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In accordance with Article 40 of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/12 - official consolidated text, 40/11 – ZUPJS-A, 40/12 - ZUJF, 57/12 - ZPCP-2D, 109/12, 85/14, 75/16, 61/17 – ZUPŠ, 65/17, 49/20 – ZIUZEOP, 80/20 – ZIUOOPE, 152/20 – ZZUOOP, and 175/20 - ZIUOPDVE), Rules on the Call for Enrolment and Enrolment in Higher Education (Official Gazette of the Republic of Slovenia, No. 4/16, 3/17, 4/18, 3/19, and 26/20), and on the basis of a decision of the Senate of the University of Maribor and with the consent of the Government of the Republic of Slovenia, the University of Maribor hereby

issues the following

## **CALL FOR ENROLMENT IN POSTGRADUATE STUDY PROGRAMMES OF THE UNIVERSITY OF MARIBOR IN THE 2021/2022 ACADEMIC YEAR**

In the 2021/2022 academic year, candidates may enrol in master's (second-cycle) and doctoral (third-cycle) study programmes offered by faculties of the University of Maribor. Detailed information on master's and doctoral study programmes can be found in [the display of study programmes implemented by the UM faculties](#). Information concerning postgraduate programmes, enrolment, admission requirements, and tuition fees can also be obtained from student affairs offices of UM faculties and on the website of the University of Maribor ([my.UM](http://my.um.si)).

**Information days for enrolment in postgraduate programmes offered by the University of Maribor** will take place on the dates set by the faculties. All dates will be published on the faculties' websites and on the website of the University of Maribor. *Depending on the evolving situation with the new coronavirus disease, information days may be held online. For updates, please refer to the website of the University of Maribor.*

**Contact for postgraduate studies at the University of Maribor:**

E-mail: [poststudy@um.si](mailto:poststudy@um.si); phone: **+386 (2) 23 55 288**

### **1. APPLICATION FOR ENROLMENT**

All candidates aiming to enrol in postgraduate programmes of the University of Maribor may apply to the Call, irrespective of whether or not they have already completed their previous education at the time of application. Candidates who applied must submit proof that they have completed their previous education by the deadline set by the relevant faculty (faculties will publish internal deadlines on their websites; candidates may also contact competent student affairs offices). **Proof of completed previous education is not a requirement for the submission of an application, it is, however, required for enrolment.** Candidates are advised to submit an application if they expect with reasonable accuracy to complete their previous education by the application deadline. **After the expiration of application deadlines referred to in this Call, applications for enrolment in postgraduate programmes can no longer be submitted.** The submission of the application for enrolment in

**postgraduate programmes of the University of Maribor is independent of applications for enrolment in postgraduate programmes submitted to other private or public higher education institutions.**

Candidates shall submit their application for enrolment in postgraduate programmes of the University of Maribor via the [eVŠ web portal](#). The Ministry will publish the Call on the eVŠ portal as well, along with instructions in writing and in video format on how to complete the application in Slovene and in [English](#).

### **1.1 Applying in the first application period**

**In the first application period, each candidate may submit a maximum of 3 applications** – each entry in eVŠ shall be considered one application (irrespective of study option, mode of study, application type, etc.). If the candidate tries to submit a fourth application (or more), an automatic warning will appear and the application will not be submitted. **The order of submitted applications is not relevant, as all applications are considered equal. Irrespective of the chosen authentication method (by means of an electronic signature or without an electronic signature with a username and password), the candidate will no longer be able to edit the application after clicking on the “Submit” button; however, he or she will be able to delete it, fill in a new application, and submit it until the application deadline is opened.** The candidate will receive an email confirmation for each alteration made (to the email address indicated in the application form).

### **1.2 Applying in the second application period and in the additional application period for still-available enrolment places**

**In the second application period and in the additional application period for still-available enrolment places, each candidate may submit a maximum of one application** – each entry in eVŠ shall be considered one application (irrespective of study option, mode of study, application type, etc.). If the candidate tries to submit a second application (or more), an automatic warning will appear and the application will not be submitted. **Irrespective of the chosen authentication method (by means of an electronic signature or without an electronic signature with a username and password), the candidate will no longer be able to edit the application after clicking on the “Submit” button; however, he or she will be able to delete it, fill in a new application, and submit it until the application deadline is opened.** The candidate will receive an email confirmation for each alteration made (to the email address indicated in the application form).

