

THE UNIVERSITY OF LJUBLJANA  
THE UNIVERSITY OF MARIBOR  
THE UNIVERSITY OF PRIMORSKA  
THE UNIVERSITY OF NOVA GORICA

PUBLIC INDEPENDENT HIGHER EDUCATION INSTITUTIONS AND  
INDEPENDENT HIGHER EDUCATION INSTITUTIONS CARRYING OUT  
STUDY PROGRAMMES UNDER A CONCESSION

CALL FOR ENROLMENT IN FIRST-CYCLE  
(UNDERGRADUATE) AND SECOND-CYCLE  
INTEGRATED MASTER'S DEGREE STUDY  
PROGRAMMES IN THE  
2019/2020 ACADEMIC YEAR  
COMMON PROVISIONS

Pursuant to paragraph 6 of Article 40 of the Higher Education Act (Official Gazette of the Republic of Slovenia (*Uradni list RS*), Nos. 32/12 – official consolidated text, 40/12 – ZUJF, 57/12 – ZPCP-2D, 109/12,85/14 and 75/16; hereinafter: the Higher Education Act) and paragraph 6 of Article 21 of the Government of the Republic of Slovenia Act (Official Gazette of the Republic of Slovenia (*Uradni list RS*), No. 24/05 – official consolidated text, 109/08, 38/10 – ZUKN, 8/12, 21/13 and 47/13 – ZDU-1G and 64/14), in its regular session held on 24<sup>th</sup> of January 2019, the Government of the Republic of Slovenia adopted the Decision on the Approval of the Content of the Call for Enrolment in First-Cycle (Undergraduate) Study Programmes and Second-Cycle Integrated Master's Degree Study Programmes in the 2019/20 Academic Year.

- I. [Application for enrolment](#)
  - [First-round application period](#)
  - [Second-round application period](#)
  - [Application period for still-available enrolment places](#)
- II. [Study programmes and enrolment conditions](#)
- III. [Enrolment places](#)
- IV. [Information day](#)
- V. [Limited enrolment and selection criteria](#)
- VI. [Tests of specific aptitudes, abilities and skills and individual \*matura\* subject examinations](#)
- VII. [Evidence of fulfilment of the enrolment conditions](#)
- VIII. [Procedure for recognition of education for the purpose of continuing education in the Republic of Slovenia for candidates holding a foreign education certificate](#)
- IX. [Selection procedure](#)
  - [First-round application period](#)
  - [Second-round application period](#)
  - [Application period for still-available enrolment places](#)
- X. [Granting the status of an enrolment candidate with special status](#)
- XI. [Citizens of the Member States of the European Union and other foreign citizens who have permanent residence in the Republic of Slovenia and who themselves or their parents are residents of the Republic of Slovenia for tax purposes, persons who have been granted international protection, and applicants for international protection](#)

## CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

[XII. Important information for students who are already enrolled](#)

[XIII. Application for enrolment in a higher year of study \(according to the transfer criteria and conditions for accelerated advancement\).](#)

[XIV. Parallel degree studies and graduates enrolling in undergraduate studies](#)

[XV. Enrolment](#)

[XVI. Explanation regarding the payment of tuition fees in accordance with Article 77 of the Higher Education Act](#)

[XVII. Enrolment by foreign citizens from countries that are not Member States of the European Union and Slovenians without Slovenian citizenship](#)

[Deadlines for the submission of applications and attachments thereto](#)

[XVIII. Detailed information](#)

### I. APPLICATION FOR ENROLMENT

[Table of Contents](#)

#### The first-round application period

**The first-round application period for enrolment runs from 12 February to 18 March 2019.**

Candidates are required to apply by submitting an electronic application through the eVŠ web portal at <http://portal.evs.gov.si/prijjava/?locale=en>. Each candidate may only submit one application. If the application is made:

- 1) **with a qualified digital certificate**, the enrolment application is not to be sent on the printed form by mail, but must be completed and submitted online through the eVŠ web portal by 18 March 2019. The attachments to the application which are required under Chapter VII of this Call for Enrolment must be sent by registered post to the competent higher education application and information service (the attachments must bear the reference number of the enrolment application);
- 2) **without a qualified digital certificate** (with username and password), the enrolment application form must be completed and submitted online through the eVŠ web portal by 18 March 2019, then printed, signed and sent by registered post to the competent higher education application and information service not later than four days after the deadline for the submission of electronic application forms through the eVŠ web portal. The attachments required under Chapter VII of this Call for Enrolment (they must bear the reference number of the enrolment application) must be sent by registered post to the competent higher education application and information service.

An application is **considered to be submitted in time** in the following cases:

- 1) the application has been **completed and submitted online with an electronic signature** through the eVŠ web portal by 18 March 2019; and
- 2) the application has been **completed online through the eVŠ web portal by 18 March 2019**, then the last version of the application form thus submitted is **printed, signed and sent by registered post to the competent higher education application and information service** by 22 March 2019.

Candidates applying **without a qualified digital certificate** (with username and password) are required to send a **printed and signed enrolment application form** to the higher education application and information service at the postal address indicated in the upper left corner of the printed application form, namely to:

- the Higher Education Application and Information Service of the University of Ljubljana, PO Box 524, 1001 Ljubljana, if the study programme listed in the application form as the first choice is carried out by the University of Ljubljana higher education institution or a public independent higher education institution or independent higher education institution carrying out study programmes under a concession;
- the Higher Education Application and Information Service of the University of Maribor, PO Box 246, 2001 Maribor, if the study programme listed in the application form as the first choice is carried out by the University of Maribor higher education institution;
- the Higher Education Application and Information Service of the University of Primorska, Titov trg 4, 6000 Koper, if the study programme listed in the application form as the first choice is carried out by the University of Primorska higher education institution;

## CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

- the Higher Education Application and Information Service of the University of Nova Gorica, Vipavska 13, 5000 Nova Gorica, if the study programme listed in the application form as the first choice is carried out by the University of Nova Gorica higher education institution.

In the application, candidates may specify, in order of priority, a maximum of three (3) different study programmes in which they wish to enrol and for which they meet, or will meet, the enrolment conditions before the expiry of the deadlines published in this Call for Enrolment.

The priority order in which the study programme preferences are listed is important, because candidates will, under the conditions indicated in this Call for Enrolment in the chapter on the selection procedure, be admitted to the first specified programme for which they meet all the conditions. Candidates should therefore only choose programmes for which they meet the enrolment conditions, otherwise their choice will not be taken into consideration.

### PLEASE NOTE:

The deadline for the submission of electronic applications through the eVŠ web portal is **18 March 2019**.

**After 18 March 2019, changes to and de-registration from individual specified study preferences will no longer be possible.**

When completing an application, candidates should ensure that **they meet (or will meet) the conditions for enrolment** in the particular study programme. Candidates should therefore only choose programmes for which they meet (or will meet) the enrolment conditions, otherwise **their study choice will not be taken into consideration.**

### The second-round application period

#### The second-round application period runs from 22 to 29 August 2019.

Candidates who did not apply in the first-round application period or have not been admitted into any of the study programmes specified in the first-round application or have not enrolled in the study programme to which they have been admitted in the first-round application period or have deregistered from that study programme by 16 August 2019 inclusive may apply for enrolment places that are still available in the second-round application period.

The information regarding enrolment places that are still available in the second-round application period will be published **on 21 August 2019** on the eVŠ web portal and on the websites of the higher education application and information services of the University of Ljubljana, the University of Maribor, the University of Primorska, the University of Nova Gorica, and on the websites of other higher education institutions.

**Candidates are required to apply by submitting an electronic application through the eVŠ web portal at <http://portal.evs.gov.si/prijava/?locale=en>.** Each candidate may only submit one application. If the application is made:

- 1) **with a qualified digital certificate**, the enrolment application is not to be sent on the printed form by mail, but must be completed and submitted online through the eVŠ web portal by 29 August 2019. The attachments to the application which are required under Chapter VII of this Call for Enrolment must be sent by registered post to the competent higher education application and information service (the attachments must bear the reference number of the enrolment application);
- 2) **without a qualified digital certificate** (with username and password), the enrolment application form must be completed and submitted online through the eVŠ web portal by 29 August 2019, then printed, signed and sent by registered post to the competent higher education application and information service not later than five days after the deadline for the submission of electronic application forms through the eVŠ web portal. The attachments required under Chapter VII of this Call for Enrolment (they must bear the reference number of the enrolment application) must be sent by registered post to the competent higher education application and information service.

## CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

An application is **considered to be submitted in time** in the following cases:

- 1) the application has been **completed and submitted online with an electronic signature** through the eVŠ web portal by 29 August 2019; and
- 2) the application has been **completed online through the eVŠ web portal by 29 August 2019**, then the last version of the application form thus submitted is **printed, signed and sent by registered post to the competent higher education application and information service** by 3 September 2019.

