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PART ONE: INFORMATION ON THE INSTITUTION

NAME AND ADDRESS

University of Maribor
UNIVERZA V MARIBORU
Slomškov trg 15, 2000 Maribor, Slovenia
Telephone: +386 2 23 55 280
Telefax: + 386 2 23 55 211
E-mail: rektorat@um.si
https://www.um.si

2019-2020 ACADEMIC CALENDAR OF THE UNIVERSITY OF MARIBOR

WINTER SEMESTER

<table>
<thead>
<tr>
<th>Teaching period</th>
<th>Tuesday, 1 October 2019</th>
<th>Friday, 24 January 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter examination period</td>
<td>Monday, 27 January 2020</td>
<td>Friday, 21 February 2020</td>
</tr>
</tbody>
</table>

SUMMER SEMESTER

<table>
<thead>
<tr>
<th>Teaching period</th>
<th>Monday, 24 February 2020</th>
<th>Friday, 5 June 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer examination period</td>
<td>Monday, 8 June 2020</td>
<td>Friday, 10 July 2020</td>
</tr>
<tr>
<td>Autumn examination period</td>
<td>Monday, 17 August 2020</td>
<td>Friday, 11 September 2020</td>
</tr>
</tbody>
</table>

Other academic year dates

<table>
<thead>
<tr>
<th>Orientation week</th>
<th>Monday, 23 September 2019</th>
<th>Friday, 27 September 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation ceremony for the conferral of the 1st. and 2nd. cycle degrees</td>
<td>Monday, 25 November 2019</td>
<td>Friday, 30 November 2019</td>
</tr>
<tr>
<td>Graduation ceremony for the conferral of the 1st. and 2nd. cycle degrees</td>
<td>Monday, 30 March 2020</td>
<td>Friday, 3 April 2020</td>
</tr>
<tr>
<td>Graduation ceremony for the conferral of the 1st. and 2nd. cycle degrees</td>
<td>Monday, 8 June 2020</td>
<td>Friday, 12 June 2020</td>
</tr>
</tbody>
</table>

27 January 2020 (Rector’s Day – a teaching-free day)
19 May 2020 (Student’s Day – a teaching-free day)
18 September 2020 (Day of the University of Maribor)

National holidays in the teaching period (i.e. teaching-free days): 31 October 2019, 1 November 2019, 25 and 26 December 2019, 1 and 2 January 2020, 8 February 2020, 13 April 2020, 27 April 2020, and 1 and 2 May 2020.
Other teaching-free days in the winter and summer semester: 27, 30, and 31 December 2019 and 28, 29, and 30 April 2020.
GENERAL DESCRIPTION OF THE UNIVERSITY OF MARIBOR

Maribor, the seat of one of three Slovenian universities, was first mentioned in historical documents as a town as early as 1257. The beginnings of higher education in Maribor are closely connected to Anton Martin Slomšek, the bishop of the Lavantine diocese in St. Andraž in Carinthia. The bishop moved the seat of the diocese to Maribor in 1859 and opened a new seminary and religious school in the city. This was the first institution of higher education in Maribor and a forerunner of the present day university.

The first institution of the present-day university (the Faculty of Theology does not form a part of the University of Maribor) was the School of Economics and Commerce that was founded in 1959 offering a two-year study programme.

In 1961 the Association of Institutions of Higher Education in Maribor was formed. The organizational model of the Association and its relations with the faculties and its institutions was similar to the traditional model of university organization. After individual schools had developed into faculties, it was only a matter of time before the Association of Institutions of Higher Education would become a university. The Assembly of the Socialist Republic of Slovenia confirmed the university status of the institutions of higher education in Maribor in 1975.

Over time the following faculties were formed:

Faculty of Economics and Business
Faculty of Electrical Engineering and Computer Science
Faculty of Energy Technology
Faculty of Civil Engineering, Transportation Engineering and Architecture
Faculty of Chemistry and Chemical Engineering
Not all the faculties are located in Maribor. The Faculty of Agriculture and Life Sciences is located in Hoče, the Faculty of Organizational Sciences in Kranj, the Faculty of Criminal Justice and Security in Ljubljana, the Faculty of Logistics in Celje and Ljubljana, the Faculty of Energy Technology in Krško and Velenje, and the Faculty of Tourism in Brežice. The rest of the faculties are spread all over the city of Maribor.

The University co-operates with various institutions of higher education and academic associations throughout the world in different research fields developed by its faculty members. Co-operation encompasses numerous activities ranging from study visits to joint research projects. The University of Maribor is active in various networks and multilateral programmes of co-operation, including Horizon 2020, CEEPUS, Erasmus+, Alps-Adriatic Rectors’ Conference (AARC), Danube Rectors’ Conference (DRC), Association of Universities of the Adriatic-Ionian area (UniAdrion), IREG Observatory on Academic Ranking and Excellence, European University Association (EUA), EUA Council for Doctoral Education (EUA-CDE), Leveraging Education into Organisations (LEO-NET), and European Network of Academic Sports Services (ENAS).

Courses of study offered by the University of Maribor and its member faculties are degree study programmes leading to the award of diplomas and credential programmes leading to the award of certificates. Degree study programmes can be undergraduate (academic or professional) – 1st-cycle study programmes or postgraduate – 2nd- and 3rd-cycle study programmes. Study programmes are offered by the faculties as full-time or part-time studies. In the 2018-2019 academic year, there are 9,446 undergraduate and 3,891 postgraduate students at the University of Maribor.

Candidates are advised to gather information about study programme requirements from the faculties before enrolment.

**STUDY PROGRAMMES OFFERED BY THE UNIVERSITY OF MARIBOR IN THE 2019-2020 ACADEMIC YEAR**

**FACULTY OF ECONOMICS AND BUSINESS**

Ekonomsko poslovna fakulteta (EPF)
Razlagova 14, 2000 Maribor, Slovenia
Phone: +386 2 22 90 000
Fax: +386 2 22 90 217
E-mail: epf@um.si
Website: [http://www.epf.um.si/en](http://www.epf.um.si/en)

**1st-Cycle Study Programme Leading to the Academic Bachelor’s Degree**

Economic and Business Sciences – options:
- Accounting, Auditing and Taxation
- Business Management and Organization
- E-Business
- Economics
- Entrepreneurship
- European Business Studies (only as part-time studies)
Finance and Banking
International Business Economics
Marketing

1st-Cycle Study Programme Leading to the Professional Bachelor’s Degree

Business Administration – options:
Accounting and Business Taxation
Business Finance and Banking
Entrepreneurship
International Business
Management
Marketing
Public Sector Economics and Management
Tourism

