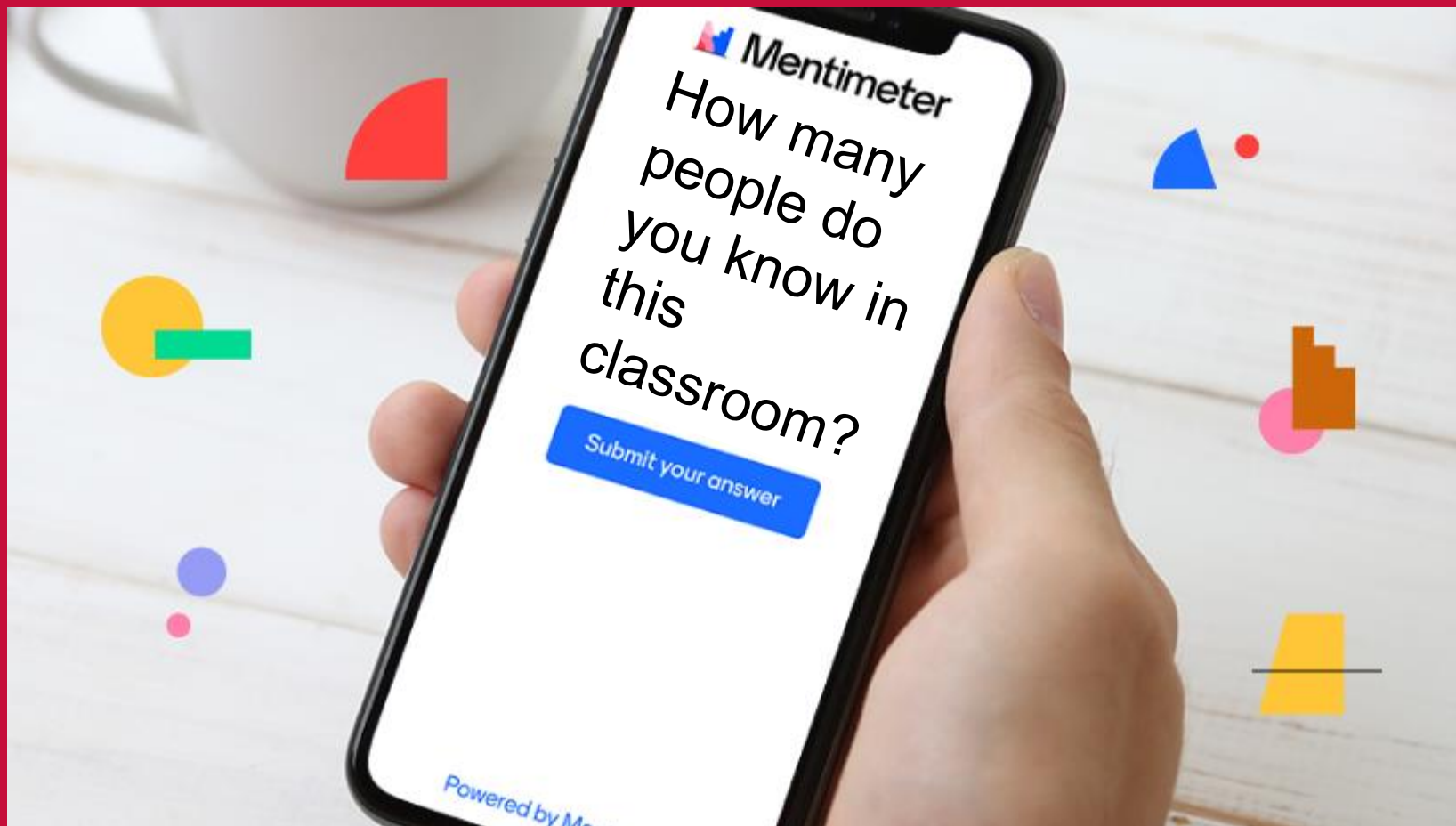




**Dear freshmen,
welcome to SEB LU!**

Click click on [menti.com](https://www.menti.com)



We know where we are and where we're going



- We are one of the **26 members** of the University of Ljubljana (23 faculties and 3 academies).
- We carry out programmes in the field of **economics and business science** at three levels of study.
- We have strong ties to the business world.
- We are an **international school** with a large number of foreign students.
- We have the largest and most popular summer school in Europe.
- We are the only school in the region **with three international awards of excellence.**

What awaits me in the coming months and years?

