



ERASMUS+ LJUBLJANA 2016/2017

Mid-term evaluation (December)

TODAY`S PLAN

- Mid-term evaluation of the Erasmus+ programme and study obligations
- Schedule until the end of the semester
- Examinations
- Student representative
- Prolongation of your exchange
- Your departure
- What to do before you go home?
- Working hours of the International office
- International day - meeting with Slovenian students that plan to go to Erasmus+ exchange – 6.12.2015 at 15.30 (16.15) Korytkova str., aula



STUDENT REPRESENTATIVE

- ERASMUS REPRESENTATIVES
 - 6th year`s subjects: Alessandra Copat alessandra.copat92@gmail.com
 - 5th year`s subjects: Kristýna Vodová kristyna.vodova@gmail.com
 - 4th year`s subjects: Edoardo Forcella forcella.edoardo@gmail.com
 - REPRESENTATIVE TO THE STUDENT`S COUNCIL: Nagamani Pathakota mani_shritan@hotmail.co.uk
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- SLOVENIAN REPRESENTATIVES:
 - 3rd year: Žiga Barbarič (ziga.barbaric@gmail.com)
 - 4th year: Klemen Petek (klemen.petek@mf.uni-lj.si)
 - 5th year: Ana Rus (amelie.anarus@gmail.com)
 - 6th year: Vid Jenko (vjenko@gmail.com)



MID-TERM EVALUATION OF THE STUDY PROGRAMME AND STUDY OBLIGATIONS

- **Passed subjects:**

- Nervous system
- ORL
- Maxillofacial Surgery
- Fundamentals of Investigative methods (Radiology)

- **Ongoing subjects:**

- Ophthalmology
- Musculoskeletal system

- **Upcoming subjects:** Urinary tract, Gynaecology and Obstetrics, Mental Health, EMC

- **Individual subjects:** Pathology, Pharmacology, Anesthesiology

- CR (Internal Medicine, Surgery)

EVALUATION:

Assesment of lectures / seminars / clinical rotations, communication with the department and professors/assistants, study literatures, examinations, International office

PRACTICAL INFORMATION

- Organisation
- Accommodation
- Transport
- Bureacracy
- Student tutors
- General impression about staying in Ljubljana and studying at our faculty



SCHEDULE UNTIL THE END OF THE WINTER SEMESTER

LECTURES, SEMINARS, CLINICAL ROTATIONS 2016/2017

week	date	national holidays	Individual subjects	IV. year subjects	V. year subjects	
	26.9.-30.9.		Fundamentals of Investigative Methods (Radiology)			
1.	3.10.-7.10.		Pathology Pathophysiology Pharmacology Anaesthesiology (WHOLE YEAR COURSES)	NERVOUS SYSTEM	ORL	
2.	10.10.-14.10.					
3.	17.10.-21.10.					
4.	24.10.-28.10.					
5.	31.10.-4.11.	31.10.&1.11.		EXAMINATION		MAXILOFACIAL SURGERY with FUNDAMENTALS OF DENTAL MEDICINE
6.	7.11.-11.11.					
7.	14.11.-18.11.			MUSKELOSKELETAL SYSTEM		OPHTHALMOLOGY
8.	21.11.-25.11.					
9.	28.11.-2.12.			EXAMINATION		
10.	5.12.-9.12.					
11.	12.12.-16.12.			EXAMINATION	Christmas & NY holidays	URINARY TRACT
12.	19.12.-23.12.					
13.	26.12.-30.12.	25.12.&26.12., 1.1.		MENTAL HEALTH		URINARY TRACT
14.	2.1.-6.1.					
15.	9.1.-13.1.			EXAMINATION		GYNEACOLOGY&OBSTETRICS
16.	16.1.-20.1.					
17.	23.1.-27.1.					
18.	30.1.-3.2.					