2nd-Cycle Study Programme Leading to the Master’s Degree

Economic and Business Sciences – options:
Accounting, Auditing and Taxation
Corporate Governance and Management (only as part-time studies)
Corporate Governance and Management in Health Organizations (only as part-time studies)
Economics
Entrepreneurship and Innovation
Finance and Banking
Information Systems and E-Business Management
International Business Economics
Management of Public Enterprises (only as part-time studies)
Management, Organization and Human Resources
Marketing Management
Strategic and Project Management

3rd-Cycle Study Programme Leading to the Doctorate (PhD Degree)

Economic and Business Sciences

FACULTY OF ELECTRICAL ENGINEERING AND COMPUTER SCIENCE

Fakulteta za elektrotehniko, računalništvo in informatiko (FERI)
Koroška cesta 46, 2000 Maribor, Slovenia
Phone: +386 2 22 07 000
E-mail: feri@um.si
Website: https://feri.um.si/en

1st-Cycle Study Programmes Leading to the Academic Bachelor’s Degree

Electrical Engineering – options:
Automation and Robotics
Electronics
Power Engineering
Informatics and Technologies of Communication – options:
Information Systems
Information Systems Management
Media Communications – options:
Media Production
Visual Communication
Computer Science and Information Technologies
Telecommunications
Mechatronics – an interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering
1st-Cycle Study Programmes Leading to the Professional Bachelor’s Degree

Electrical Engineering – options:
  Automation and Robotics
  Electronics
  Power Engineering
Informatics and Technologies of Communication – options:
  System Support to Informatics and Communication Technologies
  Information System Development
Computer Science and Information Technologies
Mechatronics – an interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering

2nd-Cycle Study Programmes Leading to the Master’s Degree

Electrical Engineering – options:
  Automation and Robotics
  Electronics
  Power Engineering
Computer Science and Information Technologies
Informatics and Technologies of Communication
Telecommunications
Media Communications
Mechatronics – an interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering

3rd-Cycle Study Programmes Leading to the Doctorate (PhD Degree)

Electrical Engineering
Computer Science and Informatics
Media Communications

FACULTY OF ENERGY TECHNOLOGY

Fakulteta za energetiko (FE)
Hočevarjev trg 1, 8270 Krško, Slovenia
Phone: +386 7 62 02 210
Fax: +386 7 62 02 222
E-mail: fe@um.si
Website: https://www.fe.um.si/en

1st-Cycle Study Programme Leading to the Academic Bachelor’s Degree

Energy Technology

1st-Cycle Study Programme Leading to the Professional Bachelor’s Degree

Energy Technology

2nd-Cycle Study Programme Leading to the Master’s Degree

Energy Technology

3rd-Cycle Study Programme Leading to the Doctorate (PhD Degree)

Energy Technology

FACULTY OF CIVIL ENGINEERING, TRANSPORTATION ENGINEERING AND ARCHITECTURE

Fakulteta za gradbeništvo, prometno inženirstvo in arhitekturo (FGPA)
Smetanova ulica 17, 2000 Maribor, Slovenia
Phone: +386 2 22 94 300
Fax: +386 2 25 24 179
E-mail: fgpa@um.si
Website: [https://www.fgpa.um.si/en](https://www.fgpa.um.si/en)

1st-Cycle Study Programmes Leading to the Academic Bachelor's Degree

Civil Engineering  
Traffic and Transportation Engineering  
Architecture  
Industrial Engineering – an interdisciplinary study programme involving the Faculty of Civil Engineering, Transportation Engineering and Architecture, the Faculty of Electrical Engineering and Computer Science, the Faculty of Mechanical Engineering, and the Faculty of Economics and Business – options:  
  
Civil Engineering

1st-Cycle Study Programmes Leading to the Professional Bachelor's Degree

Civil Engineering  
Traffic and Transportation Engineering

2nd-Cycle Study Programmes Leading to the Master's Degree

Civil Engineering – options:  
  
Civil Engineering Structures and Construction Management  
Civil Engineering Infrastructure  
Traffic and Transportation Engineering  
Architecture  
Industrial Engineering – an interdisciplinary study programme involving the Faculty of Civil Engineering, Transportation Engineering and Architecture, the Faculty of Mechanical Engineering, and the Faculty of Economics and Business – option:  
  
Civil Engineering

3rd-Cycle Study Programmes Leading to the Doctorate (PhD Degree)

Civil Engineering  
Traffic and Transportation Engineering

FACULTY OF CHEMISTRY AND CHEMICAL ENGINEERING

Fakulteta za kemijo in kemijsko tehnologijo (FKKT)  
Smetanova ulica 17, 2000 Maribor, Slovenia  
Phone: +386 2 22 94 400  
Fax: +386 2 25 27 774  
E-mail: fkkt@um.si  
Website: [https://www.fkkt.um.si/en](https://www.fkkt.um.si/en)

1st-Cycle Study Programmes Leading to the Academic Bachelor's Degree

Chemistry  
Chemical Engineering

1st-Cycle Study Programme Leading to the Professional Bachelor's Degree

Chemical Technology

2nd-Cycle Study Programmes Leading to the Master's Degree

Chemistry  
Chemical Engineering – options:  
  
Chemical Engineering  
Biochemical Engineering

3rd-Cycle Study Programme Leading to the Doctorate (PhD Degree)

Chemistry and Chemical Engineering – options:  
  
Chemistry  
Chemical Engineering
FACULTY OF AGRICULTURE AND LIFE SCIENCES
Fakulteta za kmetijstvo in biosistemske vede (FKBV)
Pivola 10, 2311 Hoče, Slovenia
Phone: +386 2 32 09 000
Fax: +386 2 61 61 158
E-mail: fkbv@um.si
Website: http://www.fkbv.um.si/en

1st-Cycle Study Programme Leading to the Academic Bachelor's Degree
Agriculture and Environment

1st-Cycle Study Programmes Leading to the Professional Bachelor's Degree
Agricultural Economics and Rural Development
Agronomy – Ornamentals, Vegetables and Field Crops
Biosystems Engineering
Organic Farming
Viticulture, Enology and Fruitgrowing
Animal Science

2nd-Cycle Study Programmes Leading to the Master's Degree
Agriculture
Agricultural Economics
Food Safety in the Agri-Food Chain

3rd-Cycle Study Programmes Leading to the Doctorate (PhD Degree)
Agriculture
Agricultural Economics

FACULTY OF LOGISTICS
Fakulteta za logistiko (FL)
Mariborska cesta 7, 3000 Celje, Slovenia
Phone: +386 3 428 53 00
Fax: +386 3 428 53 38
E-mail: info.fl@um.si
Website: http://fl.um.si/?lang=en

1st-Cycle Study Programme Leading to the Academic Bachelor's Degree
System Logistics

1st-Cycle Study Programme Leading to the Professional Bachelor’s Degree
Economic and Technical Logistics