ATTENDANCE

- I regularly attend lectures and practice classes – **at the School and/or online.**
- I follow my **Student-net** daily and read all the messages about the courses via **Canvas** as well as messages coming from the **Student affairs office.**

ACTIVITY

- I **contribute** at lectures and share my knowledge and opinions with colleagues and lecturers.
- I am **proactive** so my lecturers will remember who I am at the end of the study year.

COOPERATION

- The time to attend a lecturer's office hours (at their office or online) with a problem is **before the exam**, not afterwards.
- Students with special needs (sportsmen, mothers, disabled) should inform lecturers about their needs at **the beginning of the semester.**

I study at the SEB LU – NEW

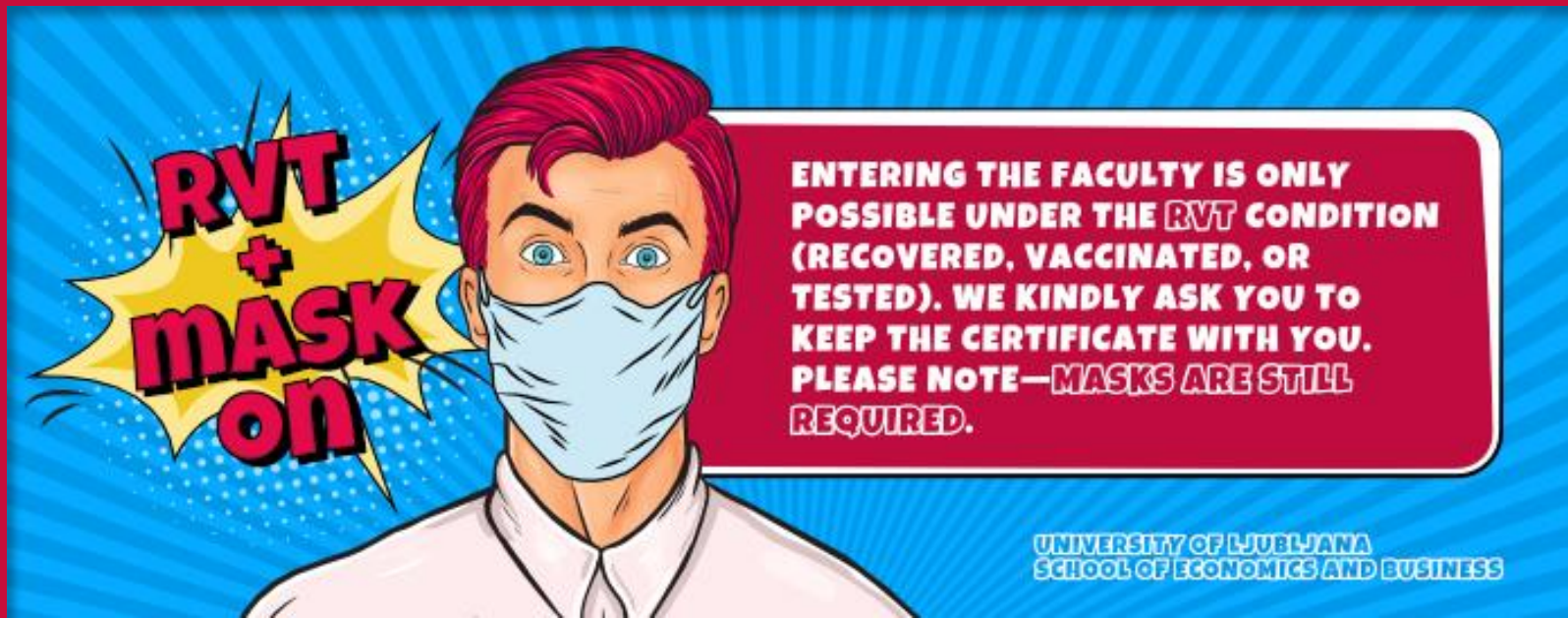
UPON ARRIVAL TO THE SCHOOL ...

