



**Welcome package for ERASMUS+ and other exchange STUDENTS
with essential information for the Academic Year 2019/2020
Faculty of Medicine, University of Ljubljana**

Dear Erasmus+ Students,

The Faculty of Medicine of the University of Ljubljana would like to express you a warm welcome. We will try to make our best to be a good host to all of you. In order to make your stay at our Faculty challenging as well as enjoyable we would like to provide you with some basic, but essential information. We hope that your study in Ljubljana will be a unique experience in your academic career.

Prof. dr. Tomaž Marš, MD Erasmus+ Departmental Coordinator

and

Jerneja Čelofiga, MSc, International Office of Faculty of Medicine UL

July 2019



*** Information is provisional and we reserve all rights for possible changes!**

BACKGROUND

The Faculty of Medicine is one of the 22 faculties and 3 art academies which belong to the University of Ljubljana, the largest and oldest higher education institution in Slovenia. The University of Ljubljana was founded in 1919; one of the founding faculties was also the Faculty of Medicine. In 2009 our faculty celebrated 90 years of existence, this seems to be a short period in comparison with other medical faculties in our neighbourhood but it reflexes a long period of medicine development in our country. An important role in the development of medical education was played by dr. Oražen, who left his heritage to the faculty and its students in the form of two Oražen's campus buildings. Initially, the study at the Faculty of Medicine lasted only for four semesters; the fifth and the sixth semester were added in 1940. During Italian and German occupation in the Second World War the Faculty ceased to function. In 1945, the complete Faculty of Medicine was founded. It has since developed two Departments: Dept. of Medicine and Dept. of Dental Medicine. Graduate study has also developed successfully, which has become largely interdisciplinary. The Faculty of Medicine co-operates closely with the Faculty of Pharmacy and other institutions of higher education in Slovenia. Currently 1600 medical, dental medical and PhD students are enrolled. Dean of the Faculty is Prof. dr. Igor Švab, Vice Dean for Medicine is Prof. dr. Tomaž Marš, Vice Dean for Dental Medicine is Prof. dr. Janja Jan, Vice Dean for Research is Prof. dr. Ksenija Geršak and Vice Dean for professional activities Prof. dr. Miroslav Petrovec.



FACULTY'S DEPARTMENTS AND INSTITUTES RESPONSIBLE FOR STUDY PROGRAMME

General Medicine and Dental Medicine study is taught by academic staff at the following Clinical Chairs and Institutes (Chairmen and Heads of Chairs/Institutes are listed in brackets), address information can be found on the website (<http://www.mf.uni-lj.si/en/content/menu1/2340-heads-of-departments>) and websites of each department and institute:

Chairs

- Chair of Anaesthesiology and Reanimation (doc. dr. Maja Šoštarič)
- Chair of Dermatology and Veneric Diseases (doc. dr. Mateja Dolenc Voljč)
- Chair of Family Medicine (prof. dr. Igor Švab)
- Chair of Gynaecology and Obstetrics (prof. dr. Špela Smrkolj)
- Chair of Physical and Rehabilitation Medicine (doc. dr. Metka Moharič)
- Chair of Public Health (prof. dr. Marjan Bilban)
- Chair of Infectious Diseases and Epidemiology (prof. dr. Janez Tomažič)
- Chair of Internal Medicine (prof. dr. Mitja Košnik)
- Chair of Surgery (prof. dr. Matjaž Veselko)
- Chair of Maxillofacial and Oral Surgery (doc. dr. Nataša Ihan Hren)
- Chair of Microbiology and Immunology (prof. dr. Miroslav Petrovec)
- Chair of Neurology (prof. dr. Zvezdan Pirtošek)
- Chair of Ophthalmology (asoc. prof. dr. Polona Jaki Mekjavič)
- Chair of Oncology (prof. dr. Primož Strojjan)
- Chair of Orthopaedics (prof. dr. Vane Antolič)
- Chair of Otorhinolaryngology (prof. dr. Irena Hočevar Boltežar)
- Chair of Pathology (prof. dr. Margareta Strojjan Fležar)
- Chair of Paediatrics (prof. dr. Tadej Battelino)
- Chair of Psychiatry (prof. dr. Peter Pregelj)
- Chair of Forensic Medicine and Deontology (doc. dr. Jožef Balažic)
- Chair of Radiology (doc. dr. Katarina Šurlan Popovič)
- Chair of Jaw and Dental Orthopaedics (doc. dr. Maja Ovsenik)
- Chair of Preventative and Child Dentistry (doc. dr. Alenka Pavlič)
- Chair of Dental Prosthetics (doc. dr. Peter Jevnikar)
- Chair of Mouth Diseases and Parodontology (doc. dr. Boris Gašpirc)
- Chair of Dental Diseases and Normal Dental Morphology (doc. dr. Janja Jan)

Institutes

- Institute of Anatomy (prof. dr. Erika Cvetko)
- Institute of Biophysics (doc. dr. Bojan Božič)
- Institute of Biochemistry (prof. dr. Marko Goličnik)
- Institute of Cell Biology (prof. dr. Peter Veranič)
- Institute of Biomedical Informatics (prof. dr. Janez Stare)
- Institute of Pharmacology and Experimental Toxicology (prof. dr. Mojca Kržan)
- Institute of Physiology (prof. dr. Žarko Finderle)
- Institute of Histology and Embriology (prof. dr. Ruda Zorc Pleskovič)
- Institute of Microbiology and Immunology (prof. dr. Miroslav Petrovec)
- Institute of Pathology (prof. dr. Nina Gale)
- Institute of Pathophysiology (prof. dr. Zoran Grubič)
- Institute of Forensic Medicine (prof. dr. Jože Balažic)
- Institute of History of Medicine (prof. dr. Zvonka Z. Slavec)

The majority of clinical chairs and institutes are located in close proximity of the Deanery and University Clinical Centre, a teaching hospital of the Faculty.

ACADEMIC YEAR

The study of Medicine and Dental Medicine is organised in accordance with the National Higher Education Programme and lasts for 6 years (12 semesters). Current curriculum and a brief description of subject's content is available on the website: https://www.mf.uni-lj.si/download_file/view/4831/15066 (Medicine) and https://www.mf.uni-lj.si/download_file/view/2685/15066 (Dental medicine). It is divided in preclinical (first 5 semesters) and clinical courses (last 7 semesters).

Academic year 2019/2020 is officially divided into winter (fall) and summer (spring) semester, but due to the organisation of courses and examination periods there are no holidays/semester breaks between semesters. Officially the winter semester starts on **October 1st 2019** and ends on **January 24th 2020**. The examination periods are set at the end of every course. Officially the spring semester starts on **February 24th 2020** and ends on **June 19th 2020**. The spring examination period follows at the end of the spring semester.

When taking into consideration your individual study obligations your individual schedule (will be given to you prior to your arrival by e-mail) is the most important document and the only relevant document in your case! **You have to be present in Ljubljana on all the dates when you have scheduled obligations!**

!Application procedure for exchange students!