Candidates applying **without a qualified digital certificate** (with username and password) are required to send a **printed and signed enrolment application form** to the higher education application and information service at the postal address indicated in the upper left corner of the printed application form, namely to:

- the Higher Education Application and Information Service of the University of Ljubljana, PO Box 524, 1001 Ljubljana, if the study programme listed in the application form as the first choice is carried out by the University of Ljubljana higher education institution or a public independent higher education institution or independent higher education institution carrying out study programmes under a concession;
- the Higher Education Application and Information Service of the University of Maribor, PO Box 246, 2001 Maribor, if the study programme listed in the application form as the first choice is carried out by the University of Maribor higher education institution;
- the Higher Education Application and Information Service of the University of Primorska, Titov trg 4, 6000 Koper, if the study programme listed in the application form as the first choice is carried out by the University of Primorska higher education institution;
- the Higher Education Application and Information Service of the University of Nova Gorica, Vipavska 13, 5000 Nova Gorica, if the study programme listed in the application form as the first choice is carried out by the University of Nova Gorica higher education institution.

In the application, candidates may specify, in order of priority, a maximum of three (3) different study programmes in which they wish to enrol and for which they meet, or will meet, the enrolment conditions before the expiry of the deadlines published in this Call for Enrolment.

The priority order in which the study programme preferences are listed is important, because candidates will, under the conditions indicated in this Call for Enrolment in the chapter on the selection procedure, be admitted to the first specified programme for which they meet all the conditions. Candidates should therefore only choose programmes for which they meet the enrolment conditions, otherwise their choice will not be taken into consideration.

**Candidates for whom the selection procedure of the first-round application period has not yet finished (candidates who will sit the Slovenian *matura* exam (i.e. the national upper secondary school-leaving external examination) in two parts or undergo tests of specific aptitudes, abilities, and skills in the autumn term; candidates undergoing the procedure for the recognition of completed education for the purpose of continuing studies; and candidates who were approved for enrolment following an appeals procedure) may submit a second-round application by 29 August 2019. If such candidates are admitted to one of the study programmes specified in the first-round application, their second-round application will be eliminated from the selection procedure in the second-round application period with their written consent.**

### PLEASE NOTE:

The deadline for the submission of electronic applications through the eVŠ is **29 August 2019**.

**After 29 August 2019, changes to and de-registration from individual specified study preferences will no longer be possible.**

When completing an application, candidates should ensure that **they meet (or will meet) the conditions for enrolment** in the particular study programme. Candidates should therefore only choose programmes for which they meet (or will meet) the enrolment conditions, otherwise **their study choice will not be taken into consideration.**

Candidates who were admitted to a study programme in the first-round application period but have not enrolled in that study programme may submit a second-round application. A second-round application may also be submitted by candidates who enrolled in the study programme to which they were admitted in the first-round application period but have deregistered from that study programme by 16 August 2019.

## CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

### Application period for still-available enrolment places

The application period for still-available enrolment places runs from 25 September to 12 p.m. on 26 September 2019.

During that period, the following candidates may apply for still-available enrolment places:

- **candidates who did not apply in the first- or second-round application period,**
- **candidates** who have submitted their first or second application and **have not been admitted to any of the chosen study programmes listed in their application** in the selection procedure of the current year,
- **candidates** admitted in the first- or second-round application period **in a study programme which will not be implemented.**

Information on the study programmes with still-available enrolment places will be published **on 25 September 2019** on the eVŠ web portal and on the websites of the higher education institutions.

**Candidates are required to apply by submitting an electronic application through the eVŠ web portal at <http://portal.evs.gov.si/prijava/?locale=en>.** Each candidate may only submit three applications. In each application candidates should list one study programme for which they meet the enrolment conditions. If the application is made:

1. **with a qualified digital certificate**, the enrolment application is not to be sent on the printed form by mail, but must be completed and submitted online through the eVŠ web portal by 12 p.m. on 26 September 2019. The attachments to the application which are required under Chapter VII of this Call for Enrolment must be sent by registered post or in person to the competent higher education institution (the attachments must bear the reference number of the enrolment application). All attachments must be received by the higher education institution not later than by 6 p.m. on 26 September 2019.
2. **without a qualified digital certificate** (with username and password), the enrolment application form must be submitted online through the eVŠ web portal by 12 p.m. on 26 September 2019, then printed, signed, and, together with all the attachments required under Chapter VII of this Call for Enrolment, submitted in person or sent by registered post to the competent higher education institution, which must receive them not later than by 6 p.m. on 26 September 2019.

An application is **considered to be submitted in time** in the following cases:

1. the application has been **completed and submitted online with an electronic signature** through the eVŠ web portal **by 12 p.m. on 26 September 2019, and any potential attachments have been received by the higher education institution by 6 p.m. on 26 September 2019,** and;
2. the application has been **completed online through the eVŠ web portal by 12 p.m. on 26 September 2019,** then the last version of the application form thus submitted is **printed, signed and submitted in person to the higher education institution or sent by registered post to the postal address indicated in the upper left corner of the enrolment application. The enrolment application together with any potential attachments must be received by the higher education institution not later than by 6 p.m. on 26 September 2019.**

**Only applications received by the competent higher education institution by 6 p.m. on 26 September 2019 will be considered to be submitted in time, regardless of the manner of submission. Applications received later will be discarded.**

## II STUDY PROGRAMMES AND ENROLMENT CONDITIONS

[Table of Contents](#)

Pursuant to the provisions of the Higher Education Act, faculties, academies, professional colleges, public independent higher education institutions or independent higher education institutions carrying out study programmes under a concession shall publish this Call for Enrolment in the following study programmes for the 2019/2020 academic year:

- **second-cycle integrated master's degree programmes that comprise 300 or 360 credits and last five or six years;**
- **first-cycle university study programmes that comprise 180 or 240 credits and last three or four years;**
- **first-cycle professional study programmes that comprise 180 credits and last three years.**

## CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

Candidates may enrol in the study programmes if they meet the conditions laid down under the relevant study programmes and specified in this Call for Enrolment. The enrolment conditions are as follows:

- *for enrolment in second-cycle integrated master's degree programmes and first-cycle university study programmes:*
  - a general *matura* certificate;
  - a final examination certificate from an appropriate four-year upper secondary school programme completed before 1 June 1995;
  - for enrolment in certain second-cycle integrated master's degree programmes and first-cycle university study programmes, candidates are required to hold a vocational *matura* certificate from an appropriate upper secondary vocational education programme, together with an examination certificate for a general *matura* subject;
- *for enrolment in first-cycle professional study programmes:*
  - a final examination certificate from an appropriate four-year upper secondary school programme, a general *matura* certificate or a vocational *matura* certificate;
- in order to be able to enrol in certain study programmes, candidates are also required to pass a **test of specific aptitudes, abilities and skills**.

In some study programmes candidates are expected to master the language in which a particular study programme is conducted, at least at B2 level according to the Common European Framework of Reference for Languages (CEFR). Information on the study programmes for which a knowledge of the language is verified at the time of enrolment application is provided in the Call for Enrolment for each particular study programme.

### III. ENROLMENT PLACES

[Table of Contents](#)

The number of available enrolment places for enrolment in the first year, in parallel degree studies and for graduates is announced under the individual study programmes in the Call for Enrolment, which is published for citizens of the Republic of Slovenia (hereinafter: Slovenian citizens) and citizens of the Member States of the European Union separately for full-time study programmes and separately for part-time study programmes. These enrolment places are also available to foreign citizens from countries that are not Member States of the European Union (hereinafter: foreign citizens) who have permanent residence in the Republic of Slovenia and who themselves or their parents are residents of the Republic of Slovenia for tax purposes. Compliance with the conditions referred to in the preceding paragraph is verified prior to the start of the selection procedure, i.e. according to the candidate's status as at 5 July 2019 in the first-round application period, as at 10 September 2019 in the second-round application period, and as at 26 September 2019 in the application period for still-available enrolment places. The enrolment places are also open to persons who have been granted international protection in accordance with the International Protection Act (Official Gazette of the Republic of Slovenia (*Uradni list RS*), No. 22/16). Citizens of Norway, Iceland, Liechtenstein and Switzerland that are not Member States of the European Union are treated in the same way as citizens of Slovenia and other European Union Member States.

The enrolment places that are available for Slovenians without Slovenian citizenship and foreign citizens are specified separately (see Chapter XVII. and the tables with enrolment places for foreign citizens).

Enrolment is available for candidates who wish to enrol in a higher year of study of the relevant programme regardless of their citizenship.

Candidates holding a foreign education certificate can find the relevant information in [Chapter VIII](#).