- The teaching process will be conducted **LIVE** at the School, with **direct transfer to the ONLINE ENVIRONMENT**.
- When coming to the SEB, maintain a safety distance of 1.5 m, wash and disinfect your hands, wear masks in all enclosed common areas and follow the protocol of designated entrances to individual lecture rooms.
- **Record your presence in the lecture rooms** by scanning the **QR code** of the lecture hall and fill out the form (data collection in accordance with instructions of National Institute of Public Health).
- **Pre-registration for EVERY lecture and EVERY seminar you will attend at the SEB is mandatory** – via the Canvas platform. Registration is possible until 12 (noon) of the previous day for the next day, dates are announced one week in advance.

I study at the SEB LU – NEW

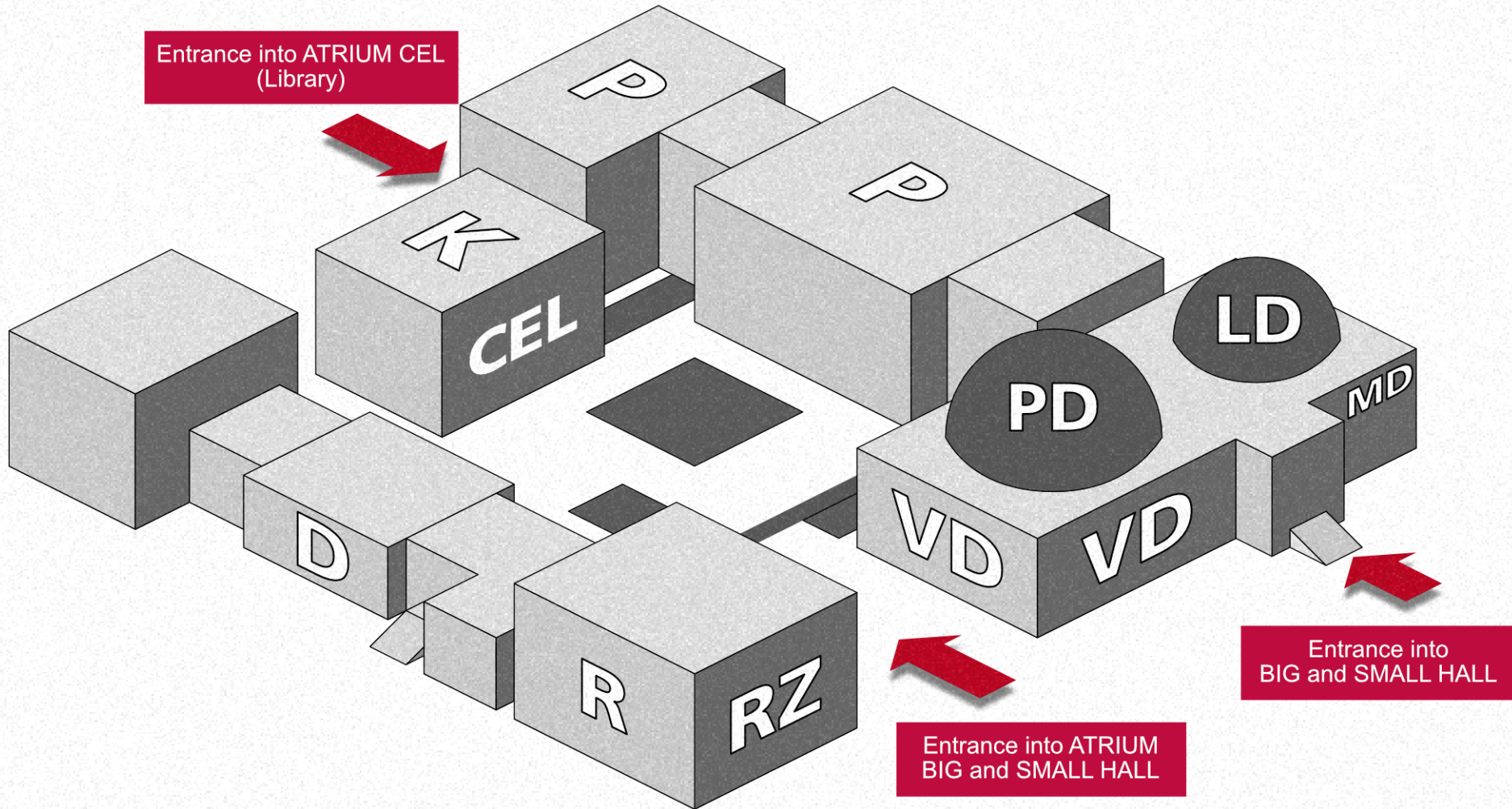
UPON ARRIVAL TO THE SCHOOL ...