1. **ERASMUS+:** Your home university should first nominate you to the Office of International Relations of the University of Ljubljana. The nominations should be sent primarily to the Central International office of University of Ljubljana (UL): intern.office@uni-lj.si and to the International office of the Faculty of Medicine UL: international.erasmus@mf.uni-lj.si

OTHER STUDENTS: Your home university should nominate you to the International office of the Faculty of Medicine of the University of Ljubljana. The nominations should be sent to international.erasmus@mf.uni-lj.si Only limited number of applications from non Erasmus students can be processed and confirmed.

2. After your home university has nominated you to study at the University of Ljubljana as an exchange student, you should fill online application available at: https://studij.uni-lj.si/studexchange/tujci_prva.asp There is no need to send a paper copy of the application. The host faculty in our case is the Faculty of Medicine.

3. At the end of the online application you will find the necessary documents to upload to your application: Transcript of Records (of your home university), Learning Agreement and Language Certificate. Your application is complete and will be processed only after you have completed all the steps of the application system and entered all the required information and documents.

4. After we have received your application and your host department (Faculty of Medicine, University of Ljubljana) has approved your application and acceptance, Central International office of UL will send you an Acceptance letter and general information on living and studying in Ljubljana (for the first semester and whole exchange in June 2019 and for the second semester in December 2019).

Application deadlines

- **15 May 2019** for the winter semester/full academic year
- **15 November 2019** for the summer semester

LOCATION AND GENERAL INFORMATION

The Faculty of Medicine and the University Clinical Centre are located east of the city centre (approx. 10 min walking from city's main Prešeren's square - follow the Trubarjeva street).

Deanery building and International Office, Vrazov trg 2 (A on map): Dean's Office, Student Office, Central Medical Library;

Main Faculty Building, Korytkova 2 (B on map): preclinical departments, lecture halls, institutes;

Erasmus Departmental Coordinator (Prof. dr. Tomaž Marš) located at the **Institute of Pathophysiology**, Zaloška cesta 4 (C on map);

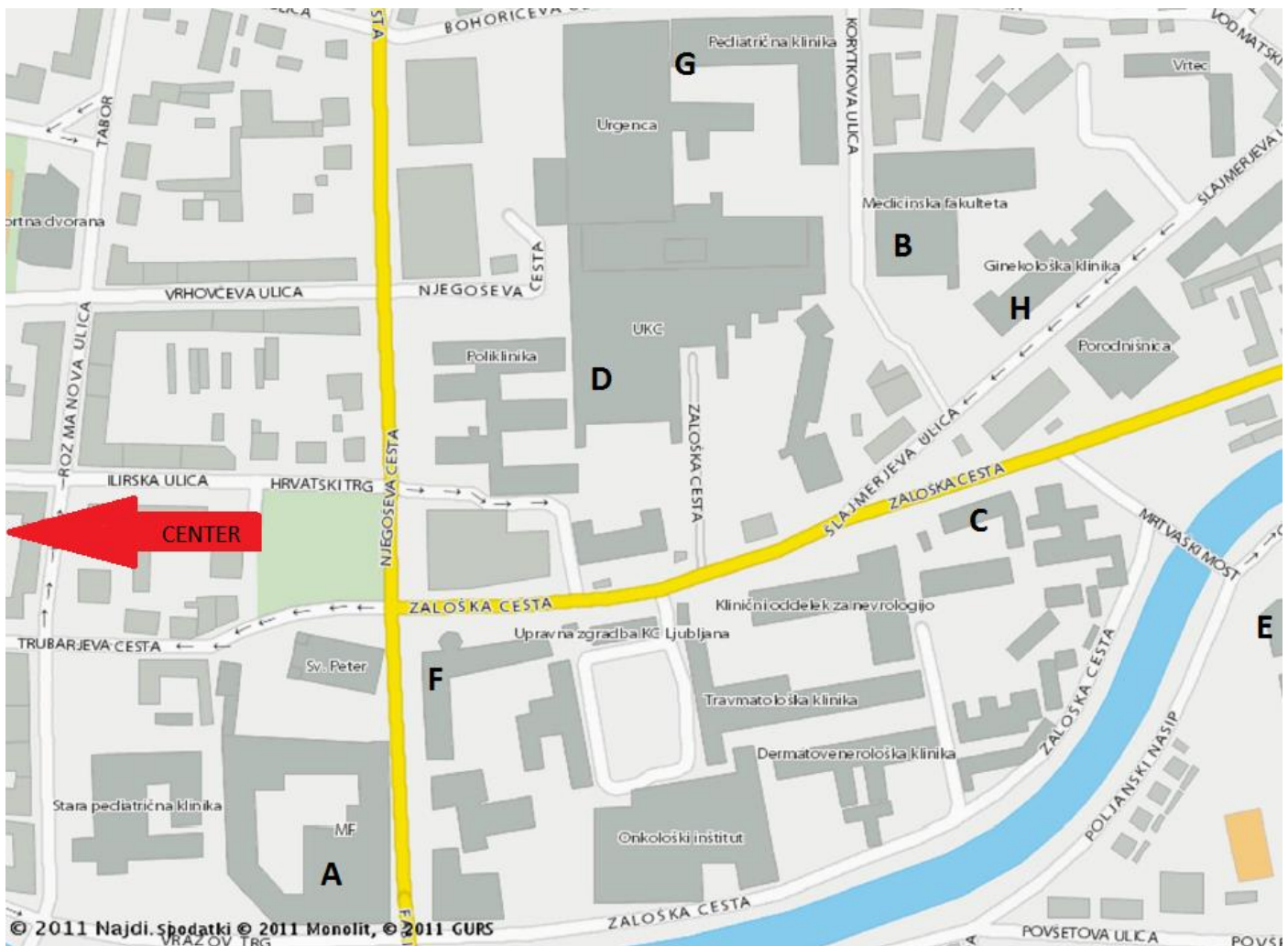
University Clinical Centre (UCC), Zaloška cesta 7 (D on map): clinical departments (Chair of Surgery and Internal Medicine);

Chair of Family Medicine, Poljanski nasip 58, (E on map): Erasmus coordinator for Family medicine and NPHC office;

University Dental Hospital, Zaloška cesta 2 (F on map): dental medicine departments and chairs;

Children's Hospital, Bohoričeva ulica 20 (G on map): department of paediatrics

Clinical chairs are located in Clinical Departments of UCC in close proximity of main hospital building.



