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SEB

School of Economics
and Business



WELCOME
to SEB



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Prof. dr. Mojca Indihar Štemberger

Vice-Dean for Academic Affairs



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Martina Sagir

Head of Student Affairs Office



Welcome to UL SEB!

UL | SEB

You have become part of a large community:



4797

Students

2638

Bachelor
students

2073

Master students

86

Doctoral
students

162

Professors

91

Professional staff



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712

Master students



**30% of students are international,
representing 32 nationalities**

66

Serbia

41

North Macedonia

26

Bosnia and
Herzegovina

10

Montenegro

10

Croatia

9

India

9

Ukraine

8

Russian
Federation

5

Italy

5

Kosovo

4

Poland

3

Bulgaria

3

Nepal



Academic calendar

Winter semester

	From	To
Winter semester	Thursday, 1 October 2026	Friday, 15 January 2027
Winter examination period	Monday, 18 January 2027	Friday, 12 February 2027

Spring semester

	From	To
Spring semester	Monday, 15 February 2027	Friday, 4 June 2027
Spring examination period	Monday, 7 June 2027	Friday, 2 July 2027
Fall examination period	Monday, 23 August 2027	Friday, 10 September 2027



Where are we located?



LD

PD



VHOD

Parkef

Kardeljeva ploščad

P

P

K

CEK

D

R

RZ

VD

VD

MD

Glavni VHOD

Gosarjeva ulica

Student-net and University e-mail

- All information related to studies is published on **Student-net**.
- **MY STUDY** – exam registration and deregistration, review of grades, certificates of enrolment and certificates of completed obligations.
- **RULES** – Examination rules and Technical guidelines for written works.
- **UNIVERSITY E-MAIL:** Please use your University of Ljubljana email address (e.g. jn1234@student.uni-lj.si) when communicating with the school, as it enables easier identification and ensures secure, reliable official communication.

The screenshot shows the Student-net portal interface. At the top, a red banner displays the login information: "Prijavljeni ste kot uporabnik: ct2313@student.uni-lj.si" and a "Zapni.org" button. Below this is a navigation bar with a hamburger menu icon, the text "STUDENT-NET", and a clock showing "Mon & Thur: 10:00 - 12:00 / Tue: 15:00 - 17:00" along with flags and notification icons. The main content area is titled "Shortcuts" and features three large tiles: "MY STUDY" with a laptop image, "CANVAS LMS" with a person writing on a document, and "ENROLMENT" with a document and pen image. On the right side, there is a teal sidebar with the heading "Upload your personal photo for your student card" and a button "Upload your photo". Below this, a section titled "Your opinion truly matters" contains text about a survey and a link to take the survey.

Canvas learning environment

- All information related to the courses is published on **CANVAS**.
- Teachers communicate with you through Canvas - instructions for the course, notifications, results throughout the course and final grades.
- Enable **push notifications** to keep you up to date on everything.

Dashboard

Davki in poslovanje podjetij [1950...] Davki in poslovanje podjetij [1...] 2023/2024 🔊 📄 🗂️	Informatics [195158] (UPEŠ PB: E...) Informatics [195158] (UPEŠ P... 2023/2024 🔊 📄 🗂️	Introduction to Business [195172]... Introduction to Business [195... 2023/2024 🔊 📄 🗂️	Introductory Statistics [195153] (...) Introductory Statistics [19515... 2023/2024 🔊 📄 🗂️
Macroeconomics 1 [195159] (UPE...) Macroeconomics 1 [195159] (... 2023/2024 🔊 📄 🗂️	Management [195157] (UPEŠ PB: ...) Management [195157] (UPEŠ ... 2023/2024 🔊 📄 🗂️	Mathematics for Business and Eco... Mathematics for Business and... 2023/2024 🔊 📄 🗂️	Mednarodno poslovanje [195072] ... Mednarodno poslovanje [195... 2023/2024 🔊 📄 🗂️

To Do

- ✂️ **Take Domača naloga 2 - za zamudnike** ✕
Temelji finančnega in poslovnega računovodstva [195130] (UPEŠ PB: (english track) 2. letnik, redni študij, 2023/2024) 38 points • Sep 5 at 11:59pm
- ✂️ **Take Domača naloga 3 - za zamudnike** ✕
Temelji finančnega in poslovnega računovodstva [195130] (UPEŠ PB: (english track) 2. letnik, redni študij, 2023/2024) 30 points • Sep 5 at 11:59pm
- ✂️ **Take Domača naloga 4 - za zamudnike** ✕
Temelji finančnega in poslovnega računovodstva [195130] (UPEŠ PB: (english track) 2. letnik, redni študij, 2023/2024) 30 points • Sep 5 at 11:59pm
- ✂️ **Take Teoretična vprašanja - 1. del** ✕
Uvod v računovodstvo [195146] (UPEŠ PB, 1. letnik, redni študij, 2023/2024) 15 points • Sep 20 at 11:59pm
- ✂️ **Take Teoretična vprašanja - 2. del** ✕



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Timetables

- Timetables are already published on **Student-net** under: **Documents – Timetables**. Changes are published on the course implementation website within the Canvas learning environment.

