



UNIVERZA NA PRIMORSKEM  
UNIVERSITÀ DEL LITORALE  
UNIVERSITY OF PRIMORSKA

Titov trg 4, SI – 6000 Koper  
Tel.: + 386 5 611 75 00  
Fax.: + 386 5 611 75 30  
E-mail: [info@upr.si](mailto:info@upr.si)  
<http://www.upr.si>

## CALL FOR ENROLMENT UNIVERSITY OF PRIMORSKA IN ACADEMIC YEAR 2020/2021

### FOR 1ST CYCLE ACADEMIC BACHELOR DEGREE IN MANAGEMENT DELIVERED IN ENGLISH LANGUAGE

#### UP FACULTY OF MANAGEMENT (UP FM)

Cankarjeva 5, 6000 Koper  
Phone: (05) 610 20 03, 610 20 20, 610 20 27  
Fax: (05) 610 20 15  
E-mail: [admission@fm-kp.si](mailto:admission@fm-kp.si), [referat@fm.upr.si](mailto:referat@fm.upr.si)

WEB SITE: [www.fm.upr.si](http://www.fm.upr.si) , <http://www.fm-kp.si/en>

#### INFORMATION:

- **Koper:** UP FM, Cankarjeva 5, Koper

UP Faculty of Management (UP FM) is publishing a call for enrolment to the 1st cycle university degree programme *Management* in the academic year 2020/2021 in English language in Koper, Slovenia.

#### Information sessions:

Location		
<b>Koper</b>	Main campus, Cankarjeva 5, Koper	Friday, 14. 2. 2020, 10. a. m. and 3. p. m. Saturday, 15. 2. 2020, at 10. a. m.
Candidates can schedule a visit for additional information at <a href="mailto:referat@fm.upr.si">referat@fm.upr.si</a> or <a href="mailto:admission@fm-kp.si">admission@fm-kp.si</a>		

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#### 1ST CYCLE ACADEMIC BACHELOR DEGREE IN MANAGEMENT

**DURATION:** 3 YEARS, 180 ECTS

**LOCATION:** Koper

**LANGUAGE:** ENGLISH

**ADMISSION CRITERIA:**

First year enrolment is open to:

- a. applicants holding the matura in Slovenia (high school graduates),
- b. applicants holding vocational matura in the field of economics with a high school final exam (matura subject) in mathematics or English language - the exam taken must be different than the one already taken at the vocational matura), or
- c. applicants who graduated from a four-year high school or vocational school before June 1, 1995.

In cases where available places are limited, candidates will be ranked based on:

- a. results of final exams (60%) and the grade point average of 3rd and 4th year of high school (40%)
- b. results of vocational matura final exams (40%) and the additional final exam subject (matura subject) (20%) and grade point average of 3rd and 4th year of high school (40%),
- c. results of final exams (60%) and grade-point average of 3rd and 4th year of high school (40% of the points).

**Students from other EU countries** (foreign citizens and Slovenes without Slovene citizenship) and **non EU countries** may apply if they hold

- a diploma of a (senior) four-year secondary school (high school),
- a recognition of foreign senior secondary school (high school) certificate or have begun a procedure for the recognition of foreign certificate.

All applicants who enrol in the study program in English language are required to demonstrate English language skills at B2 level according to the Common European Reference Framework for Languages (CEFR) with a corresponding certificate.

The relevant proof of compliance with this requirement can be:

- Certificate of completion of English language examination at B2 level or equivalent certificate (eg. TOEFL iBT score of 87-109, IELTS score of 5-6.5, Cambridge FCE, Oxford B2 Upper intermediate and similar)
- a matura certificate from which it is shown that the foreign language subject at the matura was English language,
- a certificate of completion of secondary education in the English language,
- a diploma at a higher education institution in a study program conducted in English language and a confirmation (statement) that the candidate has completed the program in English language.

