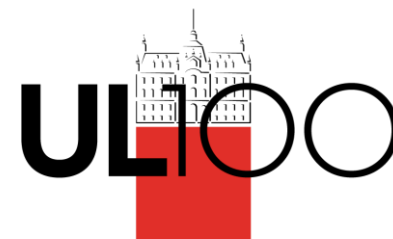




ERASMUS+

2014 - 2020 programme for Education,
Training, Youth, and Sport

Univerza v Ljubljani
Medicinska fakulteta



ERASMUS+

2019/2020

FACULTY OF MEDICINE
UNIVERSITY OF LJUBLJANA

WELCOME DAYS – BIG LECTURE HALL

KORYTKOVA STREET 2, 27. 9. 2019 - 30. 9. 2019

27th September 2019

9:00 Welcome words of the vicedean and Erasmus+ coordinator prof. dr. Tomaž Marš

10:15 – 11:30 Presentation of the Faculty of Medicine, Erasmus+ exchange programme (prof. dr. Tomaž Marš, Jerneja Čelofiga, MSc)

11:30 – 12:30 Meetings with student tutors

12:30-13:00 Tour of the medical campus

28th September 2019

8:00 Get to know trip to Radovljica

30th September 2019

9:00 Surgery colloquium

10:00 - 10:30 Presentation of ESN

10:30 - 11:30 Presentation of Association of medical students (DŠMS) and Student Council

11:30 – 13:00 Opened questions, paperwork

COFFEE BREAK

13:00 – 13:45 Lecture on intercultural competences (prof. Danica Rotar Pavlič)

18:00 – 20:00 Slovene medical vocabulary workshop



WELCOME TO FACULTY OF MEDICINE, UNIVERSITY OF LJUBLJANA ERASMUS+



Erasmus 2018/2019



Erasmus 2015/2016



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FACULTY OF MEDICINE – YOUR NEW HOME

INTERNATIONAL OFFICE OF THE FACULTY OF MEDICINE

ERASMUS+ AND ACADEMIC COORDINATOR

- **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

Academic Coordinator for Dental Medicine (**Prof. dr. Maja Ovsenik**)

- **International Office (from september office number 6)**

Jerneja Čelofiga, MSc

Tel: + 386 1 543 78 01

international.erasmus@mf.uni-lj.si

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

Mon – Fri 9.00-11.00

additionally Wed 12.00-14.00

Erasmus+ Coordinator Tuesdays, 12.00-14.00

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

University of Ljubljana - International Office, Ms. Helena Deršek Štuhec (intern.office@uni-lj.si)
Kongresni trg 12, Ljubljana



FACULTY OF MEDICINE CAMPUS



A – Deanary Building, International office

B – Faculty of Medicine

C – Erasmus+ coordinator

D – University Clinical Center

E – Chair of Family Medicine

F – Chair of Dental Medicine



WELCOME PACKAGE (DOCUMENTS AND MATERIALS)

- Student card (ready in september); confirmation letter
- Curriculum information (ECTS, nominated professors...)
- Individual schedule
- Subsidized Pass Application (for public transportation)
- Erasmus booklet



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FACULTY OF MEDICINE UL – YOUR NEW HOME

PROF. DR. TOMAŽ MARŠ
ERASMUS+ DEPARTMENTAL
COORDINATOR



- Founded in 1919
- Medicine and Dental medicine
- 1577 graduate students
- 322 postgraduate students
- More than 150 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



