



# Effective freshman. Manual

School of Economics and Business  
University of Ljubljana

Academic year

2023/24

# We know where we are and where we're going.

Welcome to the School of Economics and Business!

How are you feeling? Your enrolment here means you've joined our academic community. You can be proud of this and rejoice in the fact that in the future you will contribute to the development of education and research in the field of business and economics. We are the leading institution in Slovenia and also well-established internationally.

And what's in it for you? A lot! You'll come to realise this during your years of study here. We've prepared this manual to help you integrate into our community. Read it and save it because it contains quite a lot of information you'll also need later.

We know where we're going. So, let the journey begin! Be open and curious, meet other students and explore the school. You will rarely encounter so much diversity in one place. And we are proud of that, because you also are so different and unique.

We truly hope you'll develop your full potential here and that your stay at the School of Economics and Business is both successful and pleasant.

The School of Economics and Business

Student video "We know where we're going":

[CLICK FOR VIDEO](#)

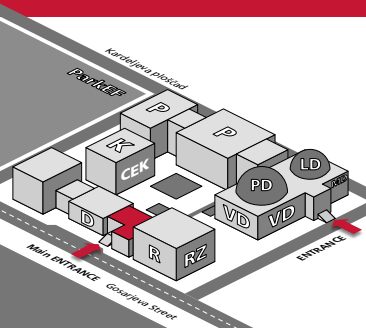




I live by  
my values.

The staff and students of the School of Economics and Business wish to create an environment in which our fundamental values – an eagerness to learn, creativity, entrepreneurialism, resilience, integrity, sustainability, respect and inclusive cooperation – can truly become part of our lives. Which of these do you hold closest?

# So, where am I?



Floor	D	P	K	R-RZ
2		Lecture rooms (Lila, Blue hall)	Central Economics Library – CEL	Professors' rooms
1	International Relations Office	Lecture rooms (P-201 – P-217)	Central Economics Library – CEL	Professors' rooms
	Confucius Institute Ljubljana		RCIF	
			Doctoral Office	
0	Reception	Lecture rooms (P-108 – P-128, Big, Small hall)	Central Economics Library – CEL	Office for Marketing
	Dean's Office	Career Centre		CBE
	Senate/Executive Conference rooms			ALUMNI
-1	Student Affairs Office	Lecture rooms (P-005 – P-021)	Central Economics Library – CEL	Copy Service
	Bar	B/B		Lecture rooms (RZ-001, RZ-002)
	Restaurant			

# Student Affairs Office

[www.ef.uni-lj.si](http://www.ef.uni-lj.si)  
[contact information](#)

## OFFICE HOURS

Office hours and communication with students will take place by e-mail through the colleagues of the Student Affairs Office. You can find contacts at our [webpage](#).

If you need an individual consultation, please make an appointment with the staff of the Student Affairs Office by e-mail.

## AREAS OF THE STUDENT AFFAIRS

### OFFICE:

- administrative procedures for enrolment,
- record-keeping of exam registrations,
- completion of study,
- other information related to organisation and implementation of study.

For information about the content and work of an individual course, contact the teaching staff and other staff members responsible for that course during their consultation hours.

[www.ef.uni-lj.si/faculty](http://www.ef.uni-lj.si/faculty)



At the faculty  
I always stay classy.

Two platforms that are important for online studies are Student-net and Canvas. Student-net serves as an online administration and index, whereas Canvas represents a learning environment. You will see that everything is pretty straightforward.

#### CANVAS SOS

- [Canvas login instructions](#)  
You may also access the instructions via Student-net:  
Study resources -> Documents -> Canvas LMS user access guide
- [Help for Canvas users](#)





Access to Student-net is only possible with your digital certificate. <https://student.ef.uni-lj.si/student/homeANG.asp>

Student-net is a fully personalised web application that allows you to keep track of your studies (registrations, withdrawals from exams, grade tracking, printout of enrolment and completion certificates and much more).

