

**UNIVERSITY OF PRIMORSKA  
FACULTY OF MANAGEMENT**

**CALL FOR ENROLMENT INTO MASTER'S DEGREE STUDY PROGRAMMES  
IN THE ACADEMIC YEAR 2023/2024**

University of Primorska, Faculty of management offers the following master's degree study programmes in the academic year 2023/2024:

<b>Study programme:</b>
<a href="#"><u>ECONOMICS AND FINANCE</u></a> <i>(in Slovene and English language)</i>
<a href="#"><u>MANAGEMENT</u></a> <i>(in Slovene and English language)</i>
<a href="#"><u>MANAGEMENT OF SUSTAINABLE DEVELOPMENT</u></a> <i>(in Slovene language)</i>
<a href="#"><u>POLITICAL SCIENCE – INTERNATIONAL RELATIONS AND ECONOMIC DIPLOMACY</u></a> <i>(in Slovene and English language)</i>
<a href="#"><u>LAW FOR MANAGEMENT</u></a> <i>(in Slovene language)</i>

**FACULTY OF MANAGEMENT**

Izolska vrata 2, SI-6000 Koper, Slovenia

Website: <https://www.fm-kp.si/en>

Phone: +386 (5) 610 20 03, +386 (5) 610 20 20 (Student Affairs Office)

Email: [referat@fm-kp.si](mailto:referat@fm-kp.si)

**INFORMATION PLACE:** Izolska vrata 2, Koper

University of Primorska Faculty of Management offers the following master's degree (second cycle) study programmes in the academic year 2023/2024: Economics and Finance *(in Slovene and English language)*, Management *(in Slovene and English language)*, Management of Sustainable Development and Law for Management. In cooperation with Faculty of Humanities the Faculty also offers interdisciplinary study programme Political Science - international relations and economic diplomacy *(in Slovene and English language)*.

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**STUDY PROGRAMME:** **ECONOMICS AND FINANCE**

**Study programme is offered in Slovene and English language.**

**TYPE OF STUDY PROGRAMME:** MASTER'S, SECOND CYCLE

**DURATION:** 2 YEARS, 120 ECTS

**MODE OF STUDY:** full-time study

**PLACE OF STUDY:** Koper

**ADMISSION REQUIREMENTS**

Admission to the first year of study shall be granted to the candidates who have completed:

- a) a first cycle study programme in the fields of: Economics (0311), Business and administration (0410), Accounting and taxation (0411), Finance, banking and insurance (0412), Management and administration (0413), Marketing and advertising (0414), Law (0421); *or*
- b) an undergraduate study programme (pre-reform study programme, adopted before 11 June 2004) in the fields of: Economics (0311), Business and administration (0410), Accounting and taxation (0411), Finance, banking and insurance (0412), Management and administration (0413), Marketing and advertising (0414), Law (0421).

Candidates who have completed their studies in unrelated fields of study (not included in the previous paragraphs) must pass prerequisite exams in courses: »*The economic environment of the company*«, »*Accounting*«, »*Basic Corporate Finance*« prior to enrolment.

**Additional admission requirement: candidates must pass an admission exam demonstrating analytical skills from the fields of economics and mathematics.**

All candidates who enrol in the study programme offered 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 72-94, IELTS score of 5.5-6.5, Cambridge FCE 160-179, Oxford B2 Upper intermediate EF SET 51-60, TOEIC min. 785 points, Pearsons PTE exam 59-75 and similar),
- a certificate from general matura, from which it is evident that the foreign language at the matura is English language,
- a certificate of completion of secondary education in the English language,
- a diploma at a higher education institution in a study programme conducted in English language and a confirmation (statement) that the candidate has completed the study programme in English language.

**IN CASE OF ENROLMENT LIMITATION** the candidates are selected according to their grade point average in the previous study programme.

Number of enrolment slots

Economics and Finance	1 <sup>st</sup> Year
Koper	Full-time
Slovenian citizens and citizens of Member States of the European Union	
<i>in Slovene language</i>	20
<i>in English language</i>	20
Slovenians without Slovenian citizenship	
<i>in Slovene language</i>	1
<i>in English language</i>	-
Foreign citizens of non-European Union countries	
<i>in Slovene language</i>	2
<i>in English language</i>	20
Parallel study	
<i>in Slovene language</i>	2

STUDY PROGRAMME WILL BE CARRIED OUT IN SLOVENE LANGUAGE IF AT LEAST 15 STUDENTS ARE ENROLLED. STUDY PROGRAMME WILL BE CARRIED OUT IN ENGLISH LANGUAGE IF AT LEAST 15 STUDENTS ARE ENROLLED.