- You attend lectures and seminars in groups in which you are scheduled, **CHANGES OF GROUPS ARE NOT POSSIBLE.**
- Self-testing: students receive self-testing tests in pharmacies with a health card, self-testing can be done at SEB: on Sundays between
- 4 p.m. and 6 p.m. (Senate Conference Room and Executive Conference Room), the test is valid for one week.



I study at the SEB LU

ENTRANCE PROTOCOL



I study at the SEB LU



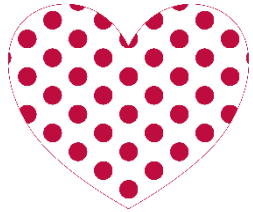
UL IDENTITY – ACTIVATION

- Your UL digital identity is comprised of a username and a password.
- The username looks similar to an email address, e.g. jn1234@student.uni-lj.si.
- A digital identity is created for every student at the time of enrollment to a faculty or an academy.
- In order to acquire your digital identity: find the [link](#) on our website news: Undergraduate Orientation day – Warm welcome to all SEB LU Freshmen!
- This process will add a password to your **digital identity** and enable it for **use with the UL IT services (Student-net, Canvas, Eduroam)**.



When attending online classes, I follow

Zoom Etiquette



Be on time



Find a quiet place



Mute yourself



Turn on video



Come prepared



Be respectful



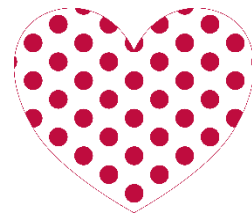
Raise your
hand to talk



Sit still



Save your
food for later



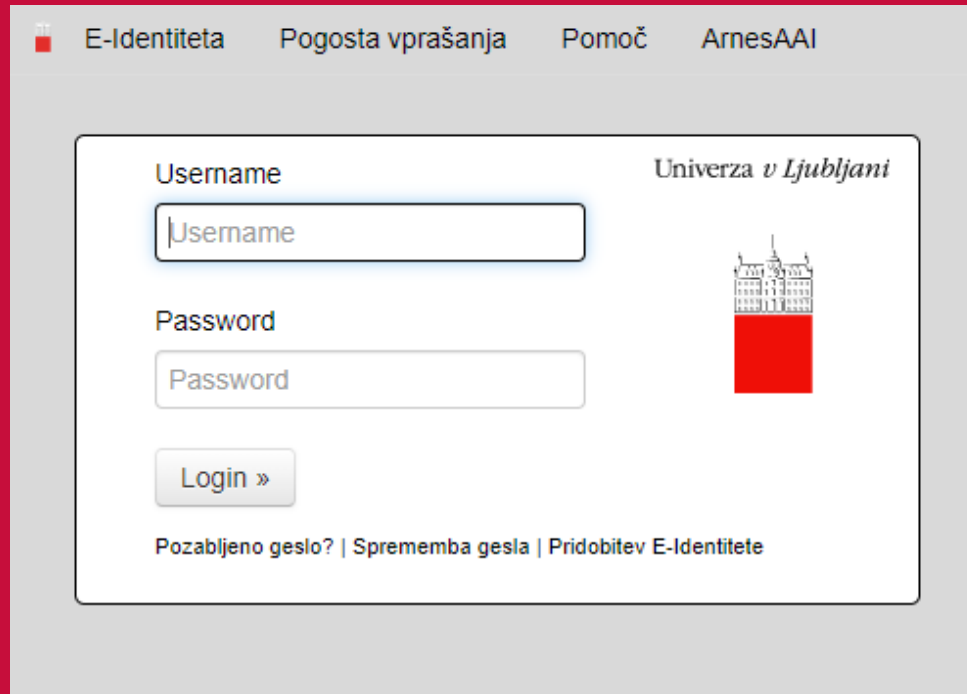
I study at the SEB LU

LEARNING ENVIRONMENT CANVAS

Instructions for applying to the Canvas online classrooms can be found on Student-net under FORMS.

Login:

- Visit <https://felu.instructure.com/>,
- login dialog box appears in the browser:



The screenshot shows a browser window with the following elements:

- Browser tabs: E-Identiteta, Pogosta vprašanja, Pomoč, ArnesAAI
- Form title: Univerza v Ljubljani
- Username field: A text input box containing the placeholder text "Username".
- Password field: A text input box containing the placeholder text "Password".
