

UNIVERSITY OF PRIMORSKA

CALL FOR ENROLMENT INTO MASTER'S DEGREE STUDY PROGRAMMES IN THE ACADEMIC YEAR 2018/2019

COMMON PROVISIONS

ENROLMENT PLACES

The number of available enrolment places for enrolment in the 1st year and 2nd year (according to transfer criteria) is announced and published for each individual Master's study programme in the Call for enrolment. Enrolment places are published for Slovenian citizens and citizens of the Member States of the European Union separately and for citizens from non EU member states separately.

Citizens of the Member States of the European Union and other foreign nationals who are residents in the Republic of Slovenia who are themselves or at least one of the parents or guardians resident in the Republic of Slovenia for tax purposes and persons with recognized international protection in accordance with the Act on International Protection (Official Gazette of the Republic of Slovenia, No. 16/17) shall apply to the enrolment places for citizens of the Republic of Slovenia and citizens of the Member States of the European Union, published in Call for enrolment for a study programme in the manner and within the deadlines as set out below in the section »APPLICATION FOR CANDIDATES (SLOVENE CITIZENS AND CITIZENS OF EU COUNTRIES)«.

APPLICATION FOR ENROLMENT AND APPLICATION DEADLINES

Candidates for enrolling in the Master's study programmes of the University of Primorska (UP) may submit a maximum of three (3) applications for three different study programmes in which they wish to enrol and for which they meet or will fulfil the conditions for enrolment by the deadlines published with this call. An application is considered completed when submitted electronically at eVŠ web portal.

The application for enrolment is **submitted electronically on the web portal eVŠ** <https://portal.evs.gov.si/prijava/?locale=en>. Log in with your username and password or with a qualified digital certificate.

INSTRUCTIONS FOR COMPLETING THE APPLICATION online on the eVS web portal in English language are published on the following website: <http://portal.evs.gov.si/information-in-english>

Evidence of fulfilment (supporting documents, certificates and other documents) that a candidate must enclose with the application for enrolment is indicated in the Call for enrolment written by each study programme.

APPLICATION DEADLINES for candidates (Slovenian and EU member state citizens)

1) FIRST APPLICATION PERIOD: from 9 April 2018 to 31 August 2018

Candidates apply by submitting an electronic application for each of the programmes through the eVŠ web portal at <https://portal.evs.gov.si/prijava/?locale=en> **from 9 April 2018 to 31 August 2018.**

1.)

If the candidate is applying with **username and password**, the enrolment application form must **be completed and submitted** online through the eVŠ web portal **by 31 August 2018 by midnight CET,**

then printed, signed, and, together with **all the supporting documents required in the Call for enrolment, sent by registered mail** to the Faculty delivering the programme **by 1 September 2018**.

The application **is considered to be submitted in time** if it has been completed online through the eVŠ web portal by **31 August 2018**, then the last version of the application form submitted is printed, signed and sent by registered mail to the Faculty delivering the programme **by 1 September 2018**.

The envelope must be marked **»Application for enrolment to postgraduate programmes in 2018/2019«**.

2.)

If the candidate is applying 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 31 August 2018 by midnight CET**.

The application **is considered to be submitted in time** if the application has been completed and submitted online with an electronic signature through the eVŠ web portal **by 31 August 2018 by midnight CET**. The supporting documents required in the Call for Enrolment must be sent by registered mail to the Faculty delivering the programme (the attachments must bear the reference number of the enrolment application) by **1 September 2018**. The envelope must be marked **»Application for enrolment to postgraduate programmes in 2018/2019«**.

* * * * *

2) SECOND APPLICATION PERIOD

If enrolment places are still available after the first application deadline there will be a second application period open **from 14 September 2018 to 19 September 2018**. The information regarding available enrolment places will be published online on the faculty website.

1.)

If the candidate is applying with **username and password**, the enrolment application form must **be completed and submitted** online through the eVŠ web portal **by 19 September 2018 by midnight CET**, then printed, signed, and, together with **all the supporting documents required in the Call for enrolment, sent by registered mail** to the Faculty delivering the programme **by 20 September 2018**.

The application **is considered to be submitted in time** if it has been completed online through the eVŠ web portal by **19 September 2018**, then the last version of the application form submitted is printed, signed and sent by registered mail to the Faculty delivering the programme **by 20 September 2018**.