Candidates who have passed a general matura in the Republic of Slovenia and have passed English at the matura do not send proof of English language skills; the required information is sent by the State Examination Centre to the higher education institution's admission office.

**NUMBER OF PLACEMENTS FOR FIRST YEAR OF STUDY:**

University degree in Management held in Koper in English language

Available places for	1st Year
	Full time study
EU citizens	20
non-EU citizens and Slovenians without Slovenian citizenship	20

<b>THE STUDY PROGRAMME WILL BE DELIVERED IN ENGLISH IF THERE ARE AT LEAST 15 STUDENTS ENROLLED.</b>
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**APPLICATION FOR ENROLMENT IN A HIGHER YEAR OF STUDY ACCORDING TO TRANSFER CRITERIA**

The rules of application and the application deadlines are published in the Common provisions part of the Call in point "XIII". Application for enrolment in a higher year of study (according to transfer criteria and conditions for accelerated advancement).

***ENROLMENT IN 2ND AND 3RD YEAR***

Candidates can transfer from 1st cycle programmes in the field of economics, business and administration to the senior year of the academic bachelor study programme in Management according to the criteria for transfers between study programmes.

Candidates can transfer if these criteria are fulfilled:

- the candidate must qualify for enrolment in the study programme,
- both study programmes have comparable competences or learning outcomes and
- at least half of study obligations (in ECTS) from the first study programme that relate to the compulsory courses of the academic bachelor study programme in Management may be recognized according to the criteria for recognition of knowledge and skills acquired before enrolment in the programme.

Transfers are possible from all related higher education study programs in the EU countries.

Exams completed in the previous study programme are recognised based on submitted syllabus. Any obligations which the candidate has completed in the previous program and which may be recognized will be taken into account. The decision on the recognition as well as the study year of transfer will be made by a competent commission.

In the case of limited places available, the criteria for enrolment in the first year apply to the selection of transfer candidates.

Available places	Full-time
- transfers to <b>2<sup>nd</sup> Year</b>	5
- transfers to <b>3<sup>rd</sup> Year</b>	/

Web site where candidates can find information about the study programme:

[http://www.fm-kp.si/izobrazevanje/programi\\_1\\_stopnje/management\\_un](http://www.fm-kp.si/izobrazevanje/programi_1_stopnje/management_un) in Slovenian language

[http://www.fm-kp.si/en/study/programmes\\_in\\_english/university\\_degree\\_programme\\_in\\_management](http://www.fm-kp.si/en/study/programmes_in_english/university_degree_programme_in_management)  
in English language

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#### ADMISSION DOCUMENTS:

Documents required in the admission process:

- Certified copy of the final certificate of a four-year secondary school,
- Certified Slovenian translation of the secondary school final certificate,
- Certified transcripts for the last two years of completed secondary school,
- Certified Slovenian translation of transcript for the last two years of completed secondary school
- The original or a certified copy of the decision on recognition of foreign education, if already obtained
- Proof of English language skills at B2 level or similar (see above in section Admission criteria).

Before enrolment candidates must submit original documents listed above.

Documents required in the recognition process:

Candidates who have completed their secondary school in a foreign country (not Slovenia) and have not yet obtained a decision on recognition of foreign education must additionally submit the following documents required for the recognition procedure:

- **Original of the certificate/diploma** (proving completed foreign education) to be recognised
- Photocopy of the certificate/diploma
- **Certified Slovene translation of the certificate/diploma** unless the recognition body determines that a certified translation is not necessary or cannot be provided by the applicant for legitimate reasons
- **Short chronological description of the applicant's entire education** prepared and signed by the applicant or his/her legal guardian

The original certificate/diploma must be legalized based on:

- The 1961 Hague Convention (in the court of territorial jurisdiction where the certificate was obtained); or
- The Act on the Certification of Documents in International Traffic

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**IMPORTANT! PLEASE READ THE CALL FOR ENROLMENT 2020/2021 – COMMON PROVISIONS BEFORE APPLYING**