- Login button: A button labeled "Login »".
- Footer links: "Pozabljeno geslo?" | "Sprememba gesla" | "Pridobitev E-Identitete".
- Logo: The University of Ljubljana logo, featuring a building illustration above a red square.

I study at the SEB LU

STUDENT-NET: VIRTUAL STUDENT AFFAIRS OFFICE AND STUDENT GRADE BOOK

Connection from upper right corner of the SEB LU's homepage

USERNAME and **PASSWORD**
= your digital identity



University of Ljubljana

9. Univerzitetna inštitucija je po svojih načelih nekaj, kar ne gremene globokih in h trnih sprememb. Zato v prihodnje s teva pričakovati, da te pripravijo do nekakšnih skokov v naslednji rasti in razvoju fakultete. Določena stopnja zmožnosti, ki jo je fakulteta v teh petdesetih letih dosegla, ji zdaj omogoča dokaj stabilno nadojnjo, prednamit kakovostno rasti.

Nova zakonodaja, ki uravnava slovensko visoko šolstvo, zahteva razvijanje novih odnosov v okviru dveh univerz. Priznava pa tudi novo konkurenco zasebnih visokih strokovnih kol in dvonovih, ki jih univerze, ki strojno na slovenski in s svojim podizobrazilni strožimi.


28,6 72,4 48,1 41,2 52, 53

SEB SCHOOL OF ECONOMICS AND BUSINESS

| Exams | Grades | Messages | Alumni | What's going on SEB LU? | Logout |

:: Homepage / Student-net

Last visit: 24.9.2021 12:40:00

 **Janko Student Testnik**
[Pomembna študijska obvestila](#)

[Register to an exam](#)
[My exam registrations and unregistrations](#)
[My grade overview](#)
[Student affairs office](#)

Notices: Current Events on SEB LU International Relations Office **Student affairs office**

> **General student satisfaction survey** 1.9.2021

1 2 3 T

I study at the SEB LU

TIMETABLES

- **Timetables are already published on Student-net** under: Study resources – Documents – Timetables. Changes are published on the course implementation website within the Canvas learning environment.
- After enrolment students will be divided into **two groups**. There is **NO transition between groups**.

