

FACT SHEET

INFORMATION FOR INCOMING EXCHANGE STUDENTS AT UNIVERSITY OF LJUBLJANA, FACULTY OF CHEMISTRY AND CHEMICAL TECHNOLOGY

Institution: **University of Ljubljana,**

Organizational Unit: **Faculty of Chemistry and Chemical Technology (UL FKKT)**

Erasmus code: **SI LJUBLJA01**

Web: <https://www.fkkt.uni-lj.si/en/about/>

CONTACT	
Postal address:	International Office, Faculty of Chemistry and Chemical Technology, Večna pot 113, 1000 Ljubljana
Visitor's address:	Fakulteta za kemijo in kemijsko tehnologijo, Večna pot 113, 1000 Ljubljana
E-mail:	asja.emersic@fkkt.uni-lj.si ; international@fkkt.uni-lj.si (Asja Emeršič, Head of International Affairs), andreja.zgajnar@fkkt.uni-lj.si (Professor Dr. Andreja Žgajnar Gotvajn , Academic Coordinator for the field of Chemical Engineering) kristof.kranjc@fkkt.uni-lj.si (Assistant Professor Dr. Krištof Kranjc, Academic Coordinator for the field of Chemistry and Biochemistry)

APPLICATION FOR EXCHANGE STUDENTS	
Application documents:	Documents required from everyone: 1) transcript of records: list of all grades obtained during university studies, 2) if applicable: bachelor diploma.
	For students wanting to write their thesis / complete research work: 3) final thesis draft (find attached), 4) proof of English language proficiency in the field of study (at least B2).
Language proficiency:	Students are required to meet the language requirements according to the bilateral agreement of the institutions.

	We recommend a language level of at least B2 English in the field of study.
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ACADEMIC INFORMATION	
Language of instruction:	Slovenian, English courses offered in the winter semester (see below).
Fields of study:	Biochemistry (0512), Chemical Engineering (0711), Chemistry (0531), Occupational Safety (1022) All degree programs: https://www.fkkt.uni-lj.si/en/study/ Exchange students are generally permitted to choose lectures from different departments and study fields. A permission from the Academic International Coordinator is still always necessary. The permission is gained by the signed Learning Agreement before the mobility.
Lecture directory / timetable:	https://www.wise-tt.com/wtt_fkkt/
Lectures offered in English:	https://fkkt.uni-lj.si/en/international/international-students
Lecture registration and access to student system (STUDIS):	Will be possible after enrolment.
Credits:	Attending lectures for 20 to 30 ECTS is recommended (4 to 6 courses per semester). Exchange students should consult their home universities about the required amount of ECTS.
Grading system:	https://www.uni-lj.si/study/information/grading-system
Transcript of records:	It is not automatically issued. Exchange students will receive their transcript of records upon request, after all grades are registered before or after their departure.
Nomination/Application deadlines:	
Winter semester/Whole year	May 1 / May 15
Summer semester	November 1 / November 15

SUPPORT AT UL FKKT	
Exchange students are supported by the International Office for all questions on formalities, daily life and other issues (see contact data above).	
The Academic International Coordinator can answer all academic questions: lecture selection, performance requirements etc. (see contact data above).	

It is important for all exchange students to attend the welcome meeting at the beginning of the semester. All formalities will be explained; the exchange students can get to know each other.

THE SEMESTER AT UL FKKT	
Lecture period:	October/January (winter semester), February/June (spring semester)
Examination period:	Published at the beginning of each semester.

INFORMATION UPON ARRIVAL

Students will get their EMŠO number by their first official day of their mobility.

Students need to bring their own lab coat and goggles.

Before entering labs, students are required to pass obligatory safety training.