

APPLICATION AND ADMISSION PROCEDURE FOR ENROLMENT IN THE FIRST YEAR OF FIRST-CYCLE (UNDERGRADUATE) AND SECOND-CYCLE INTEGRATED MASTER'S DEGREE STUDY PROGRAMMES AT THE UNIVERSITY OF MARIBOR

1. GENERAL INFORMATION

The following information on application and admission procedure is meant for:

- Citizens of the European Union member states.
- 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.
- Persons who have been granted international protection in accordance with the International Protection Act (Official Gazette of the Republic of Slovenia (Uradni list RS), No. 16/17).

The application and admission procedure for enrolment in the first year of first-cycle (undergraduate) and second-cycle integrated master's degree study programmes at the University of Maribor is conducted by:

University of Maribor
Higher Education Application and Information Centre

Slomškovo 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.

Candidates can obtain the information about the application and admission procedure at the Higher Education Application and Information Centre of the University of Maribor as well as on the web portal eVŠ (<https://portal.evs.gov.si/razpisi-za-vpis>).

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

2. APPLICATION PROCEDURE

Candidates may apply for enrolment in the first year of first-cycle (undergraduate) and second-cycle integrated master's degree study programmes in three application periods:

- in the first-round application period from 16 February to 19 March 2021,
- in the second-round application period from 20 to 27 August 2021,
- in the application period for still-available enrolment places from 23 to 24 September 2021 until 12.00 p.m.

2.1 The first-round application period

The first-round application period runs **from 16 February to 19 March 2021**.

Citizens of the European Union member states may apply for enrolment places announced for citizens of the Republic of Slovenia and citizens of the European Union member states. Information about enrolment places is published in the Call for enrolment in first-cycle (undergraduate) and second-cycle integrated master's degree study programmes in the 2021/2022 academic year on the following website www.vpis.um.si.

The enrolment application for studying at the University of Maribor must be submitted online via the web portal eVŠ (<https://portal.evs.gov.si/prijava/> or <https://portal.evs.gov.si/prijava/?locale=en>). Filling in the enrolment application is carried out in several steps. Once a candidate successfully submits the electronic enrolment application, he receives at the email address indicated in the application a PDF document of the completed enrolment application.

It is possible to apply **with a Qualified Digital Certificate obtained in the Republic of Slovenia or with Arnes AAI Account or with username and password**. The electronic application must be submitted online via the web portal eVŠ no later than 19 March 2021.

2.2. The second-round application period

The second-round application period runs **from 20 to 27 August 2021**.

In the second-round application period it is possible to apply according to enrolment places still open for citizens of the Republic of Slovenia and citizens of the European Union member states. The list of enrolment places will be published on 19 August 2021 on the website of the Higher Education Application and Information Centre and on the web portal eVŠ.

The enrolment application for studying at the University of Maribor must be submitted online via the web portal eVŠ (<https://portal.evs.gov.si/prijava/> or <https://portal.evs.gov.si/prijava/?locale=en>). Filling in the enrolment application is carried out in several steps. Once a candidate successfully submits the electronic enrolment application, he receives at the email address indicated in the application a PDF document of the completed enrolment application.

It is possible to apply **with a Qualified Digital Certificate obtained in the Republic of Slovenia or with Arnes AAI Account or with username and password**. The electronic application must be submitted online via the web portal eVŠ no later than 27 August 2021.

In the second-round application period following candidates may apply:

- candidates who did not submit the enrolment application in the first-round application period,
- candidates who were not accepted in the first-round application period,
- candidates who were accepted in the first-round application period but did not enrol in chosen study programme,
- candidates who were accepted in the first-round application period and enrolled in the chosen study programme, but they resigned from their enrolment place until 17 August 2021.

The candidates for whom the selection procedure of the first-round application period has not finished until the second-round application period may submit the enrolment application from 20 to 27 August 2021. If such candidates are accepted to the study programme selected in the First application, their

Second application will be eliminated from the selection procedure of the second-round application period in accordance with candidate's written consensus. If a candidate doesn't submit his written consensus, his Second application will be eliminated from the selection procedure of the second-round application period when the fall-period results of Slovene matura will be known.

2.3. The application period for still-available enrolment places

The application period for still-available enrolment places runs from 23 to 24 September 2021 until 12.00 p.m.

In this application period following candidates may apply:

- candidates who did not submit an enrolment application in the first- or in the second-round application period,
- candidates who were not accepted in the first- or in the second-round application period,
- candidates who were accepted in the first- or in the second-round application period, but the study programme they have been accepted to will not be carried out.

The list of enrolment places will be published on 23 September 2021 on the eVŠ web portal and on the websites of higher education institutions.

The enrolment application for studying at the University of Maribor must be submitted online via the web portal eVŠ (<https://portal.evs.gov.si/prijava/> or <https://portal.evs.gov.si/prijava/?locale=en>).

It is possible to apply **with a Qualified Digital Certificate obtained in the Republic of Slovenia or with Arnes AAI Account or with username and password**. The electronic application must be submitted online via the web portal eVŠ no later than 24 September 2021 until 12.00 p.m.

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

- **Successfully completed appropriate secondary education** (To enrol in university study programmes or second-cycle integrated master's degree 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 national exit exam.);
- **Completed procedure for 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 study programmes, second-cycle integrated master's degree study programmes or professional higher-education study programmes.);
- Some study programmes require the candidates to **pass a test of specific aptitudes, abilities and skills**.
- Some faculties require a certificate of knowledge of the Slovenian language on certain level, in compliance with the Common European Framework of Reference for Languages (Faculty of Arts - Slovene Language and Literature).