Student card



**Where can I
get my student
card?**

- Information about safe collection of **student cards** will be sent soon to your Student-net portal.
- Until that moment you can use **certificate of registration.**

Exams

- Exam dates are fixed, will be known in advance and cannot be changed.
- Each student has a maximum of three exam takes for each course: twice during exam periods and once again in September.
- Exam registration is at least 5 days in advance. There are no exceptions!
- You can cancel an exam by 12.00 noon on the day before the scheduled exam date.
- Use Student-net to apply for exams, check exam results, etc.).

SURVEYS
Effective freshman



Student Affairs Office

The right address:

- When looking for an administrative support during the study process (enrolment, examination process, graduation).



Not the right address for:

- Information about exam dates is available on the portal Student-net.
- Information regarding the courses is provided on the Student-net and by professors.

Communication with Student Affairs Office

Špelca Imperl

spela.imperl@ef.uni-lj.si

Please communicate with colleagues from Student Affairs Office as much as possible via **e-mail** or telephone. If you need an individual consultation, make an appointment by e-mail.



Career Center

Our team will **encourage and inspire** you to start building **career competencies** and **gaining work experience** during your studies, thus **preparing for entering the labor market after graduation.**

We help you to:

- Prepare and master your **CV** as well as **motivation letter**
- Create and pimp your **Linkedin profile**
- Find cool and interesting **student jobs** and **internships**
- Nail at your **first interview**
- **Discover yourself** and find your true career passions



Follow us on www.kariernicenteref.si and FB: **Karierni center EF.**

It's easier with me



Effective
freshman

Introductory tutors provide general guidance in getting acquainted with the student life at the SEB LU.

Email: uvajalni.tutor@ef.uni-lj.si.

Course tutors provide guidance in mastering a course.

Email: tutorji.ef@ef.uni-lj.si.



Physical education

- **Obligatory** for first-year students.
- **Start: 7 October.**
- **Registration** for training groups: until **6 October 2021 via Canvas**
- **You can meet PE lecturers 1 October, 10 a.m.–1. p.m.**, atrium / lobby between the Small (Hofer Hall) and Large Hall.
- More info: vinko.zovko@ef.uni-lj.si,
- **Outdoor activities.**



We offer 17 sports activities at nine locations:

- | | | |
|-------------------------------------|---------------------|---------------|
| - badminton | - football, | - swimming, |
| - basketball, | - golf*, | - Taijiquan, |
| - BodyART (group exercise), | - horse-riding*, | - tennis. |
| - dance (zumba, salsa, pop dance)*, | - Keep Fit aerobics | - volleyball, |
| - FitBox, | - pilates, | - yoga. |
| - fitness, | - stretching, | |

* Activities, marked with * are chargeable.

Study
abroad

Internship
abroad

Gain intercultural
competencies

Travel

New
friendships

BE INTERNATIONAL

Scholarship

Build
personal
portfolio

Unforgettable
lifetime
experience

Increase
employability



**STUDY
ABROAD**
event

November 2021

BE INTERNATIONAL

- **Study exchange**
Erasmus+, Bilateral and CEEPUS exchange
- **Double degree**
One study, two diplomas, countless opportunities
- **Erasmus Internship Abroad**
- **Ljubljana Summer School *Take the Best from East and West***
Compulsory / elective courses
- **Confucius Institute Ljubljana**
Learning about Chinese language and culture



For efficient study

Walking into your student life at the SEB LU like ...



Central Economics Library (CEL)

Opening hours:

- Monday–Friday: 8 a.m.– 8 p.m.

Late evening reading room:

Monday–Friday: 8 p.m.–10 p.m.



