



Faculty of Electrical Engineering
and Computer Science
Smetanova ulica 17
SI-2000 Maribor, Slovenia



A warm and friendly welcome at the
Faculty of Electrical Engineering and Computer Science
at the University of Maribor!
May your stay here with us
become an unforgettable period in your life
and be full of enriching moments and experience.

Library

Students have free access to the literature and information services available in the Library of Technical Sciences (located in ground floor of building A) and in the University Library situated nearby the faculty. During your first visit to the library you should register to obtain the library card.

Bookstore

There is a bookstore in building E, where students can buy textbooks, lecture notes, exercise books, CD ROMs, and other literature, published by the University.

Copying and binding room

Students can use the copying and binding facilities available at the copying room in building B.

Student restaurant

Students can have their lunches, snacks and drinks at the student restaurant in the ground floor of building H. Drinks for students are also available in the small refreshment place (BAR G2) in the third floor of the building G2.

Refreshment vending machines

Refreshment vending machines are located in building A and E. During breaks you have enough time to enjoy your coffee, coke, or juice.



(Photo: Miran Kambič, u.d.i.a.; Architecture: David Mišič, u.d.i.a.)

Figure 2: Extension G2 - Technical Faculties building

Faculty building access hours

The faculty building is open workdays (Monday to Friday), from 6 AM till 10 PM, and from 7 AM till 12 AM on Saturdays. The faculty is closed outside these hours, on Sundays and on National Holidays. During summer holidays (from 15th July till 15th August) the faculty is usually closed on Saturdays and also closes earlier during workdays.

ERASMUS office

The ERASMUS office is located in the student office. **The office hours are on workdays (Monday to Friday) from 11 AM till 12 NOON.**

Student office

The Student office can be found on the right side, behind the main faculty entrance. The office hours are from 11 AM till 1 PM. during workdays (Monday to Friday).

Laboratories

Access to laboratories is available to all students either at times posted on the notice boards near the door or at times when the laboratory staff is present.

Computer rooms

Students have free access to several computer rooms equipped with PCs in building F (next to the student restaurant) and G1. With special arrangement they can access PCs and workstations in several laboratories as well. Due to heavy demand you are required to make reservations. If you are equipped with a notebook computer, you may use the wireless network throughout the faculty buildings.

Eduroam

Eduroam BIO is part of a European mobility project for research and educational sphere Eduroam.org. The Eduroam service provides its users with secure and simple access to the (wireless) network of their own organisation and hosting in networks of other institutions included within the Eduroam network. For more information about Eduroam and on how to acquire a username and on establishing a connection, go to <http://feri.um.si/en/study/ict-services/#eduroam> .

Dear Erasmus students,

following pages have been prepared in order to give you a short overview on what will be expected of you in the upcoming few months and aims at providing you with some assistance during your time as a student at FERl (short for "Fakulteta za elektrotehniko, računalništvo in informatiko"). We wish you a pleasant and interesting insight into the social and cultural life here in Maribor and hope you do well in your classes and your project here at our faculty.

You are **expected to get into contact with the professors and assistants** of your chosen courses here at FERl **in the first week after your arrival** here in Maribor. You can send them an e-mail or visit them during their official office hours. This procedure will save you a lot of time as you will be able to schedule your duties here in advance and with support and supervision of our professors and their assistants master your work here successfully and without problems.

For information such as accommodation and how to get into contact with various Erasmus networks and other students from abroad, information on Slovene language classes and general matters, please, contact incoming.erasmus@um.si the main International Office of the University of Maribor. For concerns of specific nature at FERl itself such as changes to the original proposed Learning Agreement, where and how to find professors at FERl, and all kinds of confirmations you will need for your hometown university to prove your study achievements, please, contact international cooperation's assistant at erasmus.feri@um.si .

During the study year FERl offers to Erasmus students some **courses in English language**. The list of them you'll find at. The courses will be preformed if enough students will be enrolled.

For your successful study at FERl it is very important that **you strictly follow all instructions and term.**

We wish you a lovely, successful, and both personally and professionally useful stay at our faculty!

prof. dr. Matjaž Colnarič

Erasmus Co-ordinator at FERl

Erasmus Institutional Co-ordinator at UM

Important webpages

Erasmus at FERi: <http://feri.um.si/en/study/erasmus-programme/>

Study programmes

Admission and Application Procedures

Student Affairs Office

The International Relations Office

Erasmus+ Programme

Study programmes

Academic Calendar

Courses

How to apply

Important documents

Contacts

Faculty facilities and services

How to reach us

ICT Services

Useful Links

Erasmus+ Programme

The Erasmus+ programme runs from 2014-2020 and supports activities in education, training, youth and sport across all sectors of lifelong learning including higher education, further education, adult education, schools and youth activities.