2nd-Cycle Study Programme Leading to the Master’s Degree
System Logistics

3rd-Cycle Study Programme Leading to the Doctorate (PhD Degree)
System Logistics

FACULTY OF NATURAL SCIENCES AND MATHEMATICS
Fakulteta za naravoslovje in matematiko (FNM)
Koroška cesta 160, 2000 Maribor, Slovenia
Phone: +386 2 22 93 844
Fax: +386 2 25 18 180
E-mail: dekanat.fnm@um.si
Website: https://www.fnm.um.si/index.php/en/home
1st-Cycle Study Programmes Leading to the Academic Bachelor’s Degree

Single-major academic study programmes:
- Biology
- Mathematics
- Ecology with Nature Conservation
- Physics

Uniform (Long-Cycle) Master’s Study Programme Leading to the Master’s Degree

Double-major study programme:
Subject Teacher – options:
- Educational Biology
- Educational Physics
- Educational Chemistry
- Educational Mathematics
- Educational Computer Science
- Educational Design

2nd-Cycle Study Programmes Leading to the Master’s Degree

Single-major study programmes:
- Biology and Ecology with Nature Conservation
- Physics
- Mathematics
- Educational Design
- Educational Mathematics

Double-major study programmes:
- Educational Biology
- Educational Physics
- Educational Chemistry
- Educational Mathematics
- Educational Computer Science
- Educational Design

3rd-Cycle Study Programmes Leading to the Doctorate (PhD Degree)

Physics
Mathematics
Education in Engineering
Ecological Sciences

FACULTY OF ORGANIZATIONAL SCIENCES

Fakulteta za organizacijske vede, Kranj (FOV)
Kidričeva 55a, 4000 Kranj, Slovenia
Phone: +386 4 23 74 200
Fax: +386 4 23 74 299
E-mail: dekanat@fov.uni-mb.si
Website: http://fov.um.si/en

1st-Cycle Study Programmes Leading to the Academic Bachelor’s Degree

Enterprise Engineering
Organization and Management of Human Resources and Educational Systems
Organization and Management of Information Systems

1st-Cycle Study Programmes Leading to the Professional Bachelor’s Degree

Enterprise Engineering
Organization and Management of Human Resources and Educational Systems
Organization and Management of Information Systems
Management in Sport
Crisis Management

2nd-Cycle Study Programmes Leading to the Master's Degree

Enterprise Engineering
Organization and Management of Human Resources and Educational Systems
Organization and Management of Information Systems
Management in Health and Social Welfare - interdisciplinary study programme involving the Faculty of Health Sciences and the Faculty of Organizational Sciences

3rd-Cycle Study Programmes Leading to the Doctorate (PhD Degree)

Organization and Management of Business and Work Systems
Organization and Management of Human Resources and Educational Systems
Organization and Management of Information Systems

FACULTY OF MECHANICAL ENGINEERING

Fakulteta za strojništvo (FS)
Smetanova ulica 17, 2000 Maribor, Slovenia
Phone: +386 2 22 07 500
Fax: +386 2 22 07 990
E-mail: fs@um.si
Website: https://www.fs.um.si/en

1st-Cycle Study Programmes Leading to the Academic Bachelor's Degree

Mechanical Engineering – options:
  - Power, Process and Environmental Engineering
  - Engineering Design
  - Manufacturing Technologies and Systems
Design and Textile Materials – options:
  - Engineering Design of Textile Materials
  - Textile Materials

Environmental Engineering
Industrial Engineering – an interdisciplinary study programme involving the Faculty of Mechanical Engineering, the Faculty of Civil Engineering, Transportation Engineering and Architecture, and the Faculty of Economics and Business – option:
  - Mechanical Engineering

Mechatronics – an interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering

1st-Cycle Study Programmes Leading to the Professional Bachelor's Degree

Mechanical Engineering – options:
  - Power, Process and Environmental Engineering
  - Engineering Design
  - Production Engineering

Textile Design Technologies – options:
  - Design and Product Development
  - Materials and Textile Technologies

Mechatronics – an interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering

2nd-Cycle Study Programmes Leading to the Master's Degree

Mechanical Engineering – options:
  - Power, Process and Environmental Engineering
  - Engineering Design
  - Manufacturing Technologies and Systems

Environmental Engineering
Design and Textile Materials – options:
Engineering Design of Textile Materials
Textile Materials
Product Design
Industrial Engineering – an interdisciplinary study programme involving the Faculty of Mechanical Engineering, the Faculty of Civil Engineering, Transportation Engineering and Architecture, and the Faculty of Economics and Business – option:
Mechanical Engineering
Mechatronics – an interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering

3rd-Cycle Study Programme Leading to the Doctorate (PhD Degree)
Doctoral School of the Faculty of Mechanical Engineering – options:
Mechanical Engineering
Environmental Engineering
Design and Textile Materials

FACULTY OF TOURISM
Fakulteta za turizem (FT)
Cesta prvih borcev 36, 8250 Brežice, Slovenia
Phone: +386 8 20 54 010
Fax: +386 8 20 54 012
E-mail: ft@um.si
Website: https://www.ft.um.si/en/Strani/default.aspx

1st-Cycle Study Programme Leading to the Academic Bachelor’s Degree
Tourism

1st-Cycle Study Programme Leading to the Professional Bachelor’s Degree
Tourism

2nd-Cycle Study Programme Leading to the Master’s Degree
Tourism

FACULTY OF CRIMINAL JUSTICE AND SECURITY
Fakulteta za varnostne vede (FVV)
Kotnikova 8, 1000 Ljubljana, Slovenia
Phone: +386 1 30 08 300
Fax: +386 1 23 02 687
E-mail: fvv@fvv.uni-mb.si
Website: https://www.fvv.um.si/en

1st-Cycle Study Programme Leading to the Academic Bachelor’s Degree
Criminal Justice and Security

1st-Cycle Programmes Leading to the Professional Bachelor’s Degree
Security and Policing
Information Security

2nd-Cycle Study Programme Leading to the Master’s Degree
Criminal Justice and Security

3rd-Cycle Study Programme Leading to the Doctorate (PhD Degree)
Criminal Justice and Security
FACULTY OF HEALTH SCIENCES

Fakulteta za zdravstvene vede (FZV)
Žitna ulica 15, 2000 Maribor, Slovenia
Phone: +386 2 30 04 700
Fax: +386 2 30 04 747
E-mail: fzv@um.si
Website: http://www.fzv.um.si/en

1st-Cycle Study Programme Leading to the Professional Bachelor’s Degree
Nursing Care

2nd-Cycle Study Programmes Leading to the Master’s Degree
Nursing Care – options:
  Nursing Care
  Emergency Situations in Health Care
  Gerontological Nursing Care
  Preventive and Clinical Nutrition
Bioinformatics – an interdisciplinary study programme involving the Faculty of Health Sciences and the Faculty of Electrical Engineering and Computer Science
Management in Health and Social Welfare – an interdisciplinary study programme involving the Faculty of Health Sciences and the Faculty of Organizational Sciences