**In the second application period and in the additional application period for still-available enrolment places, the following candidates may submit an application:**

- those who did not apply in the first application period;
- those who were not admitted to the selected faculty in the first application period;
- those who applied for a postgraduate programme that will not be implemented (*it does not apply to Slovenians without Slovenian citizenship and citizens of non-EU Member States – foreigners who will be informed about the state of the implementation after the first application period for Slovenian and EU citizens*);
- those who applied for a postgraduate programme for which it is not yet known whether it will be implemented or not (*it does not apply to Slovenians without Slovenian citizenship and citizens of non-EU Member States – foreigners who will be informed about the state of the implementation after the first application period for Slovenian and EU citizens*);
- those who wish to enrol in part-time study programmes.

**All other candidates will receive a system notification, warning them that the application cannot be submitted.**

### 1.3 Submitting the application

Candidates shall submit their application for enrolment in postgraduate programmes of the University of Maribor via the [eVŠ web portal](#) with a qualified digital certificate, Arnes AAI account (an account of the Authentication and Authorization Infrastructure), or with a username and password after logging in to the SI-PASS system of the Trust Service Authority of Slovenia. When candidates log in to the SI-PASS system for the first time, they will be asked to register a user account within which they also choose the desired method of submitting the application for enrolment. Candidates are reminded to remember or save the username and password they will use when registering a SI-PASS user account.

The application shall be considered as submitted in time if it is completed and submitted via eVŠ by means of an electronic signature (a qualified digital certificate or an Arnes AAI account) or without an electronic signature (a username and password) by the deadline set in points 2.1 and 2.2 of this Call.

#### WARNING:

The application is valid only if the candidate pressed the »Submit« button in eVŠ; otherwise the application will not be submitted and will thus not be considered in the selection procedure. Before completing the application procedure, candidates are advised to verify whether the application has indeed been submitted. Candidates will always receive an email notification of the successful application to the email address indicated in the application form.

### 1.4 Submitting supplemental documents

Candidates shall submit supplemental documents to the UM faculty implementing the study programme in accordance with the faculty's requirements. Candidates will be informed of the required supplemental documents and the deadline for their submission by the relevant faculty.

Scanned documents or photographs of original certificates and other required documents are considered as proof of fulfilment of admission requirements in the application-admission procedure. Pursuant to Article 108 of the Act Determining Temporary Measures to Mitigate and Remedy the Consequences of COVID-19 (ZZUOOP) (Official Gazette of the Republic of Slovenia, no. 152/20), in the application-admission procedure for enrolment in the 2021/22 academic year, applications for enrolment and all supplemental documents required for application are submitted electronically via the eVŠ information system if the applicant's identity can be established. The identity of applicants will be verified according to Slovenian personal registration number (EMŠO) for Slovenian citizens, and for foreign citizens on the basis of an identity document (for citizens of other EU Member States an identity card is sufficient, and for citizens of non-EU Member States only passport will be accepted).

If a candidate is required to supplement the application, the request will be posted on the eVŠ web portal and the candidate will be notified about the post to the e-mail address specified in his or her application and by SMS to the telephone number if he or she states it in the application. Instructions for submitting the documents are available at <https://portal.evs.gov.si/information-in-english>.

### 1.5 Assistance

Instructions on how to complete the application are available in writing and in video format in Slovene and English at <https://portal.evs.gov.si/information-in-english>.

**Technical assistance when submitting the application with a qualified digital certificate and digital signature:** EKC, e-mail: [ekc@gov.si](mailto:ekc@gov.si), phone: 080 2002 (from 8:00 a.m. to 10:00 p.m. CET during working days). Please note that your request will only be processed during office hours.

**Assistance with filling out the application:** EKC, e-mail: [ekc@gov.si](mailto:ekc@gov.si), phone: 080 2002, for calls from abroad: +386 (1) 478 85 90 (from 8:00 a.m. to 10:00 p.m. CET during working days). Please note that your request will only be processed during office hours.

**For other questions related to the Call** (questions regarding admission and enrolment criteria, recognition of previous education, study programmes, etc.), candidates may contact the administrative staff of the University of Maribor – Rectorate at [poststudy@um.si](mailto:poststudy@um.si) or the Student Affairs Office at relevant faculties of the University of Maribor (contact info listed in documents with admission requirements).

## 2. APPLICATION AND ENROLMENT DEADLINES

Under the Call for Enrolment in Postgraduate Study Programmes of the University of Maribor, candidates apply to the faculties of the University of Maribor. There is only one application period available to the **citizens of the Republic of Slovenia and other EU Member States**. If enrolment places remain after the first application period, faculties may decide to offer them in an additional application period for still-available enrolment places. Faculties may also decide and offer these places to Slovenians without Slovenian citizenship and citizens of non-EU Member States – foreigners, however, as per priority order, enrolment places are first filled by citizens of the Republic of Slovenia and other EU Member States, followed by Slovenians without Slovenian citizenship and citizens of non-EU Member States – foreigners.