STUDENT SUPPORT, CONTACT INFORMATION AND SPECIFIC REQUIREMENTS

Incoming Erasmus students will be supported by:

International Officer:

Ms. Jerneja Čelofiga, MSc; International Office, support for all incoming students Phone : +386 (0)1 543 78 01, Email: international.erasmus@mf.uni-lj.si, office hours: Monday to Friday 9.00-11.00 and Wednesdays additionally from 12.00-14.00

Erasmus+ and Mobility programmes Coordinator:

Prof. dr. Tomaž Marš; Erasmus+ Departmental Coordinator (Address: Institute of Pathophysiology; Contact information: Phone : +386 (0)1 5437057, Fax : +386 (0)1 5437021, Email: tomaz.mars@mf.uni-lj.si, office hours: Mondays 11.00-13.00)

Assoc. prof. dr. Maja Ovsenik; Academic Coordinator for Dental Medicine (Address: Department of Dental Orthopaedics; Contact information: Phone: 01 522 43 74, Email: maja.ovsenik@dom.si)

prof. dr. Danica Rotar Pavlič; NPHC and Academic Coordinator for Primary Health Care (Family medicine), (Address: Department of Family Medicine; Contact information: Phone: (01) 4386915, Fax: (01) 4386910, Email: danica.rotar@guest.arnes.si, office hours: Tuesdays 8.00-10.00)

Student Tutors and Subjects/Courses Nominated professors:

During Introduction/Welcome week meetings and workshops with Student tutors will be organised, meeting with Subjects/Courses Nominated professors will organised prior subject/course start and at scheduled Introduction lectures.

ACCEPTANCE PROCEDURE AND IMPORTANT DATES

1.

Incoming students will be contacted in June (December for the second semester) by their **Student Tutors** entitled for each student. **Student tutorial programme** is organised by the Student Council, Medical Student and Dental Student Organization in cooperation with Erasmus+ coordinators.

Contacts:

- Student Council - Študentski svet, president: **Mr. Klemen Petek**, email: klemen.petek@mf.uni-lj.si
- Medical student organisation - Društvo študentov medicine (DŠMS), contact person: **Mr. Žiga Barbarič**, email: predsednik@dsms.net; website: <http://www.dsms.net/>
- Dental student organisation – Društvo študentov dentalne medicine (SIDSIC) contact person: **Mr. Lenart Škrjanc**, email: lenart.skrjanc@gmail.com, website: <http://www.sidsic.com>

Your student tutors will be happy to provide you with practical information. In case of those information you are strongly encouraged to contact your nominated tutors for all practical information regarding your arrival in Ljubljana, living in Ljubljana (transport, etc), studying, locations of offices, clinical departments etc. During Introduction/Welcome week meetings and workshops with Student tutors will be organised.

2)

Information regarding housing, student accommodation, immigration, health insurance, university student organisation, should be also addressed to the **International Office at the University of Ljubljana** intern.office@uni-lj.si (Responsible for Incoming students Ms. Helena Deršek Štuhec: https://www.uni-lj.si/international_cooperation_and_exchange/erasmus-plus-

[programme/incoming_students/](http://www.sou-lj.si/novo/programme/incoming_students/)) and to **Student organisation at the University of Ljubljana SOU:**
<http://www.sou-lj.si/novo/>

3) Introduction/Welcome week

Obligatory welcome reception for all incoming students starting their exchange in the first semester will be held on **27th September 2019 and 30th September 2019. On Saturday we are planing to organise a social programme. The details of the orientation week will be given afterwards.**

Students starting with their programme already in the summer (starting gynaecology or paediatrics) have to report to the international office a few days before the start of the exchange!

Students, coming to Ljubljana in the second semester will get the information about the welcome days later.

Your attendance at the Welcome days/Introduction workshops in September 2019 is MANDATORY! Please arrange your arrival in Ljubljana well in advance.

4)

Each incoming student must bring their own: **white coat and white T-shirt/trousers appropriate for clinical work** (shirt, skirt, trousers, and appropriate if possible white coloured light shoes), **basic equipment for clinical examination** (stethoscope, hand bin-light, neurological hammer, a meter for measurement).

ESSENTIAL INFO ABOUT STUDY RULES & REGULATIONS for 2019/2020

1)

Language requirements and provisional schedule 2019/2020

The programme in Medicine and Dental medicine **is in general taught in Slovenian language**, but Erasmus+ students are enrolled in rotation groups with regular students called **“international group”**, in which exchange students participate together with our students. Subjects/courses for the “international group” are held partly or completely (varies for individual subject/course) in English. **Fluent knowledge of English this is OBLIGATORY (proof of B2 Level language knowledge is required).** Students who will not be able to communicate in English will be rejected.

For all obligatory study forms (practical/laboratory work, clinical rotations, seminars and electives) nominated academic tutors will conduct and give support to Erasmus+ exchange students in English, if possible.

Each subject is for the exchange students (“international group”) organised in English only once during the academic year, only and exclusively in the periods, stated in the provisional schedule 2019/2020 and available to Erasmus+ incoming students. It is not possible to combine/attend some subjects from 3rd year with subjects from 4th and 5th year, which are organised in the same period of time, even if the collision is only in one week!!* Some subjects of the 3th year (Pathology, Pathophysiology, and Pharmacology) do not have specific scheduled period and will be held through the academic year.

Curriculum MEDICINE 2019/20									
Subjects available for incoming students with ECTS information									
Year/Sem	Subject	Lectures (hours)	Seminars (hours)	Preclinical Practical Courses	Clinical Practical Courses	Other forms of Study	ECTS	Examination	
I/1	NOT AVAILABLE FOR INCOMING STUDENTS!								
I/2									
II/3									
II/4									
III	Subject	WHOLE YEAR COURSES							
	Z3019	BASIC MICROBIOLOGY and IMMUNOLOGY	30	30	30		6	available	
	Z3020	PATHOLOGY	45	15	30		9	available	
	Z3022	INVESTIGATIVE METHODS* (Radiology)	26	19	20		3	available	
	Z3021	PATHOPHYSIOLOGY	45	30	60		10	available	
	Z3007	Medical Ethics*					1	available	
		History of Medicine*					1	available	
		EXAMINATION PERIOD (May/June 2020 and September 2020)							
		Winter Semester							
	Z3016	GENERAL PHARMACOLOGY AND TOXICOLOGY	20	5	15		3	available	
	NN	ANAESTHESIOLOGY	12				3	available	
	Z3018	EMERGENCY MEDICAL CARE 2	15	15	30		3	available	
		EXAMINATION PERIOD (during winter break, January/February 2020)							
		Summer Semester							
	Z3024	SPECIAL PHARMACOLOGY AND TOXICOLOGY	10	30			3	available	
	Z3017	METHODS OF PUBLIC HEALTH	30	30			4	available	
		EXAMINATION PERIOD (May/June 2020 and September 2020)							
		Winter Semester							
IV	Z3025	NERVOUS SYSTEM	21	20		40	50	10	available
	Z3026	MENTAL DISEASE	16	20		40	30	8	available
	Z3027	MUSCULOSKELETAL SYSTEM	20	26		36	26	7	available
	Z3029	SKIN AND VENEREAL DISEASES	20	20		30		6	available
		EXAMINATION PERIOD (after each block ends)							
	Summer Semester								
IV	Z3044	RHEUMATIC AND IMMUNE MEDIATED DISEAS	20	12	2	7	4	3	available
		INFECTIOUS DISEASES	45	30		105		12	available
	Z3028	DIGESTIVE ORGANS	25	15		45		5	available
		URINARY TRACT DISEASES	20	11	1	13		3	available
		EXAMINATION PERIOD (after each block ends)							
		Winter Semester							
V	Z3035	MAXILOFACIAL SURGERY WITH FUNDAMENTAL OF DENTAL MEDICINE	6	5		16	8	3	available
	Z3037	OPHTHALMOLOGY	17	6		30	31	5	available
	Z3036	ORL	14	7		30	35	5	available
	Z3033	DISEASES OF HEART AND BLOOD VESSELS	24	20		80	52	9	available
	Z3040	RESPIRATORY DISEASES	7	15		8	20	4	available
		Summer Semester							
	Z3038	GYNÆCOLOGY AND OBSTETRICS	23			60	72	9	available
	Z3039	GENERAL PEDIATRICS	42	20		18		4	available
		CANCER AND BLOOD DISEASES	30	15		45		5	available
	Z3034	FORENSIC MEDICINE	16	20		40		5	available
	Z3042	ENDOCRINE AND METABOLIC DISEASES	7	15		8	20	4	available
		EXAMINATION PERIOD AFTER EACH BLOCK ENDS (1 week)							
		6th YEAR Subjects and Clinical Rotations							
	Subject	WHOLE YEAR COURSES							
VI	Z3045	INTERNAL MEDICINE **				2 ECTS/week		no assessment available	
		clinical rotation can be divided into three blocks (each max. 5 weeks), student can choose max. three departments						(min. 2 weeks/department)	
	Z3047	SURGERY ***				2 ECTS/week		no assessment available	
		clinical rotation can be divided between three departments (min. 2 weeks/department)							
		Winter Semester							
		GYNÆCOLOGY AND OBSTETRICS (4 weeks)						8	no assessment available
		Summer Semester							
Z3048	PRIMARY HEALTH CARE		Subject			12 ECTS		available	
Z3046	PEDIATRICS 2		14		200		8	available	
	* Subject available only to Erasmus students and Subject organised as consultations								
	** INTERNAL MEDICINE: Cardiology, Heamatology, Gastroenterology, Endocrinology, Nephorology, Pulmology, Rheumatology								
	*** SURGERY: Traumatology, General surg., Urology, Neurosurgery, Abdominal, Thorasic, Cardiovascular, Plastic Surgery, Oncologic Surg.								