### IV. INFORMATION DAY

[Table of Contents](#)

An information day will be held by all higher education institutions on:

- **Friday, 15 February 2019 at 10:00 a.m. and 3:00 p.m.;**
- **Saturday, 16 February 2019 at 10:00 a.m.,**

unless otherwise specified by an individual higher education institution. Certain higher education institutions will host **several information days** as well as **individual information meetings**. The essential information

## CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

will be provided to candidates on the first information day or on the website of the respective higher education institution.

At the information day, candidates will be presented in more detail the enrolment conditions, options and conditions for the study programme, professions or work, employment possibilities, the continuation of studies, and other information relevant to choosing the study programme.

### V. LIMITED ENROLMENT AND SELECTION CRITERIA

[Table of Contents](#)

If the number of candidates applying is significantly greater than the number of announced enrolment places, the universities, public independent higher education institutions or independent higher education institution carrying out study programmes under a concession will adopt a decision on the limitation of enrolment in agreement with the Government of the Republic of Slovenia. Information on the study programmes with limited enrolment will be published on the eVŠ web portal and on the websites of the higher education application and information services **by 19 April 2019**.

- For enrolment in **first-cycle professional and first-cycle university study programmes and second-cycle integrated master's degree programmes** that are subject to a decision on the limitation of enrolment, candidates are selected according to the criteria specified for each study programme and published in this Call for Enrolment.
- In selecting candidates who hold a diploma from a completed four-year upper secondary profession-oriented education programme, the results of the third and fourth years, taken as the percentage of points specified for the individual study programme, are deemed to be the general results achieved in the final examination.
- In selecting candidates who have completed a **five-year upper secondary school programme**, the examination results from the fourth and fifth years rather than from the third and fourth years will be taken into account.
- In selecting candidates who have completed an **advanced upper secondary education programme or a vocational-technical programme**, the examination results from the first and second years of these programmes will be used to generate the score of points specified for the third and fourth years under the relevant individual study programme.
- In selecting candidates who have completed a **matura course** after a four-year upper secondary education programme, the examination results from the third and fourth years, as well as the general *matura* examination results, will be taken into account. In selecting candidates who have completed a *matura* course after three years of an upper secondary education programme or less, only the *matura* examination certificate will be taken into account. The results achieved in the general *matura* examination are also deemed to be the results of the third and fourth years, taken as the percentage of points specified for the third and fourth years under the relevant individual study programme.
- In selecting candidates who have completed a **vocational course**, the examination results from the third and fourth years of their *gimnazija* (general upper secondary school) studies or upper secondary technical education programme, and the vocational *matura* certificate, will be taken into consideration.
- In selecting candidates who have completed, or will complete, **the general matura without concluding the third and fourth years of an upper secondary school programme**, the results achieved in the general *matura* examination are deemed to be the results of the third and fourth years, taken as the percentage of points specified for the third and fourth years under the relevant individual study programme.
- In selecting candidates holding an **International Baccalaureate Diploma** (hereinafter: an IB Diploma), the results achieved in the final examination are also deemed to be the results of the third and fourth years, taken as the percentage of points specified for the third and fourth years under the relevant individual study programme. An IB Diploma, or an IB Results Summary (if the candidate has not yet been awarded an IB Diploma), bearing the text: Diploma Awarded or Bilingual Diploma Awarded, constitutes evidence of having successfully completed an international baccalaureate.
- For candidates holding a European Baccalaureate Certificate, the grades stated in the European Baccalaureate Certificate or their annual grade reports will be converted into grades according to the Slovenian grading scale in secondary educational programmes in accordance with the rules on the conversion of grades from European Schools.

## CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

- Candidates who attended an upper secondary-school programme and whose **previously acquired formal ungraded formal or informal knowledge** was recognised will be allocated zero (0) points in the selection procedure. Information on the possibilities of obtaining a grade is provided by upper secondary schools.

If for enrolment in a study programme a candidate provides different evidence on the fulfilment of the enrolment conditions, the evidence that is more favourable for the candidate will be taken into account in the selection procedure.

**The following tables and rules are used for the conversion of upper secondary school grades and the calculation of points in the case of limited enrolment:**

- The table for the conversion of grades and the calculation of points for enrolment in first-cycle higher professional study programmes with limited enrolment.
- The table for the conversion of grades and the calculation of points for enrolment in first-cycle university study programmes and second-cycle integrated master's study programmes with limited enrolment.
- Rules for evaluating foreign secondary education certificates (published on the websites of the higher education application and information services).

### VI. TESTS OF SPECIFIC APTITUDES, ABILITIES AND SKILLS AND INDIVIDUAL MATURA SUBJECT EXAMINATIONS

[Table of Contents](#)

**Tests of specific aptitudes, abilities and skills** will be held at the higher education institutions according to the schedule in the Annex entitled Tests of Specific Aptitudes, Abilities and Skills for the 2019/20 Academic Year, namely **between 24 June and 10 July 2019** in the first-round application period, except for the Academy of Music of the University of Ljubljana, study programme: Musical Arts, where the test of musical and artistic talent and knowledge in the first-round application period is scheduled for **24 May 2019**. In the second-round application period, the tests of specific aptitudes, abilities and skills will be held **between 11 and 13 September 2019**. The exact dates of the tests are listed under the individual study programmes of this Call for Enrolment. If the tests are not held, candidates who have already passed the test may apply for these study programmes.

Candidates will be notified of the testing **at least five days prior to the date of the test** in the first-round application period, and **two days** prior to the date of the test in the second-round application period. The notifications are sent by higher education institutions to the e-mail addresses of the candidates indicated in the enrolment applications<sup>1</sup>.

An invitation to undergo a test of specific aptitudes, abilities and skills will be received by candidates who:

- have listed a study programme which requires a test of specific aptitudes, abilities and skills as their first choice study programme;
- have listed a study programme which requires a test of specific aptitudes, abilities and skills as their second or third choice study programme, and a study programme with limited enrolment as their first choice;
- have listed a study programme which requires a test of specific aptitudes, abilities and skills as the first, second or third choice study programme, and into which they may exceptionally enrol even if they do not meet the enrolment conditions but demonstrate exceptional aptitude.

More detailed information about the testing of specific aptitudes, abilities and skills is available at individual higher education institutions.

Higher education institutions will issue candidates a certificate on the tests taken and the test results, and will inform the higher education application and information service thereof.

**Individual general *matura* subject examinations** may be taken by candidates who have already passed the general or vocational *matura*, or candidates undergoing the vocational *matura* examinations, candidates whose certificates obtained abroad have been recognised in the procedure for the recognition of education for the purpose of continuing studies as being equivalent to the *matura* certificate, and other candidates if these

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<sup>1</sup> If the candidates do not receive notification at the e-mail address indicated in the enrolment application, they should contact the relevant higher education institution.



## CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

subjects are a condition for enrolment in a second-cycle integrated master's degree programme or a first-cycle university study programme, and are to be taken into account in the selection procedure for enrolment.

Examinations are to be taken within the deadlines laid down in the general *matura* examination calendar. **Candidates** themselves must **submit their applications** for examinations to the National Examinations Centre or upper secondary schools carrying out the *gimnazija* programme within the deadlines laid down in the rules on the general *matura* examination.

The certificates of individual general *matura* examinations issued by the National Examinations Centre have permanent validity.

Candidates may exceptionally take the tests of specific aptitudes, abilities and skills in the autumn term, or within the deadlines laid down by higher education institutions or independent higher education institutions, provided they are, for justified reasons, allowed to do so by the body of the higher education institution concerned, or if so decided following an appeals procedure.

### VII. EVIDENCE OF FULFILMENT OF THE ENROLMENT CONDITIONS [Table of Contents](#)

Copies of original certificates and other required documents are deemed to constitute evidence in the application and admission procedure that the enrolment conditions have been met, provided they are:

- certified by a notary or by an official of any administrative unit, regardless of the residence of the person requesting the certification,
- verified based on the original document by an official of a university higher education application and information service, of a public independent higher education institution, or of an independent higher education institution providing study programmes under a concession. The official marks the compliance of the transcript or copy with the original on the copy of the relevant document.

**In the first-round application period and the second-round application period**, candidates must submit **evidence** of fulfilment of the enrolment conditions to **the relevant higher education application and information service**.