The envelope must be marked **»Application for enrolment to postgraduate programmes in 2018/2019«**.

2.)

If the candidate is applying 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 19 September 2018 by midnight CET**.

The application **is considered to be submitted in time** if the application has been completed and submitted online with an electronic signature through the eVŠ web portal **by 19 September 2018 by midnight CET**. The supporting documents required in the Call for Enrolment must be sent by registered mail to the Faculty delivering the programme (the attachments must bear the reference number of the enrolment application) by **20 September 2018**. The envelope must be marked **»Application for enrolment to postgraduate programmes in 2018/2019«**.

* * * * *

3) THIRD APPLICATION PERIOD

A Faculty (UP Member) may decide to publish a third application period if enrolment places are still available, which runs from **26 to 27 September 2018 until 12 noon CET**. Information about this and free places for a possible third application will be published on the faculty website.

1.)

If the candidate is applying **with a username and password**, the enrolment application form must be completed and submitted online through the eVŠ web portal **by 27 September 2018 at 12 noon CET**, then printed, signed, and, together with all the supporting documents required in the Call for enrolment, delivered to the faculty **no later than September 27, 2018, at 1 pm CET**.

2.)

If the candidate is applying 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 27 September 2018 at 12 noon CET**. The supporting documents required in the Call for Enrolment must be delivered to the faculty **no later than September 27, 2018, at 1 pm CET**.

IMPORTANT!

AFTER THE PUBLISHED DEADLINES APPLICATIONS WILL NO LONGER BE POSSIBLE.

APPLICATION DEADLINES for candidates (Slovenians without Slovenian citizenship and citizens from non-EU countries)

1) FIRST APPLICATION PERIOD: from 9 April 2018 to 27 June 2018

Candidates apply by **submitting an electronic application** for each of the programmes through the eVŠ web portal at <https://portal.evs.gov.si/prijava/?locale=en> **from 9 April 2018 to 27 June 2018**.

1.)

If the candidate is applying with **username and password**, the enrolment application form must be **completed and submitted** online through the eVŠ web portal **by 27 June 2018 by midnight CET**, then printed, signed, and, together with **all the supporting documents required in the Call for enrolment**, **sent by registered mail** to the Faculty delivering the programme **by 28 June 2018**.

The application **is considered to be submitted in time** if it has been completed online through the eVŠ web portal by **27 June 2018 by midnight CET**, then the last version of the application form submitted is printed, signed and sent by registered mail to the Faculty delivering the programme **by 28 June 2018**. The envelope must be marked **»Application for enrolment to postgraduate programmes in 2018/2019«**.

2.)

If the candidate is applying 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 27 June 2018 by midnight CET**.

The application **is considered to be submitted in time** if the application has been completed and submitted online with an electronic signature through the eVŠ web portal **by 27 June 2018 by midnight CET**. The supporting documents required in the Call for Enrolment must be sent by registered mail to the Faculty delivering the programme (the attachments must bear the reference number of the enrolment application) by **28 June 2018**. The envelope must be marked **»Application for enrolment to postgraduate programmes in 2018/2019«**.

* * * * *

2) SECOND APPLICATION PERIOD

If enrolment places are still available after the first application deadline there will be a second application period open running from 16 July 2018 to 31 August 2018. The information regarding available enrolment places will be published online on the faculty website.

1.)

If the candidate is applying with **username and password**, the enrolment application form must be **completed and submitted** online through the eVŠ web portal by 31 August 2018 by midnight CET, then printed, signed, and, together with **all the supporting documents required in the Call for enrolment, sent by registered mail** to the Faculty delivering the programme **by 1 September 2018**.

The application **is considered to be submitted in time** if it has been completed online through the eVŠ web portal by 31 August 2018 by midnight CET, then the last version of the application form submitted is printed, signed and sent by registered mail to the Faculty delivering the programme **by 1 September 2018**. The envelope must be marked **»Application for enrolment to postgraduate programmes in 2018/2019«**.

2.)

If the candidate is applying 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 31 August 2018 by midnight CET.