3rd-Cycle Study Programme Leading to the Doctorate (PhD Degree)
Nursing Care

FACULTY OF ARTS

Filozofska fakulteta (FF)
Koroška cesta 160, 2000 Maribor, Slovenia
Phone: +386 2 22 93 840
Fax: +386 2 22 93 625
E-mail: ff@um.si
Website: http://www.ff.um.si/?language_id=1

1st-Cycle Study Programmes Leading to the Academic Bachelor’s Degree
Single-major study programmes:
  Slovene Language and Literature
  Sociology and Interdisciplinary Social Sciences
  Psychology
  German Studies
  History

Double-major study programmes:
  Slovene Language and Literature
  Geography
  Sociology
  English Language and Literature
  Translation Studies – English
  Translation Studies – German
  Pedagogy
  Philosophy
  German Language and Literature
  Hungarian Language and Literature
  History
  Art History
2nd-Cycle Study Programmes Leading to the Master’s Degree

Single-major study programmes:
  Intercultural German Studies
  Translation and Interpreting – options:
    Translation – English and Interpreting – English
    Translation – German and Interpreting – German
    Translation – Croatian and Interpreting – Croatian
    Translation – English and Translation – German
    Translation – German and Translation – Croatian
  Sociology
  Psychology
  History

Single-major teacher-training study programmes:
  Slovene Language and Literature
  Pedagogy

Double-major study programmes:
  Slovene Language and Literature
  Intercultural German Studies
  English Studies
  Philosophy
  Geography
  History
  Art History

Double-major teacher-training study programmes:
  Slovene Language and Literature
  German as a Foreign Language
  Teaching English
  Hungarian Language and Literature
  Sociology
  Philosophy
  Pedagogy
  Geography
  History

3rd-Cycle Study Programmes Leading to the Doctorate (PhD Degree)

Philosophy
Geography
German Studies
Pedagogy
Slovene Language Studies
Sociology
Art History
Psychology
History

FACULTY OF MEDICINE

Medicinska fakulteta (MF)
Taborska 8, 2000 Maribor, Slovenija
Phone: +386 2 23 45 821
Fax: +386 2 23 45 820
E-mail: mf@um.si
Website: http://www.mf.um.si/en
Uniform (Long-Cycle) Master's Study Programme Leading to the Master's Degree

General Medicine

3rd-Cycle Study Programme Leading to the Doctorate (PhD Degree)

Biomedical Technology

FACULTY OF EDUCATION

Pedagoška fakulteta (PEF)
Koroška cesta 160, 2000 Maribor, Slovenia
Phone: +386 2 22 93 600
Fax: +386 2 22 93 760
E-mail: dekanat.pef@um.si
Website: https://pef.um.si/145/home

1st-Cycle Study Programmes Leading to the Academic Bachelor's Degree

Elementary Education
Music Education
Fine Art Education

1st-Cycle Study Programmes Leading to the Professional Bachelor's Degree

Preschool Education
Sports Coaching

2nd-Cycle Study Programmes Leading to the Master's Degree

Elementary Education
Preschool Education
Fine Art Education
Inclusion in Education
Music Education

3rd-Cycle Study Programme Leading to the Doctorate (PhD Degree)

Science of Education

FACULTY OF LAW

Pravna fakulteta (PF)
Mladinska ulica 9, 2000 Maribor, Slovenia
Phone: +386 2 25 04 200
Fax: +386 2 25 23 245
E-mail: info.pf@um.si
Website: http://www.pf.um.si/en

1st-Cycle Study Programme Leading to the Academic Bachelor's Degree

Law

2nd-Cycle Study Programmes Leading to the Master's Degree

Law
European Legal Studies

3rd-Cycle Study Programme Leading to the Doctorate (PhD Degree)

Law
**LIST OF FACULTY ERASMUS AND ECTS COORDINATORS**

Some lectures for students in the Erasmus programme are conducted in English. Some courses are available only in the tutorial system. For more information, please check the Faculty Information Package and/or contact the ERASMUS coordinator at the faculty of your choice:

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>ERASMUS COORDINATOR</th>
<th>Phone number</th>
<th>E-mail address</th>
<th>ECTS COORDINATORS</th>
<th>Phone number</th>
<th>E-mail address</th>
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<tr>
<td>Faculty of Economics and Business</td>
<td>EPF</td>
<td>mag. Sanja Kocijan</td>
<td>+386 2 22 90 252</td>
<td><a href="mailto:sanja.kocijan@um.si">sanja.kocijan@um.si</a></td>
<td>prof. dr. Lidija Hauptman</td>
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<td>Faculty of Electrical Engineering and Computer Science</td>
<td>FERI</td>
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<td><a href="mailto:brigita.fercec@um.si">brigita.fercec@um.si</a>, <a href="mailto:jerneja.klemenic@um.si">jerneja.klemenic@um.si</a></td>
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<tr>
<td>Faculty of Civil Engineering, Transportation Engineering and Architecture</td>
<td>FGPA</td>
<td>lekt. Sabina Mulej (Erasmus faculty coordinator), mag. Damijana Zlatolas (administrative assistant), doc. dr. Kaja Pogačar (coordinator for Architecture), mag. Beno Mesarec (coordinator for Traffic and Transportation Engineering)</td>
<td>+386 2 22 94 364, +386 2 22 94 379, +386 2 22 94 716, +386 2 22 94 392</td>
<td><a href="mailto:sabina.mulej@um.si">sabina.mulej@um.si</a>, <a href="mailto:erasmus.fgpa@um.si">erasmus.fgpa@um.si</a>, <a href="mailto:kaja.pogacar@um.si">kaja.pogacar@um.si</a>, <a href="mailto:beno.mesarec@um.si">beno.mesarec@um.si</a></td>
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<td><a href="mailto:bojana.dolinar@um.si">bojana.dolinar@um.si</a></td>
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<tr>
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<td>FKBV</td>
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<td><a href="mailto:silva.grobelnik@um.si">silva.grobelnik@um.si</a>, <a href="mailto:anastazija.gselman@um.si">anastazija.gselman@um.si</a></td>
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<td>+386 2 32 09 000</td>
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<td>+386 4 23 74 290</td>
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<td>Faculty of Mechanical Engineering</td>
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<td>mag. Milena Orož Črešnar (administrative assistant)</td>
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<td><a href="mailto:milena.oroz@um.si">milena.oroz@um.si</a></td>
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<tr>
<th>Faculty of Education (PEF)</th>
<th>Jelena Krivograd</th>
<th>+386 2 22 93 853</th>
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<td>izr. prof. dr. Alenka Lipovec (Department of Elementary Education)</td>
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GRADING SCALE