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ERASMUS EXCHANGE PROGRAMME

2019/2020

SUBJECTS AND COURSES

Curriculum MEDICINE 2019/20										
Subjects available for incoming students with ECTS information										
Year/Sem	Subject	Nominated Professor		ECTS						
I/1	NOT AVAILABLE FOR INCOMING STUDENTS!									
I/2										
II/3										
III/4										
III	Subject code	WHOLE YEAR COURSES		KONTAKTI						
	Z3019	BASIC MICROBIOLOGY and IMMUNOLOGY	Ihan	alozj.ihan@mf.uni-lj.si	6		Winter Semester			
	Z3020	PATHOLOGY	Strojan Fležar	n.flezar@mf.uni-lj.si	9	Z3037	OPHTHALMOLOGY	Hawlina	a@mf.uni-lj.si	5
	Z3022	INVESTIGATIVE METHODS* (Radiology)	Šurlan	na.surlan@guest.arnes.si	3	Z3036	ORL	Hočevar Boltežar	cevar@kclj.si	5
	Z3021	PATHOPHYSIOLOGY	Ribarič	samo.ribaric@mf.uni-lj.si	10	Z3033	DISEASES OF HE	Štajer	r@mf.uni-lj.si	9
	Z3007	Medical Ethics*, History of Medicine*	zvonka.zupanic-slavec@mf.uni-lj.si			Z3040	DISEASES	Košnik	nika-golnik.si	4
	EXAMINATION PERIOD (May/June 2018 and September 2018)						Summer Semester			
	Winter Semester					Z3038	AND	Geršak	k@mf.uni-lj.si	9
	Z3016	GENERAL PHARMACOLOGY AND TOXICOLOGY	Kržan	a.limpel@mf.uni-lj.si	3	Z3039	GENERAL PEDIATRICS	Battelino	uest.arnes.si	4
	NN	Anaesthesiology *	Šoštarčič	maja.sos@siol.net	1		CANCER AND BL	Strojan, Zver		5
	EXAMINATION PERIOD (during winter break, January/February 2018)					Z3034	FORENSIC MEDIC	Balažic	c@mf.uni-lj.si	5
	Summer Semester					Z3042	ENDOCRINE AND METABOLIC DISEASES	Pfeifer	ancic@kclj.si	4
	Z3024	SPECIAL PHARMACOLOGY AND TOXICOLOGY	Kržan		3	EXAMINATION PERIOD AFTER EACH BLOCK ENDS (1 week)				
	Z3017	METHODS OF PUBLIC HEALTH	Zaletel-Kragelj	ljana.kragelj@mf.uni-lj.si	4	6th YEAR Subjects and Cli				
	EXAMINATION PERIOD (May/June 2018 and September 2018)					Subject code	WHOLE YEAR COURSES			
IV	Winter Semester					Z3045	INTERNAL MEDIC	Blinč	les.blinc@kclj.si	
	Z3025	NERVOUS SYSTEM	Pirtošek	zvezdan.pirtosek@kclj.si	10	clinical rotation can be divided into three blocks (each max. 5 weeks), student can choose				
	Z3026	MENTAL DISEASE	Pregelj	br.pregelj@psih-klinika.si	8	Z3047	SURGERY ***	Geršak		
	Z3027	MUSCULOSKELETAL SYSTEM	Antolič	ka.moharic@ir-rs.si	7	clinical rotation can be divided between three departments (min. 2 weeks/department)				
	Z3029	SKIN AND VENEREAL DISEASES	Lunder, Dolenc-Voljc	bmaz.lunder@kclj.si	6	Winter Semester				
EXAMINATION PERIOD (after each block ends)					GYNAECOLOGY AND					
Summer Semester					Summer Semester					
IV		RHEUMATIC AND IMMUNE MEDIATED DISEASES	Košnik	nik@klinika-golnik.si	3					
	Z3044	INFECTIOUS DISEASES	Tomažič	janez.tomazic@kclj.si	12	Z3048	PRIMARY HEALTH	Švab, Bilban	o@mf.uni-lj.si	
	Z3028	DIGESTIVE ORGANS	Štabuc	borut.stabuc@kclj.si	5	Z3046	PEDIATRICS 2	Battelino		8
		URINARY TRACT DISEASES	Buturovič-Ponikvar	ka.buturovic@kclj.si	3	* Subject available only to Erasmus students and Subject organised as consultations				
EXAMINATION PERIOD (after each block ends)					** INTERNAL MEDICINE: Cardiology, Hematology, Gastroenterology, Endocrinology, Nephrology, F					
					*** SURGERY: Traumatology, General surg., Urology, Neurosurgery, Abdominal, Thoracic, Cardiovascular					

GENERAL SCHEDULE FOR SUBJECT OFFER FOR ERASMUS EXCHANGE STUDENTS FOR THE ACADEMIC YEAR 2019/2020 (MEDICINE)

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

4th year: quadrimestres (4 modul blocks)

5th year: quadrimestres (4 modul blocks)

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

Preclinical/Clinical subjects (LECTURES, SEMINARS, LAB-/CLINICAL PRACTICE) [https://www.mf.uni-](https://www.mf.uni-lj.si/application/files/7715/6244/4117/3_LETNIK_Medicina_ZIMSKI_SEMESTER_2019_2020.pdf)

[lj.si/application/files/7715/6244/4117/3 LETNIK Medicina ZIMSKI SEMESTER 2019 2020.pdf](https://www.mf.uni-lj.si/application/files/7715/6244/4117/3_LETNIK_Medicina_ZIMSKI_SEMESTER_2019_2020.pdf)

