

APPLICATION AND ADMISSION PROCEDURE FOR ENROLMENT IN THE FIRST YEAR OF UNDERGRADUATE AND LONG-CYCLE MASTER STUDY AT THE UNIVERSITY OF MARIBOR

1. GENERAL INFORMATION

The following application and admission procedure is meant for:

- Citizens of the member states of the European Union,
- Foreign citizens who themselves or their parents are taxpayers in the Republic of Slovenia and who have a permanent residence in the Republic of Slovenia,
- Citizens of the Republic of Slovenia

who have finished their secondary school education abroad (not in the Republic of Slovenia).

The application and admission procedure for enrolment in the first year of undergraduate and long-cycle master study at the University of Maribor is conducted by:

University of Maribor

The Higher Education Application and Information Service

Slomškov trg 15
2000 Maribor
Slovenia
Tel: +386 2 235 5261
E-mail: vpis@um.si
Internet: <http://www.vpis.um.si>

Office hours: every day from Monday to Friday from 9.00 to 11.00 and from 13.00 to 14.00.

Information about application and admission procedure is available at The Higher Education Application and Information Service of the University of Maribor and also on the website of the Ministry of education, science and sport, <http://www.mizs.gov.si/en/>.

Information about study programmes of the University of Maribor is available on website of the University of Maribor: <http://www.um.si>.

2. APPLICATION PROCEDURE

Citizens of the EU Member States can apply for enrolment in the first year of undergraduate and long-cycle master study in three application periods:

- in the first application period from 5 February to 5 March 2015,
- in the second application period from 21 to 28 August 2015 or
- in the third application period from 1 to 5 October 2015.

2.1 The first application period

The first application period lasts **from 5 February to 5 March 2015**.

Citizens of the member states of the European Union may apply for enrolment slots announced for citizens of the Republic of Slovenia and citizens of the member states of the European Union. Information about enrolment slots are published in the Call for Enrolment for undergraduate and long-cycle master study in academic year 2015/2016 on website <http://www.mizs.gov.si/>.

Candidates can apply by submitting electronic application on the website of the Ministry of education, science and sport <http://portal.evs.gov.si/prijava/> or <http://portal.evs.gov.si/prijava/?locale=en>.

It is possible to apply in two ways:

- **With Qualified Digital Certificate obtained in the Republic of Slovenia:** The electronic application must be submitted no later than 5 March 2015.

- **Without Qualified Digital Certificate (with username and password):** the electronic application has to be submitted to the electronic database for application, printed, signed by the candidate and send by registered mail to The Higher Education Application and Information Service no later than 5 March 2015.

An application will be considered to be submitted in required time:

- If the application is submitted to the electronic database for application **with the Qualified Digital Certificate**, the application has to be submitted to the electronic database **no later than 5 March 2015**.
- If the application is submitted to the electronic database for application **without Qualified Digital Certificate (with username and password)**, the application form has to be submitted to the electronic database, printed in the latest version submitted, signed by the candidate and send by registered mail to The Higher Education Application and Information Service **no later than 5 March 2015**.

The address of The Higher Education Application and Information Service will be stated in the upper left corner of the printed application.

2.2. The second application period

The second application period lasts from 21 to 28 August 2015.

In the second application period it is possible to apply according to places still open for citizens of Slovenia, which will be published on 20 August 2015 on the website of The Higher Education Application and Information Service and on the website of the Ministry of education, science and sport.

Candidates can apply by submitting electronic application on the website of the Ministry of education, science and sport: <http://portal.evs.gov.si/prijava/> or <http://portal.evs.gov.si/prijava/?locale=en>.

It is possible to apply in two ways:

- **With Qualified Digital Certificate obtained in the Republic of Slovenia:** The electronic application must be submitted no later than 28 August 2015.

- **Without Qualified Digital Certificate (with username and password):** the electronic application has to be submitted to the electronic database for application, printed, signed by the candidate and send by registered mail to The Higher Education Application and Information Service no later than 28 August 2015.

An application will be considered to be submitted in required time:

- If the application is submitted to the electronic database for application **with the Qualified Digital Certificate**, the application has to be submitted to the electronic database **no later than 28 August 2015.**
- If the application is submitted to the electronic database for application **without Qualified Digital Certificate (with username and password)**, the application has to be submitted to the electronic database, printed in the latest version submitted, signed by the candidate and send by registered mail to The Higher Education Application and Information Service **no later than 28 August 2015.**

The address of The Higher Education Application and Information Service will be stated in the upper left corner of the printed application.