Student-net is connected to the Canvas LMS web environment - all important notifications about your course performance will be highlighted and visible on the front page of Student-net, right on the first page.

We will keep you informed about all important matters, from timetables to exam deadlines and other topical issues, through the Student Affairs Notifications. You will have more access to information about international exchanges, final theses and, last but not least, extracurricular activities and student activities for students.

Let Student-net be your entry point for a successful college experience.

## My online tool

Access to Student net is possible with a username and password.

## Student-net and Canvas

<https://student.ef.uni-lj.si/student>

# I help create the future of the School of Economics and Business.

## YOUR OPINION COUNTS

Students surveys on the pedagogical work enable us to hear all of you. Your responsibility is to fill out the survey before registering for an exam. Share your opinion and suggest improvements at your courses and help us to improve the quality of our studies.

## SHAPING THE FUTURE OF SEB LU IS YOUR RESPONSIBILITY

- We can only improve the quality of the study experience based on your opinion.
- The survey results provide important feedback for our teachers and serve as a basis for making improvements at the school level.

## DID YOU KNOW?

- **More than 70% of courses** were renovated in the past academic year based on student opinions.
- The surveys are anonymous. Only aggregate results are visible, not individual responses.
- **Nobody** can access your individual assessments of classes and the teaching staff.





# Physical education

Regular physical education is obligatory for first-year students.

We offer 19 different sports activities at 8 locations:

- |                              |                     |                     |
|------------------------------|---------------------|---------------------|
| • badminton                  | • football          | • pilates (Zoom)    |
| • basketball                 | • golf*             | • swimming          |
| • Body art (group exercise)  | • group training    | • stretching (Zoom) |
| • Bodyshape (group exercise) | • bootcamp          | • tennis            |
| • dance*                     | • hiking            | • volleyball        |
| • Fit box for girls          | • horse-riding*     | • yoga (Zoom)       |
| • fitness                    | • Keep Fit aerobics |                     |

\*All activities except for dance, horse-riding and golf are without cost for first-year students.

Registration for training groups will take place online from Friday, **Monday, 2 October to Wednesday, 4 October 2023**. It is important to register in the Canvas system as soon as possible in the group you will be attending. The number of places in the groups is limited, so priority will be given to those who register first.

Physical education professors will be available from **2 October** until **4 October 2023**, in the lobby between the Small and Large Hall from 10:00 am to 1:00 pm.

You can also contact Vinko Zovko for any further questions: [vinko.zovko@ef.uni-lj.si](mailto:vinko.zovko@ef.uni-lj.si)

**INFO:** [vinko.zovko@ef.uni-lj.si](mailto:vinko.zovko@ef.uni-lj.si)

Sport activities start on **5 October 2023**.

Find a registration form on Student-net (Study resources -> Documents -> Enrollment).

[Click here](#) to see a short video presentation of our sports activities.



**It's easier  
with me.**

## Student tutorship

**Student tutors help other students with the best advice that comes from their own student experience.**

### **INTRODUCTORY TUTORSHIP**

is intended for you, first-year students, to ensure a successful start to your studies. If you have any questions, write to: [uvajalni.tutor@ef.uni-lj.si](mailto:uvajalni.tutor@ef.uni-lj.si)

### **COURSE TUTORSHIP**

is available during the winter and summer semesters and intended to facilitate understanding and the acquisition of study materials for individual courses. For more information, write to: [tutorji\\_ef@ef.uni-lj.si](mailto:tutorji_ef@ef.uni-lj.si).

### **FOR STUDENTS WITH SPECIAL NEEDS**

tutorship is individualised and tailored to a person's needs. For advice and assistance, please turn to: [andreja.turman@ef.uni-lj.si](mailto:andreja.turman@ef.uni-lj.si).