[https://www.mf.uni-](https://www.mf.uni-lj.si/application/files/8315/6244/4115/3_LETNIK_Medicina_POLETNI_SEMESTER_2019_2020.pdf)

[lj.si/application/files/8315/6244/4115/3 LETNIK Medicina POLETNI SEMESTER 2019 2020.pdf](https://www.mf.uni-lj.si/application/files/8315/6244/4115/3_LETNIK_Medicina_POLETNI_SEMESTER_2019_2020.pdf)

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

- **Pathology** (general and special): Prof. Margareta Strojan-Fležar
- **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

weeks	dates	3RD YEAR COURSES	4TH YEAR COURSES (ROTATION 1)					5TH YEAR COURSES (ROTATION 2)	ROTATION I - 6. year 19/20
	12.08.2019								PAEDIATRICS CLINICAL PRACTICE (3 WEEKS)
	19.08.2019								
	26.08.2019								
	02.09.2019								GYNAECOLOGY AND OBSTETRICS CLINICAL PRACTICE (3 WEEKS)
	09.09.2019								
	16.09.2019								
	23.09.2019	FUNDAMENTALS OF INVESTIGATIVE METHODS (RADIOLOGY)	MO	TUE	WED	THU	FRI	WELCOME WEEK, 23. 9.-27. 9. 2019	
1	30.09.2019	GENERAL PHARMACOLOGY AND TOXICOLOGY (only winter semester), PATHOLOGY, PATHOPHYSIOLOGY (full year courses)	CLINIC I - NERVOUS SYSTEM					CLINIC VIII - ORL	
2	07.10.2019								
3	14.10.2019		H					Holidays	Holidays
4	21.10.2019		Examination					CLINIC VIII - MAXILLOFACIAL SURGERY WITH	
5	28.10.2019		CLINIC I - MUSCULOSKELETAL					CLINIC VIII - OPHTHALMOLOGY	
6	04.11.2019	ANAESTHESIOLOGY	ELECTIVE COURSES					ELECTIVE COURSES	
7	11.11.2019		CLINIC I - MUSCULOSKELETAL					CLINIC VIII - OPHTHALMOLOGY	
8	18.11.2019		Examination					Holidays	Holidays
9	25.11.2019		Holidays					Holidays	Holidays
10	02.12.2019		Holidays					Holidays	Holidays
11	09.12.2019	GENERAL PHARMACOLOGY AND TOXICOLOGY (only winter semester), PATHOLOGY, PATHOPHYSIOLOGY (full year courses)	CLINIC II - ISKIN AND VENEREAL DISEASES					CLINIC V DISEASES OF HEART AND BLOOD VESSELS	
12	16.12.2019		Examination					CLINIC V - RESPIRATORY DISEASES	
13	23.12.2019		CLINIC II - MENTAL DISEASES					CLINIC V - ENDOCRINOLOGY AND METABOLIC DISEASES	
14	30.12.2019		Examination					CLINIC V - PRACTICAL TRAINING	
15	06.01.2020		CLINIC III - INFECTIOUS DISEASES					CLINIC VI - Gynaecology and Obstetrics	PRIMARY HEALTH CARE
16	13.01.2020	PATHOLOGY, PATHOPHYSIOLOGY (full year courses); SPECIAL PHARMACOLOGY AND TOXICOLOGY, METHODS IN PUBLIC HEALTH (summer semester)	Holidays					CLINIC VI - G&O Examinations	
17	20.01.2020		CLINIC IV - URINARY TRACT					CLINIC VI - GENERAL PAEDIATRICS	
18	27.01.2020		CLINIC IV - RHEUM & CLINIC IV - DIGESTIVE ORGANS					Examination	
19	03.02.2020		Examination					Holidays	Holidays
20	10.02.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	PAEDIATRICS 2
21	17.02.2020	CLINIC IV - RHEUM & CLINIC IV - DIGESTIVE ORGANS	Examination					CLINIC VII Examinations	
22	24.02.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
23	02.03.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
24	09.03.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
25	16.03.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
26	23.03.2020	CLINIC IV - RHEUM & CLINIC IV - DIGESTIVE ORGANS	CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
27	30.03.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
28	06.04.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
29	13.04.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
30	20.04.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
31	27.04.2020	CLINIC IV - RHEUM & CLINIC IV - DIGESTIVE ORGANS	CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
32	04.05.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
33	11.05.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
34	18.05.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
35	25.05.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
36	01.06.2020	CLINIC IV - RHEUM & CLINIC IV - DIGESTIVE ORGANS	CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
37	08.06.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
38	15.06.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
39	22.06.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	
40	29.06.2020		CLINIC VII - FORENSIC MEDICINE					CLINIC VII - CANCER AND BLOOD DISEASES	