In the second application period, only those candidates may apply who were not accepted in the first application period and those candidates who did not submit the application in the first application period at all.

The candidates, for whom the selection procedure of the first application period has not finished by the end of 28 August (by the end of the second application period) may submit the Second application from 21 to 28 August. If such candidates are accepted in the study course selected in the First application, their Second application will be eliminated from the selection procedure of the second application period.

Candidates who were already accepted in the first application period may apply in the second application period only if they have justified reason. In that case a candidate has to send to The Higher Education Application and Information Service a written request and appropriate documents certifying justified reason.

2.3. The third application period

Candidates may apply for places still open from 1 to 5 October 2015.

The vacant places for enrolment into the first year of study will be published on 1 October 2015 on the website of The Higher Education Application and Information Service, on the website of the Ministry of education, science and sport and on the websites of the faculties.

Candidates can apply by submitting electronic application on the website of the Ministry of education, science and sport: <http://portal.evs.gov.si/prijava/> or <http://portal.evs.gov.si/prijava/?locale=en>.

In the third application period a candidate may apply only for one study programme.

It is possible to apply in two ways:

- **With Qualified Digital Certificate obtained in the Republic of Slovenia:** The electronic application must be submitted no later than 5 October 2015. To the chosen higher education institution, the candidates have to send by registered mail only the documents specified by the call for enrolment. On the documents, a candidate has to indicate the number of his electronic application that has been submitted to the electronic application database.

- **Without Qualified Digital Certificate (with username and password):** the electronic application has to be submitted to the electronic application database, printed, signed by the candidate and send by registered mail to the chosen higher education institution no later than 5 October 2015.

An application will be considered to be submitted in required time:

- If the application is submitted to the electronic application database **with the Qualified Digital Certificate**, the application has to be submitted to the electronic database **no later than 5 October 2015.**
- If the application is submitted to the electronic application database **without Qualified Digital Certificate (with username and password)**, the application has to be submitted to the electronic database, printed in the latest version submitted, signed by the candidate and send by registered mail to the chosen higher education institution **no later than 5 October 2015.**

In the third application period, only the following candidates may apply:

- candidates who already submitted the First or the Second application and were not accepted in any of study programmes written in the First or in the Second application;
- candidates who were accepted to the study programme that will not be carried out;
- candidates applying for part-time study;
- candidates who already are students and would like to change their study programme.

3. GENERAL CONDITIONS FOR ENROLMENT IN THE FIRST YEAR OF STUDY:

- **Successfully completed appropriate secondary education** (To enrol in university study programmes the candidates must have a recognised national exit exam, like the Slovene matura or final examination before 1 June 1995. To enrol in professional higher-education programmes the candidates must have a recognised final examination, vocational certification or Slovene matura.);
- **Completed procedure for the recognition of secondary-school certificates obtained abroad** (In the recognition procedure the candidates obtain a Decision on Recognition of foreign Education. The Decision on Recognition of foreign Education determines whether a candidate can continue his education in university or professional higher-education programmes.);
- Some study programmes require the candidates to **pass a test of ability, capacity and skills.**
- **The Faculty of Medicine** requires:
»All candidates need a Slovenian language certificate of level C2, regarding the Common European Framework of Reference for Languages. As a fulfilled enrolment condition is considered a taken exam of Slovenian language at final exam (Slovenian matura), certificate of last year the subject was carried out at secondary school, certificate of Slovenian language of level C2 or other equivalent document.«

Candidates must pass a test of ability, capacity and skills if they wish to enrol in the Faculty of Civil Engineering (study programme: Architecture) or in the Faculty of Education (study programmes: Music Education, Art Education, Sports coaching).

