

ERASMUS+

2022/2023

FACULTY OF MEDICINE
UNIVERSITY OF LJUBLJANA

WELCOME DAY – 29. 9. 2022 -

- 9:00 Welcome words of the ViceDean and Erasmus+ coordinator prof. dr. Tomaž Marš
- 9:10 Presentation of the Faculty of Medicine, Erasmus+ exchange programme (prof. dr. Tomaž Marš, Jerneja Čelofiga, MSc)
- 11:30 Tour of the medical campus

30. 09. 2021 (9:00–12:00) Personal meetings in the international office between

WELCOME WORDS

- PROF. DR. TOMAŽ MARŠ,
ERASMUS+ DEPARTMENTAL COORDINATOR, VICE-
DEAN FOR MEDICINE
- JERNEJA ČELOFIGA, MSC; IRO
OFFICER

- **Erasmus+ Departmental Coordinator**

Prof. dr. Tomaž Marš, MD

tomaz.mars@mf.uni-lj.si

Tel: + 386 1 543 7057 (Institute of Pathophysiology)

In case of Emergency: + 386 31 736 247

- **International Office (Vrazov trg 2, office number 6)**

Jerneja Čelofiga, MSc

Tel: + 386 1 543 78 01

international.erasmus@mf.uni-lj.si

- **OFFICE HOURS (VRAZOV TRG 2)**

with prior notification

Web: <http://www.mf.uni-lj.si/vsebina/menu1/2410>

ERASMUS+ AT THE FACULTY OF MEDICINE



Erasmus 2018/2019



Erasmus 2019/2020



FACULTY OF MEDICINE – YOUR NEW HOME

INTERNATIONAL OFFICE OF
THE FACULTY OF
MEDICINE

ERASMUS+ AND ACADEMIC
COORDINATOR

FACULTY OF MEDICINE CAMPUS



A – Deanary Building, International office

D – University Clinical Center

B – Faculty of Medicine, wardrobes

E – Chair of Family Medicine

C – Erasmus+ coordinator

F – Chair of Dental Medicine

FACULTY OF MEDICINE UL – YOUR NEW HOME

prof. dr. Tomaž Marš
Erasmus+ Departmental Coordinator

- Founded in 1919
- Medicine and Dental medicine
- about 1700 graduate students
- about 500 postgraduate students
- Around 200 incoming exchange students (Erasmus+ IFMSA, bilateral agreements, CEEPUS, etc.)



ORGANISATION AND STRUCTURE OF OUR FACULTY



- 26 departments
- 13 institutes
- 10 centres

- Dean and Vice-deans
- Faculty Board - SENAT
- Student Council — ŠTUDENSKI SVET

Univerza v Ljubljani
Medicinska fakulteta



**Z znanjem in predanostjo
ustvarjamo zdravo prihodnost.**

Scientia et studio ad futurum sanum.

Committed to a healthy future.



Where do you come from (country of Origin)?

46 ...



① Start presenting to display the poll results on this slide.



Why have you chosen Ljubljana as your Erasmus+ destination?

45



student recommendation



40%

good exchange programme



13%

attractive city/country



38%

meeting new people



9%



ERASMUS EXCHANGE PROGRAMME

2022/2023

GENERAL COVID-19 RULES

- At the moment no special measures are taken nationally or at the university level
- All changes will be posted on this link:
https://www.mf.unilj.si/en_GB/news/coronavirus-sars-cov-2

GENERAL COVID-19 RULES

- The use of masks is recommended in the premises of the Faculty of Medicine
- In the premises of the hospital, it is mandatory to use a protective face mask and disinfect hands when entering and leaving the premises of UL MF.
- Laboratory and clinical practices and all other forms of teaching, which take place in small groups or under the supervision of a mentor, in a simulation environment or in educational institutions, are carried out according to the schedule in physical form.
- If a student performs clinical practices at the University Medical Center Ljubljana, he/she enters through the premises of UL MF (Korytkova street 2). He should enter with a face mask, and disinfect his hands at the point of entry and exit. The student changes clothes in the UL MF student locker room.

GENERAL HEALTH RULES

Statement of responsible conduct and health

I am aware that I must follow the measures and instructions to prevent the spread of new coronavirus infection and other infectious diseases.

I promise that I will not attend study obligations if I have signs or symptoms of a respiratory infection or other infectious disease. If I have them, I will inform the International office of the Faculty of Medicine.

COVID-19 selftesting

- At the moment students are entitled to a package of selftesting kits at the Pharmacy. You can pick up 10 tests per month at the pharmacy (personal ID and student card/acceptance letter)
- Self-testing is expected at home in case of close contacts with a covid-19 infected person or in case of symptoms
- PCR testing is available at the Faculty of Medicine for medicine/dental medicine students on tuesdays and thursdays at Korytkova street 2, between 7:00-9:00
- Teaching hospitals can set additional covid-19 entry conditions which the students have to respect

WELCOME PACKAGE (Documents and materials)

- Student card
- Clinical practice evaluation form: https://www.mf.uni-lj.si/download_file/view/9579/15066
- MATERIALS SENT BY E-MAIL
 - Curriculum information (ECTS, nominated professors...)
 - Individual schedule
 - Signed LA
 - Acceptance letter
 - Subsidized Pass Application (for public transportation)



DENTAL MEDICINE

DENTAL MEDICINE

- Introductory meeting, **Monday, October 3rd 8:00 in the Stomatology clinic** (Hrvatski trg 6);
Department of Jaw and Dental Orthopaedics,
room 26 (SLO: Katedra za čeljustno in zobno
ortopedijo)
- You will be hosted by prof.dr. Maja Ovsenik, asist.
Leja Birk and asist. Luka Birk.