### **TUTORSHIP FOR STUDENTS IN THE EXCHANGE PROGRAMME**

is intended for foreign students to help them integrate into the Slovenian environment and with administrative matters. It is a service of the International Relations Office: [incoming@ef.uni-lj.si](mailto:incoming@ef.uni-lj.si).

We believe that, once you broaden your knowledge and study experience, you will also become tutors for those who will be joining our community in the future.

Read more about tutorship here: [http://www.ef.uni-lj.si/content/static\\_english/fakulteta\\_za\\_studente/tutor.asp](http://www.ef.uni-lj.si/content/static_english/fakulteta_za_studente/tutor.asp)

# Central Economics Library – CEL

Tel.: 01 5892 591  
[www.ef.uni-lj.si/cel](http://www.ef.uni-lj.si/cel)

Monday-Friday  
8 AM - 8 PM  
Night reading room  
8 AM - 10 PM

## **LIBRARY REGISTRATION**

In the lending department  
or online



## **SERVICES**

**Lending and information**

**Sale of study materials**

[izposoja@ef.uni-lj.si](mailto:izposoja@ef.uni-lj.si)

**Study spaces**



**Digital CEL**

Digi\*CEL - a rich collection  
of e-resources for study



**eTutor CEL**

Library e-assistant



**Trainings**

Trainings calendar



**Academic advising**

Assistance with collections

Individual assistance

[indok@ef.uni-lj.si](mailto:indok@ef.uni-lj.si)

**eTUTOR-CEK**

<http://vodici.cek.ef.uni-lj.si/etutor>

# Career Centre

## **HOW CAN WE HELP YOU?**

Career Centre at SEB LU is here to help you ask the right questions to plan your career, develop personally as well as professionally so you can pave your way in the business world.

## **WHAT DO WE DO?**

- Organize workshops, lectures, and other educational programmes in cooperation with companies,
- **one-on-one career consulting**,
- check your CV and motivational letter,
- give you advice how to nail your first interview,
- keep you updated about available jobs, internships as well as events and new developments on the job market.

Each year we organize the Career fair "Delo mene išče", which allows students to meet and network with potential employers. The career fair is planned for April 2024 on the premises of SEB LU.

## **WHERE CAN YOU FIND US?**

- [Facebook page](#)
- [Website](#)
- R-105
- [Instagram Karierni center](#)
- [TikTok profil @karijera\\_zdaj](#)
- [karnicenter@ef.uni-lj.si](mailto:karnicenter@ef.uni-lj.si)

# Higher, faster, stronger.

The Student Council of the School of Economics and Business is a bridge between the faculty and students. The main function of the Student Council is study issues and solving students' problems within the study process. Together with the Student Organization of the School of Economics and Business (Povezani EF), we also take care of extra curricular activities and organize: educational, entertainment, sports and cultural events and excursions.

## **ASSOCIATION OF FEMALE STUDENTS OF BUSINESS SCIENCES** ([www.dspv.si](http://www.dspv.si))

It was founded for the purpose of connecting, educating and representing female students in the field of business and economics. Our goal is to promote cooperation among female students at the School of Economics and Business and already established businesswomen.

## **MANAGEMENT GROUP** (<http://management-group.si>)

Besides the theoretical knowledge acquired at the SEB LU, we also strive to obtain practical insights into organisation and project management. Members broaden their knowledge and business experience and thereby give themselves a competitive edge and a more successful entry to the business world.

## **ASSOCIATION OF ACCOUNTING AND AUDITING STUDENTS**

(<https://www.dsrr.si/>)

The Association of Accounting and Auditing Students covers the areas of tax, accounting, auditing and finance as well as information.

## **YOUNG PROJECT MANAGERS** (<http://mpm.si>)

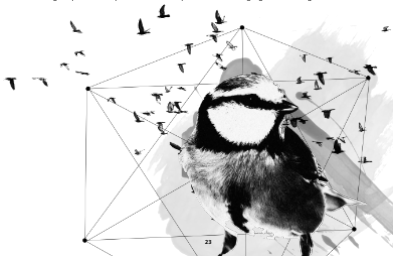
We strive to promote project management and help our members make progress on their professional paths. We also participate in projects of the Slovenian Project Management Association.