There are two application periods available to **Slovenians without Slovenian citizenship and citizens of non-EU Member States – foreigners**; however, in the second application period, candidates may apply only for those study programmes where enrolment places were not filled in the first application period. Irrespective of the aforementioned, faculties may decide against holding a second round of applications despite still having available enrolment places after the first application period.

Application deadlines under points 2.1 and 2.2 of this Call apply to candidates who wish to enrol in the first year of study as well as to those who wish to enrol in a higher year of study (enrolment in accordance with transfer criteria or criteria for accelerated progression) and in parallel studies.

### 2.1 Application deadlines for citizens of the Republic of Slovenia and other EU Member States

#### **FIRST APPLICATION PERIOD: from publication of the Call until 8 September 2021**

**Faculties shall enrol candidates admitted in the first application period by the internal deadline set by each relevant faculty, however, no later than 17 September 2021.**

If enrolment places remain after the first application period, faculties may decide to offer them in an additional application period for still-available enrolment places. Information on enrolment places offered in the additional application period will be posted on the website of the University of Maribor on **20 September 2021**.

**APPLICATION PERIOD FOR STILL-AVAILABLE ENROLMENT PLACES: from 22 September until 23 September 2021 at 12 p.m. CET (this deadline also applies to supporting documents)**

Faculties shall enrol candidates admitted in the application period for still-available enrolment places by the internal deadline set by each relevant faculty, however, no later than **30 September 2021**. If a candidate files a request for an extension of the enrolment deadline for legitimate reasons (to be decided on by competent faculty bodies), the enrolment deadline may be extended to **30 October 2021** at the latest. If a candidate submitted the **application for recognition of foreign academic qualifications** in due time, but it is nonetheless unreasonable to expect that the decision will be issued by 30 September 2021, the candidate is advised to file a written request for an **extension of the deadline for enrolment for legitimate reasons** with the relevant faculty.

If students who are enrolled in the first year of a postgraduate study programme for the first time withdraw from the programme by **15 October 2021** at the latest, it is considered they were never enrolled in the programme.

Application period	Application deadline	Notice	Eligible applicants	Enrolment deadline
<b>First application period</b>	from publication of the Call until 8 September 2021	<p>The final date for online submission of applications via eVŠ is 8 September 2021.</p> <p>After 8 September 2021 applications can no longer be altered or deleted.</p> <p>Applicants may submit three (3) applications with equal priority.</p>	<ul style="list-style-type: none"> <li>- Citizens of the Republic of Slovenia and other EU Member States.</li> <li>- Citizens of non-EU Member States with permanent residence in the Republic of Slovenia who, or whose parents or guardians, are tax residents of the Republic of Slovenia.</li> <li>- Persons granted international protection and applicants for asylum.</li> </ul>	until 17 September 2021
<b>Application period for still-available enrolment places</b>	<p>from 22 until 23 September 2021 at 12. p.m. CET (this deadline also applies to supporting documents)</p> <p>Available enrolment places will be posted on 20 September 2021.</p>	<p>The final date for online submission of applications via eVŠ is 23 September 2021 at 12. p.m. CET.</p> <p>After 23 September 2021 at 12. p.m. CET applications can no longer be altered or deleted.</p> <p>Applicants may submit one (1) application.</p>	<ul style="list-style-type: none"> <li>- Applicants who did not apply in the first application period.</li> <li>- Applicants who were not admitted to the selected study programme in the first application period.</li> <li>- Applicants who, in the first application period, applied for a study programme that will not be implemented.</li> <li>- Applicants who, in the first application period, applied for a study programme for which it is not yet known whether it will be implemented or not.</li> <li>- Applicants who wish to apply for part-time study programmes in the second application period.</li> <li>- Depending on the faculty's decision, Slovenians without Slovenian citizenship and citizens of non-EU Member States – foreigners.</li> </ul>	<p>until 30 September 2021</p> <p>until 30 October 2021 for legitimate reasons based on a written request from the applicant</p>

## 2.2 Application deadlines for Slovenians without Slovenian citizenship and citizens of non-EU Member States - FOREIGNERS

### FIRST APPLICATION PERIOD: from publication of the Call until 31 May 2021

Faculties shall enrol candidates admitted in the first application period by the internal deadline set by each relevant faculty, however, no later than **30 June 2021**.