DENTAL MEDICINE CURRICULUM 2019/2020

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	Rener 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 according to the chair of the dept.)	4	Ihan

Below the provisional schedule for 2019/2020 follows. Please note that there are some changes in comparison with the schedule for the academic year 2018/2019.

Please note that students can select courses from different study years but only in case there is no collision in the time period. *If the student for example decides to take subject Infectious diseases and/or Cancer and blood diseases, then subjects Respiratory diseases and Diseases of Heart and Blood Vessels cannot be taken. **Please consider this schedule as provisional and we reserve all rights to eventual changes!**

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), course organised as well on 30.9.2019	MO	TUE	WED	THU	FRI	WELCOME DAYS, 27. 9.-30. 9. 2019	
1	30.09.2019	GENERAL PHARMACOLOGY AND TOXICOLOGY (only winter semester), PATHOLOGY, PATHOPHYSIOLOGY (full year courses)							
2	07.10.2019		CLINIC I - NERVOUS SYSTEM					CLINIC VIII - ORL	
3	14.10.2019								
4	21.10.2019								
5	28.10.2019					H	H	Holidays	Holidays
6	04.11.2019		Examination					CLINIC VIII - MAXILLOFACIAL SURGERY WITH	
7	11.11.2019		CLINIC I - MUSCULOSKELETAL					CLINIC VIII - OPHTHALMOLOGY	
8	18.11.2019		ELECTIVE COURSES					ELECTIVE COURSES	
9	25.11.2019		CLINIC I - MUSCULOSKELETAL					CLINIC VIII - OPHTHALMOLOGY	
10	02.12.2019	ANAESTHESIOLOGY	Examination						
11	09.12.2019	GENERAL PHARMACOLOGY AND TOXICOLOGY (only winter semester), PATHOLOGY, PATHOPHYSIOLOGY (full year courses)	Holidays					Holidays	Holidays
12	16.12.2019		Holidays					Holidays	Holidays
13	23.12.2019		Holidays					Holidays	Holidays
14	30.12.2019		Holidays					Holidays	Holidays
15	06.01.2020		CLINIC II - SKIN AND VENEREAL DISEASES					CLINIC V - DISEASES OF HEART AND BLOOD VESSELS	
16	13.01.2020		Examination					CLINIC V - RESPIRATORY DISEASES / ENDOCRINOLOGY AND METABOLIC DISEASES	
17	20.01.2020		CLINIC II - MENTAL DISEASES						
18	27.01.2020		Examination						
19	03.02.2020		CLINIC III - INFECTIOUS DISEASES					CLINIC VI - Gynaecology and Obstetrics	PRIMARY HEALTH CARE
20	10.02.2020	PATHOLOGY, PATHOPHYSIOLOGY (full year courses); SPECIAL PHARMACOLOGY AND TOXICOLOGY, METHODS IN PUBLIC HEALTH (summer semester)	Examination					CLINIC VI - G&O Examinations	
21	17.02.2020		CLINIC IV - DIGESTIVE ORGANS / RHEUMATIC AND IMMUNE MEDIATED DISEASES					CLINIC VI - GENERAL PAEDIATRICS	
22	24.02.2020		Examination						
23	02.03.2020		Holidays						
24	09.03.2020		CLINIC IV - URINARY TRACT						
25	16.03.2020		Examination						
26	23.03.2020		CLINIC VII - FORENSIC MEDICINE						
27	30.03.2020		CLINIC VII - CANCER AND BLOOD DISEASES						
28	06.04.2020		Examination						
29	13.04.2020		CLINIC VII Examinations						
30	20.04.2020		CLINIC VII Examinations						
31	27.04.2020		Examination						
32	04.05.2020		Examination						
33	11.05.2020		Examination						
34	18.05.2020		Examination						
35	25.05.2020		Examination						
36	01.06.2020		Examination						
37	08.06.2020		Examination						
38	15.06.2020		Examination						
39	22.06.2020		Examination						
40	29.06.2020		Examination						

2.)

Incoming students will be allowed to take exams only if they complete the whole programme and all the requirements set for specific subject. Exam can be provided only if the student applies for it in the Faculty of Medicine UL student online application system ("VIS"). Exams will be provided only on specific examinations dates, settled by the departments. Instructions will be given at the Welcome reception. Exams are normally organised after the course finishes that means that the students can do the majority of the exams already during the academic year and not only during the examination period. Please see the schedule of courses.

IMPORTANT INFORMATION: We do not offer the students the possibility to obtain the grades for their clinical rotations. Therefore we are already now informing you that **in case you will need to**

obtain the grades/assessment of your clinical practice you have to submit to your mentor and International Office prior to the beginning of Clinical rotations an Official document from your home university where it is clearly stated which skills and knowledge should be assessed by your mentor. The grade will be included in the final Transcript of Records (as annex) with the information that you have been assessed according to the assessment document as provided by your home university.

3.)