DENTAL MEDICINE

SUBJECT INFORMATION		
Name of the subject	ECTS	Nominated professor
Fixed Prosthodontics 2	4	Oblak, Kopač
Removable Prosthodontics 2	3	Kuhar, Jevnikar
Orthodontics and Dentoafacial Orthopaedics 2	3	Ovsenik, Drevenšek
Clinical Physiology of Stomatognathic System	5	Renar Sitar
Interceptive Orthodontic Treatment in Pediatric Dentistry (elective course)	3	Ovsenik
Orthodontic surgery treatment of orthognathic patient (elective course)	3	Ovsenik
Maxillofacial Surgery with fundamentals of Dental Medicine	3	Ihan
CLINICAL PRACTICE	ECTS	Nominated professor
Fixed Prosthodontics 2	4	Oblak, Kopač
Removable Prosthodontics 2	4	Kuhar, Jevnikar
Orthodontics and Dentoafacial Orthopaedics 2	4	Ovsenik, Drevenšek
Oral diseases and Periodontology	4	Gašpir
Maxillofacial Surgery with fundamentals of Dental Medicine (observatory possible)	4	Ihan

SCHEDULE FOR LECTURES/SEMINARS/CR OF 5TH YEAR DENTAL MEDICINE* AND OFFERED CLINICAL PRACTICE

week	date	national holidays	V. YEAR LECTURES AND SEMINARS					CLINICAL PRACTICE				
			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1.	3.10.-7.10.2022			7.30-12.30***	7.00-9.00**	8.00-11.00*						
2.	10.10.-14.10.2022			7.30-12.30***	7.00-9.00**	8.00-11.00*						
3.	17.10.-21.10.2022			7.30-12.30***	7.00-9.00**	8.00-11.00*						
4.	24.10.-28.10.2022			7.30-12.30***	7.00-9.00**	8.00-11.00*						
5.	31.10.-4.11.2022	31.10. & 1.11.		7.30-12.30***	7.00-9.00**	8.00-11.00*						
6.	7.11.-11.11.2022			7.30-12.30***	7.00-9.00**	8.00-11.00*						
7.	14.11.-18.11.2022			7.30-12.30***	7.00-9.00**	8.00-11.00*						
8.	21.11.-25.11.2022			7.30-12.30***	7.00-9.00**	8.00-11.00*						
9.	28.11.-2.12.2022			7.30-12.30***	7.00-9.00**	8.00-11.00*						
10.	5.12.-9.12.2022			7.30-12.30***	7.00-9.00**	8.00-11.00*						
11.	12.12.-16.12.2022			7.30-12.30***	7.00-9.00**	8.00-11.00*						
12.	19.12.-23.12.2022			7.30-12.30***	7.00-9.00**	8.00-11.00*						
13.	26.12.-30.12.2022	25.12. & 26.12.		7.30-12.30***	7.00-9.00**	8.00-11.00*						
14.	2.1.-6.1.2023	1.1. & 2.1.		7.30-12.30***	7.00-9.00**	8.00-11.00*						
15.	9.1.-13.1.2023			7.30-12.30***	7.00-9.00**	8.00-11.00*						
16.	16.1.-20.1.2023			7.30-12.30***	7.00-9.00**	8.00-11.00*						
17.	23.1.-27.1.2023			7.30-12.30***	7.00-9.00**	8.00-11.00*						
18.	30.1.-3.2.2023			7.30-12.30***	7.00-9.00**	8.00-11.00*						
19.	6.2.-10.2.2023			7.30-12.30***	7.00-9.00**	8.00-11.00*						
20.	13.2.-17.2.2023			7.30-12.30***	7.00-9.00**	8.00-11.00*						
21.	20.2.-24.2.2023			7.30-12.30***	7.00-9.00**	8.00-11.00*						

EXAMINATION

* This is a draft schedule and we reserve the right to eventual changes.

H Holiday - free day

- * Lectures will be held in the seminar at Department of Orthodontics
- ** Clinical exercises will be held at the Department of Orthodontics
- *** Clinical practice will be held at the Department of Orthodontics



MEDICINE

SUBJECTS AND COURSES

		3rd year courses							
Subject code	Subject	Nominated Professor	Number of clinical practical hours included in the course	ECTS	Semester			Examination	LIMITATIONS
					Autumn	Spring	Whole Year		
Z3019	BASIC MICROBIOLOGY and IMMUNOLOGY	Ihan	0	6			x	available	
Z3020	PATHOLOGY	Strojan Fležar, Zidar	0	9			x	available	
Z3022	INVESTIGATIVE METHODS* (Radiology modul)	Šurlan Popovič	0	3	x			available	
Z3021	PATHOPHYSIOLOGY	Ribarič	0	10			x	available	max. 5 students
Z3007	Medical Ethics*, History of Medicine*	Zupanič-Slavec, Zupanc	0	1 + 1	x	x		available	max. 3 students
Z3016	GENERAL PHARMACOLOGY AND TOXICOLOGY	Kržan	0	3	x			available	max. 15 students
I3117	Anaesthesiology *	Šoštarič		3	x			available	
Z3024	SPECIAL PHARMACOLOGY AND TOXICOLOGY	Kržan	0	3		x		available	max. 15 students
Z3017	METHODS OF PUBLIC HEALTH	Zaletel-Kragelj	0	4		x		available	

		4th year courses						
Subject code	Subject	Nominated Professor	Number of clinical practical hours included in the course	ECTS	Semester		Examination	LIMITATIONS
					Autumn	Spring		
Z3025	NERVOUS SYSTEM	Pirtošek	75	10	x		available	
Z3026	MENTAL DISEASES	Pregelj	60	8	x		available	max. 24 students
Z3027	MUSCULOSKELETAL SYSTEM	nič, Mavčič, Moharić	46	7	x	qi	available	max. 20 students
Z3029	SKIN AND VENEREAL DISEASES	Lunder, Dolenc-Voljč	40	6	x		available	max. 22 students
Z3183	RHEUMATIC AND IMMUNE MEDIATED DISEASES	Tomšič, Ihan, Zidarn	7	3		x	available	
Z3184	INFECTIOUS DISEASES	Tomažič	100	12		x	available	max. 15 students
2019p	DIGESTIVE ORGANS	Štabuc	35	5		x	available	
Z3182	URINARY TRACT DISEASES	mrkolj, Marn Pernat	13	3		x	available	