If enrolment places remain after the first application period and faculties decide to offer them, candidates may apply in the second application period. Information on enrolment places offered in the second application period will be posted on the website of the University of Maribor on **1 July 2021**.

#### **SECOND APPLICATION PERIOD: from 5 July 2021 until 8 September 2021**

Faculties shall enrol candidates admitted in the second application period by the internal deadline set by each relevant faculty, however, no later than **30 September 2021**. If a candidate files a request for an extension of the enrolment deadline for legitimate reasons (to be decided on by competent faculty bodies), the enrolment deadline may be extended to **30 October 2021** at the latest. If a candidate submitted the **application for recognition of foreign academic qualifications** in due time, but it is nonetheless unreasonable to expect that the decision will be issued by 30 September 2021, the candidate is advised to file a written request for an **extension of the deadline for enrolment for legitimate reasons** with the relevant faculty.

If enrolment places remain after the first application period for citizens of the Republic of Slovenia and other EU Member States, faculties may decide to offer them in an **additional application period for still-available enrolment places** also to Slovenians without Slovenian citizenship and citizens of non-EU Member States – foreigners; however, as per priority order, enrolment places are first filled by citizens of the Republic of Slovenia and other EU Member States, followed by Slovenians without Slovenian citizenship and citizens of non-EU Member States – foreigners.

If students who are enrolled in the first year of a postgraduate study programme for the first time withdraw from the programme by **15 October 2021** at the latest, it is considered they were never enrolled in the programme.

Application period	Application deadline	Notice	Eligible applicants	Enrolment deadline
<b>First application period</b>	from publication of the Call until 31 May 2021	The final date for online submission of applications via eVŠ is 31 May 2021.  After 31 May 2021 applications can no longer be altered or deleted.  Applicants may submit three (3) applications with equal priority.	- Slovenians without Slovenian citizenship. - Citizens of non-EU Member States.	until 30 June 2021
<b>Second application period</b>	from 5 July until 8 September 2021  Available enrolment places will be posted on 1 July 2021.	The final date for online submission of applications via eVŠ is 8 September 2021.  After 8 September 2021 applications can no longer be altered or deleted.  Applicants may submit one (1) application.	- Applicants who did not apply in the first application period. - Applicants who were not admitted to the selected study programme in the first application period. - Applicants who wish to apply for part-time study programmes in the second application period.	until 30 September 2021  until 30 October 2021 for legitimate reasons based on a written request from the applicant

### **3. ENROLMENT PLACES**

Candidates may apply for postgraduate programmes that carry a fixed number of available places for enrolment in the first year of study, for enrolment in the higher year of study, and for parallel studies (the latter only for 2<sup>nd</sup>-cycle study programmes). Places are defined separately for full-time and part-



time study modes and published in the two tables attached to and considered an integral part of the Call (separately for 2<sup>nd</sup>- and 3<sup>rd</sup>-cycle study programmes).

### 3.1 Places for enrolment in the first year of study

**Places for enrolment in the first year of study are defined separately for:**

- Citizens of the Republic of Slovenia and other EU Member States.
- Slovenians without Slovenian citizenship and citizens of non-EU Member States – foreigners. These candidates may enrol in postgraduate programmes in accordance with the *Rules on Tuition Fees and Accommodation in Student Dormitories for Slovenian Nationals without Slovenian Citizenship and Foreigners in the Republic of Slovenia* (Official Gazette of the Republic of Slovenia, No. 77/16 and 25/19).

**Enrolment places for citizens of the Republic of Slovenia and other EU Member States are available to:**

- Citizens of the Republic of Slovenia.
- Citizens of other EU Member States.
- Citizens of non-EU Member States who, or whose parents or guardians (or at least one of them), are tax residents of the Republic of Slovenia with permanent residence in the Republic of Slovenia at the time of the application.
- Persons granted international protection and applicants for asylum under the International Protection Act (Official Gazette of the Republic of Slovenia, No. 16/17 – official consolidated text). When applying, foreign nationals invoking this status must answer “YES” to the third statement in the first chapter of the application: »I have a recognized international protection status or I am an international protection applicant.« Higher education institutions obtain proof ex officio from the competent authority (i.e. Ministry of Foreign Affairs of the Republic of Slovenia).

