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GUIDELINES FOR FOREIGN STUDENTS APPLYING FOR STUDY EXCHANGES AND TRAINEESHIPS AT THE UNIVERSITY OF LJUBLJANA'S VETERINARY FACULTY (UL VF)

The responsible body for international study exchanges and traineeships at the University of Ljubljana's Veterinary Faculty (UL VF) is the Office for Scientific Research and International Affairs. All communication and documentation must be sent to its e-mail VFinternational@vf.uni-lj.si.

1. Requirements for admission

UL VF accepts foreign students within the framework of international programmes (e.g. ERASMUS+, CEEPUS) and bilateral agreements from their 3rd year onwards.

Foreign students coming to UL VF as part of a study exchange or practical training must demonstrate Slovene or English language proficiency at least at the level B2 on the CEFR scale of the European Language Portfolio Levels.

Students of foreign higher education institutions are included in the study process under the conditions set out in advance and reflected in the concluded interinstitutional agreements and their learning agreements or similar documents.

2. Study exchange: ERASMUS+ SMS and bilateral agreements

2.1 Nominations

The exchange students' home institutions must nominate their students to UL VF by May 15th for the next academic year (for the winter and/or spring semester). The nominations must include the information on each student's year of study (3rd, 4th, 5th or 6th) during their study exchange.

2.2 Course selection

UL VF sends the nominated students its course catalogue (curriculum) for the next academic year (the curriculum is also published on UL VF's website <https://www.vf.uni-lj.si/en/node/158> under Academic Life). The syllabuses of particular courses are available to nominated students on demand.

All courses are conducted in Slovene, whereas exchange students are provided with English literature and can hold individual consultations with the lecturer and complete their obligations (assignments,

exams etc.) in English. Parts of courses may be conducted in English if they include guest lecturers from abroad.

As a rule, exchange students may only choose courses from one year of study (3rd, 4th, 5th or 6th), unless they also need to attend specific courses which are mandatory at their home institutions and offered in other years at UL VF. Students are advised that timetable issues may occur when choosing courses from other years as their courses might overlap.

UL VF accepts 2 exchange students per course. Priority will be given to students enrolled in the year of study in which the course is offered.

2.3 Applications

Nominated students must apply to UL VF by May 31st for the next academic year (for the winter and/or spring semester).

The application must be sent to the Office for Scientific Research and International Affairs and must contain:

- the student's Learning Agreement for Studies (signed by the student and their home institution's coordinator),
- letter of motivation (in Slovene or English),
- certificate of achieved grade average at their home institution (accompanied by an explanation of the grading system),
- certificate of Slovene or English language proficiency at least at the level B2 on the CEFR scale of the European Language Portfolio Levels.

2.4 Selection process

The number of exchange students UL VF accepts per academic year varies according to available capacity, irrespective of concluded agreements with partner institutions.

As a rule, UL VF accepts 2 exchange students per year of study (3rd, 4th, 5th and 6th). The criteria for selection may include limitations per partner institution (1 student from 1 partner institution) and with regard to the length of the study exchange (preferred full year over one semester), and students' language proficiency, motivation and grade average.

The Office for Scientific Research and International Affairs will conduct a virtual interview with each candidate between June 1st and 14th.

Notifications of (non)acceptance to the study exchange will be sent to nominated students by June 30th for the next academic year (for the winter and/or spring semester).

Upon request accepted students will receive a letter of acceptance and their Learning Agreement for Studies signed by UL VF's coordinator.

2.5 Pre-arrival

Accepted students will receive all information regarding their mobility (arrival to Slovenia, residence permit, accommodation, insurance, Slovene language course etc.) from the International Office of the University of Ljubljana.

In the month before the start of the semester, accepted students will be asked to confirm their study exchange and arrival. Upon confirmation they will receive all pertinent pre-arrival information (academic calendar, course schedule, time and place of the welcome meeting, information on potential restrictions when arriving to Slovenia, important links and addresses and other useful information).

2.6 Upon arrival at UL VF

The Office for Scientific Research and International Affairs will organise a welcome meeting for all exchange students on the first day of the semester. At the meeting students will receive the documents they need for their study exchange:

- student ID card,
- certificate of the student's enrolment at UL VF (issued in Slovene and used in official communication, e.g. for obtaining a student public transport card),
- course attendance forms (for monitoring the exchange student's attendance at selected courses),
- exam notification forms (for taking exams).

If the student is unable to attend the welcome meeting, they must inform the Office for Scientific Research and International Affairs and check in upon their arrival.