Erasmus+ started on 1 January 2014 and replaces current funding Erasmus programmes run by the European Commission in the area of education, training, youth and sport, including the Lifelong Learning Programme (Erasmus, Comenius, Leonardo, Grundsting and Transversal), Youth in Action and other international programmes including Jean Monnet and Erasmus Mundus.

The Faculty of Electrical Engineering and Computer Science began its participation in mobility programmes from the very beginning. Today Erasmus+ Programme builds on experiences and achievements of more than 25 years of European programmes in the fields of education, training and youth, covering both an intra-European as well as an international cooperation dimension. Erasmus+ is the result of the integration of European programmes implemented by the Commission during the period 2007 - 2013.

Erasmus+ is the EU's flagship education and training programme, enabling people at all stages of their lives to take part in stimulating learning experiences and helping to develop the education and training fields across the Europe as well as international. Each year thousand of students study (study periods) and work (work placements) abroad.

Erasmus+ not only supports students, but also professors and staff who want to teach abroad (teaching periods), as well as helping university staff to receive training (training periods).

The student mobility assures the recognition of the studies abroad at the home university and enables the foreign students to attend the regular courses together with home students and to experience the advantages of the full co-operation in academic life of the hosting institution.

- Study programmes
- Academic Calendar
- Courses
- How to apply
- Important documents
- Contacts

On these pages you will get all important information, which you will need during Erasmus exchange at FERi.

Here you can find detailed information on:

- Study programmes,
- Academic calendar of the University of Maribor,
- Courses and ECTS Information package,
- Important documents,
- Important links.

Check the webpages regularly!

Faculty facilities and services

The faculty building is open from 6 a.m. to 10 p.m. during workdays (Monday to Friday) and from 7 a.m. to 12 noon. during Saturdays. The faculty is closed outside these hours, on Sundays and on National Holidays. To ease the orientation inside the faculty building, shared by four technical faculties, please see the map.

The main entrance of the Technical Faculties faces Smetanova Street on the north side. The main building of the Faculty of Electrical Engineering and Computer Science is the G2 extension, with the main entrance located on Koroška Street at the south side. Some offices, labs and lecture rooms are in the buildings A, C, E, F, G1, and in the new building G3 - the Baroness' House.

Students can make use of information and library services in the Library of Technical Faculties, which is located on the ground floor of building A. Students are required to register in order to obtain a membership card.

The copy room is located in building B, behind the entrance on Smetanova Street.

Students can buy lunch, snacks and drinks at the restaurant on the ground floor of building H. Drinks are also available in a small refreshment room on the third floor of building G2. Vending machines are located in building A and E.



Figure: Ground plan of Technical Faculties building.

Important contacts at University of Maribor (UM)

Institutional Erasmus Coordinator (UM)	
Mladen Kraljić, univ. dipl. prav. University of Maribor, Rectorate building Slomškovo trg 15, SI-2000 Maribor, Slovenia	
Office:	Main International Office 1 st floor (112A)
Telephone: Telefax:	+386 2 235 5347
E-mail:	erasmus@um.si

Erasmus Incoming Students (UM)	
University of Maribor, Rectorate building Slomškovo trg 15, SI-2000 Maribor, Slovenia	
Office:	Main International Office 1 st floor (112)
Telephone: Telefax:	+386 2 235 5446 +386 2 235 5438
E-mail:	incoming@um.si

University of Maribor: <http://www.um.si>



Faculty of Electrical Engineering and Computer Science:
<http://www.feri.um.si>



For current news and notices regarding Erasmus students choose “Oglasna deska” at the Slovenian web site.

Important directives

Attendance of the lectures is obligatory, unless you have arranged differently with the professor. Before you start with your lecturers you have to contact professors of courses that you have choose in your Learning agreement.

How can I find teachers?