The schedule for the summer semester will be announced at the beginning of February 2027.

Part-time students have their own schedule, and courses are delivered in modular format.



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Study process

- **LECTURES:** 1 group
- **SEMINARS AND PRACTICE CLASSES:** 2 groups

REGULAR ATTENDANCE IN ALL FORMS OF WORK.



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Exams

- Each student has a maximum of **three exam** takes for each course: **twice during exam periods** and **once more in September**.
- The exam dates are published at the beginning of the academic year. It is not possible to take exams outside the exam dates (the only exception is for students with special status).
- **The most important document – the UL SEB Examination Rules.**
- **IMPORTANT:** You can take an exam a maximum of 5 times (you have to pay for the 4th and 5th retake). If you do not cancel an exam in time, it will be counted as a retake.



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Midterm exams

Midterm exams can be:

- part of the exam
- a condition for taking the exam
- several midterms can replace the exam

Each course works in its own way.

The expected schedule of midterms is published on Student-net in the EXAM section.



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Registration for exams

- **MANDATORY** electronic registration via Student-net.
- **IT IS NECESSARY TO REGISTER AT LEAST 5 DAYS BEFORE THE EXAM.**
- Deregistration from an exam is mandatory, as failure to deregister will be regarded as a failure to appear for the examination - deregistration must take place by **noon on the day before the exam.**
- It is **your responsibility to complete the questionnaire** on satisfaction with pedagogical work before you register for an exam.



Taking exams

- You must bring your **student card** and an **identifying document** to the exam.
- You can only have a **pen**, an **eraser** and other **permitted items** of the course with you.
- **All personal items**, including **watches**, must be removed from the table.
- Bags must be hung on hangers in the lecture hall or placed on the floor in front of the white board.
- There must be enough distance between students (usually two seats).
- If you are caught cheating, disciplinary proceedings will be initiated and an appropriate disciplinary measure will be determined.



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Grade scale

Grade 10 = exceptional <u>knowledge</u> without or with negligible faults	ECTS = A
Grade 9 = very good knowledge with some minor faults	ECTS = B
Grade 8 = good knowledge with certain faults	ECTS = C
Grade 7 = solid knowledge but with several faults	ECTS = D
Grade 6 = knowledge only meets minimal criteria	ECTS = E
Grade 5 = knowledge does not meet minimal criteria	ECTS = F



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Business skills development / Skills development

- Practically oriented workshops to develop several vital business skills and competences
- The workshops take place **throughout the academic year**, from October to June.
- Applying for the workshops is via Student-net.
- **Contact: rps@ef.uni-lj.si**



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Students with special status and special needs

Students with special status include:

- categorised athlete/coach,
- recognised artistic/creative professional student,
- students participating in (sectoral) international competitions,
- student parents.

Students with special needs:

- may apply for appropriate support and study accommodations.



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**The status must be arranged
before the beginning of the study
process - all information is on
Student-net.**

What do you gain by obtaining the special status or the special needs student status?

- Assistance and various adjustments to study obligations that the faculty can provide.



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Conditions for progressing

1. To enrol in the 2nd year, you must acquire at least 42 ECTS.
2. To repeat the 1st year, you must acquire at least 21 ECTS.

International Mobility Opportunities

WHEN: 2nd year (3rd semester)

OPTIONS: Study Exchange, Double Degree Programme, Erasmus+ Traineeship

MORE INFORMATION

- Student-net
- International Relations Office (D-221 to D-223)
- Study Abroad Event: 9 December 2026



Physical education

FEE: EUR 30 per semester or EUR 45 for the entire academic year.

- Activities will start on Monday, 5 October 2026.

PHYSICAL EDUCATION INFO POINT: 30 September to 2 October, 10:00 a.m. to 1:00 p.m.





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Career Centre

- Subscribe to the Career Centre newsletter to stay informed about student jobs, internships, and training opportunities.





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Activities in the first week

- From 30 September to 2 October, the Physical Education Info Point will be available in the lobby between the Large Hall and Small Hall..
- Follow our social media accounts (Instagram: @ekonomskaul), a prize is waiting for you ;)



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Contact information

- The professors' office hours and e-mail addresses are published on the website.
- Student Affairs Office (basement D-021)
- Office hours: Monday 10.00–12.00
Tuesday 15.00–17.00
Thursday 10.00–12.00
- E-mail: master@ef.uni-lj.si



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TRP

- Students from non-EU countries must submit their residence permit application as soon as possible after arrival in Slovenia.
- Special desk at the Administrative unit – [link](#)
- Help with the documents - [link](#)



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2026 Welcome day