		5th year courses						
Subject code	Subject	Nominated Professor	Number of clinical practical hours included in the course	ECTS	Semester		Examination	LIMITATIONS
					Autumn	Spring		
Z3035	MAXILOFACIAL SURGERY WITH FUNDAMENTAL OF DENTAL MEDICINE	Ihan Hren	14	3	x		available	max. 30 students
Z3037	OPHTHALMOLOGY	Jaki Mekjavić	30	5	x		available	
Z3036	ORL	Hočevar Boltežar	30	5	x		available	
Z3033	CIRCULATORY SYSTEM	Štajer, Geršak, Prokšelj	25	8	x		available	
Z3040	RESPIRATORY SYSTEM	Harlander, Štupnik	16	4		x	available	
Z3038	GYNAECOLOGY AND OBSTETRICS	Geršak, Smrkolj	60	9		x	available	max. 20 students
Z3039	GENERAL PEDIATRICS	Battelino	18	4		x	available	max. 30 students
2020o	ONCOLOGY	Strojan	29	4		x	available	
2020k	BLOOD	Zver	15	3		x	available	
Z3034	FORENSIC MEDICINE	Balažic, Zupanc	40	5		x	available	
Z3042	ENDOCRINOLOGY AND METABOLIC DISEASES	Kocjan, Urbančič Rovan	18	4		x	available	

6th year courses

Subject code	Subject	Nominated Professor	Number of practical clinical hours included in the course	ECTS	Semester		Examination
					Autumn	Spring	
Z3045	INTERNAL MEDICINE **	Blinc	40 hours per week		x	x	no assessment available
Z3047	SURGERY ***	Geršak	40 hours per week		x	x	no assessment available
2019g	GYNAECOLOGY AND OBSTETRICS (3 weeks)	Geršak, Smrkolj	120	6	x		no assessment available
Z3048	PRIMARY HEALTH CARE	Švab, Bilban	60	11		x	available
Z3048p	FAMILY MEDICINE CLINICAL PRACTICE	Švab	40 hours per week	2 / week	x	x	no assessment available
2020p	CLINICAL PAEDIATRICS	Battelino	152	8		x	available
2020g	GERIATRICS	Šabovič, Rifel	30	3	x		available

LIMITATIONS

max. 10 students

max. 5 students

max. 30 students

GENERAL SCHEDULE FOR SUBJECT OFFER FOR ERASMUS EXCHANGE STUDENTS 2021/2022 (MEDICINE)

3rd year: individual schedules (details will be given directly by departments)

4th year: quatrimestres (4 modul blocks)

5th year: quatrimestres (4 modul blocks)

6th year: clinical rotations (CR) – individual schedules (all CR in your individual schedule)

3rd year courses

- Preclinical/Clinical subjects (LECTURES, SEMINARS, LAB-/CLINICAL PRACTICE)
- Information about the introductory lectures will be sent to you from the international office.
- **PATHOLOGY: MEETING** 4. 10. 2022 at 14:30; Institute of Pathology, Korytkova 2, 2nd floor, prof. Nina Zidar
- **GENERAL PHARMACOLOGY AND TOXICOLOGY: MEETING: ????,** Institute of Pharmacology and Toxicology, Korytkova 2, 4th floor prof. Mojca Kržan

SUBJECTS AND COURSES BASED ON CONSULTATIONS AND ORGANISED INDIVIDUALLY FOR ERASMUS STUDENTS

Pathology (general and special): Prof. Margareta Strojjan-Fležar (prof. Nina Zidar)