Dates for tests of ability, capacity and skills in the first application period:

Higher education institution/ Study programme	Date of testing	Validity of tests passed
Faculty of Civil Engineering - Architecture	29 June 2015	current year only
Faculty of Education – Music Education	30 June or 1 July 2015	Permanent
Faculty of Education – Art Education	30 June 2015	Permanent
Faculty of Education – Sports coaching	2 July 2015	current year only

Dates for tests of ability, capacity and skills in the second application period:

Higher education institution/ Study programme	Date of testing	Validity of tests passed
Faculty of Civil Engineering - Architecture	9 September 2015	current year only
Faculty of Education – Music Education	10 September 2015	Permanent
Faculty of Education – Art Education	10 September 2015	Permanent
Faculty of Education – Sports coaching	10 September 2015	current year only

Tests of ability, capacity and skills in the second application period are organised only by faculties with vacant places.

Dates for tests of ability, capacity and skills in the third application period:

Higher education institution/ Study programme	Date of testing	Validity of tests passed
Faculty of Civil Engineering - Architecture	no tests	/
Faculty of Education – Music Education	7 October 2015	Permanent
Faculty of Education – Art Education	7 October 2015	Permanent
Faculty of Education – Sports coaching	no tests	/

Tests of ability, capacity and skills in the third application period are organised only by faculties with vacant places. The faculty can decide not to organise test of ability, capacity and skills even if there are still vacant places.

4. EVIDENCE OF FULFILMENT OF THE ENROLMENT REQUIREMENTS:

1. a final certificate of successfully completed secondary school,
2. certificates for the last two years of completed secondary school,
3. a decision on recognition of foreign education for the purpose of continued studies.

Candidates have to send certified copies of the required documents.

All certificates (except bilingual ones) must be translated into the Slovenian language by a court translator.

The candidates applying for study at the Faculty of Medicine also have to submit a certificate of a taken exam of Slovenian language at final exam (Slovenian matura), certificate of last year the subject was carried out at secondary school, certificate of Slovenian language of level C2 or other equivalent document

The required documents must be sent:

- **in the first application period:**

Candidates who already have a certificate of completing secondary school abroad must submit all the required documents (final certificate of completed secondary school and certificates for the last two years of completed secondary school (verified copies and translated certificates in Slovene language by a court translator), a decision on recognition of foreign education for the purpose of continued studies or a decision on nostrification etc.) **by 5 March 2015.**

Candidates who will obtain a certificate of completing secondary school abroad in year 2015 must submit all the required documents (final certificate of completed secondary school and certificates for the last two years of completed secondary school (verified copies and translated certificates in Slovene language by a court translator), a decision on recognition of foreign education for the purpose of continued studies or a decision on nostrification etc.) **no later than 10 September 2015.**

- **in the second application period:**

Candidates who already have a certificate of completing secondary school abroad must submit all the required documents (final certificate of completed secondary school and certificates for the last two years of completed secondary school (verified copies and translated certificates in Slovene language by a court translator), a decision on recognition of foreign education for the purpose of continued studies or a decision on nostrification etc.) **by 28 August 2015.**

Candidates who will obtain a certificate of completing secondary school abroad in year 2015 must submit all the required documents (final certificate of completed secondary school and certificates for the last two years of completed secondary school (verified copies and translated certificates in Slovene language by a court translator), a decision on recognition of foreign education for the purpose of continued studies or a decision on nostrification etc.) **no later than 10 September 2015.**

- **in the third application period:**

In the third application period, all the required documents have to be sent to the higher education institution no later than 5 October 2015.

5. RECOGNITION OF FOREIGN SECONDARY EDUCATION FOR THE PURPOSE OF FURTHER EDUCATION

Information on recognition procedure of foreign education for the purpose of further education is obtainable at the following address:

University of Maribor
Mrs. Tea Voršič

Slomškovo trg 15
2000 Maribor
Slovenia

Tel: +386 2 23 55 217

e-mail: tea.vorsic@um.si; priznavanjeizobrazevanja@um.si

Internet: <http://www.um.si/studij/priznavanje/Strani/default.aspx>

6. ENROLMENT

- **the first application period:**

Enrolment for candidates accepted in the first application period will be from 27 July to 14 August 2015.

Enrolment for candidates who submit all the required documents by 10 September 2015 is by 30 September 2015 at the latest.

- **the second application period:**

Enrolment for candidates accepted in the second application period is from 25 to 30 September 2015.

- **the third application period:**

Enrolment for candidates accepted in the third application period is by 10 October 2015 at the latest.

7. TUITION FEES

The citizens of the European Union Member States do not pay any tuition fees for full-time undergraduate and long-cycle master study.