Ljubljana  
Contact number: +386 1 241 10 00  
E-mail: [info@ff.uni-lj.si](mailto:info@ff.uni-lj.si)  
Web page: [www.ff.uni-lj.si](http://www.ff.uni-lj.si)

International Relations Office  
Aškerčeva 2, SI-1000 Ljubljana  
Contact number: +386 1 241 13 56  
E-mail: [anja.golec@ff.uni-lj.si](mailto:anja.golec@ff.uni-lj.si);  
[internationaloffice@ff.uni-lj.si](mailto:internationaloffice@ff.uni-lj.si)

## **UNIVERSITY OF LJUBLJANA**

Kongresni trg 12, SI-1000 Ljubljana  
Contact number: +386 1 241 85 00  
E-mail: [info@uni-lj.si](mailto:info@uni-lj.si)

International Relations Office  
Kongresni trg 12, SI-1000 Ljubljana  
Contact number: +386 1 241 85 90  
E-mail: [student.office@uni-lj.si](mailto:student.office@uni-lj.si);  
[intern.office@uni-lj.si](mailto:intern.office@uni-lj.si)

## **CMEPIUS – CENTRE OF THE REPUBLIC OF SLOVENIA FOR MOBILITY AND EUROPEAN EDUCATIONAL AND TRAINING PROGRAMMES**

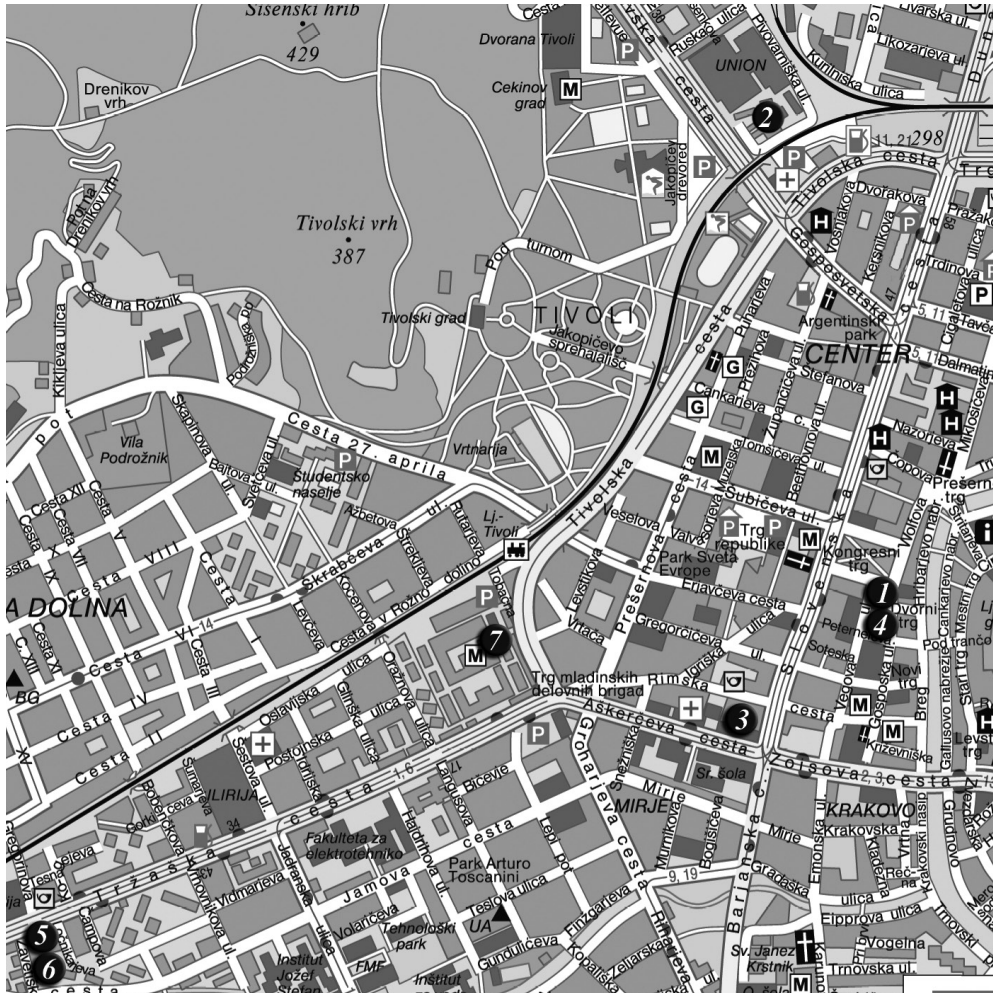
Ob železnici 30a, SI-1000 Ljubljana  
Contact number: +386 1 628 94 50  
E-mail: [info@cmepius.si](mailto:info@cmepius.si)  
Web page: [www.cmepius.si/en](http://www.cmepius.si/en)