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<th>Slovene Grading Scale</th>
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<tr>
<td>10 - excellent</td>
<td>A</td>
</tr>
<tr>
<td>9 - very good</td>
<td>B</td>
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<tr>
<td>8 - good</td>
<td>C</td>
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<tr>
<td>7 - satisfactory</td>
<td>D</td>
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<tr>
<td>6 - sufficient</td>
<td>E</td>
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<td>5 – fail</td>
<td>FX/F</td>
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</table>

ADMISSION/REGISTRATION PROCEDURES

ADMISSION REQUIREMENTS FOR ENROLMENT IN THE FIRST YEAR OF UNDERGRADUATE AND LONG-CYCLE MASTER’S STUDY PROGRAMMES (for citizens of non-EU States and Slovenians without Slovenian citizenship)

The application and admission procedure for enrolment in the first year of undergraduate studies for citizens of non-EU States and Slovenians without Slovenian citizenship at the University of Maribor is conducted by:

University of Maribor
Higher Education Application and Information Centre
Slomškov trg 15, 2000 Maribor, Slovenia
Phone: +386 2 23 55 264
E-mail: vpis@um.si
Website: www.vpis.um.si

1. APPLICATION AND ADMISSION PROCEDURE:


All necessary documents proving the fulfilment of admission requirements shall be sent to the Higher Education Application and Information Centre of the University of Maribor no later than 10 July 2019 (or 18 August 2019 for candidates completing their secondary education this year). Candidates shall pass a test of ability, capacity, and skills if they wish to enrol in the Faculty of Civil Engineering, Transportation Engineering and Architecture (the 1st-cycle study programme in Architecture), the Faculty of Education (the 1st-cycle study programmes in Music Education, Art Education, and Sports Coaching), or in the Faculty of Organizational Sciences (the 1st-cycle study programme in Crisis Management).

2. EVIDENCE ON THE FULFILLMENT OF ADMISSION REQUIREMENTS:

- a verified copy of birth certificate or certificate of citizenship or passport or personal identity card (notary or Apostille);
- a certified translation of the document showing citizenship (birth certificate or certificate of citizenship or passport or personal identity card) in Slovene or English by a court appointed translator (translation is not necessary for documents issued in English, Croatian, Bosnian, or Serbian if the writing of the document is in Latin script);
- verified copies of the secondary school final certificate and secondary school exit certificates of the last two years;
- a certified translation of the secondary school final certificate and secondary school exit certificates of the last two years in Slovene or English by a court appointed translator (translation is not necessary for documents issued in English, Croatian, Bosnian, or Serbian if the writing of the document is in Latin script);
- a Decision on recognition of certificates obtained abroad for the purpose of further education;
• an original of the final certificate/diploma proving completed foreign education (*required only from candidates who are in the process of obtaining the Decision on recognition of certificates obtained abroad for the purpose of further education);
• uncertified copies of residual secondary school yearly certificates (*required only from candidates who are in the process of obtaining the Decision on recognition of certificates obtained abroad for the purpose of further education);
• a Slovene language certificate (if it is required by the study programme): Before enrolling in the first year of undergraduate and long-cycle master’s studies: Faculty of Education, all study programmes (intermediate level B2), Faculty of Arts, study programme in Slovene Language and Literature (intermediate level B2), Faculty of Natural Sciences and Mathematics, study programme in Subject Teacher (higher level – B2), Faculty of Medicine* (all candidates need a Slovene language certificate at level C2). Before enrolling in the second year of undergraduate and long-cycle master’s studies: Faculty of Mechanical Engineering (level B1), Faculty of Law (basic level A1), Faculty of Health Sciences (level A2), Faculty of Criminal Justice (level A2), and Faculty of Tourism (completed Slovene language course by those enrolled in full-time studies). No Slovene language certificate is required by: Faculty of Civil Engineering, Transportation Engineering and Architecture, Faculty of Chemistry and Chemical Engineering, Faculty of Logistics, Faculty of Energy Technology, Faculty of Natural Sciences and Mathematics (except for the study programme in Subject Teacher), Faculty of Business and Economics, Faculty of Organizational Sciences, Faculty of Agriculture and Life Sciences, and Faculty of Electrical Engineering and Computer Science. The Slovene language certificate is obtainable from:

University of Ljubljana
Centre for Slovene as a Second and Foreign Language
Kongresni trg 12, 1000 Ljubljana, Slovenia
Phone: +386 1 24 18 647, E-mail: izpitni.center@ff.uni-lj.si

For candidates enrolling in the University of Maribor:
Faculty of Arts of the University of Maribor
Koroška cesta 160, 2000 Maribor, Slovenia
Phone: +386 2 22 93 874
E-mail: tadeja.tement@um.si
Website: http://www.ff.um.si/studenti/informacije/izpit-iz-slovenskega-jezika-za-tujce.dot?language_id=1
(A Slovene language exam taken at the Centre for Slovene as a Second and Foreign Language at the University of Ljubljana shall be acknowledged).

*Faculty of Medicine: All candidates need a Slovene language certificate at level C2, as determined by the Common European Framework of Reference for Languages (CEFR). An exam in the Slovene language taken at the final examination (Slovenian matura), a certificate of the last year the subject was carried out at secondary school, the Slovene language certificate at level C2, or another equivalent document are considered as a fulfilled admission requirement.

For detailed information about verified documents see our homepage: http://www.vpis.um.si.

If the application is accepted, the candidate shall pay an enrolment fee, in some cases a tuition fee, and complete the enrolment procedure at the chosen faculty.

3. **TUITION FEES**
Tuition fees for undergraduate studies are set individually by each faculty.
ADMISSION REQUIREMENTS FOR ENROLMENT IN THE FIRST YEAR OF UNDERGRADUATE AND LONG-CYCLE MASTER’S STUDY PROGRAMMES (for citizens of the European Union Member States)

Citizens of the European Union Member States may apply to study in Slovenia under the same conditions as citizens of the Republic of Slovenia.

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

University of Maribor
Higher Education Application and Information Centre
Slomškov trg 15
2000 Maribor
Slovenia
Phone: +386 2 23 55 261
E-mail: vpis@um.si
Website: www.vpis.um.si

Information on the application and admission procedure is available at the Higher Education Application and Information Centre of the University of Maribor and on the website of the Ministry of Education, Science and Sport.

1. APPLICATION PROCEDURE:
Citizens of the EU Member States may apply for enrolment in the first year of undergraduate and long-cycle master’s study programmes in three application periods:

- the first application period lasts from 12 February to 18 March 2019,
- the second application period lasts from 22 to 29 August 2019, and
- the application period for fulfilment of the remaining enrolment slots lasts from 25 to 26 September 2019 at noon CET.