Exchange students must contact the lecturers of their selected courses to determine in written form (via e-mail) which requirements the student has to fulfil in order to complete the course and (if so elected by the student) pass the exam(s).

In exceptional circumstances, amendments to the Learning Agreement for Studies are possible within 1 month after the start of the mobility. These changes must be approved by UL VF and the student's home institution and must be included in the Learning Agreement for Studies (in the section During the Mobility).

2.7 Study exchange implementation

Exchange students will be notified of all changes and updates via the e-mail address they provided when applying for their study exchange. The students must check their e-mail inbox regularly. They are also encouraged to keep in touch with their student tutors in order to remain informed of possible changes to the schedule and receive other important information.

In case of problems, complications and questions, the student must immediately contact the Office for Scientific Research and International Affairs.

Should the student terminate their study exchange for any reason (even if the study exchange has already begun), they are obliged to immediately inform UL VF's Office for Scientific Research and International Affairs and the International Office of the University of Ljubljana in written form (via e-mail).

Exchange students may take the exam when they have fulfilled all the obligations of a specific course. At the beginning of the exam, the student has to present a partially completed form Exam notification. Once the student has completed the exam (passed or failed), they must forward the completed form to the Office for Scientific Research and International Affairs.

Students accepted for a study exchange in the winter semester cannot prolong their study exchange to the spring semester (UL VF will accept no nominations after May 15th).

Students accepted for a study exchange in the spring semester or for the full year have to complete their study obligations by no later than September 30th of the current year.

2.8 Upon completion of the study exchange

Once the student has fulfilled the obligations set out in their Learning Agreement for Studies, the Office for Scientific Research and International Affairs will issue the following certificates:

- letter of confirmation,
- certificate of course attendance,
- transcript of records,
- other certificates at the request of the exchange student.

After their completed study exchange the student will receive an online survey on the satisfaction with their mobility at UL VF.

3. Traineeships: ERASMUS+ SMP, CEEPUS, bilateral agreements and individuals

3.1 Applications

Students must apply for a traineeship at UL VF at the Office for Scientific Research and International Affairs and are encouraged to submit their applications as early as possible (for example at the start of the academic year for the spring semester or summer period).

The application must contain:

- the student's name, home institution and year of study,
- the programme through which the student intends to perform the traineeship,
- the student's area(s) of interest in the field of veterinary medicine and/or topics they would like to cover during their traineeship and/or UL VF's clinics/institutes where the student would like to work,
- possible and/or desired dates for the traineeship (as specific as possible),
- certificate of Slovene or English language proficiency at least at the level B2 on the CEFR scale of the European Language Portfolio Levels.

3.2 Selection process

The number of trainees UL VF accepts per academic year varies according to the available capacity, irrespective of concluded agreements with partner institutions.

As a rule, UL VF accepts no more than 2 trainees per clinic/institute at a time. The criteria for selection may include limitations per partner institution (1 student from 1 partner institution) and with regard to the students' language proficiency and motivation.

Upon request accepted students will receive a letter of acceptance and their Learning Agreement for Traineeship signed by UL VF's coordinator (only for ERASMUS+ SMP).

3.3 Traineeship implementation

In the month before the start of their traineeship students will be asked to confirm their traineeship and arrival. Upon confirmation they will receive all pertinent pre-arrival information.

Upon arrival the student must inform the Office for Scientific Research and International Affairs and check in.

Should changes to the agreed programme of practical training occur during the traineeship, they must be confirmed by UL VF and included in the Learning Agreement for Traineeship in the section During the Mobility (only for ERASMUS+ SMP).

Trainees may prolong their traineeship no later than 1 month before the scheduled end date of their traineeship. This must be confirmed by UL VF and included in the Learning Agreement for Traineeship in the section During the Mobility (only for ERASMUS+ SMP).

In case of problems, complications and questions, the trainee must immediately contact the Office for Scientific Research and International Affairs.

Should the trainee terminate their traineeship for any reason (even if the traineeship has already begun), they are obliged to immediately inform the Office for Scientific Research and International Affairs.

3.4 Upon completion of the traineeship

Once the trainee has completed the obligations set out in their Learning Agreement for Traineeship (for ERASMUS+ SMP) or agreed upon in writing (via e-mail) before the start of their traineeship, the Office for Scientific Research and International Affairs will issue the following certificates:

- letter of confirmation,
- other certificates at the request of the trainee.

After their completed traineeship the trainee will receive an online survey on the satisfaction with their mobility at UL VF.