Pathophysiology: Prof. Samo Ribarič, Prof. Tomaž Marš

Pharmacology (general and special): Prof. Mojca Kržan

SPECIAL COURSES ORGANISED ONLY FOR ERASMUS STUDENTS

Anaesthesiology: Prof. Maja Šoštarič

Investigative Methods – Radiology: Prof. Katarina Šurlan

Methods in Public Health: Prof. Lijana Kragelj

SCHEDULE OF SUBJECTS AND COURSES 2022/2023

weeks	dates	Holidays	3RD YEAR COURSES	4TH YEAR COURSES (ROTATION 1)					5TH YEAR COURSES (ROTATION 2)					6. year 22/23 (ROTATION 1)							
				Courses from the 4th, 5th and 6th year (so called block courses) are organised in the coloured weeks from Monday till Friday generally from 8:00-14:00; certain clinical practices can be organised as well in the afternoon. Examination dates will be set later but should be organised in the marked time slots "Examination".																	
	15.8.-19.8.2022															PAEDIATRICS CLINICAL PRACTICE (3 WEEKS)					
	22.8.-26.8.2022																				
	29.8.-2.9.2022																				
	5.9.-9.9.2022															GYNAECOLOGY AND OBSTETRICS CLINICAL PRACTICE (3 WEEKS)					
	12.9.-16.9.2022			WELCOME DAY, 29. 9. 2022																	
	19.9.-23.9.2022																				
	26.9.-30.9.2022		INVESTIGATIVE METHODS (RADIOLOGY)	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI			
1	3.10.-7.10.2022		BASIC MICROBIOLOGY AND IMMUNOLOGY, GENERAL PHARMACOLOGY AND TOXICOLOGY (only winter semester), PATHOLOGY, PATHOPHYSIOLOGY (full year courses)	CLINIC I - NERVOUS SYSTEM					CLINIC VIII - ORL												
2	10.10.-14.10.2022			Holiday	Holiday				Holiday	Holiday	CLINIC VIII - MAXILLOFACIAL SURGERY WITH FUNDAMENTALS OF DENTAL	CLINICAL PRACTICE IN SURGERY AND INTERNAL MEDICINE IS POSSIBLE THROUGHOUT THE ACADEMIC YEAR (EXCEPT DURING HOLIDAY WEEKS)									
3	17.10.-21.10.2022			Examination																	
4	24.10.-28.10.2022			CLINIC I - MUSCULOSKELETAL SYSTEM					CLINIC VIII - OPHTHALMOLOGY												
5	31.10.-4.11.2022	31.10. & 1.11.			ELECTIVE COURSES					ELECTIVE COURSES											
6	7.11.-11.11.2022				CLINIC I - MUSCULOSKELETAL SYSTEM					CLINIC VIII - OPHTHALMOLOGY											
7	14.11.-18.11.2022																				
8	21.11.-25.11.2022																				
9	28.11.-2.12.2022																				
10	5.12.-9.12.2022																				
11	12.12.-16.12.2022		ANAESTHESIOLOGY																		
12	19.12.-23.12.2022		BASIC MICROBIOLOGY AND IMMUNOLOGY, GENERAL PHARMACOLOGY AND TOXICOLOGY (only winter semester), PATHOLOGY,	Examination					CLINIC V - CIRCULATORY SYSTEM					GERIATRICS							
13	26.12.-30.12.2022	25.12. & 26.12.		Holiday week					Holiday week												
14	2.1.-6.1.2023	1.1. & 2.1.		Holiday	CLINIC II - SKIN AND VENEREAL DISEASES					Holiday	CLINIC V - CIRCULATORY SYSTEM					Holiday	GERIATRICS				
15	9.1.-13.1.2023													Examination							
16	16.1.-20.1.2023		Examination																		
17	23.1.-27.1.2023																				
18	30.1.-3.2.2023								CLINIC V - RESPIRATORY SYSTEM & ENDOCRINOLOGY AND METABOLIC DISEASES												
19	6.2.-10.2.2023													WAITING LIST (NOT CONFIRMED!)							
20	13.2.-17.2.2023			CLINIC II - MENTAL DISEASES					CLINIC V - PRACTICALS & Examination												
21	20.2.-24.2.2023																				
22	27.2.-3.3.2023			Examination					CLINIC VI - GYNAECOLOGY AND OBSTETRICS												
23	6.3.-10.3.2023		PATHOLOGY, PATHOPHYSIOLOGY (full year courses); SPECIAL PHARMACOLOGY AND TOXICOLOGY, METHODS IN PUBLIC HEALTH (summer semester)	CLINIC III - INFECTIOUS DISEASES					CLINIC VI - G&O Examinations					PRIMARY HEALTH CARE							
24	13.3.-17.3.2023								CLINIC VI - GENERAL PAEDIATRICS												
25	20.3.-24.3.2023																				
26	27.3.-31.3.2023																				
27	3.4.-7.4.2023																				
28	10.4.-14.4.2023	10.4.																			
29	17.4.-21.4.2023																				
30	24.4.-28.4.2023	27.4.																			
31	1.5.-5.5.2023	1.5. & 2.5.																			
32	8.5.-12.5.2023																				
33	15.5.-19.5.2023			CLINIC IV - DIGESTIVE ORGANS / RHEUMATIC AND IMMUNE MEDIATED DISEASES					CLINIC VII - FORENSIC MEDICINE & ONCOLOGY & BLOOD (the last two courses start in 3rd week)					Examination							
34	22.5.-26.5.2023													Examination							
35	29.5.-2.6.2023													CLINICAL PEDIATRICS							
36	5.6.-9.6.2023																				
37	12.6.-16.6.2023		Examination	ELECTIVE COURSES					CLINIC VII Examinations					ELECTIVE COURSES							
38	19.6.-23.6.2023	25.6.		Examination					ELECTIVE COURSES					CLINICAL PEDIATRICS							
39	26.6.-30.6.2023			Examination										Examination							
40	3.7.-7.7.2023													Examination							

INTERNAL MEDICINE: RULES & REGULATIONS

- **THEORETICAL LECTURES + PRACTICAL SKILLS**
(obligatory attendance for Erasmus students from the 4th and 5th year):
 - Cardiology/CIRCULATORY SYSTEM
 - Pulmonology/RESPIRATORY SYSTEM
 - Nephrology/URINARY TRACT
 - Rheumatology; Clinical Immunology;
Allergology/RHEUMATIC AND
IMMUNE MEDIATED DISEASES
 - Endocrinology/ENDOCRINOLOGY
AND METABOLIC DISEASES
 - Haematology/BLOOD
 - Gastroenterology/DIGESTIVE ORGANS

SURGERY: RULES & REGULATIONS

- **THEORETICAL LECTURES + PRACTICAL SKILLS** (obligatory attendance for Erasmus students from the 4th and 5th year):
 - Cardiovascular Surgery/ CIRCULATORY SYSTEM
 - Thoracic Surgery /RESPIRATORY SYSTEM
 - Urology/URINARY TRACT
 - Maxillofacial Surgery with fundamentals of Dental Medicine
 - Abdominal Surgery/DIGESTIVE ORGANS
 - Traumatology/MUSCULOSKELETAL SYSTEM
 - Plastic Surgery/SKIN AND VENERAL DISEASES
 - Neurosurgery/NERVOUS SYSTEM

CLINICAL ROTATIONS – 6th year

- Internal medicine
- Surgery
- Primary health care – Family Medicine
- Clinical Paediatrics

INTERNAL MEDICINE: rules & regulations

Students of 4th and 5th year have to listen to the lectures/seminars first and pass the partial exams, then they can apply for the CR