**EXCERPT FROM COMMON PROVISIONS**

**APPLICATION AND ENROLMENT PROCEDURES:**

✓ **APPLICATION DEADLINES**

**Applications for first year candidates**

<b>First application period</b>	Slovenian and EU citizens	12. 2. – 18. 3. 2020
	Non-EU citizens*	12. 2. – 22. 5. 2020
<b>Second application period</b>	Slovenian and EU citizens	20. 8. - 28. 8. 2020
	Non-EU citizens*	27. 5. – 17. 7. 2020
<b>Third application period</b>	Non-EU citizens*	10. 8. – 11. 9. 2020

\* valid also for Slovenians without Slovenian citizenship

**Applications for transfer students\*\***

<b>Application period</b>	All applicants	1. 9. – 17. 9. 2020
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\*\* students who have been enrolled at other universities and have passed first year of studies and want to change study programme

Enrolment procedures differ depending on the following status of applicants:

- Citizens of European Union Member States and foreign citizens who have permanent residence in Slovenia who (or whose parents) are taxpayers in Slovenia
- Slovenians without Slovenian citizenship and citizens from countries that are not European Union Member States

✓ **APPLICATION PROCESS**

**Candidates are requested to submit applications for enrolment in the electronic form on the eVS web portal, following the link <http://portal.evs.gov.si/prijava/?locale=en>.**

Please follow the relevant instructions and make sure that you enclose all relevant documents to your application.

Printed and signed application, together with all required documents needs to be submitted by the end of the respective application period to the Faculty of Management per registered mail.

**CANDIDATES APPLY WITH A QUALIFIED DIGITAL CERTIFICATE OR WITH USERNAME AND PASSWORD. EACH CANDIDATE MAY ONLY SUBMIT ONE APPLICATION.**

**If the application is made:**

- 1) **with a qualified digital certificate**, the printed application form is not to be sent, but must be completed online through the eVŠ web portal **by the deadlines stated above**.

The attachments (enclosing documents) to the application which are required in the section *Admission documents* must be sent by registered mail to the Admission Office of the University of Primorska (the attachments must bear the reference number of the enrolment application).

**Please note: Make sure you resubmit your application when editing your application. If the application is submitted with a qualified digital certificate the status of the application is »Signed with certificate«. If you cancel the application on the web portal, it is considered that the application was not submitted even if you sent the printed form by mail.**

- 2) **without a qualified digital certificate (with username and password)**, the application form must be completed online through the eVŠ web portal, then printed, signed, and, together with all the attachments required in the section *Admission documents*, sent by registered mail to the Admission Office of the University of Primorska.

**The application is considered to be submitted in time if:**

- 1) the application has been completed and submitted online with an *electronic (digital) signature* through the eVŠ web portal and all the required documents were sent by registered mail to the Admission Office of the university for Slovenian and EU citizens by March 20, 2020 at 24.00 hours, Slovenian time (or August 31, 2020 at 24.00 hours) and for non-EU citizens by May 24, 2020 at 24.00 hours, Slovenian time (or July 19, 2020 at 24.00 hours (2<sup>nd</sup>) or September 13, 2020 at 24.00 hours (3<sup>rd</sup>)).
- 2) the application has been completed and submitted through the eVŠ web portal (*with username and password*) for Slovenian and EU citizens by March 18, 2020 at 24.00 hours, Slovenian time (or August 28, 2020 at 24.00 hours for second application period), for non-EU citizens by May 22, 2020 at 24.00 hours, Slovenian time (or July 17, 2020 at 24.00 hours (2<sup>nd</sup>) or September 11, 2020 at 24.00 hours (3<sup>rd</sup>)). Then the last version submitted is printed, signed by the candidate and sent by registered mail to the Admission Office of the university for Slovenian and EU citizens by March 20, 2020 (or August 31, 2020 for second application period) and for non-EU citizens by May 24, 2020 (or July 19, 2020 or September 13, 2020).