## **EF NEWS** ([www.ef.uni-lj.si/EFnews\\_en](http://www.ef.uni-lj.si/EFnews_en))

EF news sees the core of its mission as reporting on topical developments at the SEB LU as well as combining, using images and words, the stories of stakeholders who are directly and indirectly linked with the School of Business and Economics. You are warmly welcome to check it out!

## **TopEF** ([www.facebook.com/DrustvoTopEF](http://www.facebook.com/DrustvoTopEF))

TopEF is an association of the most successful and ambitious students of the School of Economics and Business. By preparing different projects we want to gain practical experience and deepen the knowledge gained during their studies.



# Your words can help you achieve your goal.

The SEB LU communicates with you through its official website, Student-net and the websites of individual classes.

All the information you need for your studies (timetables, forms and documents, rules, notifications etc.) is published on the faculty website and Student-net.

## BUT SOMETIMES YOU HAVE TO WRITE AN E-MAIL. BUT TO WHOM AND HOW?

Send an e-mail to the **Student Affairs Office** at [study@ef.uni-lj.si](mailto:study@ef.uni-lj.si):

- regarding enrolment,
- conditions for advancing to the next year and completion of the programme,
- registering for and cancelling exams, exam dates,
- selecting and switching elective courses,
- obtaining the special needs student status,
- athlete status,
- motherhood and fatherhood status.

**Professors, teaching staff and assistants** will answer the questions:

- regarding the course content,
- office hours,
- midterm exams, course obligations (seminar papers, homework assignments).

**Before asking a professor a question, check whether it has already been answered on the course or SEB LU website.**

## TO MAKE IT EASIER FOR YOU, WE HAVE PREPARED SOME RULES FOR WRITING AN E-MAIL:

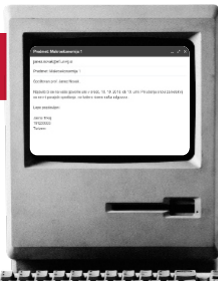
- Write from an email address that shows your name; one that includes your first name and surname is best.
- Introductory greeting: Dear Professor X (e-mails with opening greetings like Hi, Hello, What's up etc. will go unanswered).

- Message content: The message should be short, concise and easy to understand.
- Grammatical rules, paragraphs and punctuation marks should be used; e-mail etiquette and the rules for effective communication should be followed (do not use BLOCK LETTERS, avoid exclamation marks !!! and multiple question marks ???).
- Final section: The recipient should be treated politely (Thank you very much, Best regards, Kind regards,

Have a nice day etc.).

- Signing off: The signing-off line should always include your first name and surname, year of study, programme, study field and enrolment number (e.g., John Doe, 1st year student, programme/study field and enrolment no.).
- Please consider that your professors might not check their e-mails on the weekends or in the evenings. Wait patiently for their reply.

**Teachers are not obliged to reply to an e-mail that does not have appropriate content or lacks any of the required elements (e.g., an email that is not addressed or signed off appropriately).**



# I think, I don't copy.

## HOW TO TAKE AN EXAM?

- You can only sit for an exam if you registered and are thus included on the list of registered students.
- Before the exam, the identity of all registered students is verified.
- During an exam you may use, only those items that are expressly permitted by the person overseeing the exam.
- All other personal items (mobile phone that is turned off, smart watches, notes, bags, jackets etc.) are to be placed beyond your reach.

## WHAT HAPPENS WITH THOSE WHO VIOLATE THE EXAM PROCEDURE?

- The person who violated is regarded as having already made an unsuccessful exam attempt on that date.
- They are prohibited from sitting for that exam for the next two exam dates.
- Within two working days of the violation, a member of the teaching staff may initiate a disciplinary procedure.