- Students of 6th year Medicine can do the CR without any special conditions; Students can choose max. 3 fields, each field for a minimum of 2 weeks, max. 9. weeks
- **Week before the start of the CR please go to the Faculty Department of Internal Medicine (Ms. Mojca Baraga) and ask for the name of your mentor. Your CR begins at 7:30 o'clock on monday, go to the specific Clinical Department. *Location: UKC choose the narrow steps on ground floor, go to the first floor and turn left – KATEDRA ZA INTERNO MEDICINO***
- All CR are held at the UKC (University Clinical Centre) **
- **BASIC KNOWLEDGE OF SLOVENIAN LANGUAGE IS HIGHLY RECOMMENDED!**
- **Office hours: 10:00-13:00**

SURGERY CR: rules & regulations

Students of 4th and 5th year have to listen to the lectures/seminars first and pass the partial theoretical colloquiums, then they can apply for the CR

SURGERY CR for 6th year students:

- Students can choose max. 2 fields, each field for min. 3 weeks, max. 9 weeks
- **Week before the start of the CR please go to the Faculty Department of Surgery (Ms. Andreja Polanič) and ask for the name of your mentor. Your CR begins at 7.00 o'clock on monday, go to the specific Clinical Department.** *Location: UKC choose the narrow steps on ground floor, go to the first floor and turn left – KATEDRA ZA KIRURGIJO*
- **During the CR the student has to prepare a seminar on a certain topic and present it to his mentor – submit the paper to the secretary**
- **When finishing the rotation please bring the papers and PRINTED seminar to the Department of Surgery!**

BASIC KNOWLEDGE OF SLOVENIAN LANGUAGE IS HIGHLY RECOMMENDED!

Primary health care subject (Family Medicine)

- The course will be organised during the third rotation (20. 3. 2023 – 05. 05. 2023)
- All information will be given to you before the beginning of the course
- The clinical practice in Family Medicine will be organised individually and you will get the names of your mentors in the international office - *please contact the international office one week before the start of your practice*

General Paediatrics, Clinical Paediatrics

- Children`s Hospital (Bohoričeva 20)
- Subject (General Paediatrics) is planned to begin on **3rd April 2023** and clinical rotations (Clinical Paediatrics) are planned to begin on **22nd May 2023!** Whole course takes 6 weeks
- **General Paediatrics** is a theoretical and practical course and lasts for 2 weeks
- **Clinical Paediatrics** is a clinical course (attendance to lectures and seminars is recommended) (4 weeks)
- Who does not have Paediatrics theoretical background has to attend both courses

Individual schedule

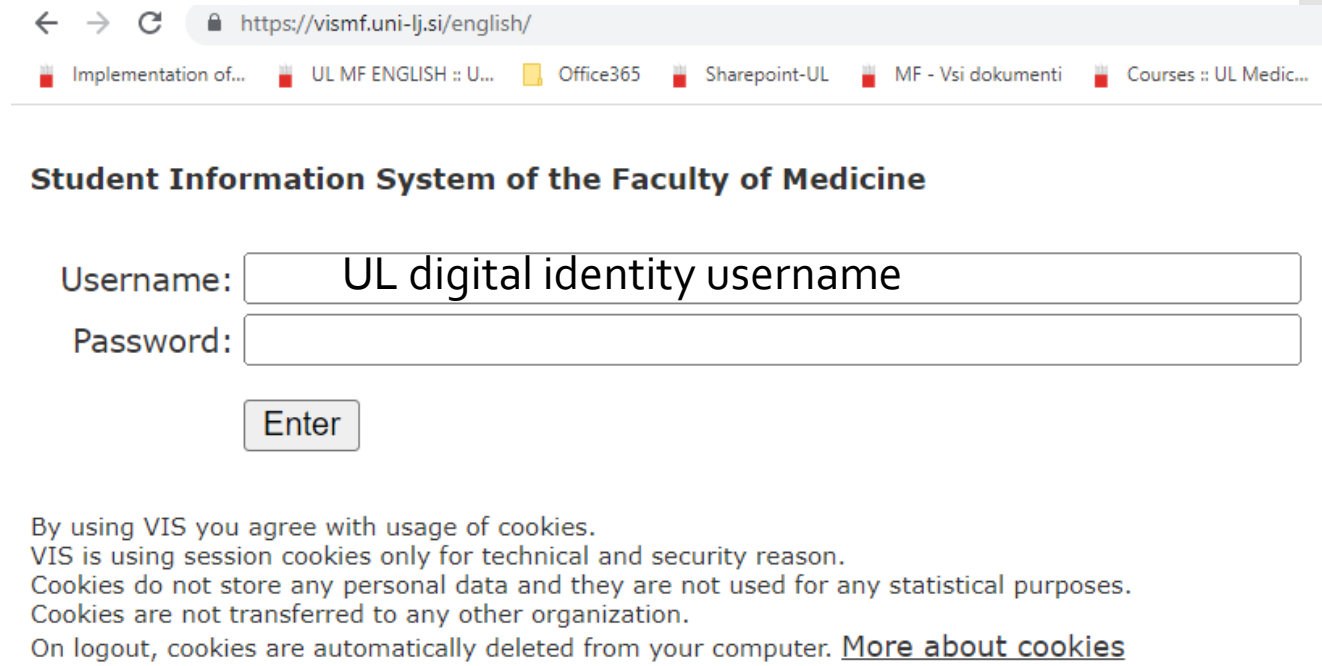
2	weeks	dates	Holidays	4TH YEAR COURSES (ROTATION 1)					5TH YEAR COURSES (ROTATION 2)					6. year 22/23 (ROTATION 1)					
3				Courses from the 4th, 5th and 6th year (so called block courses) are organised in the coloured weeks from Monday till Friday generally from 8:00-14:00; certain clinical practices can be organised as well in the afternoon. Examination dates will be set later but should be organised in the marked time slots "Examination".															
4				MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	WELCOME DAY
5	1	3.10.-7.10.2022																	
6	2	10.10.-14.10.2022																	HAEMATOLOGY
7	3	17.10.-21.10.2022																	
8	4	24.10.-28.10.2022																	CARDIOLOGY
9	5	31.10.-4.11.2022	31.10. & 1.11.																
10	6	7.11.-11.11.2022																	PULMONOLOGY
11	7	14.11.-18.11.2022																	
12	8	21.11.-25.11.2022		Elective courses					Elective courses										GERIATRICS
13	9	28.11.-2.12.2022																	
14	10	5.12.-9.12.2022																	GERIATRICS
15	11	12.12.-16.12.2022																	
16	12	19.12.-23.12.2022																	GERIATRICS
17	13	26.12.-30.12.2022	29.12. & 30.12.																
18	14	2.1.-6.1.2023	1.1. & 2.1.																Examination
19	15	9.1.-13.1.2023																	
20	16	16.1.-20.1.2023																	CLINIC II - MENTAL DISEASES
21	17	23.1.-27.1.2023																	
22	18	30.1.-3.2.2023																	CLINIC
23	19	6.2.-10.2.2023																	
24	20	13.2.-17.2.2023																	CLINIC VI - GYNAECOLOGY AND OBSTETRICS
25	21	20.2.-24.2.2023																	
26	22	27.2.-3.3.2023		Examination														CLINIC VI - G&O Examinations	
27	23	6.3.-10.3.2023																	
28	24	13.3.-17.3.2023																	ONCOLOGICAL SURGERY
29	25	20.3.-24.3.2023																	
30	26	27.3.-31.3.2023																	ELECTIVE COURSE: Contemporary informatics in biomedicine 1 (Tuesdays and Thursdays afternoons)
31	27	3.4.-7.4.2023																	
32	28	10.4.-14.4.2023	10.4.						Holida										CLINIC VII - ONCOLOGY (the course starts in 3rd week)
33	29	17.4.-21.4.2023																	
34	30	24.4.-28.4.2023	27.4.																CLINIC VII Examinations
35	31	1.5.-5.5.2023	1.5. & 2.5.						Holida	Holida									
36	32	8.5.-12.5.2023																	ELECTIVE COURSES
37	33	15.5.-19.5.2023																	
38	34	22.5.-26.5.2023																	ABDOMINAL SURGERY
39	35	29.5.-2.6.2023																	
40	36	5.6.-9.6.2023																	ELECTIVE COURSES
41	37	12.6.-16.6.2023																	
42	38	19.6.-23.6.2023	25.6.																ABDOMINAL SURGERY
43	39	26.6.-30.6.2023																	
44	40	3.7.-7.7.2023																	ABDOMINAL SURGERY
45	41																		