Central Economics Library (CEL)

- To **enrol** in the library and use it, you need a student card with a valid sticker for the current academic year or a certificate of enrolment. The student card is also valid for other UL libraries.
- Public wireless internet available everywhere at the SEB LU (EF public).
- You can also **enrol in the library online**, with a certificate of enrolment via izposoja.cek@ef.uni-lj.si.
- Computers are also available in the library.

Search the Central Economics Library's information desks and enrol in your first studies.



Digital library; Digi CEL

I don't cook, but I eat well.



In the vicinity of the SEB LU:

Mozart

Surcharge: 3,31 €
8 a.m.–4 p.m.

Hotspot

Surcharge: €3.61
8 a.m.–10 p.m.

Kapital

No additional charge
8 a.m.–7 p.m.

Big Dil

No additional charge
7 a.m.–7 p.m.



**SUBSIDISED
STUDENT
MEALS**

**IMPORTANT:
Test for self-testing
applies only to the
pedagogical
process at the
SEB, but not to the
restaurant and
buffet at SEB.**



I came by bike today.

By foot

By bicycle (BICIKELJ)

- Mercator bus stop
(Bicikelj station no. 29)
- Stožice Stadium
(Bicikelj station no. 30)

By bus

- Mercator bus stop: bus nos. 6, 8 and 11
- Kardeljeva ploščad bus stop: bus no. 13, 20 and 20Z

By electric vehicle sharing (3 parking spaces available)



Coming with a car. Where to park?

- **Along Vojkova Road – ParkeF Student**

24/7

Parking fee: 0,60 €/h, 3 €/day.

Make your first purchase of the ParkeF Student service through the online store EFTrgovina. More info about the ParkeF Student parking service, from mid-October can be found on the SEB LU website and on the signs in the car park itself.

- **Two parking areas at Gosarjeva Street**

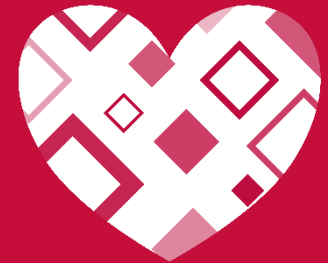
Parking fees

Daily fee: 7 a.m.–7 p.m.:

€0.60 for the first 2 hours, €0.60 for every subsequent hour

Overnight fee: 7 p.m.–7 a.m.; €1.80/night

Annual fee – parking users with a season contract: €180/year



Effective freshman

Orientation week happening

You can visit a Library stand between 1 and 5 October, from 9 a.m. to 12 noon. You will be able to sign in immediately.

On 1 October, a presentation of Physical education (sports) takes place between 10 a.m. and 1 p.m. Enrollment is via Canvas.

In the first week of October, student associations will present their activities via Social Media.



Lectures in the first week

Additional obligatory lecture for the course **Mathematics for Business and Economics**:

Date and time: **Wednesday, 6 October 2021, 15:00–18:00**

Place: **Blue Hall (Plava dvorana, PD)**

Networking through studies in the 1st month

- To make it easier to start your studies, we will organize networking activities for you in October in a form of **two mandatory workshops**.
- The goal of the workshops is to get to know your colleagues better, and at the same time learn something new.
- A detailed schedule of workshops is published on Student-net.



Join us

Effective freshman



Newsletter
Your SEB LU News



Ekonomska fakulteta



@sebljubljana



News portal,
where you can read all current news.