"It is not  
only for  
what we do  
that we are  
held  
responsible,  
but also for  
what we do  
not do."

Molière

»I think,  
therefore I  
am.«

»Quote, **don't bluff!**«

When preparing seminar papers, final expert theses, graduation theses, master's theses and doctoral dissertations, distinguish your thoughts, findings, data, illustrations and so on from the thoughts, findings, data and illustrations of others.

Instructions on how to do this and many illustrative examples are available on the Student-net website under "Study resources" - "Documents" - "Final paper" - "Guidelines for written works".



# I don't cook, but eat well.

## FIRST REGISTRATION FOR THE SUBSIDISED STUDENT MEALS SYSTEM:

1. Online registration at the website:  
[www.studentska-prehrana.si/en](http://www.studentska-prehrana.si/en)
2. Save the registration form number.
3. Visit the nearest Subsidised Student  
Meals (ŠŠP) point in person:  
[www.studentska-prehrana.si/en/points](http://www.studentska-prehrana.si/en/points)

Bring with you: personal ID document  
with a photo, proof of your student  
status and your mobile phone.

## Bon appétit!

If you have any questions, please contact:  
[www.studentska-prehrana.si/en/home/  
PogostaVprasanja](http://www.studentska-prehrana.si/en/home/PogostaVprasanja)

You can find in the  
vicinity of the Faculty:

# I love a cup of coffee or a spot of lunch.

## BIG DIL

Surcharge: €0,64

Working hours: 7:00 am–7:00 pm

## MOZART

Surcharge: €3,14

Working hours: 8:00 am–4:00 pm

## KAPITAL (CAPITAL)

Surcharge: €0,64

Working hours: 8:00 am–7:00 pm

## HOTSPOT BAR & BISTRO

Surcharge: €4,34

Working hours: 8:00 am–10:00 pm



# I came by bike today.

Just like we encourage our staff and visitors, we also wish to encourage you to come to the SEB LU by foot or bike or use public transport as much as possible. All the necessary infrastructure is already available.

If that's not really an option, we suggest carpooling with your friends.

[www.ef.uni-lj.si/visit\\_us](http://www.ef.uni-lj.si/visit_us)



## BY FOOT

## BY BICYCLE

### BICIKELJ

- Mercator bus stop (Bicikelj station no. 29)
- Lidl store (Bicikelj no. 30)
- Stožice Stadium (Bicikelj station no. 31)

## NOMAGO BIKES

- SEB LU (station no. 87099)

## BY BUS

- Mercator bus stop: bus nos. 6, 8 and 11
- Kardeljeva ploščad bus stop: bus nos. 13, 20 and 20Z

## BY CAR

- The car park is open 24 hours a day, 365 days a year.

The parking system uses the technology of automatic number plate recognition.

Parking fee: €0.60/h

Payment: cashless with cards, smartphones or with the EasyPark application with the "Camerapark" function activated.

### Parking using ParkEF Student services

Parking fee:

- €0.60/hour for 1–4 hours,
- €3.00 for 5–10 hours.

You first have to purchase the ParkEF Student credit in our e-store. After that, all other purchases are done on the spot (on the parking machine).

You can find more info about our ParkingEF Student system on our website: [www.ef.uni-lj.si/visit\\_us](http://www.ef.uni-lj.si/visit_us).

- Two parking areas at Gosarjeva Street

Parking fee:

**Daily fee:** 7:00 am–7:00 pm: €0.60 for the first two hours, €0.60 for every subsequent hour

**Overnight fee:** 7:00 pm–7:00 am; €1.80/night

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

- Three parking spots for car sharing.

# Closer to the sun and the blue sky

VIDEO

## Energy at the SEB LU

The SEB LU strives to use energy very efficiently. Therefore, in 2012 we decided to carry out energy-saving renovations of the buildings and thereby reduced our electricity, heating and water supply costs by 40% in 4 years, whereas after 6 years our CO2 emissions dropped by 46%. Help us maintain these extraordinary results and even improve them.