ELECTIVE COURSE:
Contemporary
informatics in
biomedicine 1
(Tuesdays and
Thursdays afternoons)

EXAMINATION

- The examination dates will be set for the first semester by 15th of October
- If you want to attend the exam, you have to apply and REGISTER online through the student **VIS system** 5 working days prior to the exam date, you can cancel your application 1 day before the exam online – **If you don't register you can not take the exam!**
 - *Suggestion: register at the beginning for all exams, you can withdraw later*
- Most of the exams are written + oral
- The exams for Erasmus+ students are held in English
- You have the right to **THREETRIALS**
- In case you want to improve your grade you can do this in one of the official examination periods set for Erasmus students – not attending the first examination periode enables you to improve your grade later!
- **In the academic year 2022/2023 all Erasmus students have to pass the exams in order to get the ECTS of the courses (have the courses in your final Transcript of Records)**

VIS system – exam application



The screenshot shows a web browser window with the URL <https://vismf.uni-lj.si/english/>. The browser's address bar and tabs are visible at the top. The main heading of the page is "Student Information System of the Faculty of Medicine". Below this, there are two input fields: "Username:" with the text "UL digital identity username" entered, and "Password:". Below the password field is an "Enter" button. At the bottom of the page, there is a paragraph of text regarding cookies and a link to "More about cookies".

← → ↻ 🔒 <https://vismf.uni-lj.si/english/>

Implementation of... UL MF ENGLISH :: U... Office365 Sharepoint-UL MF - Vsi dokumenti Courses :: UL Medic...

Student Information System of the Faculty of Medicine

Username:


Password:

By using VIS you agree with usage of cookies.
VIS is using session cookies only for technical and security reason.
Cookies do not store any personal data and they are not used for any statistical purposes.
Cookies are not transferred to any other organization.
On logout, cookies are automatically deleted from your computer. [More about cookies](#)

<https://vismf.uni-lj.si/english/>

Examination dates will be entered in the VIS system.

Exam application



Medicinska fakulteta
Univerza v Ljubljani, Slovenija

STUDENTS

MY DATA

EXAMS

Exam registration ←

Withdraw from exam

Exam dates

Exam results

All exam dates

MISCELLANEOUS

ENROLLMENT

LOGOUT

EXAM REGISTRATION

☒ unperformed exams ☐ already passed exams

Course title:

Circulatory System

Clinical Electrocardiography

Dementias

Endocrinology and metabolic diseases

Musculoskeletal System

Nervous System

Respiratory System

Submit

Cancel



Medicinska fakulteta
Univerza v Ljubljani, Slovenija

STUDENTS

MY DATA

EXAMS

Exam registration

Withdraw from exam

Exam dates

Exam results

All exam dates

MISCELLANEOUS

ENROLLMENT

LOGOUT

■ EXAM REGISTRATION

Registering to the course Nervous System.

	Exam date	Time	Composed exam	Special condition	Lecture room	Max. No. applications	Attend No.	Notes	Lecturer	Application deadline
<<	02.11.2022	00:00	NO		*		0		Zvezdan Pirtošek	02.11.2022

In order to register you
should click on the
arrows!