1. Candidates **taking the general *matura*, vocational *matura* or an examination in a general *matura* subject in the winter, spring or autumn term of the academic year are not required to send any certificates**. Data from certificates from the third and fourth years and data from the general *matura* certificate, vocational *matura* certificate and certificate of examinations taken in individual general *matura* subjects shall be forwarded to the higher education applications and information service by the National Examinations Centre by the deadlines laid down in the general or vocational *matura* examination calendar. The National Examinations Centre will also send data from certificates from the third and fourth years and data from the general *matura* certificate, vocational *matura* certificate, and certificates of examinations taken in individual general *matura* subjects, to the higher education application and information service for candidates who took **the general *matura* after 1995** and for candidates who took **the vocational *matura* after 2002**.
2. Candidates who took **the final examination for upper secondary school education** are required to send the final examination certificate and the certificates from the third and fourth years.
3. Candidates who enrolled in a four-year upper secondary-school programme between the 1981/82 and 1985/86 academic years and completed such programme by **31 August 1991** or **31 August 1992** are required to send the **diploma** as evidence of completion of an upper secondary school programme and the certificates for the last two years of the upper secondary-school education programme.
4. **A final examination/trial *matura* certificate (from 1994)** is also deemed to be a general *matura* certificate.
5. Candidates whose general performance in the third and fourth years is entered into a **transcript** are required to enclose as proof the first page of this transcript and pages stating the grades for an individual year and the overall performance for an individual year.
6. Candidates holding an **International Baccalaureate Diploma** (International Baccalaureate – IB) are required to send this diploma. Data from an International Baccalaureate certificate acquired this year by candidates at a *gimnazija* upper secondary school in Slovenia will be sent by the *gimnazija*, with the

## CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

candidate's consent, **by 11 July 2019**. Candidates who will take the International Baccalaureate examination abroad must submit the IB diploma by **10 September 2019** at the latest.

In accordance with the Matura Examination Act, the IB Diploma is equivalent to a general *matura* certificate obtained in the Republic of Slovenia, and the procedure for recognition is not required.

7. In accordance with the Implementation of International Education Programmes Act, **the European Baccalaureate Certificate** is equivalent to the corresponding public document on completed education issued in state-approved education programmes pursuant to the law, and therefore no procedure for recognition is required with respect to such certificate. For candidates who have completed upper secondary educational programmes of European Schools, the grades stated in the European Baccalaureate Certificate or their annual grade reports will be converted into grades according to the Slovenian grading scale in accordance with the rules on the conversion of grades from European Schools.
8. Data from certificates will be forwarded to the higher education application and information service by the National Examinations Centre in accordance with **the general or vocational *matura* calendar**.
9. The results of the tests of specific aptitudes, abilities and skills will be communicated by higher education institutions to the higher education application and information services **by 11 July 2019** in the first-round application period, and **by 16 September 2019** in the second-round application period.
10. Candidates, **Slovenian citizens and citizens of the Member States of the European Union** who have a certificate of upper secondary education completed abroad are required to submit the following:
  - **in the first-round application period**, i.e. by 18 March 2019: certified copies of their final examination certificates, the certificates for the last two years of upper secondary-school education;
  - **in the second-round application period**, i.e. by 29 August 2019: certified copies of their final examination certificates, the certificates for the last two years of upper secondary-school education, and a decision on the recognition of upper secondary education obtained abroad for the purpose of continuing studies (if the candidate obtained such a decision within the first-round application for enrolment in the 2019/20 academic year).

Candidates should submit translations of certificates to the higher education application and information service only if the latter so requires.

Candidates who obtain a certificate of upper secondary education completed abroad in the current year must submit certified copies of the final examination certificates, certificates for the last two years of upper secondary school education and translations of these certificates, if required, to the higher education application and information service in the first- and second-round application periods as soon as possible after the issuance of their final examination certificate or **by 10 September 2019 at the latest**. A decision on the recognition of education obtained abroad will be obtained *ex officio* by the higher education application and information service.

The decision on recognition for the purpose of continuing studies is issued by the universities, public independent higher education institutions, or independent higher education institutions carrying out study programmes under a concession (See [Chapter VIII](#)).

11. Certificates acquired in the former Yugoslav republics **before 25 June 1991** are recognised without a special recognition procedure.
12. Candidates who attended an upper secondary-school programme and whose **previously acquired formal or informal knowledge** was recognised and graded accordingly, must **themselves submit** the proof thereof to the competent higher education application and information service by **6 July 2019** at the latest in the first-round application period or **by 10 September 2019** in the second-round application period.

**VIII. THE PROCEDURE FOR RECOGNITION OF EDUCATION FOR THE PURPOSE OF CONTINUING EDUCATION IN THE REPUBLIC OF SLOVENIA FOR CANDIDATES HOLDING A FOREIGN EDUCATION CERTIFICATE:**

[Table of Contents](#)

- ▶ –COMPLETED UPPER SECONDARY EDUCATION
- ▶ –COMPLETED YEAR OF STUDY FOR ENROLMENT IN A HIGHER YEAR OF STUDY
- ▶ –GRADUATES

Candidates who prove enrollment conditions with foreign secondary or equivalent education, we are informing that their proof of education is subject to recognition under the Assessment and Recognition of Education Act in Slovenia.

In this case, the application form for enrolment is also an application for the initiation of the process of recognition of foreign education for the purpose of continuing education in the Republic of Slovenia. The form is submitted on the eVŠ web portal: <http://portal.evs.gov.si/prijava/?locale=en>. Candidates who will submit an incomplete application or application for recognition of foreign education for the purpose of continuing education in Slovenia will be additionally informed about the request and the deadline for supplementing the application by regular and electronic mail.

An indicative list of documents that are required for the procedure for recognition of education for the purpose of continuing education:

- **the original of the certificate of completed education to be recognised with a view to accessing, applying to, and being considered in the procedure for admission to continuing education;**

**The original must be legalised on the basis of:**

- the 1961 Hague Convention (at the court that has territorial jurisdiction for the area in which the certificate or diploma has been issued) and must be affixed with a properly completed **APOSTILLE** stamp; or
- the Authentication of Documents in International Traffic Act.

The legalisation of the original is not required when fully precluded by a bilateral agreement. The list of states is available on the website:

[http://www.mp.gov.si/si/zakonodaja\\_in\\_dokumenti/mednarodne\\_pogodbe\\_s\\_podrocja\\_pravosodja/bilateralni\\_sporazumi](http://www.mp.gov.si/si/zakonodaja_in_dokumenti/mednarodne_pogodbe_s_podrocja_pravosodja/bilateralni_sporazumi).

- **an uncertified copy of the education certificate** referred to in the preceding indent;
- **a certified translation of the education certificate** referred to in the first indent – at the request of an authorised person;
- **an uncertified copy of the evidence of the content and duration of education and of the fulfilled study requirements during education;**
- **a short chronological description of the entire education.**

The list of documents may vary depending on the country where the education certificate was issued; therefore, candidates are advised to obtain in advance information about the detailed list of documents or about the procedure from the authorised persons of the universities, as indicated in the contact details below:

- **the University of Ljubljana**, PO Box 362, 1001 Ljubljana, telephone +386 1 241-85-85, 241-85-86, e-mail: [recognition@uni-lj.si](mailto:recognition@uni-lj.si), website: <https://www.uni-lj.si/>; business hours: Monday through Friday: 9.00 a.m to 11.00 a.m. (in person) and 12.00 p.m. to 3.00 p.m. (by phone);
- **the University of Maribor**, Slomškov trg 15, 2000 Maribor, telephone +386 2 235-52-63, e-mail: [recognition@um.si](mailto:recognition@um.si), website: <http://www.um.si/studij/priznavanje>; business hours: Monday through Friday: 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 2:00 p.m.;
- **the University of Primorska**, Titov trg 4, 6000 Koper, telephone +386 5 611-76-30, e-mail: [vpis@upr.si](mailto:vpis@upr.si), website: <http://www.upr.si>; information on business hours is available at <https://www.upr.si/sl/studij/vpis-up>;
- **the University of Nova Gorica**, Vipavska 13, 5000 Nova Gorica, telephone +386 5 331-52-34, e-mail: [studentska.pisarna@ung.si](mailto:studentska.pisarna@ung.si), website: <http://www.ung.si>; business hours: Monday through Friday: 9:00 a.m. to 11:00 a.m. and 1:00 to 3:30 p.m.

Candidates applying for enrollment in according to transfer criteria among study programmes of undergraduate or second-cycle integrated master's degree study programmes contact directly the higher education institution where they apply for further information about the list of documents for the procedure for recognition.

**PLEASE NOTE:**

**The deadline for issuing a decision on recognition** in accordance with the Recognition and Evaluation of Education Act (Official Gazette of the Republic of Slovenia (*Uradni list RS*), Nos. 87/2011, 97/2011 – corr. and 109/12) is **two months after the date of receipt of a complete application**.

Candidates must comply with the deadlines for the submission of evidence of fulfilment of the enrolment conditions that apply to the admission and selection procedure.

**IX. SELECTION PROCEDURE**

[Table of Contents](#)

**The first-round application period**

Candidates who in their first-round application listed **as their first choice** a study programme for which **no decision on the limitation of enrolment** has been adopted will be admitted to this programme if they meet the general enrolment conditions.

Candidates who in their first-round application listed **as their first choice** a study programme which is subject to a **decision on the limitation of enrolment** will be admitted to this programme, or to the next two chosen study programmes with limited enrolment, if they meet the general enrolment conditions and have attained a sufficient number of points, and to available enrolment places in study programmes with unlimited enrolment if they meet the general enrolment conditions.