GENERAL REGULATIONS AND ORGANISATION OF CLINICAL ROTATIONS for Internal Medicine, Surgery, Gynaecology/Obstetrics and Paediatrics

Clinical rotations (CRs) are available for:

1. Students, registered in the 6th or final year of their study while on exchange (internal medicine and surgery)*
2. Students, registered in the 4th or 5th year of their study while being on exchange, if the following conditions are fulfilled:
 - In chosen fields/clinical dept's, if they submit undoubted proof (Transcript of Records), where there is clearly evident that they completed and have been assessed/examined in subject applicable
 - If they and after they complete and pass assessment/examination of modul/subject (for example Respiratory system for CR in Thoracic surgery or Pulmology-Internal Medicine) while on exchange in Ljubljana
 - CR can be provided only and exclusively in the periods, which do not collide with on-going and pre-scheduled subjects and can be arranged exclusively through International Office, in all cases CRs have to be included in the Learning Agreement, signed by all three sides (student, receiving and sending institution coordinator!)

*CR can be done in max. two fields/dept's for Surgery in min. duration of three (3) weeks per field/dept's or in max. three fields valid for Internal Medicine in min. duration of two (2) weeks per field/dept's, each week (5 days, min. 5 hours/day of practice) of CR completed will be credited with 2 ECTS.

Surgery CR: the students, who will attend the clinical rotations in Surgery and the course Emergency Medical Care 2, **must pass a Surgery practicum colloquium** prior to entering the surgery rooms. The literature is available on our webpage: https://www.mf.uni-lj.si/download_file/view/3697/15070 During the rotations the student has to prepare one seminar paper and present it to his mentor.

IMPORTANT!!! Students who won't obey these regulations and will arrange their CR on their own by passing International Office and Dept's Offices, or will do CR without being pre-arranged in Learning Agreements, will be excluded from Erasmus+/other exchange programme.

4)

!!! CLINICAL ROTATIONS IN SURGERY!!!

Students who will attend the clinical rotations in Surgery **must pass** a colloquium prior to entering the surgery rooms. The colloquium for the students, starting with their exchange on 1st October 2019 will be organised in the week before starting the CR. The exact dates and hours will be given to you by e-mail. The Literature for the colloquium is available on the web page: <http://www.mf.uni-lj.si/dokumenti/50dffdc122599ab6b5702d5d84f9270.pdf>

Additionally the students doing the CR in Surgery have to, before finishing the CR, present and submit a seminar on a certain surgical topic which they arrange with the mentors.

Students will have to provide us the vaccination history form before starting with the CR: https://www.mf.uni-lj.si/download_file/view/5344/15066

Students always start their clinical rotations in surgery on Mondays at 7 o'clock so you have to make sure that you arrive to Ljubljana a couple of days earlier in order to arrange all the details on time. At the first day at 7 o'clock you have to present yourself at the clinical department already in the uniform and with the access to the wardrobe lockers where you can leave your personal things (please see number 13 of the welcome guide).

5)

!!!CLINICAL ROTATIONS IN INTERNAL MEDICINE!!!

All clinical rotations in Internal Medicine are organised at the University Clinical Centre.

Students always start their clinical rotations in surgery on Mondays so you have to make sure that you arrive to Ljubljana a couple of days earlier so that you can arrange all the details on time.

6)

FAMILY MEDICINE (PRIMARY HEALTH CARE) Subject and Clinical rotation

In the academic year 2019/2020 we will only be able to offer the students the whole subject Primary Health Care (lectures, seminars, clinical practice) only and exclusively in the period stated in the schedule for 2019/2020. Should students have any additional requirements, this needs to be coordinated with the Academic Coordinator for Primary Health Care (Prof. dr. Danica Rotar) at latest 15th November 2018. **Clinical practice in Family Medicine will be provided at appointed mentors (in family medicine practises) outside the city of Ljubljana and in some places throughout the country.** We will provide Erasmus students during such rotations free accommodation with their mentors if the distance to the CR from Ljubljana is too far. Otherwise subsidised prices of the monthly transport tickets will be available.

Students always start their clinical rotations in surgery on Mondays so you have to make sure that you arrive to Ljubljana a couple of days earlier so that you can arrange all the details on time.

7)

ACCIDENT INSURANCE, LIABILITY INSURANCE AND HEALTH INSURANCE

Incoming Erasmus+ students have to arrange their own health and accident insurance valid as well in the time of their exchange in Ljubljana. Additionally students who will do the CR in Surgery and Internal Medicine have to arrange the liability insurance which is either covered from their home university or done on an individual basis by the student. The Faculty of Medicine of the University of Ljubljana cannot cover the costs of accidents in the time of CR of the incoming students. If such insurance is not arranged by the student the student will have to cover the costs of possible medical treatment (in case of accidents during the CR) or other costs which emerged during his CR on his own.

8) SLOVENIAN LANGUAGE COURSES

Basic knowledge of Slovenian is highly recommended for exchange students applying for clinical rotations and electives. We strongly advice if not request from all incoming Erasmus+ students without basic knowledge of Slovenian to enrol themselves into intensive Slovene language course for Erasmus+, organised by the Center for Slovene, Faculty of Arts (60 hours, 3 ECTS). More information: https://www.uni-lj.si/international_cooperation_and_exchange/erasmus-plus-programme/incoming_students//

An online course has been created. You can find the information here: www.uni-lj.si/study/news/slo-online

Additional Slovene courses are organised in many centres, also in a student language centre ŠOLT website with contact information:

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

9) REGISTRATION

Each incoming student will be registered as the exchange student at the Faculty of Medicine. Upon successful registration Student ID card, Erasmus+ Student Certificate will be provided to each officially registered student.

10) CENTRAL MEDICAL LIBRARY

If you wish you can register to the Central Medical Library by yourself. All registered Erasmus+ students have access to all resources (journals, text books, electronic resources, etc.) of the Central Medical Library (CMK) (contact info: opening hours: 8.00-18.00 Mon-Fri, responsible officer: **Mrs. Nana Turk**, <http://www.mf.uni-lj.si/en/cmkk/central-medical-library>; email: nana.turk@mf.uni-lj.si). Upon completion of your study at the Faculty of Medicine UL all materials have to be returned to CMK and certificate of library free charges issued by CMK has to be delivered to the international office.

11) DEPARTURE

Before departure all Erasmus+ students have to report to the International Office of the Faculty of Medicine, they have to present their final evaluation from the Department of Internal Medicine, Department of Surgery and Department of Family Medicine, Certificate from CMK and the examination report.

12) GRADES AND FINAL DOCUMENTS

The Faculty of Medicine will at the end of your exchange in Ljubljana prepare a Transcript of Records. In this document we will include all the passed study obligations with the appropriate ECTS credits as given in Ljubljana. We will as well add the grades of the exams you will do during your exchange in Ljubljana. According to the assessment forms from your home universities we will include the assessment grades of your CR in your final Transcript of records. Therefore we are already now informing you that in case you will need the grades for the clinical rotations you will have to submit us prior to the begin of your Clinical rotations a correspondent document from your home university from which it will be clear which skills and what knowledge should be assessed by your mentor.