**Citizens of Norway, Iceland, Liechtenstein, and Switzerland, though these are not EU Member States, are treated in the same way as citizens of the Republic of Slovenia and other EU Member States. As of the 2021/2022 academic year, citizens of the United Kingdom are enrolled as citizens of non-EU Member States and are charged a tuition fee.**

**Candidates who are already enrolled** (in postgraduate study programmes of the University of Maribor or other higher education institutions) **and wish to change the study programme** apply for places for enrolment in the first year of study as all other candidates. This also applies to students who wish to change the study mode in the same study programme in the first year.

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

### 3.2 Places for enrolment in a higher year of study

Candidates apply for places for enrolment in a higher year of study if they wish to change a postgraduate study programme of the University of Maribor or any other higher education institution in which they are enrolled, or they were enrolled, and to enrol in another **similar** study programme.

Competent bodies of higher education institutions take into account **applications for enrolment in a higher year of study** in accordance with:

- **transfer criteria**, as referred to under respective study programmes for students wishing to change study programmes accredited after 11 June 2004 (Bologna study programmes), or
- **criteria for accelerated progression** for candidates who did not complete their previous (pre-Bologna) study programme and wish to enrol in the year equal or junior to the previous study programme, but not in the first year of study.

Candidates applying for enrolment in a higher year of study must also meet criteria for admission to the first year of study of the study programme they are applying for. **The year the candidate may enrol in is determined by the higher education institution under the application and admission procedure based on the recognition of previously acquired knowledge, regardless of the year of study selected by the candidate in the application.**

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

**Places for enrolment in a higher year of study are available for enrolment to all candidates regardless of citizenship.**

### 3.3 Enrolment places for parallel studies

Academic affairs commissions of faculty senates may allow **successful students** who meet the requirements for advancement to the next year and have an average grade of at least 8 in the first year of studies to **take up parallel studies under two or more study programmes conducted by one or more faculties of the University of Maribor**. In exceptional cases, the commission may allow candidates with an outstanding academic record, which is one of the admission requirements, to simultaneously enrol in the first year of two study programmes. Candidates must apply for enrolment places available for parallel studies, which are published in a separate table.

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 (in accordance with Article 77 of the Higher Education Act - ZViS). When a student obtains a degree in his or her study programme at the parent higher education institution and obtains the same level of education in the study programme in which they are enrolled, the student is charged a tuition fee in the next year of his or her parallel degree study programme in accordance with Article 77 of the Higher Education Act - ZViS.

**Enrolment places for parallel studies are available to all candidates regardless of citizenship.**

## 4. ADMISSION REQUIREMENTS AND BRIDGING EXAMINATION

Candidates who meet the admission requirements laid down in accredited study programmes may apply for enrolment in postgraduate study programmes of the University of Maribor. Admission requirements for individual study programmes are laid down in detailed call texts issued by faculties and are part of this Call.

In order to be admitted to a postgraduate study programme in a field different from the one in which they graduated, candidates must fulfil additional study obligations (bridging examination). These obligations, corresponding to 10-60 ECTS credits, will be determined based on differences between



the candidates' field of expertise and the selected study programme. Candidates must pass these exams prior to enrolment.

Candidates are advised to request information on bridging examination from student affairs offices at relevant faculties as soon as possible. Student affairs offices will provide detailed information on exams and examination methods. Fees for bridging exams must be paid in accordance with the tariff list of the University of Maribor.

## 5. LIMITED ENROLMENT AND SELECTION PROCEDURE

Candidates applying for a study programme for which no decision on limited enrolment has been made will be admitted if they meet the admission requirements laid down in the accredited study programme.

**If the number of applications exceeds the number of available enrolment places, the study programme is understood as having limited enrolment.** In this case, candidates will be selected under a **selection procedure** based on criteria laid down in accredited study programmes.

### 5.1 Posting information on study programmes with limited enrolment

Information on postgraduate study programmes with limited enrolment **after the first application period** will be available on the website of the University of Maribor on **4 June 2021** for Slovenians without Slovenian citizenship and citizens of non-EU Member States – foreigners and on **13 September 2021** for citizens of the Republic of Slovenia and other EU Member States.

Information on postgraduate study programmes with limited enrolment **after the second application period** will be available on the website of the University of Maribor on **13 September 2021** for Slovenians without Slovenian citizenship and citizens of non-EU Member States – foreigners.

Information on postgraduate study programmes with limited enrolment **after the application period for still-available enrolment places** will be available on the website of the University of Maribor on **27 September 2021**.