@ekonomskaul
@sebluabroad

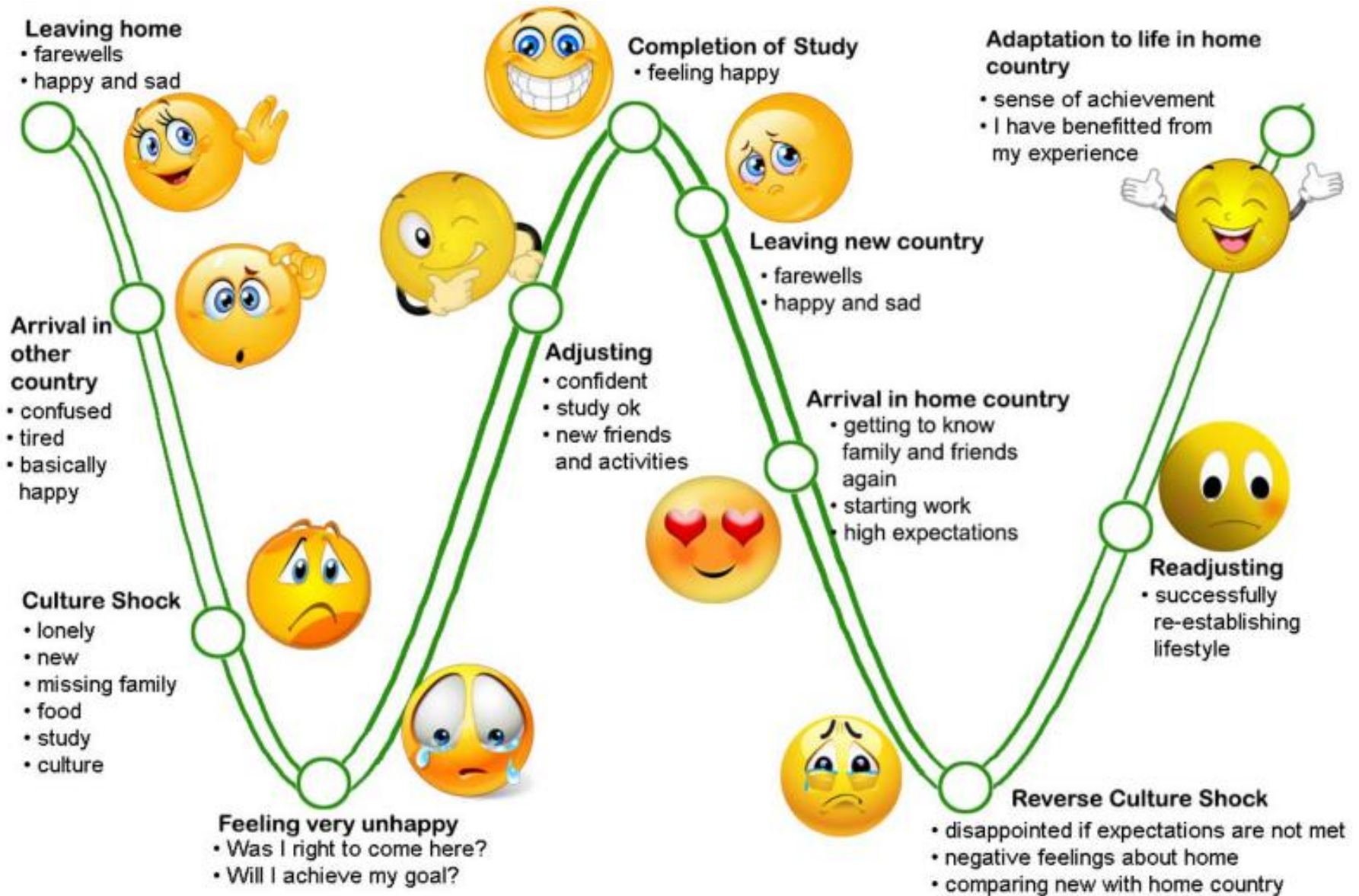


@ekonomskaul - TIKTOK



University of Ljubljana,
School of Economics and Business





We are here for you

Tutors, professors, and other
SEB LU employees will be
happy to help you on your path!

Don't be afraid to ask for help.

But at the end of the day, you are the one that has
to walk on it so, off you go.

**Welcome to the
School of Economics and Business.
Good luck!**