13) WARDROBE

In order to get access to the wardrobe lockers at the Faculty of Medicine (Korytkova street 2, 2nd basement; if you take the elevator to 2nd basement, then turn left, the first door on your left) the students will have to arrange access on the basis of a Student ID card or URBANA card URBANA card, which is as well used for the public transport. For more information on how to get one please read the information about public transport written below.

You activate the wardrobe lockers at the Student office (Vrazov trg 2, "referat za dodiplomski študij", office number 1).

IMPORTANT DATES

FIRST SEMESTER

27th September 2019 (9 o'clock)

Welcome reception for all incoming Erasmus students (full year and winter semester) with the Dean of the Faculty, Erasmus+ coordinator, Academic Mentors and representatives of Student organisations and Student

28th September 2019 (8 o'clock)

tutors (Location: Faculty of Medicine, big lecture hall, Korytkova street 2).
Social programme (more information follows)

30th September 2019 (9 o'clock)

Welcome reception for all incoming Erasmus students
Surgery colloquium (for all students, who will do CR in surgery) ((Location: Faculty of Medicine, big lecture hall, Korytkova street 2).
individual paperwork...

10 o'clock

SECOND SEMESTER

7th January 2020 (7:30 o'clock)

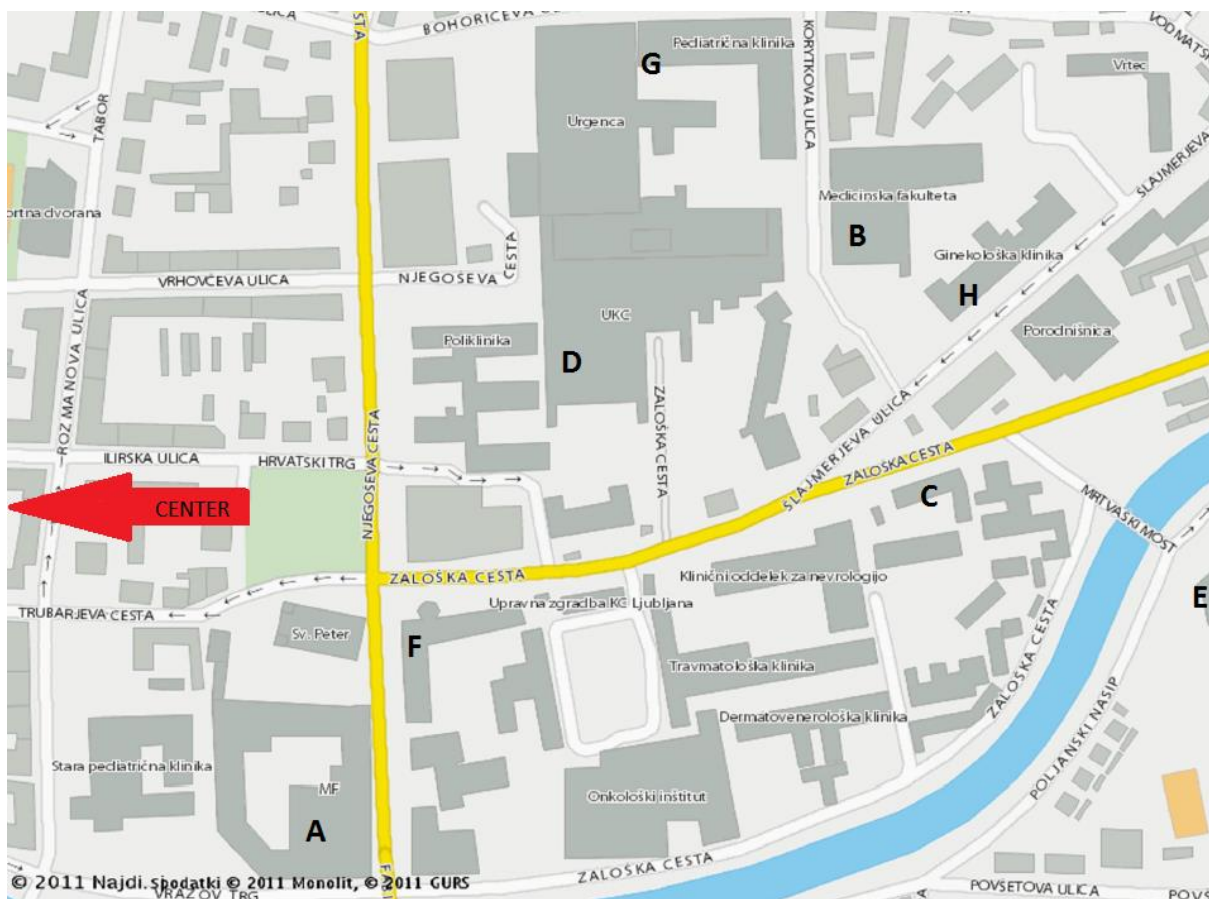
Welcome reception for all incoming Erasmus students (students starting with the exchange in the first week of January) with the Vice-Dean of the Faculty, Erasmus+ coordinator, Academic Mentors and representatives of Student organisations and Student tutors (Location: Faculty of Medicine, Vrazov trg 2, senate room).

31th January 2020 (10 o'clock)

Welcome reception for all incoming Erasmus starting with their exchange in the first week of February 2020 (for all students, who will do CR in surgery) (Location: Faculty of Medicine, Vrazov trg 2, senate room).

LOCATION MAP AND LEGEND

Deanery building, International Office, A
Main Faculty Building, B
Erasmus coordinator (Prof. Tomaž Marš), C
University Clinical Centre (UCC), D
Chair of Family Medicine, E
Dental Hospital, F
Children's Hospital, G



PRACTICAL INFORMATION

HOW TO GET THERE?

BY AIR: Ljubljana Jože Pučnik Airport is the main airport of the country. It is located 30 km from the centre of Ljubljana and has good connections with other European cities. Different options of public transport take you from the airport to Ljubljana in around half an hour.

PUBLIC TRANSPORT FROM THE AIRPORT TO LJUBLJANA

Bus: Airport - Ljubljana

Monday to Friday

5.00	6.05	7.00	8.00	9.00	10.00	11.00	12.00
13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00

Saturdays, Sundays and Holidays

7.00	10.00	12.00	14.00	16.00	18.00	20.00
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The ticket for the bus from the Airport to Ljubljana costs 4,10 € and can be bought in the bus. The Journey takes 45 minutes and the last stop is the Central Bus Station in Ljubljana. Check the exact information about the departures from »letališče Brnik« at the web page: <http://www.ap-ljubljana.si/eng/>

Mini bus: Airport-Ljubljana

Departures from the Airport (Monday to Sunday)

6.45	7.15	10.15	11.15	11.45	12.15	12.45	13.15	13.45
14.45	15.45	15.15	16.15	16.45	17.15	17.45	18.15	18.45
19.15	20.45	21.15	21.45	22.15	22.45	23.15	23.45	00.15*

00.15*

p*Prior reservation is needed.

A private bus company operates the route Airport-Ljubljana daily from 6.45 until 00.15. The drive takes 30 minutes and you can buy the ticket at the bus (9€).