The application **is considered to be submitted in time** if the application has been completed and submitted online with an electronic signature through the eVŠ web portal by 31 August 2018 by midnight CET. The supporting documents required in the Call for Enrolment must be sent by registered mail to the Faculty delivering the programme (the attachments must bear the reference number of the enrolment application) by **1 September 2018**. The envelope must be marked **»Application for enrolment to postgraduate programmes in 2018/2019«**.

* * * * *

3) THIRD APPLICATION PERIOD

If enrolment places are still available after the second application deadline each faculty can individually decide if they there will be a third application period open running from 14 September 2018 to 19 September 2018. The information regarding available enrolment places will be published online on the faculty website.

1.)

If the candidate is applying with **username and password**, the enrolment application form must be **completed and submitted** online through the eVŠ web portal by 19 September 2018 by midnight CET, then printed, signed, and, together with **all the supporting documents required in the Call for enrolment, sent by registered mail** to the Faculty delivering the programme **by 20 September 2018**.

The application **is considered to be submitted in time** if it has been completed online through the eVŠ web portal by 19 September 2018, then the last version of the application form submitted is printed, signed and sent by registered mail to the Faculty delivering the programme **by 20 September 2018**. The envelope must be marked **»Application for enrolment to postgraduate programmes in 2018/2019«**.

2.)

If the candidate is applying 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 19 September 2018 by midnight CET.

The application **is considered to be submitted in time** if the application has been completed and submitted online with an electronic signature through the eVŠ web portal by 19 September 2018 by

midnight CET. The supporting documents required in the Call for Enrolment must be sent by registered mail to the Faculty delivering the programme (the attachments must bear the reference number of the enrolment application) by **20 September 2018**. The envelope must be marked **»Application for enrolment to postgraduate programmes in 2018/2019«.**

* * * * *

4) FOURTH APPLICATION PERIOD

A Faculty (UP Member) may decide to publish a fourth application period if enrolment places are still available, which runs from **26 to 27 September 2018 until 12 noon CET.** Information about this and free places for a possible third application will be published on the faculty website.

1.)

If the candidate is applying **with a username and password**, the enrolment application form must be completed and submitted online through the eVŠ web portal **by 27 September 2018 at 12 noon CET**, then printed, signed, and, together with all the supporting documents required in the Call for enrolment, delivered to the faculty **no later than September 27, 2018, at 1 pm CET.**

2.)

If the candidate is applying 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 27 September 2018 at 12 noon CET.** The supporting documents required in the Call for Enrolment must be delivered to the faculty **no later than September 27, 2018, at 1 pm CET.**

IMPORTANT!

AFTER THE PUBLISHED DEADLINES APPLICATIONS WILL NO LONGER BE POSSIBLE.

GRANTING THE STATUS OF AN ENROLMENT CANDIDATE WITH SPECIAL STATUS

UP FAMNIT and UP PEF have published enrolment exceptions for candidates with special status. Candidates apply for the status of an enrolment candidate with special status by submitting an individual application and documents

The granting of a special candidate status on the basis of an individual application and the supporting evidence is decided by the *Commission for applications and questions in the application procedure for enrolment in the 1st year of the studies at UP*. Further information and further instructions are included in the Call for enrolment for the particular study programme.

A special status can be granted to candidates with:

- disability,
- a chronic illness or the consequences of an acute illness which are still ongoing during the application and admission procedure and which had an impact on the undergraduate level results, or
- exceptional social circumstances.

A special status may also be granted to a candidate who can prove the status of elite athlete during the admission period.

PARALLEL DEGREE STUDIES

Candidates can apply for enrolment in *parallel degree studies*. Same procedures and deadlines apply as for other candidates and are described in the section **»APPLICATION FOR ENROLMENT«.** Evidence of admission requirements for enrolment in the programme must be submitted together with the application to the Faculty which delivers the programme.

APPLICATION FOR ENROLMENT ACCORDING TO TRANSFER CRITERIA AMONG STUDY PROGRAMMES

Candidates can apply for enrolment in the second study year according to transfer criteria among study programmes. Same procedures and deadlines apply as for other candidates and are described in the section »**APPLICATION FOR ENROLMENT**«. Evidence of admission requirements for enrolment in the programme must be submitted together with the application to the Faculty which delivers the programme.