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

- **successfully completed appropriate secondary education** (In order to enrol in academic study programmes or long-cycle master’s study programmes, the candidates shall have a recognised national exit exam such as the Slovenian matura or final examination before 1 June 1995. In order to enrol in professional study programmes, the candidates shall have a recognised final examination, vocational certification, or Slovenian matura.);
- **completed procedure for the recognition of secondary-school certificates obtained abroad** (After the recognition procedure, the candidates obtain a Decision on Recognition of Foreign Education. The Decision on Recognition of Foreign Education determines whether a candidate may continue his education in academic study programmes, long-cycle master’s study programmes, or professional study programmes);
- some study programmes require the candidates to **pass a test of ability, capacity, and skills**;
- some faculties (Faculty of Medicine, Faculty of Arts, and Faculty of Education) require a certificate of the Slovene language proficiency at a certain level, in compliance with the Common European Framework of Reference for Languages. More information on the required Slovene language proficiency is available in the Call for enrolment for the 2019/2020 academic year published at www.vpis.um.si.

Candidates shall pass a test of ability, capacity, and skills if they wish to enrol in the Faculty of Civil Engineering, Transportation Engineering and Architecture (the study programme in Architecture), Faculty of Education (the study programmes in Music Education, Art Education, and Sports Coaching), or in the Faculty of Organizational Sciences (the 1st-cycle study programme in Crisis Management).

3. EVIDENCE ON THE FULFILLMENT OF ADMISSION REQUIREMENTS:
- a final certificate of successfully completed secondary school,
- certificates of the last two years of completed secondary school, and
• a Decision on recognition of foreign education for the purpose of further education.

Candidates shall send certified copies of the required documents. All certificates (except bilingual ones with one language being Slovene or English) shall be translated into the Slovene or English language by a court appointed translator if the Higher Education Application and Information Centre estimates and notifies the candidate that it is necessary.

The candidates applying for study programmes of the Faculty of Medicine, Faculty of Arts, or the Faculty of Education also have to submit a certificate of Slovene language proficiency at the required level.

4. TUITION FEES

Citizens of the European Union Member States do not pay any tuition fees for full-time undergraduate and long-cycle master’s study programmes.

ENROLMENT IN POSTGRADUATE PROGRAMMES

In the 2019-2020 academic year, candidates may enrol in master’s (2nd-cycle) and doctoral (3rd-cycle) study programmes offered by faculties of the University of Maribor. Detailed information on enrolment in master’s and doctoral programmes can be found at https://www.um.si/en/Study/about/Pages/Postgraduate-studies---3rd-cycle.aspx.

All candidates aiming to attend postgraduate programmes of the University of Maribor may apply to the call for application, published at https://www.um.si/en/Study/about/Pages/CALL-FOR-APPLICATION-INTO-POSTGRADUATE-STUDY-PROGRAMMES-OF-THE-UNIVERSITY-OF-MARIBOR-FOR-THE-ACADEMIC-YEAR-2019-20.aspx, irrespective of whether they have already earned their graduate degree at the time of application. Candidates who applied shall submit proof of their graduate degree by the deadline set by the relevant faculty (faculties shall publish internal deadlines on their websites; candidates may also contact competent Student Affairs Offices). A graduate degree is not a requirement for the submission of an application, it is, however, required for enrolment.

Candidates shall be able to apply to postgraduate programmes of faculties of the University of Maribor in two separate application periods. However, in the second application period, candidates may apply only for those programmes that still keep vacant positions, i.e. positions which have not been filled in the first application round. Irrespective of the aforementioned, faculties may decide against holding a second round of applications despite still having available positions after the first application round.

Application periods for Slovenians without Slovenian citizenship and Citizens of Non-EU States:
- 1st application period shall be open from 25 March 2019 until 31 May 2019 at the latest.
- 2nd application period: if positions are not filled in the first application period and faculties decide to publish a list of vacancies, candidates shall be able to apply in the second round from 8 July 2019 until 8 September 2019 at the latest.

Application periods for Slovenian citizens and EU nationals:
- 1st application period shall be open from 25 March 2019 until 8 September 2019 at the latest.
- 2nd application period: if positions are not filled in the first application period and faculties decide to publish a list of vacancies, candidates shall be able to apply in the second round from 23 September 2019 until 24 September 2019 at the latest.

Non-EU nationals and Slovenians without Slovenian citizenship may apply for 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 Journal of the Republic of Slovenia, No. 77/2016). The number of available positions for this group of applicants is published in separate tables referring to positions available to non-EU nationals and Slovenians without Slovenian citizenship.
Slovenian citizens and EU nationals who earned their graduate degree abroad, other foreign nationals who (or whose parents, guardians, or at least one of them) are tax residents of the Republic of Slovenia with permanent residence in the Republic of Slovenia, as well as persons granted international protection under the International Protection Act (Official Journal of the Republic of Slovenia, No. 16/2017) who completed their graduate degree abroad may apply for positions available to Slovene citizens and EU nationals.

All candidates, regardless the nationality, who earned their graduate degree abroad shall obtain a decision on the recognition of foreign academic qualifications.

Candidates who have already obtained a decision on the recognition of foreign academic qualifications shall follow the instructions for the submission of supporting documents demonstrating fulfilment of admission requirements. The decision on the recognition of foreign academic qualifications, along with the required supporting documents, shall be submitted to the faculty implementing the programme the candidate is applying for. For candidates who have not yet obtained a decision on the recognition of foreign academic qualifications, the online application form for enrolment in postgraduate programmes submitted via eVŠ (available at https://portal.evs.gov.si/prijava/?locale=en) shall also be considered the application for the recognition of foreign academic qualifications.

Under the Assessment and Recognition of Education Act (Official Journal of the Republic of Slovenia, No. 87/2011, No. 97/2011 – amended and No. 109/2012), the deadline for issuing the decision on the recognition of foreign academic qualifications is two months after the 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 2019, the candidate is advised to file a request for an extension of the deadline for enrolment for legitimate reasons with the relevant faculty.

During the application-enrolment procedure for 2nd-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 shall nonetheless meet the admission requirements laid down in the accredited study programme and achieve at least 90% of the required score. Based on a candidate’s written request and relevant supporting documents, the university committee in charge of requests and appeals shall decide on whether to confer special status on the candidate.

Special status may be conferred on candidates who provide relevant supporting documents certifying: disability or special needs, chronic illness or consequences of an acute disease that persevered throughout the application procedure and had a material impact on the candidate’s academic achievement during the relevant period, exceptional social circumstances, or “top athlete” status in the relevant period.