GENERAL RULES AND REGULATIONS

- Attendance to courses organized in English is obligatory.
- Students have to fulfil specific criteria to be able to be credited for the subject and to apply for the examination
- Failure to attend scheduled lectures, seminars and clinical rotations as well as any kind of falsification and deliberate ignorance of rules and regulations will result in withdrawing you from the course.
- You are able to withdraw your application for examination at least 3 working days prior to the exam date (withdraw from the VIS system). If you do not withdraw the application and do not attend the exam it will be considered as the exam was not passed.
- Clinical rotations (6th year programme) are not automatically assessed. In case you need assessment of clinical rotations you have to bring a form from your home university in order to be directly assessed by your mentor.
- Any kind of subject and clinical rotations arrangements without informing Erasmus+ coordinator and International office is NOT ALLOWED!



EXAMINATION

- Applications for examination are done through the VIS system (UL identity and password, e-mail 25.10.2016)
- Do each exam only twice
- After each exam please check that the grade is written in the VIS system!
- Internal Medicine & Surgery: grades for each field as partial colloquiums/examinations
- CR are not graded unless you submit an internal document from your home university



PROLONGATION OF YOUR EXCHANGE

- Agreement / confirmation of you home coordinator
- Changes to LA / Make a new LA for spring semester:
 - check our schedule
 - discuss your proposal with our international office
 - get confirmation by your home coordinator
- DEADLINE: DECEMBER 15th 2016



DEPARTURE

- Please inform us 3 days before you are planning to leave Ljubljana



WHAT TO DO BEFORE YOU GO?

At least 3 days before your departure bring to the IRO:

- Index (with all frequencies & signatures, grades)
- Final evaluation of Surgery, Internal Medicine, Primary health care CR (if you had the CR)
- Confirmation of attendance of the practical part (CR and seminars) „evidenčni karton vaj“
- Examination reports (if you have received it)
- Confirmation from the library that you don't have any more borrowed books
- Questionnaire, which will be sent to you by e-mail

Without a complete documentation we will not prepare your Transcript of Records!





[REDACTED]
Kuttersvingen 18
Tromsø
Norway

Ref. No: OB04 - 11 / 1617
Ljubljana, 17 October 2016

TRANSCRIPT OF RECORDS FOR EXCHANGE STUDENTS

Registration no. **70078445** Surname, first name [REDACTED]
Date of birth **19 October 1990** Place of birth **Tromsø** Country of birth **Norway**
Home institution **UNIVERSITETET I TROMSØ** City **TROMSØ** Country **Norway**
Exchange **Erasmus+** Start **16 August 2016** End **14 October 2016**
Student mobility for studies

No.	Date	Subject	ECTS points	Grade (*)
		Paediatrics 2	8	Did not attend the exam
		Gynaecology and Obstetrics	10	Did not attend the exam
		TOTAL	18 ECTS	

asoc. prof. dr. Tomaž Marš
Erasmus Departmental Coordinator

Institutional grading system:

10 excellent: exceptional results with negligible faults
9 very good: outstanding knowledge but showing some faults
8 very good: solid results
7 good: good knowledge but showing some major faults
6 adequate: knowledge meeting minimum criteria
5-1 inadequate: knowledge not meeting minimum criteria
passed with distinction
passed
failed
recognized

ECTS grades (2009 ECTS Guide)

A
B
C
D
E
F

WORKING HOURS OF THE INTERNATIONAL OFFICE

- Monday-Friday 9.00-11.00, Wednesday also 12.00-14.00
- DECEMBER 2016
 - IRO will be closed from 12.12.2016-14.12.2016
 - IRO will be closed on 26.12.2016



INTERNATIONAL DAY

- 6th December 2016, start at 14.30, meeting with international students at 15.30 (big lecture hall, Korytkova)
- Informative meeting for Slovene students, planning their exchange in the next academic year
- Opportunity to promote your home university as an exchange destination
- Informal part in the lobby – groups of students from the same countries, brief presentations of your universities



FOR THE END...

- We wish you a pleasant stay in Ljubljana in the last months of your Erasmus exchange
- Successful exams!
- Make the Erasmus exchange unforgettable!

Jerneja and Tomaž