If too many candidates have applied for **the available enrolment places** in a study programme with unlimited enrolment and these candidates have listed this study programme as their second or third choice in the first-round application, the criteria specific to the study programme with limited enrolment will be used for the selection of these candidates.

If all available enrolment places in a study programme that was not subject to a decision on the limitation of enrolment have been filled by candidates who have listed this study programme as their first choice, candidates who have listed the study programme as their second or third choice cannot be admitted to this study programme.

Candidates with the same number of points as were attained by the last-ranked admitted candidate in relation to the number of announced enrolment places laid down in a decision on the limitation of enrolment will be placed on the list of those admitted regardless of the number of enrolment places available.

**The results of the selection procedure** will be available **by 25 July 2019**, at the latest. **Each candidate will receive a decision on the results of the selection procedure.** The higher education application and information services will also send the lists of admitted candidates to higher education institutions.

The following candidates will **subsequently** be placed on the list of admitted candidates:

- candidates who are taking the general *matura* or vocational *matura* in two parts for legitimate reasons pursuant to a decision issued by the bodies responsible for the general *matura* or vocational *matura*;
- candidates who are taking tests of specific aptitudes, abilities and skills in the autumn examination period pursuant to a decision issued by the competent body of a faculty, academy or professional college;
- candidates, Slovenian citizens and citizens of the Member States of the European Union who have completed their upper secondary school studies abroad, pending a decision in the recognition procedure in accordance with the Recognition and Evaluation of Education Act;
- candidates so listed following an appeals procedure.

Candidates who meet the general enrolment conditions will be placed on the list of candidates admitted if they have **at least the same number of points as the candidate ranked last on the list**, or if they have applied for enrolment in a study programme **without limited enrolment**.

The higher education application and information service will inform candidates who have subsequently been placed on the list of admitted candidates, and the higher education institutions to which they have been admitted, of the results of the selection procedure in writing.

**Candidates with special status** who in the first-round application period meet the general conditions for enrolment in the study programme and were not admitted during **the regular selection procedure** to any of

## CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

their chosen study programmes **will subsequently be placed on the list of admitted candidates** if they have attained at least 90% of the minimum number of points required for enrolment by 20 September 2019.

### **The second-round application period**

[Table of Contents](#)

Candidates who in their second-round application listed as their first choice a study programme that was listed as the first choice by fewer than the full number of enrolment places will be admitted to this programme if they meet the general enrolment conditions.

If the number of applications for a study programme listed as the first choice in the second-round application exceeds the number of enrolment places available, candidates will be selected according to the procedure laid down in “Chapter IX – Selection procedure – first-round application period”, and by taking into account the criteria laid down for the study programme by the limitation of enrolment.

**The results of the selection procedure will be available by 24 September 2019, at the latest. Each candidate will receive a decision on the results of the selection procedure.** The higher education application and information services will also send the lists of admitted candidates to higher education institutions.

Candidates who have been admitted following an appeals procedure will **subsequently** be placed on the list of admitted candidates. Candidates who meet the general enrolment conditions will be placed on the list of admitted candidates if they have **at least the same number of points as the candidate ranked last on the list**, or if they have applied for enrolment in a study programme **without limited enrolment**.

**Candidates with special status** who meet the general conditions for enrolment in the study programme in the second-round application period and were, during the regular selection procedure, not admitted to any of their chosen study programmes **will subsequently be placed on the list of admitted candidates** if they have attained at least 90% of the minimum number of points required for enrolment.

### **Application period for still-available enrolment places**

If too many candidates have applied for the available enrolment places in the application period for still-available enrolment places, criteria specific to the study programme with limited enrolment will be used for the selection of these candidates.

The status of candidate with special status granted in the first- or second-round application period will also be taken into account in this application period (the certificate must be submitted to the higher education institution by the candidate himself, within the deadlines for submitting the application for study referred to in Chapter I.). An individual application for the status of candidate with special status may not be submitted in this application period.

## **X. GRANTING THE STATUS OF AN ENROLMENT CANDIDATE WITH SPECIAL STATUS**

Candidates **apply for the status of an enrolment candidate with special status together with the submission of their enrolment application, in which they must indicate that they wish to apply for the status of candidate with special status** (this should be indicated when completing the enrolment application under Section “Verification of data on previous higher education”, where they should answer YES to the fourth statement which reads: “I want to apply for the status of a candidate with special status”). **The enrolment application must be accompanied by an individual application** and documents proving the following:

- disability or special needs that arose before the completion of an upper secondary school programme;
- a chronic illness or the consequences of an acute illness which had an impact on the examination results in the period that is taken into consideration in the admission procedure (the third or fourth year of an upper secondary school programme or the upper secondary final examination);
- exceptional social circumstances that arose before the completion of an upper secondary school programme, or
- the status of an elite athlete in the period that is taken into consideration in the admission procedure (the third and fourth year of an upper secondary school programme or the upper secondary final examination).

**Candidates may submit the application and the supporting documents online together with their**

## CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

### **enrolment application or send them by registered mail:**

- **in the first-round application period, by 21 June 2019**, at the latest. The status of an enrolment candidate with special status granted for the first-round application period is also applicable in the second-round application period;
- **in the second-round application period, by 29 August 2019**, at the latest **to the addresses of the following higher education application and information services:**
  - the Higher Education Application and Information Service of the University of Ljubljana, PO Box 524, 1001 Ljubljana, if the study programme listed in the application form as the first choice is carried out by the University of Ljubljana higher education institution or a public intendent higher education institution or independent higher education institution carrying out study programmes under a concession;
  - the Higher Education Application and Information Service of the University of Maribor, PO Box 246, 2001 Maribor, if the study programme listed in the application form as the first choice is carried out by the University of Maribor higher education institution;
  - the Higher Education Application and Information Service of the University of Primorska, Titov trg 4, 6000 Koper, if the study programme listed in the application form as the first choice is carried out by the University of Primorska higher education institution;
  - the Higher Education Application and Information Service of the University of Nova Gorica, Vipavska 13, 5000 Nova Gorica, if the study programme listed in the application form as the first choice is carried out by the University of Nova Gorica higher education institution.

The competent body of the university, public independent higher education institution or independent higher education institution carrying out study programmes under a concession will decide on the granting of such status and notify the candidate thereof in writing.

Decisions concerning candidates with special status that were adopted by the competent bodies of universities, public independent higher education institution or independent higher education institution carrying out study programmes under a concession are only applicable to the application and admission procedure under this Call for Enrolment in the first- and second-round application periods and in the application period for still-available enrolment places.

More information regarding granting an individual the status of an enrolment candidate with special status and admission to the study programme is available at <https://www.uni-lj.si/>, [www.um.si/vpis](http://www.um.si/vpis), [www.ung.si](http://www.ung.si), [www.upr.si](http://www.upr.si). Candidates should **obtain the relevant information before completing the application form.**

<p><b>XI. CITIZENS OF THE MEMBER STATES OF THE EUROPEAN UNION AND OTHER FOREIGN CITIZENS WHO HAVE PERMANENT RESIDENCE IN THE REPUBLIC OF SLOVENIA AND WHO THEMSELVES OR THEIR PARENTS ARE RESIDENTS OF THE REPUBLIC OF SLOVENIA FOR TAX PURPOSES, PERSONS WHO HAVE BEEN GRANTED INTERNATIONAL PROTECTION, AND APPLICANTS FOR INTERNATIONAL PROTECTION</b></p>
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[Table of Contents](#)

Citizens of the Member States of the European Union and other foreign citizens who have permanent residence in the Republic of Slovenia and who themselves or at least one of their parents or legal guardians are residents of the Republic of Slovenia for tax purposes, and persons who have been granted international protection in accordance with the International Protection Act (Official Gazette of the Republic of Slovenia (*Uradni list RS*), No. 16/17) are required to apply for enrolment places **announced for Slovenian citizens and citizens of the Member States of the European Union in the Call for Enrolment under individual study programmes** in the manner and by the deadlines laid down in Chapter I of this Call for Enrolment. The higher education application and information service will obtain *ex officio* evidence of a candidate's status as a person under international protection or as an applicant for international protection from the competent body.