STUDY OBLIGATIONS and RULES

- The attendance of all clinical rotations **IS OBLIGATORY!**
- Lectures/Seminar/Practice **HELD IN ENGLISH!** will be marked in TIMETABLE, and **ARE OBLIGATORY TO ATTEND!**
- All information regarding each subject will be provided to you on the first lecture day and on the websites of Departments as well as on the W-classroom
- Specific regulations for Internal Medicine, Surgery and Primary Health Care
- CODE OF CONDUCT: https://www.mf.uni-lj.si/download_file/view/10517/15066

Subject presentations and rules

- Subject INFO (study materials, **day to day/hour to hour TIMETABLE**) will be posted on departmental webpage and/or on W-classroom (from 1st October 2022)
- **Introduction lecture / meeting** held by the nominated professor on the 1st day of the subject (your presence is **obligatory!**)
- TIMETABLE for upcoming subject will be posted on the W-classroom of the faculty (latest **a week before the course starts**)

NERVOUS SYSTEM – 4th year

- BASIC COURSE information and locations:
<https://www.mf.uni-lj.si/o-studiju/ems-program-medicina/predmetnik/4-letnik/obvezni-predmeti/zivcevje>
- Start 3. 10. 2021 at 8:00 wooden lecture room
- Detailed schedule: https://www.mf.uni-lj.si/download_file/view/14320/4070

ORL – 5th year

- Start 3. 10. 2022 at 8:00 in the lecture room of the ORL clinic (Zaloška cesta 2)
- DETAILED SCHEDULE: <https://pouk.mf.uni-lj.si/mod/resource/view.php?id=15198>

SUMMARY of General rules and regulations

- Attendance to courses organized in English is obligatory.
- Students have to fulfil specific criteria to be able to be accredited for the subject and to apply for the examination
- Failure to attend scheduled lectures, seminars and clinical rotations as well as any kind of falsification and deliberate ignorance of rules and regulations will result in withdrawing you from the course.
- You are able to withdraw your application for examination at least 1 working day prior to the exam date (through the VIS system). If you do not withdraw the application and do not attend the exam it will be considered as the exam was not passed.
- Clinical rotations (6th year programme) are not automatically assessed. In case you need assessment of clinical rotations you have to bring a form from your home university in order to be directly assessed by your mentor. You can as well use our internal form: https://www.mf.uni-lj.si/download_file/view/9579/15066
- Any kind of subject and clinical rotations arrangements without informing Erasmus+ coordinator and International office is NOT ALLOWED!
- ADVISE: cooperate with local students, be active not passive, respect unwritten rules

STUDENT representatives

- Student (SLOVENIAN) representatives for the rotations:
 - 4th year (Danilo Češljarc dc3370@student.uni-lj.si)
 - 5th year (
 - 6th year (Maja Pavčnik mp4247@student.uni-lj.si)
- Erasmus+ students need to delegate / nominate one student for the subjects of the 3rd, 4th, 5th and 6th year to the International office till October 15th 2022
- These student representatives will be responsible for: communicating with the Slovenian student representatives

STUDENT COUNCIL (ŠTUDENTSKI SVET):

Erasmus students will have one guest representative

- Nominations submitted to ERASMUS COORDINATOR
- Elections will be held on October 15th 2022 (INFO follows)



HOW TO BEGIN?

REGISTRATION PROCEDURE

Jerneja Čelofiga, MSc
International Office

Communication

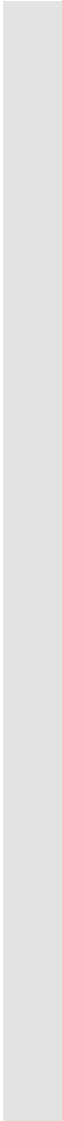

- This year we are changing the communication e-mails within the student system to your UL digital identity emails; for example ug12345@student.uni-lj.si
- Please make sure to check those e-mails regularly
- How to use the university e-mail: <https://id.uni-lj.si/>

BASIC INFORMATION

- All Erasmus students are registered at the faculty; confirmation is your student card or the official acceptance letter
- This data is entered in the national student database so whenever you apply for the public funds (LLP bus card, BONI) the data is taken from there – no additional confirmation from the faculty is needed
- Courses are entered in the VIS system and only those are confirmed

ERASMUS + clinical evaluation form

- Necessary if you are doing the clinical practice
- Document available here:
https://www.mf.uni-lj.si/download_file/view/9579/15066
- At the end of each clinical practice please collect the signature and get the evaluation from your clinical mentor – when finished send/bring the papers to me



THE END OF ERASMUS EXCHANGE

WHAT TO DO AT THE END?

- Two weeks before your departure inform the international office so that we can set the date for the arrangement of final papers
- You will have to submit:
 - Erasmus+ evaluation forms (with all signatures)
 - Examination grades have to be entered into the VIS system
 - Confirmation from the Central Medical Library
 - Final Evaluation form (will be sent to you by email)
- Based on this documentation submitted to the International office we will issue the Transcript of Records!
- **END DATE OF YOUR MOBILITY:** day of your last clinical practice or last exam obligation!

STUDENT TUTORS

- You should contact your Erasmus student tutor
- The main tutors will help you with the practical information about living and studying in Ljubljana
- Within each course/subject you will have a subject tutor, who will help you in communicating with the professors
- In case of some problems come immediately to the International Office or Erasmus+ departmental coordinator, where we will help you

LEARNING AGREEMENT (LA) AND INDIVIDUAL SCHEDULES

- LAs have been confirmed and signed by the INTERNATIONAL OFFICE and sent to you by e-mail in the summer
- Individual schedules can be discussed individually – no more clinical practice can be added in the first semester
- Prolongations of stay are possible after we get the confirmation of your home university

NO CHANGES to your LA are possible unless they are coordinated and confirmed by the Erasmus+ coordinator at your home institution. CHANGES TO THE LA POSSIBLE UNTIL 15th OCTOBER 2022 FOR THE FIRST SEMESTER.