Candidates must pass a test of specific aptitudes, abilities and skills if they wish to enrol in the Faculty of Civil Engineering, Transportation engineering and Architecture (study programme: Architecture) or in the Faculty of Education (study programmes: Music Education, Art Education, Sports coaching). Candidates can obtain additional information about the tests of specific aptitudes, abilities and skills at the faculties.

Dates of tests of specific aptitudes, abilities and skills are available in the Call for enrolment in first-cycle (undergraduate) and second-cycle integrated master's degree study programmes in the 2021/2022 academic year.

Tests of specific aptitudes, abilities and skills in the second-round application period are organised only by faculties with vacant enrolment places.

4. EVIDENCE OF FULFILMENT OF THE ENROLMENT CONDITIONS:

For the admission procedure the following documents are required:

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

For the recognition procedure, also some other documents are required. Candidates will be informed electronically about the required documents (via the web portal eVŠ).

All certificates (except bilingual ones; with one language being Slovene or English) must be translated into Slovenian or English language by a court appointed translator if the Higher Education Application and Information Centre estimates and notifies the candidate about it.

The candidates applying for study at the faculties which require a certificate of knowledge of Slovene language at the required level before the enrolment in the first year of study also have to submit a certificate of Slovenian language proficiency at the required level or other appropriate document according to conditions set by the faculty in the Call for enrolment in first-cycle (undergraduate) and second-cycle integrated master's degree study programmes in the 2021/2022 academic year. For more information, the candidate is advised to contact the faculty or Higher Education Application and Information Centre of the University of Maribor.

The required documents must be submitted electronically via the web portal eVŠ:

- **in the first-round application period:**

Candidates who already have a final certificate of completed secondary school abroad must submit **electronically via the web portal eVŠ** all the required documents (final certificate of completed secondary school and certificates of the last two years of completed secondary school, translated certificates in Slovene or English language by a court appointed translator (only if the candidate is required to send them), etc.) **by 9 June 2021.**

Candidates who will obtain a final certificate of completing secondary school abroad in year 2021 must submit **electronically via the web portal eVŠ** all the required documents (final certificate of completed secondary school and certificates for the last two years of completed secondary school, translated certificates in Slovene or English language by a court appointed translator (only if the candidate is required to send them), etc.) as soon as possible after the candidate receives his school certificates but **no later than 10 September 2021.**

- **in the second-round application period:**

Candidates who already have a final certificate of completing secondary school abroad must submit **electronically via the web portal eVŠ** all the required documents (final certificate of completed secondary school and certificates of the last two years of completed secondary school, translated certificates in Slovene or English language by a court appointed translator (only if the candidate is

required to send them), a decision on recognition of foreign education for the purpose of further education (if this decision has been obtained in the first-round application period), etc.) **by 27 August 2021.**

Candidates who will obtain a final certificate of completing secondary school abroad in year 2021 must submit **electronically via the web portal eVŠ** all the required documents (final certificate of completed secondary school and certificates of the last two years of completed secondary school, translated certificates in Slovene or English language by a court appointed translator (only if the candidate is required to send them) as soon as possible after the candidate receives his school certificates but **no later than 10 September 2021.**

- **The application period for still-available enrolment places**

Candidates must submit **electronically via the web portal eVŠ** all the required documents (final certificate of completed secondary school and certificates of the last two years of completed secondary school, translated certificates in Slovene or English language by a court appointed translator (only if the candidate is required to send them), a decision on recognition of foreign education for the purpose of further education, etc.) **no later than 24 September 2021 until 12.00 p.m.**

For some study programmes additional documents are required (a certificate of knowledge of the Slovenian language on certain level, in compliance with the Common European Framework of Reference for Languages).

Foreign citizens will be asked to submit in accordance with their written consensus electronically via the web portal eVŠ also the scan/photography of a personal identification document (this document is not mandatory):

- Citizens of the EU member states either a copy of their passport (the passport page with applicants personal data) or personal identity card.

General information about the required documents:

All the documents must be submitted electronically via eVŠ web portal in the form of a scan or photography, no legalization or other certification is required. Regarding the final secondary school certificate, the institution that issued the document will be asked to verify the authenticity of the document. If the institution that issued the final secondary school certificate will not respond to our request for verification, candidates will be required to send duly legalized documents.

For the procedure for recognition of education for the purpose of continuing education in the Republic of Slovenia for candidates holding a foreign education certificate some additional documents are required (secondary school yearly certificates - for all years of secondary education, short chronological description of the entire education (statement by the applicant)).

The list of all documents required in the application and recognition procedure is available in the Call for enrolment in first-cycle (undergraduate) and second-cycle integrated master's degree study programmes in the 2021/2022 academic year (common provisions).

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

Information on recognition procedure of foreign education for the purpose of further education is obtainable from the authorized person in charge of the recognition procedure at the following address:

University of Maribor
Slomškovo trg 15
2000 Maribor
Slovenia
Phone: +386 2 23 55 263
E-mail: recognition@um.si
Website: <https://www.um.si/studij/priznavanje/Strani/default.aspx>

The application form for enrolment is also an application for the initiation of the process of recognition of foreign education for the purpose of continuing education in the Republic of Slovenia.

6. ENROLMENT

Enrolment takes place at the relevant higher education institutions, which invite candidates electronically to enrol. Enrolment of candidates admitted in the first-round application period is expected to run from 2 to 17 August 2021 at the latest. Enrolment of candidates admitted in the second-round application period runs from 24 to 30 September 2021. Enrolment of candidates admitted in the application period for still available enrolment places runs from 28 to 30 September 2021.

7. TUITION FEES

Citizens of the European Union Member States do not pay any tuition fees for full-time first-cycle (undergraduate) and second-cycle integrated master's degree study programmes.