Shuttle Transport Markun

The Schedule is organised in accordance with the flight schedule of the airport. The buses leave after the plane lands and wait at the parking in front of the airport building. The ticket can be bought directly at the bus and costs 9 €. The last stop is the Central Bus Station in Ljubljana but you can also arrange drop off at different locations in Ljubljana. For more information please see: http://www.prevozi-markun.com/#!_english

Airport transport limo & taxi

The Schedule is organised in accordance with the flight schedule of the airport. The buses leave after the plane lands and wait at the parking in front of the airport building. The ticket can be bought directly at the bus and costs 9 €. The last stop is the Central Bus Station in Ljubljana but you can also arrange drop off at different locations in Ljubljana. For more information please see: <http://www.mnj.si/>

Because of the proximity of some Airports (Venice, Trieste – Italy, Zagreb – Croatia, Graz and Klagenfurt – Austria) to Slovenia students arrive also by low cost airlines, flying to these airports. You can check for transportation possibilities to Ljubljana by using the shuttle service. For more information please check: <https://www.goopti.com/en/>

BY TRAIN: Ljubljana has good railway connections with all large European cities. The railway station is located in the centre of Ljubljana. Organisations in your own country may offer discounts to students and other under age 26. Train travel within Slovenia is convenient and inexpensive. For more information please see: <http://www.slo-zeleznice.si/en/passengers/slovenia>

BY BUS: The bus is one possible means of reaching Ljubljana. Organisations in your own country may offer discounts to students and other under age 26. For more information see: <http://www.ap-ljubljana.si/eng/>

HOW TO GET AROUND?

BUS – CITY PUBLIC TRANSPORT

City buses have electronic payment system based on no-contact smart card called Urbana. Urbana cards



are electronic ticket carriers.

URBANA value card (yellow) is without a name of the holder and is transferable. You can buy and top it up with credit up to 50 EUR (at Urbanomat top-up stations; the lowest amount of credit is 1 EUR) or with transferable monthly and yearly tickets.

URBANA time card (green) is issued with the name of the holder and it is not transferable. You can top it up with a selected monthly ticket and/or with credit

up to 50€.

Both types of cards are valid on all Ljubljana city bus routes. The credit does not lapse. The payment must be made at the beginning of the ride by touching with your card at one of the green readers (validators) on the bus. One fare will cost you 1,20€ including 90 min ride within all the City Public Transport bus routes. However, you should validate your card (touch the reader with the card Urbana) every time you enter the bus. In order to pay for two or more passengers, please tell the bus driver – before validation at the driver's reader (validator) – that you wish to buy more than one ticket and how many would you like to buy. The passengers you paid for should during the ride stay near you.

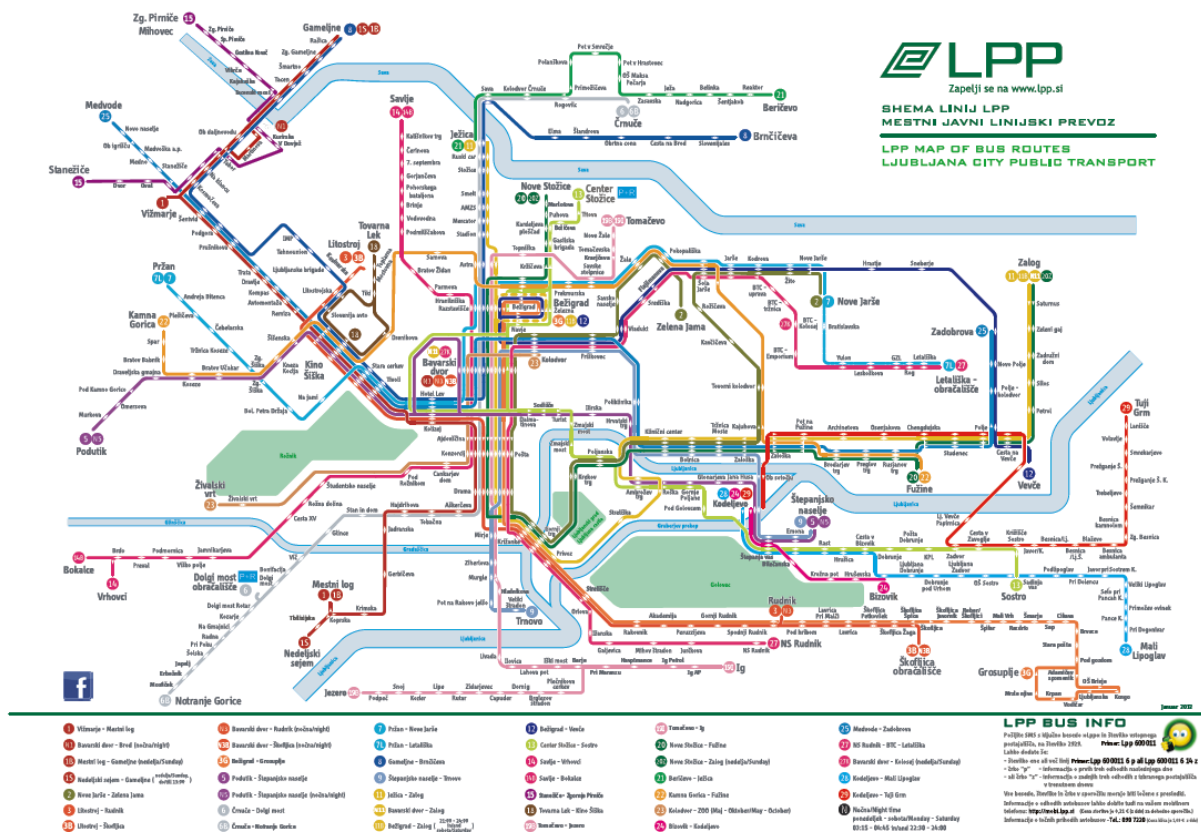
From Mai, 11th, 2009 Urbana is the only payment system used on Ljubljana city buses. For local passengers a mobile phone payment system called Moneta is also in place.

TICKETS

All tickets are carried on Urbana cards. Value ticket: single fare paid from pre-paid credit on Urbana card that enables free transfers within 90 minutes. Personalised monthly tickets: valid for an unlimited number of rides on all routes from the 1st day of the month until the 5th day of the following month. No photo necessary. A range of monthly tickets is available, some of them at subsidised prices. For more information please enquire at LPP Information Centre. For how to get from point A to point B by public transport use the application on the left side of the page: <http://www.jhl.si/en/lpp/city-public-transport>

For more information please see: <http://www.jhl.si/en/lpp/city-public-transport>

Map of the city public transport



(larger map available on: <http://www.jhl.si/upload/fck/doc/Shema.pdf>)

BICIKELJ – CITY BIKE USE

Open 7 days a week, 24 hours a day, Bicikelj system enables you to travel freely by day or night. Whether you use the system regularly or just occasionally, you can make an unlimited number of trips over the period of your subscription. Bicikelj system stations consist of a main terminal and individual stands to which the bikes are attached (<https://aboen-ljubljana.cyclocity.fr/All-Stations/Station-Map>). Located in busy residential and shopping areas and near public transport, the stations are a simple and quick way to get around for a quick errand, the daily commute to work or getting to your favourite leisure activities. Whether starting a journey, ending a journey, or bridging the gap between two forms of transport, Bicikelj system encourages intermodality and eco-friendly choices. Simplicity itself to use: it takes only a few minutes to hire or return a bike.