PRACTICAL INFORMATION

TEMPORARY RESIDENCE PERMIT

- Please apply immediately; with a temporary residence permit you are equal with the rest of the citizen – especially important in case of any covid restrictions at the border
- Apply by post
 - Application
 - Health insurance
 - Personal statement (finances)
 - Acceptance letter
 - Confirmation of the accommodation
 - Personal ID document/passport
- Certified copy of your ID document/passport
 - Administrative unit/ UE Ljubljana Bežigard (Linhartova c. 13) „Overitev“ (MON, TUE, THU: 8:00 – 15:00; WED: 8:00 – 18:00; FRI: 8:00 – 13:00)

Health problems

All covid-19 health issues are included in the European Health insurance card coverage – as well the tests in case of the covid-19 symptoms.

If you get sick or have a toothache, you should visit:

ZDRAVSTVENI DOM ZA ŠTUDENTE

Aškerčeva 4

1000 Ljubljana

How to arrange appointments:

<https://www.zdstudenti.si/en/information-for-patients/appointments/>

You need to bring your European Health Insurance Card

Please comply with all covid-19 preventive measures. Never enter the Health centre without an appointment.

E- CLASSROOM

Web Classroom pouk.mf.uni-lj.si

B. Leskošek, N. Žlender, IBMI, Web Classroom of the Faculty of Medicine

- You will get your username and provisional password to your email when account will be generated (check emails coming from pouk@noreply).
- At first login to <https://pouk.mf.uni-lj.si> the provisional password will have to be changed.
- You can change default language to English at the top of the Web Classroom.
- You will be enrolled to subjects automatically.
- For technical help contact pouk@mf.uni-lj.si.

**You can reset
password here**



Spletna učilnica MF



Wclassroom

<https://pouk.mf.uni-lj.si/>
- e-mail with instructions

Spletna učilnica MF

Dobrodošli v Spletni učilnici Medicinske fakultete Univerze v Ljubljani
Izberite svoj program:



Novi program



Stari program

Courses;
materials; info



Podjetje in študij



Predmeti na drugi fakulteti

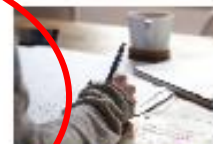


Centralna medicinska knjižnica

Information from the
international office



Erasmus



Kozno in šport na MF



Instituti in katedre



SPORTS

- **SPORT AT UL MF:** https://www.mf.uni-lj.si/en_GB/study/exchange-programmes/erasmus-for-students/erasmus-study-exchange/practical-information
- **FREE YOGA CLASSES:**
https://docs.google.com/forms/d/1Gz7VHG9BkvlvZxVs3VMcgS26ti5hxTRg1pM2KwhKcHU/edit?usp=drive_web
- **CENTER ZA UNIVERZITETNI ŠPORT**
Kongresni trg 12, 1000 Ljubljana
01/241 86 34
https://www.uni-lj.si/extracurricular_activities/sport/en/

FROM OCTOBER ON!

- **University Sport Hall in Rožna dolina**
Svetčeva 9, 1000 Ljubljana
01/241 86 36

LIBRARY

- <https://libguides.mf.uni-lj.si/za-studente/eng>
- Central Medical Library located at Vrazov trg 2
 - Mrs. Nana Turk
 - <http://www.mf.uni-lj.si/en/cmek/central-medical-library>
 - Show your student card/letter of acceptance
- National and University Library located at Turjaška 1
 - <http://www.nuk.uni-lj.si/nukeng.asp>

TRANSPORTATION

- Bus monthly ticket in Ljubljana
 - Application form sent by the central UL office
 - Go to LPP (Slovenska cesta 56, MO-FRI 7.00-19.00) or Bus station (Trg OF 4, every day from 5.00-22.00)
 - Bring with you your student card and application form
- Ljubljana bicikelj
 - Renting bikes in Ljubljana
 - <http://en.bicikelj.si/>

WARDROBE LOCKERS

- Will be available for students that have CR in the time of their rotations – your lockers have already been activated for the first half of October
- LATER: go to „REFERAT ZA ŠTUDENTE“ a few days before you start the practice and you will get a locker number
- Can be activated with your STUDENT card
- Location: new building Faculty of Medicine, Korytkova str. 2, 2nd basement (When you enter the main hall, choose the elevators on your left and go to second basement K2, exiting the elevator, turn twice left and you will see the door „GARDEROBA“)

FOOD COUPONS - BONI

- Student Organisation
 - <https://www.studentska-prehrana.si/en/Account/Register>
 - You need to submit your student ID number and Slovene personal identification number EMŠO (**both sent to you by e-mail**)
- Info Point ŠOU Metropol Ljubljana
Metropol (Pivovarniška 6, Ljubljana)
 - Opening hours: Monday - Thursday: from 8.00 to 17.00; fridays until 14:00

ACCOMMODATION

- Organised by the University International Office
 - Student dormitory
 - Private accommodation https://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/accommodation/
 - Room finding service for international students (ŠOU at Pivovarniška 6) HELP FIND ACCOMMODATION!
 - Office hours: Monday, Tuesday and Thursday between 12:00 and 15:00
 - e-mail: rooms@sou-lj.si

SLOVENE COURSES

Slovene ONLINE FREE COURSE:

<https://www.slonline.si/>

ŠOLT offers courses of Slovene during the academic year

- Zavod ŠOLT, Rožna dolina, student dormitory 7, Svetčeva 9/7, 1000 Ljubljana, E-mail: info@zavod-solt.si
- <https://www.zavod-solt.si/jezikovni-tecaji/slovene-language-courses/>

Slovene medical vocabulary workshop; organised by the Faculty Medical Journal Club – **MORE INFORMATION FOLLOWS BY E-MAIL**

Enjoy your exchange in Ljubljana!



YOU ARE ALWAYS WELCOME
TO VISIT
THE INTERNATIONAL OFFICE!