The application and attachments must be sent by registered mail to the following address:

**Admission Office of the University of Primorska  
Titov trg 4  
SI-6000 Koper**

**INSTRUCTIONS FOR COMPLETING THE APPLICATION** are published on the web site:  
<http://portal.evs.gov.si/information-in-english>

✓ **INFORMATION FOR CANDIDATES WHO COMPLETED THEIR UPPER SECONDARY EDUCATION ABROAD**

Candidates who have completed their upper secondary education abroad (not in Slovenia) may enrol in the first year of the university degree programme if they first complete the procedure of recognition of foreign education. The recognition procedure is a part of the enrolment procedure. The candidate submits the recognition application together with the enrolment application (on the online eVŠ portal). Only based on the decision on recognition, the candidate will be able to enrol in the study program.

Candidates who will obtain a certificate of upper secondary education completed abroad in 2020 (eg. International Baccalaureat – IB or European Baccalaureat Certificate) must submit the certified copies of the final examination certificates, certificates for the last two years of upper secondary school education and translations of these certificates, if required, to the higher education application and information office not later than 10 September 2020 in the first- and second-round application periods. A decision on the recognition of education obtained abroad will be obtained ex officio by the higher education application and information office.

Certificates acquired in the former Yugoslav republics before 25 June 1991 are recognised without a special recognition procedure.

Candidates who have already received a decision on recognition of foreign education abroad should follow the instructions for submitting the evidence of the fulfilment of the enrolment conditions and are required to send the decision, together with all evidence, to the addresses indicated.

**All the requested documents in the section *Admission documents* must be sent to the Admission Office of University of Primorska well in advance (before the application deadline if possible) as the process can last up to two months from submitting a complete application).**

More detailed information about the recognition process is available on the University of Primorska website: <http://www.vpis.upr.si/index.php?page=static&item=216>.

✓ **PLACEMENT LIMITATIONS**

In case the number of applications will exceed the number of available placements there will be a placement limitation and candidates are ranked based on the upper secondary final examination and the grades of last two years of upper secondary school education. A ranking list will be published, and candidates will be notified.

✓ **ADMISSION DECISION**

Candidates will be notified about the admission process and decision after the application deadline. Candidates will receive a decision of admission/acceptance or non-acceptance.

✓ **ENROLMENT PROCESS**

Candidates who are admitted to the study programme will receive an offer for enrolment and all the necessary instructions and deadlines for the enrolment process and an invoice for the enrolment fee and tuition fee if applicable.

✓ **FEES**

All students pay an enrolment fee at the time of enrolment in an academic year.

Slovenian and EU citizens do not pay tuition for full time study.

Students from non-EU countries pay tuition fee for full time study in accordance to the valid pricelist. Exempt of paying tuition are students from non-EU countries who have signed bilateral agreements with Slovenia (Montenegro, Serbia, Bosnia and Hercegovina, Macedonia, Kosovo).

All students pay tuition for part-time study regardless of citizenship.

The enrolment fee for academic year 2019/2020 was 41,96 EUR.

The tuition fee for Academic Bachelor Degree in Management for academic year 2019/2020 was 4.500,00 EUR for one academic year.

Enrolment and tuition fees are approved by the Management Board and published in the official pricelist of the University of Primorska. The pricelist is published on the website of the University and websites of the respective Faculties in June/July for the next academic year.

✓ CONTACTS AND FURTHER INFORMATION

Faculty	Phone (Student Affairs Office)	e-mail	website
<b>UP FM</b>	+386 5 610 20 03 +386 5 610 20 20 +386 5 610 20 27	<a href="mailto:referat@fm.upr.si">referat@fm.upr.si</a> <a href="mailto:admission@fm-kp.si">admission@fm-kp.si</a>	<a href="http://www.fm.upr.si">www.fm.upr.si</a> <a href="http://www.fm.upr.si/en">www.fm.upr.si/en</a>

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