The system is easy to use. If you are planning to use this option more often it is advisable to subscribe as long-term subscriber. For just 3€ you can hire a bike as often as you wish over one-year period. The first hour period of each journey is free. After 60 minutes you pay the appropriate hourly hire rate. For subscription an URBANA card is needed. For more information, about how the system works and the subscription procedure can be found on: <https://aboen-ljubljana.cyclocity.fr/>

SLOVENE LANGUAGE COURSES

Those who have missed intensive Slovene language course for Erasmus, organised by the Centre for Slovene, Faculty of Arts have a chance to attend a language course during the academic year at:

- ŠOLT, Student Dormitories Rožna Dolina, Blok VII, Ulica 27. Aprila 31, <http://www.zavod-solt.si/?mod=catalog&action=productDetails&ID=32> (a Slovene language course of 30 hours is available for Erasmus students – the price is 145€, but if you attend the course 80% you get 70€ back at the end)
- Centre for Slovene as a foreign language, Faculty of Arts, Aškerčeva 2, http://www.centerslo.net/11.asp?L1_ID=1&LANG=eng

FIRST RESIDENCE PERMIT (EU CITIZEN)

As from May 1st 2004 any citizen from the EU member state can enter Slovenia with a valid identity card or a valid passport, without a special entrance permit (i.e. a visa or residence permit). This holds true no matter what the purpose of entry and stay in Slovenia is. For the first three months of stay in Slovenia the person does not need a residence permit. However we oblige the students to apply for the residence permit and report to the Police immediately.

The residence permit can be obtained from the administrative office within the residential district (for Ljubljana: Office for passports and Aliens/Odsek za tujce, Tobačna 5, Ljubljana). The residence permit will be issued in accordance to the conditions set by the EU. In order to issue the residence permit to a citizen from an EU member state country for the purpose of study the following conditions have to be met:

- A valid identity card or passport,
- Evidence of enrolment at an educational institution,
- Health insurance covering all risks in the host member state,
- Sufficient means for living (higher than the level under which the host country approves social aid to its citizen). According to the practice of the EU's court a statement handed in writing and signed by the student as to his means is sufficient.

According to the states directive the residence permit is granted for the period of studies or at the most for one year and can be extended in the event that the studies last for over a year.

FIRST RESIDENCE PERMIT AND MEDICAL INSURANCE (NON EU CITIZEN)

At your nearest Diplomatic or Consular representative office of the Republic of Slovenia you have to submit an application for First Residence Permit before your arrival. For more information please contact the Slovene Embassy directly. The list of Slovene Embassies is available on: http://www.mzz.gov.si/en/representations_abroad/

EATING OUT

Being an exchange student, you can use a system of subsidized student meals. The system is used in the majority of restaurants in Ljubljana and also in other cities in Slovenia. The subvention for meals in 2015 is 2,63€. To be able to register you need your mobile phone for identification and the student card issued by the University of Ljubljana. The list of restaurants, included in the system can be found on: <https://www.studentska-prehrana.si/en/Account/Register> For more practical information please visit the Student Organisation (Pivovarniška 6, office hours mon-thu from 8:00-19:00 and Fridays from 8.00-14.00).

More information about the system and the registration can be found on: <https://www.studentska-prehrana.si/en> In order to finish the preregistration procedure you will need the so called personal registration number which the international office will provide you in the beginning of your exchange.

The influence of the East and West, North and South have mingled in Slovenia, a phenomenon noticeable in Slovenia's traditional dishes. The city of Ljubljana offers a great variety of cuisine and prices. Most restaurants serve food until 11 p.m., but some do so until the early morning. There are also numerous specialised national restaurants: Chinese, Italian, Mexican, Thai and Spanish. The tip is not included in the price of the meal and is not obligatory. In general, eating out in restaurants outside the system of subsidized student meals is not cheap.

WORKING IN SLOVENIA

Students wishing to seek for a long-term employment in Slovenia need to obtain a work permit. Exchange students, however, do not need a work permit. The easiest way for foreign students to obtain part-time jobs is at so-called Študentski servis (ŠS) – a service providing information about part time jobs for students. The ŠS is a mediator between companies and students and with the help of ŠS, you usually get less demanding, non-professional jobs (e.g. teachers/instructors for foreign languages or music, computer programmers and translators. To get a job you are required to obtain a Slovene tax number (Tax Office Ljubljana, Davčna ulica 1, Ljubljana; Office hours: Monday 8.00-12.00 and 13.00-15.00, Tuesday 8.00-12.00 and 13.00-15.00, Wednesday 8.00-12.00 and 13.00-18.00 and Friday 8.00-13.00 (and a bank account in one of the Slovene banks).

LEISURE ACTIVITIES

Ljubljana and University of Ljubljana offer to the students a rich and varied selection of sports and cultural activities, ranging from athletic teams, choirs, photo and film clubs, dance and theatre groups. In additional various departments of the University have their own cultural and sports activities. About the sports activities at the Faculty of Medicine please contact: Mrs. Ksenija Filipič Jeras (ksenija.filipic-jeras@mf.uni-lj.si).

There are six cultural and information centres in Ljubljana: French, Italian, British, German, Spanish and American.

More sports activities are offered directly by the Student organisation – Sport and you can join the groups directly by applying at ŠOU – sport (Kersnikova 4, Pivovarniška 6, info@sousport.si, Office hours Monday and Wednesday from 13.00-16.00).

ENTERTAINMENT AND CULTURE

Ljubljana offers its inhabitants and visitors a great variety of cultural events and entertainment. The city gives you the opportunity to visit about 15 museums and 25 galleries and collections as well as seven major theatres. The city has as well 12 cinemas, well stocked with most current movies without synchronisation. Foreign films are shown with Slovene subtitles. For the majority of cultural events and entertainment special prices for students are offered.

Several festivals are organised in Ljubljana each year. You can find the information about current events in Ljubljana on: <http://www.visitljubljana.com/en/>

CHECK LIST – DO NOT FORGET!

- ☐ Valid identity card or passport (in case you will travel to the neighbouring countries of Slovenia – especially the Balkan countries, don't forget, you need a passport!)
- ☐ Valid health insurance card
- ☐ White coat and white clothes for clinical work (shirt, skirt, trousers)
- ☐ White coloured light shoes for clinical work
- ☐ Stethoscope
- ☐ Hand bin-light
- ☐ Neurological hammer
- ☐ Meter for measuring

WE WOULD BE HAPPY IF...

- ☐ You bring a brochure from your home faculty/university
- ☐ You bring with you ENTHUSIASM and MOTIVATION TO STUDY AND MEET NEW PEOPLE!