You can find staff database with teacher's e-mails, office address and office hours on following webpages:

<http://feri.um.si/aplikacije/contacts/>

<https://aips.um.si/GovorilneUre.aspx>

Important documents:

- For recognition of grades, which you will get for passed courses at our faculty, you have to use the document called the **Exam Registration form** that you will give to professor and she/he will then inform the FERi Erasmus office. have to fill in the data of all passed courses at the end of your exchange. You can get all courses, their correct names and unit codes in the <https://aips.um.si/PredmetiBP5/Main.asp?Jezik=A> or in the list of courses available for Erasmus students at <http://feri.um.si/en/study/erasmus-programme/courses/> .
- If you would like to add or delete any course from your Learning Agreement, then you have to use the document called **Changes to Learning Agreement** at the 4th page of your Learning agreement. **You can make changes until Wednesday, 12th of October 2016.**
- If you would like to prolong your stay at our faculty, you have to use the document called **Changes to Learning Agreement** and fill in both parts of the document: “CHANGES to the original proposed Learning Agreement” and “CHANGES to the previously agreed duration of stay”.

All mentioned documents can be found at following webpage:

- <http://feri.um.si/en/study/erasmus-programme/important-documents/>

If you have document (i.e. Certificate of Attendance, etc.), which has to be signed at the beginning of the Erasmus mobility, you must submit the document to the Erasmus office **until Friday, 10th of October 2016**. We will not sign documents that will be submitted after this date.

Important contacts at FERİ

Departmental Erasmus Coordinator at FERİ	
Prof. dr. Matjaž Colnarič	
Faculty of Electrical Engineering and Computer Science, Institute of Informatics; G building Smetanova ulica 17, SI-2000 Maribor, Slovenia	
Office:	G 2102
Telephone:	+386 2 220-7430
Telefax:	+386 2 220-7024
E-mail:	matjaz.colnaric@um.si

International Co-operations Assistant at FERİ	
Barbara Ferbežer, mag. ekon. In posl. ved	
Faculty of Electrical Engineering and Computer Science, Erasmus office, G2 building Smetanova ulica 17, SI-2000 Maribor, Slovenia	
Office:	G2 - P.01 (ground floor)
Telephone:	+386 2 220-7006
Telefax:	+386 2 220-7024
E-mail:	erasmus.feri@um.si barbara.ferbezer@um.si
Office hours	Weekdays, from 11 till 12 AM

Courses

You can find the LIST OF COURSE AVAILABLE IN ENGLISH LANGUAGE at <http://feri.um.si/en/study/erasmus-programme/courses/>

Lectures

Lectures at FERİ are offered primarily in Slovene language. Erasmus students can do courses in English - tutoring system. This means that students normally sign up for a course and then they get individual consultations (mentor work) with professors and assistants of the course. The courses offered in english language will be performed in english language if enough students will be enrolled (5 or more).

Academic calendar 2016/2017

Winter semester: 3.10.2016 - 17.2.2017

Summer semester: 20.2.2017 - 7.7.2017

Winter and summer semester: 3.10.2016 - 7.7.2017

Monday, 3 October 2016	Beginning of lectures in the new academic year
Tuesday, 27 December 2016 – Friday, 30 December 2016	Christmas and New Year's Holidays*
Friday, 20 January 2017	End of lectures in the winter semester
Monday, 23 January – Friday, 17 February 2017	Winter examination period
Monday, 20 February 2017	Beginning of lectures in the summer semester
Monday, 17 April 2017	Easter Monday**
Wednesday, 27 April – Tuesday, 2 May 2017	1st May Holidays*
Tuesday, 16 May 2017	Students' Day*
Friday, 9 June 2017	End of lectures in the summer semester
Monday, 12 June – Friday, 7 July 2017	Summer examination period
Monday, 16 August – Friday, 8 September 2017	Autumn examination period
Monday, 18 September 2017	Dies Academicus - University of Maribor Day
Friday, 29 September 2017	End of the academic year

*lectures-free days

**national holidays

INTERNATIONAL RELATIONS OFFICE (IRO)

Contacts at University International office

The University International Relations Office coordinates international academic cooperation at the University of Maribor. To international exchange students it offers counselling and guidance concerning your application procedure, accommodation and integration into the new environment. You are welcome to visit us.

Office hours:

weekdays from 10:00 to 12:00 and from 14:00 to 15:00,
on Wednesdays from 10:00 to 12:00 and from 14:00 to 16:00.

Address:

University of Maribor

INTERNATIONAL RELATIONS OFFICE

Služba za mednarodno in meduniverzitetno sodelovanje (Room 112 and Room 112/a)

Slomškovo trg 15, 2000 Maribor, Slovenia

Telephone: 00 386 (0)2 23 55 342

e-mail: erasmus@um.si and/or incoming.erasmus@um.si