THROUGHOUT THE ACADEMIC YEAR
CLINICAL PRACTICE IN SURGERY AND
INTERNAL MEDICINE IS POSSIBLE (EXCEPT
DURING HOLIDAY WEEKS)



INTERNAL MEDICINE: RULES & REGULATIONS

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



SURGERY: RULES & REGULATIONS

- **THEORETICAL LECTURES + PRACTICAL SKILLS**
(obligatory attendance for Erasmus students from the 4th and 5th year):
 - Cardiovascular Surgery/DISEASES OF HEART AND BLOOD VESSELS
 - Thoracic Surgery/RESPIRATORY DISEASES, ENDOCRINOLOGY AND METABOLIC DISEASES/RHEUMATIC AND IMMUNE MEDIATED DISEASES
 - Urology/URINARY TRACT
 - Maxillofacial Surgery with fundamentals of Dental Medicine
 - Abdominal Surgery/DIGESTIVE ORGANS
 - Traumatology/MUSCELOSKELETAL SYSTEM
 - Plastic Surgery/SKIN AND VENERAL DISEASES
 - Neurosurgery/NERVOUS SYSTEM



CLINICAL ROTATIONS – 6TH YEAR

- Internal medicine
- Surgery
- Primary health care
- Paediatrics II



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 Department of Internal Medicine (Ms. Bernarda Zver) and ask for the name of your mentor. Your CR begins at 8 o'clock on monday, go to the specific Clinical Department.**
- 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

- All students have to pass the surgery practicum colloquium before entering the surgery CR (literature available on website: https://www.mf.uni-lj.si/download_file/view/3697/15070)
- colloquium will be on **Monday 30th September 2019 at 9.00** (big lecture hall, Korytkova street 2)

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 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.**
- **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 (2. 3. 2020 – 10. 4. 2020)
- 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



GENERAL PAEDIATRICS I, PAEDIATRICS II

- Children`s Hospital (Bohoričeva 20)
- Subject (General Paediatrics) and clinical rotations (Paediatrics 2) are planned to begin on **13th April 2020!**
Whole course takes 6 weeks
- **General Paediatrics** is a theoretical and practical course and lasts for 2 weeks
- **Paediatrics II** 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

weeks	dates	3RD YEAR COURSES	4TH YEAR COURSES (ROTATION 1)					5TH YEAR COURSES (ROTATION 2)	ROTATION I - 6. year 19/20
	23.09.2019		MO	TUE	WED	THU	FRI	WELCOME WEEK, 27. 9.- 30. 9. 2019	
1	30.09.2019		CLINIC I - NERVOUS SYSTEM						
2	07.10.2019								
3	14.10.2019								
4	21.10.2019								
5	28.10.2019		H					Holidays	Holidays
6	04.11.2019		Examination						
7	11.11.2019								
8	18.11.2019							CLINIC VIII - OPHTHALMOLOGY	
9	25.11.2019		ELECTIVE COURSES					ELECTIVE COURSES	
10	02.12.2019								
11	09.12.2019							CLINIC VIII - OPHTHALMOLOGY	
12	16.12.2019								
13	23.12.2019		Holidays					Holidays	Holidays
14	30.12.2019		Holidays					Holidays	Holidays
15	06.01.2020		CLINIC II - SKIN AND VENEREAL DISEASES						
16	13.01.2020								
17	20.01.2020								
18	27.01.2020								
19	03.02.2020								
20	10.02.2020								TRAUMATOLOGY
21	17.02.2020								
22	24.02.2020								
23	02.03.2020								NEPHROLOGY
24	09.03.2020								
25	16.03.2020								
26	23.03.2020								
27	30.03.2020								
28	06.04.2020								
29	13.04.2020								
30	20.04.2020								
31	27.04.2020	SPECIAL PHARMACOLOGY AND TOXICOLOGY, METHODS IN PUBLIC HEALTH (summer semester)	Holidays					Holidays	Examination
32	04.05.2020								Holidays
33	11.05.2020								
34	18.05.2020								
35	25.05.2020								
37	01.06.2020								
37	08.06.2020								
38	15.06.2020		Examination						
39	22.06.2020								
40	29.06.2020								



SUBJECT PRESENTATIONS AND RULES !!!