STUDENTS CHANGING PROGRAMMES

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 to the first year of studies. Same procedures and deadlines apply as for other candidates and are described in the section »**APPLICATION FOR ENROLMENT**«.

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

PROCEDURES FOR RECOGNITION OF EDUCATION FOR THE PURPOSE OF CONTINUING EDUCATION IN THE REPUBLIC OF SLOVENIA FOR CANDIDATES HOLDING FOREIGN CREDENTIALS

Candidates who have completed education abroad prove fulfilment of the conditions for enrolment in the first or higher year of study by submitting a decision of recognition or by applying for obtaining a decision on the recognition of education obtained abroad.

An online application for the procedure of recognition of education for the purpose of continuing education and supporting documents is submitted together with the application for enrolment. Candidates who submit an incomplete application for recognition of education for the purpose of continuing education will be informed per post.

- ✓ Candidate who have already obtained a **decision of recognition of foreign education** submits the decision together with the application for enrolment and supporting documents to the Faculty, which delivers the study programme.
- ✓ For candidate with a foreign certificate in education, who does not yet have a decision on recognition of education, the application for enrolment is also considered as an application for the recognition of foreign education on the eVŠ web portal at <http://portal.evs.gov.si/prijava/?locale=en>. The candidate must fill out the section in the application regarding the recognition of foreign education and submit all supporting documents stated in the Call for enrolment, to the Faculty which delivers the study programme.

The list of documents needed for the recognition process may vary depending on the country of origin where the certificate (diploma) was issued. Candidates are asked to consult an admission officer or authorised persons for the procedure of recognition of foreign education for a more detailed list of documents or information related to the procedure.

IMPORTANT!!

Candidates comply with the deadlines for the submission of supporting documents for admission and enrolment conditions that apply to the admission and selection procedure described in the section »**APPLICATION FOR ENROLMENT**«.

Information on the recognition procedure for candidates is available on the UP website:

in Slovenian language <http://www.vpis.upr.si/index.php?page=static&item=216>;
in English language: <https://www.upr.si/en/study/enrolment/recognition>.

LIMITED ENROLMENT AND SELECTION CRITERIA

If the number of applicants in the individual study programme exceeds the number of enrolment places, the application limit is considered to be the number of places advertised. In this case, candidates will be selected in the selection process. **SELECTION CRITERIA** in the case of enrolment limitations are determined by the individual study programme. Information on study programmes, on which the enrolment limitations will be applied, will be published on the website of each faculty.

DECISION ON SELECTION AND ADMISSION PROCEDURE

The Faculty, which delivers the study programme, will inform candidates about the decision of selection and admission in writing by regular mail sent to the address in the application.

ENROLMENT

The Faculty will invite admitted candidates in writing to enrol in the study programme. The candidate will receive instructions, deadlines and other important information regarding the enrolment and beginning of the study year.

The enrolment in Master study programmes must be concluded by 30 September 2018, a competent committee can grant an extension for justified reasons but not later than 30 October 2018, based on a candidate's request. Regardless of the justified reason, the candidate had to submit the application for enrolment in the eVS by the deadline set in the Call for enrolment.

TUITION FEES

Tuition fees and other study fees for the academic year 2018/2019 will be determined in the Pricelist of the University of Primorska (*Cenik storitev Univerze na Primorskem v študijskem letu 2018/2019*), accepted by the Managing Board of University of Primorska. The Pricelist will be published on the websites of the university and each Faculty.

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 master 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.

Foreign citizens have to pay tuition fees in accordance with the Rules on tuition and residence in public student dormitories for Slovenes without Slovene citizenship and foreigners in the Republic of Slovenia (Official Gazette of the Republic of Slovenia, No. 77/16).

TECHNICAL ASSISTANCE FOR APPLICANTS

Contacts in the event of problems with entering the application with a digital certificate and electronic signing and for other questions when completing the e-application form, are published on the website

of the Ministry of Education, Science and Sport of the Republic of Slovenia: <http://portal.evs.gov.si/contact-for-assistance>.

Further assistance with filling out the application:

E-mail: ekc@gov.si

Phone: 080 2002 – if calling in Slovenia

Phone: 00 386 1 478 85 90 if calling from abroad (from 8:00 AM until 22:00 PM CET during working days).