## Eco-School

Your Faculty is also an Eco-School. We were awarded with the Green Flag which is an international acknowledgement that we promote, educate and operate in a responsible and sustainable manner. All of us, without exception. We think with our future in mind.

We believe that you also pay attention to the environment, separate your waste, drink tap water, buy locally produced food, bring your own bags to the shop and travel to the SEB LU by foot, by bike or with public transport. Send any ideas you might have for an even more ECO SEB LU to: [slk@ef.uni-lj.si](mailto:slk@ef.uni-lj.si).



# Always mine, always with me.

You can find Sweaters, T-shirts, Bottles and other SEB LU promo materials in our [e-shop](#) or at the CEL.



[CEL opening hours](#)



Get your gear ready for  
an awesome school year!

## Study areas at the SEB LU

Looking for a place to study or work on your projects with your colleagues? There are quite a few places like that at the SEB LU:

- reading rooms at the CEL,
- Cubes of knowledge at the CEL (reservation is required),
- Coworking rooms (P-119/1, "Bunker" in the basement, EY space),
- study corner at Student Affairs Office,
- the tables in the atrium and at the MBA exit.

All the study areas mentioned above are available for you all day while the SEB LU is opened.



# I follow the School of Economics and Business.



@sebljubljana

@AlumniEF



@ekonomskaul

@sebluworldwide



@ekonomskaul



University of Ljubljana,  
School of Economics and Business



Ekonomska fakulteta



The news portal where you can read all the latest news.



Newsletter: Your SEB LU news

## Glossary of terms

**Not in alphabetical order to stop you getting bored.**

**ACCREDITATIONS** – recognitions of excellence; by holding the most important ones, we are in the top 1% of business and economics schools in the world.

**ALUMNI** – these are everyone who has graduated from the SEB LU. The SEB LU Alumni unites more than 11,000 members and may be very useful to you. Alumni is not a species of squirrel as someone once answered in one of our questionnaires.

**TOMAŽ TURK** – our Dean, the boss of the School of Economics and Business.

**CONFUCIUS INSTITUTE** – it operates within the SEB LU framework; they can teach you Chinese and all about Chinese culture; the Institute fosters connections with China.

**TUTOR** – a special type of very nice and smart student who helps you during your studies.

**5<sup>th</sup> EXAM DATE** – you don't want to know, but anyway – this is the last one you will get.

**CAREER CENTER** – that's where to go if you want to find a job or attend a workshop.

**STUDENT COUNCIL** – they represent you at the School of Economics and Business.

**IMB** – a special master's programme at the SEB LU which has made it into the top 100 in the world in the Financial Times ranking.

**RECTOR** – the boss of the University of Ljubljana, Gregor Majdič; he visits the SEB LU from time to time.

**P** – a letter in the Slovenian alphabet, it's also on the sign for lecture rooms. **D** stands for the Dean's Office.

**EFI** – our teddy bear, for us, the king of all animals.

**#EKONOMSKAUL** – the most important hashtag or, when translated into Slovenian, "ključnik". You have figured out by now that we care about the Slovenian language at the SEB LU.

**MOJCA INDIHAR ŠTEMBERGER** – the boss for the students, namely, your Vice-Dean. You can write to her should you have difficulties with your studies.

**CEL** – abbreviation for: (see the hint on page 20).



## Why do your studies hold even greater value?



The School of Economics and Business is an internationally triple-accredited school that is ranked in the top 1% of the world's leading business and economics schools.

The SEB LU's triple acknowledgement of its excellence makes your studies even more valuable!.



I am the first choice among employers.



I study in an international environment.



I benefit from an international network.



This is where I can achieve the most.



My graduation degree is recognised and valued all over the world.