## **ŠOU – STUDENT ORGANIZATION OF THE UNIVERSITY OF LJUBLJANA**

International Office  
Pivovarniška 6  
SI-1000 Ljubljana  
Contact number: +386 1 438 02 00  
E-mail: [info@sou-lj.si](mailto:info@sou-lj.si)  
Web page: [www.sou-lj.si](http://www.sou-lj.si)

## **MINISTRY OF EDUCATION, SCIENCE AND SPORT**

Masarykova 16  
SI-1000 Ljubljana  
Contact number: +386 1 478 46 00  
E-mail: [gp.mizs@gov.si](mailto:gp.mizs@gov.si)  
Web page: [www.mizs.gov.si](http://www.mizs.gov.si)



## **MAP OF LJUBLJANA**

**with marked location of**

1. Rectorate of the University of Ljubljana,  
Kongresni trg 12

2. ŠOU, Student Organisation,  
Student meals, Registration point  
Pivovarniška 6 (Študentski kampus)

3. Faculty of Arts (Filozofska fakulteta),  
Aškerčeva ulica 2

### **DISPERSED DEPARTMENTS:**

4. Center for Slovene as a Second/Foreign Language Kongresni trg 12

5. Department of Archaeology  
Zavetiška ulica 5

6. Department of Ethnology and Cultural Anthropology  
Zavetiška ulica 5

7. Department of Slavistics (West Slavic Languages)  
Tobačna ulica 5

## **VISAS**

### **Ministry of Foreign Affairs of the Republic of Slovenia**

Prešernova cesta 25, SI-1000 Ljubljana

Contact number: +386 1 478 20 00

E-mail: [info.mzz@gov.si](mailto:info.mzz@gov.si)

## **RESIDENCE PERMITS**

### **Upravna enota Ljubljana, Oddelek za tujce**

Tobačna 5, SI-1000 Ljubljana

Contact number: +386 1 306 30 35

## **MEDICAL INSURANCE**

### **ZZZS – Zavod za zdravstveno zavarovanje Slovenije**

Mala ulica 3, SI-1000 Ljubljana

Contact number: +386 1 307 77 00

## **HEALTH CENTER FOR STUDENTS ZDRAVSTVENI DOM ZA ŠTUDENTE**

Aškerčeva 4

1000 Ljubljana

Contact number: +386 1 200 74 25

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

E-mail: [tajnistvo@zdstudenti.si](mailto:tajnistvo@zdstudenti.si)

## **STUDENT SERVICE**

Slovenska cesta 40, SI-1000 Ljubljana

Contact number: +386 1 241 20 00

Web page: [www.studentski-servis.com](http://www.studentski-servis.com)

E-mail: [ljubljana@studentski-servis.com](mailto:ljubljana@studentski-servis.com)

## **NATIONAL UNIVERSITY LIBRARY**

Turjaška 1, SI-1000 Ljubljana

Contact number: +386 1 200 11 10

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

Web page: [www.nuk.uni-lj.si/](http://www.nuk.uni-lj.si/)

## **CENTRAL TECHNICAL LIBRARY**

Trg republike 3, SI-1000 Ljubljana

Contact number: +386 1 200 34 00

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