### 5.2 Selection decision notification

**Faculties of the University of Maribor will notify the candidates on the outcome of the selection procedure.** Pursuant to Article 108 of the Act Determining Temporary Measures to Mitigate and Remedy the Consequences of COVID19 (ZZUOOP) (Official Gazette of the Republic of Slovenia, No. 152/20), **in the application and admission procedures for enrolment in the 2021/2022 academic year where candidates exercise their rights or obligations, communication is carried out in writing or through the eVŠ information system. A document is deemed served on the candidate on the second working day after it was published in the eVŠ information system (the candidate will access the decision on results of the selection procedure through the [eVŠ web portal](#) via their user account) or on the fifth working day if sent by registered mail.**

Candidates admitted to a study programme for which a decision will be made after the first application period for citizens of the Republic of Slovenia and other EU Member States that it will not be implemented due to an insufficient number of applications as well as candidates admitted to a study programme for which no definitive decision on the implementation in the 2021/2022 academic year will be possible after the first application period for citizens of the Republic of Slovenia and other EU

Member States will be informed upon enrolment or after the closing of the first application period for citizens of the Republic of Slovenia and other EU Member States at the latest. The notice will be posted on the website of the University of Maribor.

### 5.3 Subsequent placement on the list of admitted applicants

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

- Candidates who completed their previous education abroad, **pending a decision in the recognition procedure** in accordance with the Assessment and Recognition of Education Act. These candidates are admitted in accordance with the official decision on post-deadline enrolment **based on their request**. Detailed information on recognition procedure can be found in chapter 7.
- Candidates so listed following an **appeals procedure**.

Candidates who meet the general admission requirements will be placed on the list of admitted applicants 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 granted **special status** in the application and admission procedure for enrolment in the 2<sup>nd</sup>-cycle (master's) study programmes will subsequently be placed on the list of admitted applicants if they meet the general admission requirements and have attained at least 90% of the minimum number of points required for enrolment. Detailed information on candidates with special status can be found in chapter 6.

### 5.4 Expiration of admission and enrolment deadlines

**An expired application deadline denotes that registration via the eVŠ web portal is no longer possible and that, in the event of limited enrolment, the candidates have been informed, the selection procedure has been completed, and that candidates have enrolled by the deadline set in points 2.1 and 2.2 of this Call.**

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

**If students who are enrolled in the first year of a postgraduate study programme for the first time withdraw from the programme by **15 October 2021** at the latest, it is considered they were never enrolled in the programme.**

## 6. CANDIDATES WITH SPECIAL STATUS IN THE APPLICATION AND ADMISSION PROCEDURE

During the application-enrolment procedure for second-cycle study programmes, candidates may apply for a special status on the basis of which they can be added to the list of candidates admitted post-deadline. However, they must nonetheless meet the admission requirements laid down in the accredited study programme and achieve at least 90% of the required score.

Special status may be conferred on candidates who provide relevant supporting documents certifying:

- disability or special needs;
- a chronic illness or consequences of an acute illness that persevered throughout the application and admission procedure and had an impact on the candidate's academic achievement in the period that is taken into consideration in the admission procedure;

- exceptional social circumstances;
- the status of an elite athlete in the period that is taken into consideration in the admission procedure.

## 6.1 Granting the status of a candidate with special status in the application and admission procedure

In order to be awarded special status, **candidates must lodge an application along with relevant supporting documents**. The application must be sent by registered mail to the relevant faculty implementing the programme the candidate is applying to by **15 September 2021** at the latest. In exceptional cases, applications may be submitted post-deadline, however, only if circumstances justifying the special status occurred after the deadline. **The envelope must be clearly marked: “Za Komisijo za prošnje in pritožbe v prijavnem postopku Univerze v Mariboru”** (to the Commission for Requests and Appeals in the Application Procedure of the University of Maribor).

**Candidates apply for special status only once**, even if they submit more than one application for enrolment. **The decision on the conferral of special status is valid for all applications even if submitted to different faculties.**

The conferral of the special status is decided upon by the **Commission for Requests and Appeals in the Application Procedure of the University of Maribor** which **notifies the candidate and the relevant faculty in writing**. **Decisions** of the Commission for Requests and Appeals in the Application Procedure concerning candidates with special status **apply to all faculties of the University of Maribor, however, they have effect only on the application and enrolment procedure under this Call for Enrolment in the first and second application periods and in the application period for still-available enrolment places.**

## 7. RECOGNITION OF FOREIGN EDUCATION FOR THE PURPOSE OF FURTHER EDUCATION IN THE REPUBLIC OF SLOVENIA

Candidates who prove admission requirements with foreign previous education are hereby informed that their proof of education is subject to recognition under the *Assessment and Recognition of Education Act*. Along with the application, the candidates are required to submit the decision on the recognition of foreign academic qualifications.

