# Erasmus+ Programme

# SI LJUBLJA01

**A.    Information about the higher education institutions**

| Name of the institution (and department, where relevant) | Erasmus code | Contact details[1] (email, phone) | Websites ( General/Faculties/ Course catalogue) |
|---|---|---|---|
| University of Ljubljana Faculty of Public Administration | SI LJUBLJA01 | Departmental coordinator: Name: Ms Marija Sušnik, LLM Tel: 00386 1 5805 530 E-mail: marija.susnik@fu.uni-lj.si;international@fu.uni-lj.si  University coordinator: intern.office@uni-lj.si | Website of the faculty: http://www.fu.uni-lj.si/en/  Academic Information and Courses in English:  https://www.fu.uni-lj.si/en/international-relations/incoming-students/academic-information/  Website of the university: http://www.uni-lj.si/international_cooperation_and_exchange/ |

**C.    Recommended language skills**

| Receiving institution [Erasmus code] | Optional: Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level[2] | |
|---|---|---|---|---|---|
| | | | | Student Mobility for Studies | Staff Mobility for Teaching |
| I VERONA01 | 0421 | SEE ANNEX | | | |
| SI LJUBLJA01 | 0421 | Slovene | English | B2 | B2 |

**D.    Calendar**

**Nominations of incoming students must reach the institution by:**

| Receiving institution [Erasmus code] | Autumn term* [day/month] | Spring term* [day/month] |
|---|---|---|
| SI LJUBLJA01 | The Faculty of Public Administration is offering only Spring term exchanges | October 15 |

---

[1] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

[2] For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

**Applications from incoming students must reach the institution by:**

| Receiving institution [Erasmus code] | Autumn term* [day/month] | Spring term* [day/month] |
|---|---|---|
| SI LJUBLJA01 | The Faculty of Public Administration is offering only Spring term exchanges | November 15 |

**Application procedure for incoming students**

| Receiving institution [Erasmus code] | Contact details (email, phone) | Website for information |
|---|---|---|
| SI LJUBLJA01 | … | http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/ |

**E. Additional requirements**

| Receiving institution [Erasmus code] | Requirement | Details | Website for information (if applicable) |
|---|---|---|---|
| SI LJUBLJA01 | … | | http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/ |

The receiving institution will send its decision within [x] weeks, **and no later than 5 weeks.**

**Inclusion and accessibility**

| Receiving institution [Erasmus code] | Available infrastructure adjusted for people with: | Description of infrastructure (optional) | Contact details (email, phone) | Website for information |
|---|---|---|---|---|
| SI LJUBLJA01 | … | | | http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/ |

**F.    Information**

**1.   Housing**

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|---|---|---|
| SI LJUBLJA01 | … | |

**2.   Visa**

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|---|---|---|
| SI LJUBLJA01 | … | http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/ |

### 3.  Insurance

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|---|---|---|
| SI LJUBLJA01 | … | http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/ |

### 4. Additional information

| Receiving institution [Erasmus code] | Information on recognition process / other useful information: | Contact details (email, phone) | Website for information |
|---|---|---|---|
| SI LJUBLJA01 | | | http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/ |