Instructions for incoming Erasmus students

1. Upon arrival contact International Office – Ms. Romana Hudin, Faculty of Civil and Geodetic Engineering, room 509 (5th floor), Jamova 2, 1000 Ljubljana (rhudin@fgg.uni-lj.si)

2. According to your Learning Agreement you will receive information about responsible teachers of individual courses.

3. You should contact the teachers within one week after arrival. They will define your obligations, study literature, seminar work, etc.

4. If you wish to change your Learning Agreement, discuss the changes with adequate teachers and bring the form Changes to Original Learning Agreement to Ms. Romana Hudin.

5. For each exam that you pass, professors will issue a signed certificate with adequate grade. In order to be issued the final Transcript of Records, you should bring these certificates to Ms. Romana Hudin.

6. You should finish all the defined obligations and exams before you leave and go back home. It is not allowed to make exams from your home institution.

For any further information, please contact Ms. Romana Hudin (as above) or Erasmus coordinator Prof. Alma Zavodnik Lamovšek (alma.zavodnik@fgg.uni-lj.si).