- Candidates who have already obtained a decision on the recognition of foreign academic qualifications follow the instructions for the submission of supporting documents demonstrating fulfilment of admission requirements and submit the decision along with the required supporting documents to the faculty implementing the study programme they are applying for.
- Candidates who have not yet obtained a decision on the recognition of foreign academic qualifications are hereby informed that the **online application form for enrolment in postgraduate study programmes submitted via the [eVŠ web portal](#) also serves as an application for the initiation of the procedure for recognition of foreign academic qualifications**. **Candidates who submit an incomplete application or application for recognition of education for the purpose of continuing education will individually receive additional information on the request and the deadline to supplement the application by regular mail or electronically via the eVŠ web portal**. A document is deemed served on the candidate on the second working day after it was published on the eVŠ web portal or on the fifth working day if sent by registered mail.

### 7.1 Supporting documents required for the recognition procedure

1. **A scan or photograph of certificates** proving an education completed abroad which is to be recognised in the application and selection procedure; without legalisation. The authenticity of certificates will be checked with the issuer of the original document or the competent authority of the country of origin of the document by the higher education institution. **In the event that the higher education institution is unable to confirm the authenticity of the document, you will be required to provide:**

**The original certificate** proving an education completed abroad which is to be recognised in the application and selection procedure and is legalised according to the regulations and according to the country of origin.

Legalisation requirements according to the country of origin of the certificate:

- Without legalisation: Austria, Bulgaria, Bosnia and Herzegovina, Czech Republic, France, Greece, Croatia, Hungary, Romania, North Macedonia, and Serbia.
  - An apostille: [signatories of the Hague Apostille Convention](#). [Competent authorities in the countries, signatories of the HCCH](#).
  - *Verification of Documents in International Transport Act*: all other countries not mentioned above.
2. A scan or photograph of a Slovenian or English translation of an education certificate referred to in item 1 **if the certificate was handwritten using a non-Latin alphabet** (a copy of the translation performed by a court translator is sufficient). **Candidates should consult the authorised person at the University of Maribor or directly at the higher education institution to which they are applying regarding the need for translation.**
  3. **A scan or photograph of the contents and duration of education** and of the fulfilled study requirements during education with a Slovenian or English **translation** of the certificates **if the certificates were handwritten using a non-Latin alphabet** (a copy of the translation performed by a court translator is sufficient). **Candidates should consult the authorised person at the University of Maribor or directly at the higher education institution to which they are applying regarding the need for translation.**
  4. A scan or photograph of the chronological description of the candidate's education completed abroad signed by the candidate.
  5. **A scan or photograph of the candidate's identity document:**
    - citizens of the EU Member States: an identity card or passport (the page with the candidate's personal data),
    - citizens of the non-EU Member States: a passport (the page with the candidate's personal data).

The list of documents may vary depending on the country where the education certificate was issued; therefore candidates are advised to contact **the authorised person at the University of Maribor** (contact: University of Maribor, Slomškov trg 15, 2000 Maribor, phone: +386 (2) 23 55 263, email: [recognition@um.si](mailto:recognition@um.si), website: <https://moja.um.si/en/future-students/Strani/recognition-of-education.aspx>, office hours: Monday to Friday from 9:00 a.m.–11:00 a.m. and 1:00 p.m.–2:00 p.m.) in order to obtain more detailed information concerning the list of mandatory documents or additional information on the recognition procedure.

**The deadline for issuing a decision on recognition** in accordance with *the Assessment and Recognition of Education Act* (Official Gazette of the Republic of Slovenia, No. 87/11, 97/11 – corr. and 109/12) is **two months after the date of receipt of a complete application.**

**If a candidate submitted the application in due time, but it is nonetheless unreasonable to expect that the decision will be issued by 30 September 2021, the candidate is advised to file a request for an extension of the deadline for enrolment for legitimate reasons with the relevant faculty.**

## 8. DOCTORAL STUDIES

In accordance with Article 12 of the Rules and Regulations on Doctoral Studies at the University of Maribor No. 012/2018/1 with amendments, **candidates are advised to choose, as a rule, a working supervisor and narrow area of research, and prepare a framework programme of doctoral studies prior to enrolment** (Annex 14 to the Rules and Regulations on Doctoral Studies at the UM).