**Information on applications for and enrolment in the first year of first-cycle (undergraduate) study programmes** is available at:

- the **Higher Education Application and Information Service of the University of Ljubljana** (Kongresni trg 12, PO Box 524, 1001 Ljubljana, <https://www.uni-lj.si/>, tel.: +386 1 241-85-85, +386 1 241-85-86, e-mail: [admission@uni-lj.si](mailto:admission@uni-lj.si)), business hours: Monday through Friday: 9.00 a.m to 11.00

## CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

a.m. (in person) and 12.00 p.m. to 3.00 p.m. (by phone), if candidates wish to enrol in a study programme at the University of Ljubljana, or in a public independent higher education institution or independent higher education institution carrying out study programmes under a concession;

- **the Higher Education Application and Information Service of the University of Maribor** (Slomškovo trg 15, PO Box 246, 2001 Maribor, tel.: +386 2 235-52-61, e-mail: [vpis@um.si](mailto:vpis@um.si)), business hours: Monday through Friday: 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 2:00 p.m., if candidates wish to enrol in a study programme at the University of Maribor;
- **the Higher Education Application and Information Service of the University of Primorska** (Titov trg 4, 6000 Koper, tel. +386 5 611-76-30, e-mail: [vpis@upr.si](mailto:vpis@upr.si)); information on business hours is available at <https://www.upr.si/sl/studij/vpis-up>, if candidates wish to enrol in a study programme at the University of Primorska;
- **the Higher Education Application and Information Service of the University of Nova Gorica** (Vipavska 13, 5000 Nova Gorica, tel. + 386 5 331-52-34, e-mail: [studentska.pisarna@ung.si](mailto:studentska.pisarna@ung.si)), business hours: Monday through Friday: 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:30 p.m., if candidates wish to enrol in a study programme at the University of Nova Gorica.

Candidates who have foreign education certificates proving that they fulfil the conditions for enrolment can find the relevant information in Chapter [VIII](#).

### **XII. IMPORTANT INFORMATION FOR STUDENTS WHO ARE ALREADY ENROLLED**

[Table of Contents](#)

Students who wish to change their study programme and have not yet exercised this right or the right to repeat a year are required to apply like other candidates. This also applies to students who want to change the study mode in the same study programme in the first year. Both are required to submit an enrolment application through the eVŠ web portal (<https://portal.evs.gov.si/prijava/>).

Candidates who have **already repeated a year or changed their full-time study programme may apply for full-time studies**, but they are charged a tuition fee in accordance with Article 77 of the Higher Education Act.

Candidates who wish to repeat the first year of the study programme in which they enrolled in the past are not required to apply through the eVŠ web portal. In order to repeat a year of the study programme in which they are already enrolled, candidates must meet the conditions for repeat enrolment. Information on the procedure and conditions for repeat enrolment is available to students at their higher education institution.

### **XIII. APPLICATION FOR ENROLMENT ACCORDING TO THE TRANSFER CRITERIA AMONG STUDY PROGRAMMES**

[Table of Contents](#)

**The application period according to transfer criteria among study programmes runs from 1 to 17 September 2019.** Students who wish to enrol in a study programme that requires a **test of specific aptitudes, abilities and skills** are required to submit their application **by 18 March 2019**.

**Places for enrolment in a higher year of study** are determined separately by the higher education institutions and announced in the Call for Enrolment. All candidates, regardless of their citizenship, may apply for these enrolment places.

Enrolment is available for candidates who wish to enrol in a higher year of study of the relevant programme regardless of their citizenship

**Candidates for enrolment according to transfer criteria among study programmes are required to apply by submitting an application through the eVŠ web portal at <http://portal.evs.gov.si/prijava/>.** Each candidate may submit several applications. In one application candidates should specify **one study programme** for which they meet the enrolment conditions. If they apply:

- 1) **with a qualified digital certificate**, the enrolment application is not to be sent on the printed form by mail, but must be completed and submitted online through the eVŠ web portal by 18 March 2019 or 17 September 2019. The attachments to the application that are required under Chapter VII of this Call for Enrolment or stated under the study programme must be sent by registered post to the higher education institution concerned (the attachments must bear the reference number of the enrolment application);

## CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

- 2) **without a qualified digital certificate** (with username and password), the enrolment application form must be submitted online through the eVŠ web portal by 18 March 2019 or 17 September 2019, then printed, signed, and, together with all the attachments required under Chapter VII of this Call for Enrolment or stated under the study programme, sent by registered mail to the higher education institution not later than four or three days after the deadline for submission of the application through the eVŠ.

An application is **considered to be submitted in time** in the following cases:

- 1) the application has been **completed and submitted online with an electronic signature** through the eVŠ web portal by 18 March 2019 or 17 September 2019; and
- 2) the application **has been completed online through the eVŠ web portal by 18 March 2019 or 17 September 2019**, then the last version of the form thus submitted is **printed, signed and sent by registered post to the higher education institution** to the address indicated in the upper left corner of the printed application form by 22 March 2019 or 20 September 2019.

Applications for enrolment according to transfer criteria among study programmes are considered by the competent bodies of the higher education institutions:

- taking into account the transfer criteria as specified under individual study programmes for students who wish to change study programmes accredited after 11 June 2004 (Bologna study programmes), or
- in accordance with the procedures of the higher education institutions for accelerated advancement for candidates who have not completed the previous study programme and wish to enrol in the same year or a lower year of their previous study programme.

Candidates applying for enrolment according to transfer criteria among study programmes must meet the conditions for enrolment for the first year of the study programme in which they wish to enrol. The year of study in which a candidate may enrol is determined by the higher education institution in the application and admission procedure, regardless of the chosen year of study stated by the candidate in the application for enrolment.

Candidates who have foreign education certificates proving that they fulfil the conditions for enrolment can find the relevant information in Chapter [VIII](#).

### **XIV. PARALLEL DEGREE STUDIES AND GRADUATES ENROLLING IN UNDERGRADUATE STUDIES – ENROLMENT IN THE FIRST YEAR OF THE STUDY PROGRAMME**

[Table of Contents](#)

**The application period for enrolment in parallel degree studies and enrolment for graduates runs from 1 to 17 September 2019.** Students who wish to enrol in a study programme that requires **a test of specific aptitudes, abilities and skills** are required to submit their application **by 18 March 2019**.

Enrolment places in the first year of parallel degree studies and in the first year of study for graduates are determined separately by higher education institutions. The number of enrolment places available for individual study programmes is specified in the Call for Enrolment. Slovenian citizens and EU citizens can apply for these enrolment places.

More information regarding parallel degree studies and the enrolment of graduates in undergraduate studies is available at higher education institutions (faculties, academies and professional colleges).

**Candidates for enrolment in parallel degree studies or graduates applying for undergraduate enrolment places are required to apply by submitting an electronic application through the eVŠ web portal at <http://portal.evs.gov.si/prijava/?locale=en>.** Each candidate may submit several applications. In one application candidates should specify **one study programme** for which they meet the enrolment conditions. If they apply:

- 1) **with a qualified digital certificate**, the enrolment application is not to be sent on the printed form by mail, but must be completed and submitted online through the eVŠ web portal by 18 March 2019 or 17 September 2019. The attachments to the application that are required under Chapter VII of this Call for Enrolment or stated in this Chapter and under the study programme must be sent by registered post



## CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

to the higher education institution (the attachments must bear the reference number of the enrolment application);

- 2) **without a qualified digital certificate** (with username and password), the enrolment application form must be submitted online through the eVŠ web portal by 18 March 2019 or 17 September 2019, then printed, signed, and, together with all the attachments required under Chapter VII of this Call for Enrolment or stated in this Chapter and under the study programme, sent by registered post to the higher education institution not later than four or three days after the deadline for the submission of the application through the eVŠ.

An application is **considered to be submitted in time** in the following cases:

- 1) the application has been **completed and submitted online with an electronic signature** through the eVŠ web portal by 18 March 2019 or 17 September 2019; and
- 2) the application **has been completed online through the eVŠ web portal by 18 March 2019 or 17 September 2019**, then the last version of the form thus submitted is **printed, signed and sent by registered post to the higher education institution** to the address indicated in the upper left corner of the printed application form by 22 March 2019 or 20 September 2019.

### Parallel degree studies

Students who wish to enrol in a parallel degree study programme are required to submit their enrolment application online through the eVŠ web portal within the deadlines specified above. Candidates are required to submit to the higher education institution to which they are applying for enrolment a certificate of fulfilment of the requirements for enrolment in a higher study year at the higher education institution where they are already enrolled, and the approval of the (parent) higher education institution, if required (candidates should obtain this information directly from the higher education institution). Certificates of fulfilment of the requirements for enrolment in a higher study year at the parent higher education institution must be submitted by the time of enrolment at the latest.

Students who wish to enrol in a study programme which requires **a test of specific aptitudes, abilities and skills** are required to submit an application online through the eVŠ web portal **by 18 March 2019**, at the latest.

For enrolment in the first year of a parallel degree study programme, Slovenian citizens and EU citizens are not charged a tuition fee for full-time studies, if they have not yet obtained an education corresponding to at least the level of education obtained under the study programme in which they are enrolled.