In order to be awarded special status, candidates shall lodge an application along with relevant supporting documents. The application shall be sent by registered mail to the relevant faculty implementing the programme the candidate is applying for by 15 September 2019 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 shall be clearly marked: “Za Komisijo za prošnje in pritožbe v prijavnem postopku Univerze v Mariboru” (to the Committee for Requests and Appeals in the Application Procedure of the University of Maribor).

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

Faculties shall enrol candidates admitted in the first application period by the internal deadline set by each relevant faculty, however, no later than:

- 28 June 2019 for Slovenians without Slovenian citizenship and citizens of non-EU states, and
- 20 September 2019 for Slovenian citizens and EU nationals.

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 2019.
ADMISSION /REGISTRATION PROCEDURE FOR ERASMUS+ EXCHANGE STUDENTS

Participating countries are the EU member states, Iceland, Liechtenstein, Norway, Republic of North Macedonia, Serbia, and Turkey.

1. **Application procedure**
   1. Apply for an individual password at [https://studentexchange.um.si/ADPrijava.aspx](https://studentexchange.um.si/ADPrijava.aspx).
   2. Complete an E-Application Form (Learning Agreement) – send us our version of the Learning Agreement.
   3. Choose your study units. The majority of chosen courses in your LA must be from the faculty that covers study areas specified in the Erasmus+ Inter-institutional Agreement between your home university and the University of Maribor. Students may choose courses from up to 3 different faculties.
   4. You must have a signed and stamped document from the Erasmus+ academic coordinator of your home university.
   5. Request a Transcript of Records from your home university. The transcript may be in any form including computer print-out from your university registry's office. It must be in English.
   6. We require an assessment of your English language skills (at least at B1 level in line with CEFR). Send us either a document stating your English language proficiency level, signed and stamped by an English teacher from your home institution, or a copy of any English language certificate you might have.
   7. Complete the **Claim for Establishing Unique Personal Number – EMSO Number**.
   8. All required documents:
      a) an Application Form with chosen courses (Learning Agreement) - signed and stamped by the home university;
      b) a Transcript of Records in English;
      c) a Certificate of English language proficiency (see step 6);
      d) a Claim for Establishing Unique Personal Number – EMSO Number; and
      e) a STATEMENT that you give consent to the use of your personal information in line with EU law on data protection (General Data Protection Regulation or GDPR).

All required documents must be in PDF format and sent to the **incoming.erasmus@um.si** email address.

2. **Deadlines**
   - 1st semester: 1 July 2019
   - 2nd semester: 1 November 2019

3. **Admission procedure**:
   Your documents will be reviewed by the main International Relations Office and the selected host faculty. If you are accepted for Erasmus+ study at the University of Maribor, we will send you an Erasmus+ acceptance letter to your e-mail address.

INTERNATIONAL CREDIT MOBILITY – ERASMUS+ between programme and partner countries

Before applying to the call, a student must check the list of partner institutions, fields, and levels of study within the table of Erasmus+ inter-institutional agreements. The sending home institution must be a partner university of the University of Maribor.

Before applying to the call, a student must check internal procedures for the application for mobility for a study period abroad at the sending home institution.

The application must contain:
   1. an Application Form with the Learning Agreement – please note that it is obligatory to use our forms available at the following web page: [https://studentexchange.um.si](https://studentexchange.um.si) (type mobility: CREDIT MOBILITY!). The document must be confirmed by the student and the Erasmus+ coordinator or...
2. A Transcript of Records of all passed exams for all levels of study with the average grade.
3. A confirmation of English language proficiency at least at B1 level in line with CEFR (http://www.coe.int/t/dg4/linguistic/cadre1_en.asp). English language proficiency is demonstrated by a verified confirmation (Attachment 1) from an English teacher at the applicant’s home department or by a TOEFL result of 42 (IBT) or more, or by another equal certificate.
4. A signed declaration on already conducted student mobility (Attachment 2).
5. A signed declaration on state of residence, birth and citizenship (Attachment 3).
6. A motivation letter up to a maximum of one A4-page, signed by the applicant.
7. Curriculum Vitae (Europass) with applicant’s additional activities (Attachment 4).
8. A valid confirmation of enrolment.
9. A copy of a valid personal document (passport or ID).

*In addition to the above-listed documents, the application for the preparation of a diploma, master’s thesis, or doctoral dissertation must be accompanied by the »Mobility Activity Plan« (Attachment 5) that was confirmed by the student and the Erasmus+ coordinator or another responsible person at the sending institution.

All documents must be in PDF format.

The complete application is to be sent to the Erasmus+ coordinator or another responsible person of the International Relations Office of the domestic institution from the list of Erasmus partner institutions.

Students with special needs may apply for additional financial funds (see Application for additional financing of participants with special needs).

**MAIN UNIVERSITY REGULATIONS**

The autonomy of universities is guaranteed by the Constitution of the Republic of Slovenia (Article 58) and their organization and general activities are regulated by the Higher Education Act (Official Gazette of the RS, No.: 32/2012, ZViS-UPB7, as amended to 75/2016, 61/2017, and 65/2017). The University was reorganised by the Order on the Reorganisation of the University of Maribor (Official Gazette of the RS, No.: 28/00, 98/03, 79/04, 36/06, 137/06, 58/07, 67/08, 96/09, 17/15, 26/17, and 8/19). The recognition of international study achievements is regulated by the Convention on the Recognition of Qualifications Concerning Higher Education in the European Region, ratified by the Act Ratifying the Convention on the Recognition of Qualifications Concerning Higher Education in the European Region (Official Gazette of the RS – International Treaties, No.: 14/99). Concrete provisions regarding these matters are also adopted in the Statute of the University of Maribor and in several executive provisions. Main university regulations regarding students are available at http://www.um.si/en/Study/rules/Pages/default.aspx.

**RECOGNITION PROCEDURES**

Pursuant to the Act on Assessment and Recognition of Education, schools, other education establishments, and higher education institutions are competent for recognition of previously obtained foreign education for the purpose of further education.

Recognition of foreign education for the purpose of further education in the Republic of Slovenia is a procedure by which, in the course of enrolment, holders of foreign certificates and diplomas are issued decisions recognizing their right to continue education in the Republic of Slovenia. On the basis of this decision, the school shall enrol the holder in the appropriate education programme.

Applicants who are holders of foreign certificates and who wish to study at the University of Maribor are able to make an application for recognition of their foreign certificates together with their application for study at the
GENERAL ARRANGEMENTS FOR THE RECOGNITION OF PRIOR LEARNING (FORMAL, INFORMAL, AND NON-FORMAL)

Students who have attained certain knowledge and skills through prior learning may apply for recognition if they wish these knowledge and skills to be recognised as part of the fulfilled study obligations in the current study programme. The recognition takes into account the achieved learning outcomes and not the manner and place in which knowledge and skills were attained, since competences may be acquired in different settings, through formal education and through everyday experiences and work.