Upon enrolment in doctoral studies, a doctoral student shall conclude **an Agreement on Studies and Supervision Within a Third-Cycle Study Programme** with the member implementing the doctoral study programme (or with members in the case of an inter-faculty study programme). The agreement shall specify the name of the working supervisor, content plan and time schedule of doctoral studies, as well as responsibilities and obligations of the signatories. By signing the agreement, the signatories shall commit to cooperate in the implementation of the doctoral study programme in accordance with the accredited study programme, and with the content plan and time schedule of doctoral studies. In addition, the agreement lays down the payment method for costs associated with doctoral studies.

## 9. TUITION FEES AND PAYMENT OF COSTS RELATED TO POSTGRADUATE STUDIES AT THE UNIVERSITY OF MARIBOR

**Tuition fees under postgraduate studies are charged for:**

- part-time second-cycle (master's) study programmes;
- full-time second-cycle (master's) study programmes for candidates who have already acquired qualifications corresponding to at least the second-cycle according to the Klasius classification, and for candidates who have not yet acquired qualifications corresponding to at least the second-cycle according to the Klasius classification, providing they have already exercised their right to free study;
- full-time second-cycle (master's) study programmes for the implementation part exceeding the standards laid down in the National Higher Education Programme;
- third-cycle (doctoral) study programmes.

Upon first enrolment, students paying the tuition fee conclude **a training agreement** with the relevant faculty. Upon enrolling in the next year of study, an annex is added to the training agreement. Taking into account specific features of their study programmes, faculties formulate the content of the agreement in greater detail, inter alia also the payment method (single payment or payment by instalments), a lower fee or exemption from fees, method of recovery in accordance with these instructions, default interest rates and reimbursement of the tuition fee in the event of withdrawal from studies.

If a doctoral candidate decides to conduct experimental research the costs of which exceed certain standards and cannot be financed from the tuition fee, the parties conclude an annex to the agreement on studies and supervision within a third-cycle study programme for the conduct of individual research work.

Additional information on the financing of postgraduate studies is available [HERE](#).

### 9.1 Tuition fee payment in the event of withdrawal from the study programme

Students enrolled in second-cycle (master's) programmes are obliged to pay a part of the tuition fee in the event of withdrawal from the programme as follows:

- 20 % of the tuition fee, if they withdraw by 31 October of the current academic year;
- 50 % of the tuition fee, if they withdraw by 31 December of the current academic year;
- 100 % of the tuition fee, if they withdraw after 1 January of the current academic year.

Doctoral students are obliged to pay a part of the tuition fee in the event of withdrawal from the programme as follows:

- 50 % of the tuition fee, if they withdraw after 31 October, but at the latest until 31 January of the current academic year;
- 100 % of the tuition fee, if they withdraw after 1 February of the current academic year.

Students are obliged to pay all financial obligations incurred with regard to their training until the date of completion of the study programme or until being served the leaving certificate certifying the departure from the University of Maribor.

## **9.2 Explanation regarding the payment of tuition fees for second-cycle (master's) study programmes**

Tuition fees may not be charged to citizens of the Republic of Slovenia or citizens of other EU Member States for education in state-approved first-cycle undergraduate study programmes or second-cycle study programmes provided as a public service. Citizens of [Norway](#), [Iceland](#), [Liechtenstein](#), and [Switzerland](#), though these are not EU Member States, are treated in the same way as citizens of Slovenia and other EU Member States. Pursuant to the signed protocols on cooperation in the field of education, citizens of [Bosnia and Herzegovina](#), [Montenegro](#), [Kosovo](#), [North Macedonia](#) and [Serbia](#) enjoy a status equal to that enjoyed by the citizens of Slovenia and other EU Member States as regards payment of tuition fees for enrolment in the 2021/22 academic year, which means that they are exempt from payment of tuition fees for full-time studies as applicable to foreign citizens.

Notwithstanding the preceding paragraph, citizens of the Republic of Slovenia or other EU Member States as well as citizens of Norway, Iceland, Liechtenstein, Switzerland, Montenegro, Kosovo, North Macedonia, Bosnia and Herzegovina and Serbia 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 - ZViS.

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

Citizens of non-EU Member States are required to pay a tuition fee in accordance with the *Rules on Tuition Fees and Accommodation in Student Dormitories for Slovenians without Slovenian Citizenship and Foreign Nationals in the Republic of Slovenia* (Official Gazette of the Republic of Slovenia, No. 77/16). [As of the 2021/2022 academic year, citizens of the United Kingdom are enrolled as citizens of non-EU Member States and are charged a tuition fee.](#) The amount of the tuition fee for Slovenians without Slovenian citizenship and citizens of non-EU Member States - foreigners is determined by the amount of the tuition fee for Slovene citizens for part-time study programmes.