### Graduates

**Graduates** and students graduating in the current academic year may only apply for enrolment places that are available for graduates if applying for full-time studies **in** second-cycle integrated master's degree study programmes, but they may also apply for enrolment places that are available in the regular application periods if applying for full-time studies in first-cycle study programmes and for part-time studies, in the manner and by the deadlines specified in Chapter I of this Call for Enrolment. For studies **in such enrolment places, tuition fees are charged, regardless of whether the studies are full-time or part-time (in accordance with Article 77 of the Higher Education Act).**

Graduates of higher education study programmes under the previous regulations and graduates of university and professional study programmes are required to submit their applications online through the eVŠ within the deadlines specified above. They must send to the higher education institution to which they are applying for enrolment a diploma (a photocopy of the document as stated in the first paragraph of Chapter VII of this Call for Enrolment), and a certificate of the examinations taken. Candidates applying without a qualified digital certificate (with username and password) are also required to send a printed and signed enrolment application form.

Candidates who wish to enrol in a study programme which requires **a test of specific aptitudes, abilities and skills** are required to submit an application **by 18 March 2019**. They must submit a diploma and a certificate of the examinations taken to the higher education institution to which they are applying for enrolment **by 17 September 2019**, at the latest.

Slovenian citizens and EU citizens can apply for enrolment places for graduates.

## CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

Candidates who have foreign education certificates proving that they fulfil the conditions for enrolment can find the relevant information in Chapter [VIII](#).

### XV. ENROLMENT

[Table of Contents](#)

Enrolment takes place at the relevant higher education institutions, which invite candidates in writing or online to enrol. Enrolment will be carried out on the basis of a completed application form.

Enrolment of candidates admitted in the first-round application period is expected to run **from 26 July to 16 August 2019 at the latest**. Enrolment of candidates admitted in the second-round application period runs **from 27 to 30 September 2019**. The enrolment of candidates admitted in the application period for still-available enrolment places runs **from 27 to 30 September 2019**. For justified reasons determined by the competent body of a higher education institution, candidates are allowed to enrol by 30 October 2019, at the latest, if the competent body of the higher education institution so decides following their request.

Admitted candidates who have applied for enrolment in a higher year of study (according to the transfer criteria and conditions for accelerated advancement) or parallel degree studies and graduates enrolling in undergraduate studies should also enrol within the deadlines specified in the preceding paragraph.

Students who enrolled in the first year of a first-cycle (undergraduate) study programme or of a second-cycle integrated master's degree programme and who withdraw from that study programme by 15 October 2019 are considered to not have enrolled in that study programme.

### XVI. EXPLANATION REGARDING THE PAYMENT OF A TUITION FEE IN ACCORDANCE WITH ARTICLE 77 OF THE HIGHER EDUCATION ACT

Tuition fees may not be charged to citizens of the Republic of Slovenia and citizens of other EU Member States for education in state-approved first-cycle undergraduate study programmes and second-cycle study programmes provided as a public service.

Notwithstanding the preceding paragraph, citizens of the Republic of Slovenia and citizens of other EU Member States are charged a tuition fee if they have already obtained education corresponding to at least the level of education obtained under the study programme in which they are enrolled, or if they have not yet obtained an education corresponding to at least the level of education obtained under the study programme in which they are enrolled and their student status in the previous study programme has terminated in accordance with Article 70 of the Higher Education Act.

Candidates who have already repeated a year once or changed their study programme once may apply for and be admitted to full-time studies, but they are charged a tuition fee in accordance with Article 77 of the Higher Education Act.

### XVII. ENROLMENT BY FOREIGN CITIZENS FROM COUNTRIES THAT ARE NOT MEMBER STATES OF THE EUROPEAN UNION AND SLOVENIANS WITHOUT SLOVENIAN CITIZENSHIP

[Table of Contents](#)

Citizens of countries that are not Member States of the European Union and Slovenians without Slovenian citizenship can apply for enrolment places announced **in the tables with enrolment places for Slovenians without Slovenian citizenship and foreign citizens – citizens of countries that are not Member States of the European Union**.

**Foreign citizens** are required to **pay a tuition fee** in accordance with the Regulations on tuition fees and accommodation in public student dormitories for Slovenian nationals without Slovenian citizenship and foreigners in the Republic of Slovenia (Official Gazette of the Republic of Slovenia (*Uradni list RS*), No. 77/16).

Pursuant to the signed protocols on cooperation in the field of education, citizens of **Bosnia and Herzegovina, Montenegro, Kosovo, Macedonia and Serbia** enjoy a status equal to that enjoyed by the citizens of Slovenia and the European Union as regards the payment of tuition fees for enrolment in the academic year 2019/20, which means that they are exempt from the payment of tuition fees for full-time studies as applicable to foreign citizens.

CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

**Tabel 1: Deadlines for the submission of enrolment applications and attachments thereto for Slovenians without Slovenian citizenship and foreign citizens from countries that are not member states of the European Union (EU)**

University or independent higher education institution	Deadlines for the submission of an enrolment application	Deadlines for the submission of attachments to the application
<b>University of Ljubljana</b>	<u>First-round applications</u> : from 12 February to 19 April 2019 <u>Second-round applications</u> <sup>2</sup> : from 11 to 13 September 2019	<u>First-round applications</u> : by 1 August 2019 <u>Second-round applications</u> : by 14 September 2019
<b>University of Maribor</b>	<u>First-round applications</u> : from 12 February to 19 April 2019 <u>Second-round applications</u> <sup>3</sup> : from 11 to 13 September 2019	<u>First-round applications</u> : by 10 July 2019 for candidates who already have certificates proving completion of secondary school, and 18 August 2019 for candidates, who will finish secondary education in 2019 <u>Second-round applications</u> : by 14 September 2019
<b>University of Primorska</b>	<u>First-round applications</u> : from 18 February to 24 May 2019 <u>Second-round applications</u> : from 27 May to 19 July 2019 <u>Third-round applications</u> : from 12 August to 13 September 2019 <u>Applications for still available enrolment places</u> : from 25 and to 12 p.m. on 26 September 2019	<u>First-round applications</u> : by 10 July 2019  <u>Other deadlines</u> : by the end of the application deadline
<b>University of Nova Gorica</b>	<u>First-round applications</u> : from 12 February to 30 March 2019 <u>Second-round applications</u> : from 1 May to 1 July 2019 <u>Third-round applications</u> : from 1 August to 1 September 2019 <u>Applications for still available enrolment places</u> : from 10 and to 26 September 2019	By the end of the application deadline
<b>Environmental Protection College</b>	<u>Application period</u> : from 12 February to 30 July 2019	By the end of the application deadline
<b>Gea College – The Faculty of Entrepreneurship</b>	<u>First-round applications</u> : from 12 February to 25 July 2019 <u>Second-round applications</u> : from 1 August to 15 September 2019	By the end of the application deadline

<sup>2</sup> In the second application deadline, candidates who have not been included in one of the applications for the stated study programs in the selection procedure of the first application deadline can apply for announced enrollment places at the University of Ljubljana (either because of the failure to meet the enrollment conditions, or because of the insufficient number of point). All candidates with foreign secondary school diplomas must already have a decision on the recognition of that diploma.

Candidates applying without a qualified digital certificate (with username and password) must submit the enrolment application form online through the eVŠ web portal by 13 September 2019, then print, sign and send it by registered post to the faculty or academy by 14 September 2019.

<sup>3</sup> Candidates who did not apply in the first-round application period or have not been admitted into any of the study programmes specified in the first-round application period may apply for enrolment places that are still available in the second-round application period. Each candidate may submit a maximum of three applications. In each application, candidates should specify one study programme for which they meet the enrolment conditions.

CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

University or independent higher education institution	Deadlines for the submission of an enrolment application	Deadlines for the submission of attachments to the application
<b>Faculty of Design</b>	<u>First-round applications</u> : from 12 February to 18 March 2019 <u>Second-round applications</u> : from 22 to 29 August 2019	<u>First-round applications</u> : by 31 July 2019 <u>Second-round applications</u> : by the end of the application deadline.
<b>Faculty of Information Studies of Novo mesto</b>	<u>First-round applications</u> : from 12 February to 18 March 2019 <u>Second-round applications</u> : from 22 to 29 August 2019 <u>Applications for still available enrolment places</u> : from 25 and to 12 p.m. on 26 September 2019	<u>First-round applications</u> : by 9 August 2019 <u>Second-round applications</u> : by 3 September 2019 <u>Applications for still available enrolment places</u> : by 6 p.m. on 26 September 2019
<b>Faculty of Polymer Technology</b>	<u>First-round applications</u> : from 12 February to 18 March 2019 <u>Second-round applications</u> : from 22 to 29 August 2019	By the end of the application deadline
<b>International School for Social and Business Studies</b>	<u>First-round applications</u> : from 12 February to 1 August 2019 <u>Second-round applications</u> : from 22 to 29 August 2019	<u>First-round applications</u> : by 6 August 2019 <u>Second-round applications</u> : by 3 September 2019
<b>New University, European Faculty of Law</b>	<u>First-round applications</u> : from 1 to 30 June 2019 <u>Second-round applications</u> : from 1 to 31 August 2019	Upon the submission of the application
<b>New University, Graduate School of Government and European Studies</b>	<u>First-round applications</u> : from 1 to 30 June 2019 <u>Second-round applications</u> : from 1 to 31 August 2019	Upon the submission of the application
<b>School of Advanced Social Studies in Nova Gorica</b>	<u>First-round applications</u> : from 12 February to 18 March 2019 <u>Second-round applications</u> : from 22 to 29 August 2019	<u>First-round applications</u> : by 6 August 2019. <u>Second-round applications</u> : by the end of the application deadline
<b>University of Novo mesto Faculty of Mechanical Engineering</b>	<u>Application period</u> : from 1 May to 31 August 2019	By the end of the application deadline
<b>University of Novo mesto Faculty of Economics and Informatics</b>	<u>Application period</u> : from 1 May to 31 August 2019	By the end of the application deadline
<b>University of Novo mesto Faculty of Health Sciences</b>	<u>Application period</u> : from 1 May to 31 August 2019	By the end of the application deadline