- Subject INFO (study materials, **day to day/hour to hour TIMETABLE**) will be posted on dpt. webpage and/or on W-classroom (from 1st October 2019)
- **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**)



STUDY OBLIGATIONS AND RULES

- The attendance of the 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!

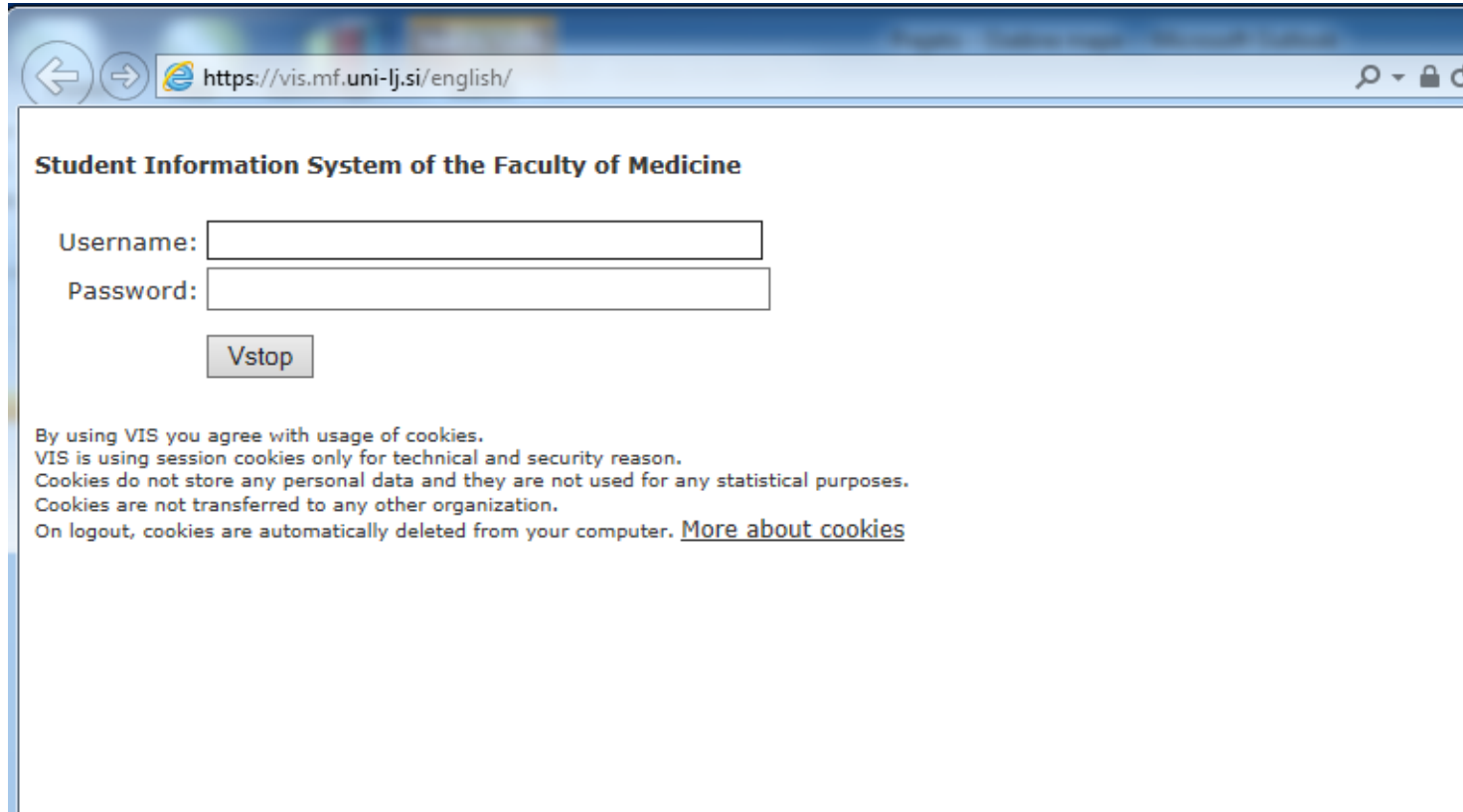


EXAMINATION

- The examination dates will be set for the whole academic year 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
- **Most of the exams are written + oral**
- The exams for Erasmus+ students are held in English
- You have the right to **TWO TRIALS**
- 3rd trial has to be approved by Erasmus Coordinator
- 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 case you are not doing the exam please bring to the department your Erasmus booklet and get the signature of the department
- SEE THE DOCUMENTS IN YOUR FOLDER



VIS SYSTEM – EXAM APPLICATION



The screenshot shows a web browser window with the address bar displaying <https://vis.mf.uni-lj.si/english/>. The page title is "Student Information System of the Faculty of Medicine". Below the title, there are two input fields: "Username:" and "Password:". A "Vstop" button is located below the password field. At the bottom of the page, there is a cookie notice: "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](#)".