Formal education takes place in educational institutions, where learning is systematic and based on set learning objectives. At the end, learners are awarded a diploma or a certificate indicating the knowledge they attained.

Non-formal education is also systematic and based on set learning objectives. It may or may not be acquired in educational institutions. Learners are granted a certificate proving the acquisition of knowledge or skills through courses, workshops, seminars, etc., however, these educational activities do not provide a formal level of education or a qualification. In Slovenia, non-formal education is typically offered by various independent educational organisations, or is in the form of training offered at workplaces. Informal education refers to learning that takes place during activities at work, at home (self-education, hobbies), and in everyday life. It is neither systematic nor based on set learning objectives. It is a spontaneous process based on experience. Learners are not granted a certificate indicating the knowledge they have gained.

Students may apply for the recognition of prior learning if the acquired knowledge is equivalent to the learning outcomes of the study programme.

The procedures and criteria for the recognition of prior learning are set in the Rules on the Recognition of Knowledge and Skills in Study Programmes of the University of Maribor.

ECTS CREDIT ALLOCATION BASED ON THE STUDENT WORKLOAD NEEDED IN ORDER TO ACHIEVE EXPECTED LEARNING OUTCOMES

Since the 2010-2011 academic year, the University of Maribor has been enrolling students only in the Bologna study programmes. Before adopting the ECTS system, academic staff had re-examined the learning outcomes of each course in relation to the competences expected to be developed by graduates and in relation to the student workload (teaching contact hours as well as the student’s private study time) needed to achieve the set learning outcomes. Credits were allocated to courses on the basis of student workload as estimated by the academic staff. The key figures used for credit allocation were 25-30 hours per credit, 15 weeks per semester, and 30 ECTS credits per semester. At the end of each academic year, the University conducts surveys on the actual student workload in accordance with the Rules on Administering Questionnaires on the Actual Student Workload. Based on students’ opinions about their workload on individual courses, proposals for quality improvement and modifications to existing study programmes are formulated.

ARRANGEMENTS FOR ACADEMIC GUIDANCE

The University of Maribor provides students and prospective students with a wide variety of consulting services related to enrolment, study programmes, study arrangements, and employment prospects. Information concerning graduate enrolment is provided by the Higher Education Application and Information Centre of the
University of Maribor and by student affairs offices located at university members, which provide prospective graduate and postgraduate students with relevant information.

**TUTORING**

After the introduction of Bologna study programmes, the tutoring and mentoring system began to be developed at faculties. Its primary objectives are:

- to make the transition from secondary school to university easier,
- to assist students throughout their studies,
- to establish good relations between students, professors, and the institution as a whole,
- to overcome the traditional higher education system,
- to improve the performance of students and to increase the number of students advancing to the next year of study, and
- to improve the quality of the learning experience.

Tutor models vary heavily among faculties. Depending on the year of study, the tutor is either a senior student or a professor.

**CAREER CENTRE AND THE UM ALUMNI**

The Career Centre of the University of Maribor provides a wide range of services for students, graduates, high school students, and employers. Individual career counselling provides students and graduates with detailed information on career opportunities and career development, career advisers assist and advise them also in the job search process.

The Career Centre organizes various events, such as lectures, seminars, workshops, discussions, and meetings, aimed at easing the process of entering the job market for students, graduates, and high school students. The majority of these events may be attended by all students and graduates interested, while others are organized for specific groups. Every year the Career Centre also organizes a career fair, where students and graduates can meet their potential employers. In order to ensure continuous networking between students and potential employers, the Career Centre arranges visits to potential employers.

Students and graduates of the University of Maribor can obtain information on job vacancies and internship programmes in Slovenia and abroad on our website, [https://kc.um.si](https://kc.um.si). Employers may advertise job vacancies, internship programmes, and scholarships on the Career Centre website free of charge. The Career Centre is also active on social networks Facebook (Facebook page *Karierni center Univerze v Mariboru*) and Instagram (*kariernicenterum*).

The University of Maribor also monitors graduates and their employability. In addition, an in-depth analysis of employability is conducted. Relevant data are gathered systematically within the framework of the UM Alumni. The UM Alumni represents a great opportunity to enable all members to attend events or participate in activities for students and graduates conducted by the Career Centre and other activities that are for alumni members.

**ESN MARIBOR**

The ESN (Erasmus Student Network) Maribor provides informal help for incoming students regarding the arrangement of various papers, subsidized food, SIM cards, and getting to know life in Maribor. More about the ESN at [http://esn.org/](http://esn.org/).
STUDENTS WITH DISABILITIES AND SPECIFIC NEEDS

Rights and the equality of students are laid down in the Statute of the University of Maribor and Rules on Students with Disabilities and Specific Needs. Article 212 of the Statute lays down the status of students with disabilities and other students with specific needs.

In cooperation with the Slovene Association of Students with Disabilities, the UM implemented a project entitled “Development of Inclusive Higher Education – training faculty staff for the work with disabled students”, on the basis of which the “Disability Friendly Institutions” brochure has been published.

Certain university members have special equipment and tools for students with disabilities that have been acquired on the basis of their needs. Disability issues are discussed on an individual basis since the needs of students with disabilities vary greatly.

STUDENT COUNCIL and VICE-RECTOR FOR STUDENT AFFAIRS

The Student Council and its president, the Vice-Rectors for Student Affairs, are responsible for considering issues that concern students, addressing student related problematic, and assisting students to realise their rights. Moreover, their purpose and function is also to support student efforts to achieve their academic goals, help them with their questions, propose solutions, and introduce them to all options they have available at the UM. The student representatives are also in function to consider student complaints in collaboration with relevant university administration and academic staff.

Therefore, students have the opportunity and responsibility to be a part of the University’s development and influence the important decisions, especially regarding the quality of teaching; all with the goal of assuring the best academic environment possible. Besides the academic part, the Student Council with its representatives prepares a variety of extracurricular activities that round up the study experience at the UM. Each year, there are more than 250 projects carried out at the University and its members, covering areas of study, social, and sports activities: ssum.um.si.

ORIENTATION WEEK FOR FRESHMEN

New students can participate in an orientation programme before the beginning of the year aimed at familiarizing them with departments, study programmes, requirements, student services, campus facilities, libraries, student bodies, and career centres. They have the opportunity to attend the Slovene language course and various seminars on topics that help them adjust to their new environment.

STUDENT BROCHURE

Every year faculties publish different brochures which contain useful information about admission/registration procedures, study programmes, and other useful information regarding services offered.

INTERNATIONAL OFFICES

The Main International Relations Office is located at the UM Rectorate. Along with international offices located at some university members, it assists incoming and outgoing students, teachers, and staff as well as provides information on academic exchange, application procedures, and selection criteria. Detailed information on international exchange is available at https://www.um.si/en/erasmusplus.