## CALL FOR ENROLMENT 2019/2020 – COMMON PROVISIONS

**More detailed information regarding the application and selection procedure** for foreign citizens from countries that are not Member States of the European Union and Slovenians without Slovenian citizenship will be provided by the **Universities and independent higher education institutions on their websites.**

**Candidates are required to submit their applications online through the eVŠ web portal at <http://portal.evs.gov.si/prijava/?locale=en>.** If they apply

- 1) **with a qualified digital certificate**, the enrolment application is not to be sent on the printed form by mail, but it must be submitted online by the application deadline specified in Table 1. The required attachments to the application (which candidates should check on the websites of the higher education institutions) must be sent by registered post by the deadlines specified in Table 1 to the competent higher education application and information service or independent higher education institution – the attachments must bear the reference number of the enrolment application;
- 2) **without a qualified digital certificate** (with username and password), the enrolment application form must be submitted online through the eVŠ web within the application deadline, then printed, signed, and sent by registered post by the deadline specified in Table 1, or not later than five days after the deadline for submission of the application through the eVŠ, to the competent higher education application and information office or independent higher education institution. The required attachments to the application (which candidates should check on the websites of the higher education institutions) must be sent by the deadlines specified in Table 1.

An application is **considered to be submitted in time** in the following cases:

- 1) the application has been **completed and submitted online with an electronic signature** through the eVŠ web portal by the application deadline specified in Table 1; and
- 2) the application **has been completed online through the eVŠ web portal within the application deadline**, then the last version of the form thus submitted is **printed, signed and sent by registered mail to the competent higher education application and information service, or higher education institution**, to the address indicated in the upper left corner of the printed application form by the deadline specified in Table 1 or not later than at least five days after the deadline for the submission of the application through the eVŠ.

**Information on the application and admission procedure and evidence required for enrolment in the first year of first-cycle (undergraduate) study programmes** is available at:

- **the Higher Education Application and Information Service of the University of Ljubljana** (Kongresni trg 12, PO Box 524, 1001 Ljubljana, <https://www.uni-lj.si/>, tel.: +386 1 241-85-85, +386 1 241-85-86, e-mail: [admission@uni-lj.si](mailto:admission@uni-lj.si)), business hours: Monday through Friday: 9.00 a.m to 11.00 a.m. (in person) and 12.00 p.m. to 3.00 p.m. (by phone), if candidates wish to enrol in a study programme at the University of Ljubljana;
- **the Higher Education Application and Information Service of the University of Maribor** (Slomškovo trg 15, PO Box 246, 2001 Maribor, tel.: +386 2 235-52-63, e-mail: [vpis@um.si](mailto:vpis@um.si)), business hours: Monday through Friday: 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 2:00 p.m., if candidates wish to enrol in a study programme at the University of Maribor;
- **the Higher Education Application and Information Service of the University of Primorska** (Admissions Office of the University of Primorska) (Titov trg 4, 6000 Koper, tel. +386 5 611-76-30, e-mail: [vpis@upr.si](mailto:vpis@upr.si)), if candidates wish to enrol in a study programme at the University of Primorska;
- **the Higher Education Application and Information Service of the University of Nova Gorica** (Vipavska 13, 5000 Nova Gorica, tel. + 386 5 331-52-34, e-mail: [studentska.pisarna@ung.si](mailto:studentska.pisarna@ung.si)), if candidates wish to enrol in a study programme at the University of Nova Gorica;
- **public independent higher education institutions and independent higher education institutions carrying out study programmes under a concession.**

Candidates who have foreign education certificates proving that they fulfil the conditions for enrolment can find the relevant information in Chapter [VIII](#).

- The Call for Enrolment is also published on the website <http://portal.evs.gov.si/> and the websites of the higher education application and information services of the University of Ljubljana (<https://www.uni-lj.si/>), the University of Maribor ([www.um.si/vpis](http://www.um.si/vpis)), the University of Primorska ([www.upr.si](http://www.upr.si) and [www.vpis.upr.si](https://www.vpis.upr.si)) and the University of Nova Gorica ([www.ung.si](http://www.ung.si)).
- Instructions on how to complete the application form are available on the website: <http://portal.evs.gov.si/>. Instructions in written and video versions are available in both Slovenian and English.
- **Technical assistance in the event of problems with digital certificates and electronic signatures:** The unified contact centre of the state administration, e-mail: [ekc@gov.si](mailto:ekc@gov.si), tel: 080-2002 (on weekdays from 8.00 a.m. to 10.00 p.m.). Please note that assistance for your application will be provided only during business hours.
- **Technical assistance for questions regarding completing an electronic application:** The unified contact centre of the state administration, e-mail: [ekc@gov.si](mailto:ekc@gov.si), tel: 080-2002 (on weekdays from 8.00 a.m. to 10.00 p.m.), for calls from abroad: 00386 1 478 85 90. Please note that assistance for your application will be provided only during business hours.
- Further information regarding the Call for Enrolment is available at:  
**the Higher Education Application and Information Service of the University of Ljubljana;** Kongresni trg 12, 1000 Ljubljana, tel.: +386 01 241-85-02 or 241-85-55, or via e-mail [vpis@uni-lj.si](mailto:vpis@uni-lj.si), and at <https://www.uni-lj.si/>;  
**the Higher Education Application and Information Service of the University of Maribor;** Slomškov trg 15, 2000 Maribor, tel.: + 386 2 235-52-61, 235-52-63, 235-52-64, e-mail [vpis@um.si](mailto:vpis@um.si), (business hours Monday through Friday: 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 2:00 p.m.) and at [www.um.si/vpis](http://www.um.si/vpis);  
**the Higher Education Application and Information Service of the University of Primorska;** Titov trg 4, 6000 Koper, tel.: + 386 05 611-76-30, e-mail: [vpis@upr.si](mailto:vpis@upr.si), and at [www.upr.si](http://www.upr.si) and <https://www.upr.si/sl/studij/vpis-up>.  
**the Higher Education Application and Information Service of the University of Nova Gorica;** Vipavska 13, 5000 Nova Gorica, tel.: + 386 5 331-52-34, e-mail: [studentska.pisarna@ung.si](mailto:studentska.pisarna@ung.si) (business hours Monday through Friday: 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:30 p.m.) and at [www.ung.si](http://www.ung.si).
- Candidates may also obtain information regarding the Call for Enrolment and the application and admission procedure from school counsellors at upper secondary schools and professionals at employment services.
- Further information regarding the status of an enrolment candidate with special status and admission to study programmes is available on the websites of the higher education application and information services.
- Explanations regarding the calculation of points for the selection of candidates are available from school counsellors at upper secondary schools and employment services. The table for the conversion of grades and the calculation of points for classification into higher education study programmes are also published on the following websites: <http://portal.evs.gov.si/> and the higher education application and information services of the University of Ljubljana (<https://www.uni-lj.si/>), the University of Maribor ([www.um.si/vpis](http://www.um.si/vpis)), the University of Primorska ([www.upr.si](http://www.upr.si) and <https://www.upr.si/sl/studij/vpis-up>) and the University of Nova Gorica ([www.ung.si](http://www.ung.si)).
- Calls for enrolment in study programmes without a concession are published on the websites of private independent higher education institutions without a concession, and at <http://portal.evs.gov.si/>. More detailed information is provided by the individual institution.
- Information regarding enrolment and general *matura* subject examinations is available at individual general upper secondary schools (*gimnazija*) and at the National Examinations Centre (Ljubljana, Kajuhova 32 U, +386 1 548-46-00, <http://www.ric.si/>).
- Information regarding subsidised student accommodation is published on the websites of student residence halls (<http://www.stud-dom-lj.si/>, <http://www.studentskidomovi.um.si/>, <http://www.sd.upr.si/>).