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.



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 credited 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.
- 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 courses of the 3rd, 4th and 5th and 6th year subjects
- Erasmus+ students need to delegate / nominate one student for the subject of the 3rd, 4th, 5th and 6th year to the International office till October 15th 2019
- These student representatives will be responsible for:
 - to communicate with the Slovenian student representatives
 - to communicate with nominated professors for subjects

STUDENT COUNCIL (ŠTUDENTSKI SVET):

Erasmus students will have one guest representative

- Nominations submitted to ERASMUS COORDINATOR
- Elections will be held on October 19th 2019 (INFO follows)





HOW TO BEGIN?

REGISTRATION PROCEDURE



JERNEJA ČELOFIGA, MSc
INTERNATIONAL OFFICE

PERSONAL ERASMUS+ COURSEBOOK

- Necessary in case you will not attend the exams and if you are doing the clinical practice
- First page: PERSONAL INFORMATION
- Following pages: list the subjects according to your LA and to curriculum for the academic year 2019/20
- Only subjects from our curriculum can be chosen with the correspondent ECTS credits (see the info kit)
- On the list of courses please select the ones you have according to your LA and get the signature of prof. Marš
- On the following pages you will only collect the signatures for the courses you will not finish with the exam but only get the ECTS credits



SURGERY AND INTERNAL MEDICINE CR - COURSEBOOK

- Surgery and Internal medicine CR:

Prof. Veselko: Surgery CR, total amount of weeks
(in Transcript of Records we will write the amount of weeks
at the specific field)

Prof. Košnik, Internal medicine CR, total amount of weeks
(in Transcript of Records we will write the amount of weeks
at the specific field)





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+ personal coursebook (with all signatures)
 - Examination grades have to be entered into the VIS system
 - Certificate with evaluation in Internal Medicine and Surgery
 - Confirmation from the Central Medical Library
 - Final Evaluation form (will be sent to you by email)
- Based on this documentation submitted to International office we will issue the Transcript of records!



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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 July
- Individual schedules can be discussed individually – if there are some mistakes, please come to the International Office
- 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 2019 FOR THE FIRST SEMESTER.



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USEFUL INFORMATION

E- CLASSROOM

- <https://pouk.mf.uni-lj.si/>
- User name: **registration number**
- Initially password: **changeme**
 - after intial registration you have to change your password
 - when you have applied you can set the system to english language
 - for help please contact pouk@mf.uni-lj.si
- **Your data will be entered in the system by the end of september**



HEALTH PROBLEMS

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

ZDRAVSTVENI DOM ZA ŠTUDENTE

Aškerčeva 4

1000 Ljubljana

<http://www.zdstudenti.si/en/>

You need to bring your European Health Insurance Card



SPORTS

- **SPORT AT UL MF:** https://www.mf.uni-lj.si/en_GB/study/exchange-programmes/erasmus-for-students/erasmus-study-exchange/practical-information#Sport
- **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

- Central Medical Library located at Vrazov trg 2
 - Mrs. Nana Turk
 - <http://www.mf.uni-lj.si/en/cmik/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
 - Bring the application paper you have in your folder to the IRO
 - 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 to students that have CR in the time of their rotations
- 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“)
- go to „REFERAT ZA ŠTUDENTE“ and you will get a locker number
- Can be activated with URBANA card (normal or monthly one, 1 Euro credit required) or your student card



FOOD COUPONS

○ Student Organisation

- <https://www.studentska-prehrana.si/en/Account/Register>
- Your 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 - Friday: from 8.00 to 19.00



ACCOMMODATION

- Organised by the University International Office
 - Student dormitory
 - Private 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

- 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
 - <http://www.zavod-solt.si/?mod=catalog&action=productDetails&ID=32>



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ENJOY YOUR EXCHANGE IN
LJUBLJANA!

YOU ARE ALWAYS WELCOME
TO VISIT
THE INTERNATIONAL OFFICE!

TOMAŽ, JERNEJA