### ENROLMENT IN A HIGHER YEAR OF STUDY (ACCORDING TO THE CRITERIA FOR TRANSFERRING BETWEEN STUDY PROGRAMMES AND CONDITIONS FOR ACCELERATED ADVANCEMENT)

Transferring between study programmes is possible according to the Higher Education Act, Criteria for transferring between study programmes and other regulations of this field.

Transfer between study programmes is the enrolment in the higher year of the study programme, in case of leaving the studies in the first (initial) study programme and continuation of studies in another study programme of the same degree. The transition takes into account the comparability of the study programmes and the completed study obligations of the candidate in the initial study programme. The transition between study programmes is also enrolment of the graduate in the higher year study programme of the same degree.

Transfer in the second year of the study programme is granted to candidates, who transfer from second cycle study programme from fields of study, listed in the section »Admission requirements« for enrolment in the first year.

Transferring between study programmes is granted to candidates, provided that the following conditions are met:

- the candidate fulfils the admission requirements for the study programme;
- study programmes ensure the acquisition of comparable competences or study outcomes;
- at least half of the obligations under the European Transferable Credit System (ECTS) from the first study programme relating to the compulsory courses of the master's degree programme Economics and Finance may be recognized according to the criteria for recognition of skills acquired prior to enrolment in the programme.

According to the above indents the transition to the master study programme is also possible for graduates of undergraduate academic study programmes (pre-reform study programmes, adopted before 11 June 2004) and graduates of other master programmes in the fields of study, listed in the section »Admission requirements« for enrolment in the first year.

Applications for transferring between study programmes are considered by the relevant Commission. In accordance with the Criteria for transferring between study programmes the Commission takes into account the comparability between study programmes and study obligations the candidate has completed in the previous study programme, that can be recognized in this study programme.

**IN CASE OF ENROLMENT LIMITATION** the candidates are selected according to the results of the elective exam.

Number of enrolment slots

Economics and Finance	2 <sup>nd</sup> Year
Koper	Full-time
Slovenian citizens and citizens of Member States of the European Union, foreign citizens of non-European Union countries	
<i>in Slovene language</i>	5

Website: [Economics and finance](#)

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STUDY PROGRAMME: **MANAGEMENT**

TYPE OF STUDY PROGRAMME: MASTER'S, SECOND CYCLE

**Study programme is offered in Slovene and English language.**

**DURATION:** 2 YEARS, 120 ECTS

**MODE OF STUDY:** full-time study

**PLACE OF STUDY:** Koper

**ADMISSION REQUIREMENTS**

Admission to the first year of study shall be granted to the candidates who have completed:

- a) a first cycle study programme in the fields of: Economics (0311), Business and administration (0410), Accounting and taxation (0411), Finance, banking and insurance (0412), Management and administration (0413), Marketing and advertising (0414), Law (0421), Personal services (1010), Travel tourism and leisure (1015), Transport services (1041); *or*
- b) an undergraduate study programme (pre-reform study programme, adopted before 11 June 2004) in the fields of: Economics (0311), Business and administration (0410), Accounting and taxation (0411), Finance, banking and insurance (0412), Management and administration (0413), Marketing and advertising (0414), Law (0421), Personal services (1010), Travel tourism and leisure (1015), Transport services (1041).

Admission to the first year of study is granted to candidates who have completed their studies in other professional fields, but they must pass an examination in selected contents in management and business sciences (12 ECTS credits) in the form of an entrance interview, demonstrating ability of critical thinking about management challenges and understanding current developments in the business environment.

All candidates who enrol in the study programme offered 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 72-94, IELTS score of 5.5-6.5, Cambridge FCE 160-179, Oxford B2 Upper intermediate EF SET 51-60, TOEIC min. 785 points, Pearsons PTE exam 59-75 and similar),
- a certificate from general matura, from which it is evident that the foreign language at the matura is English language,
- a certificate of completion of secondary education in the English language,
- a diploma at a higher education institution in a study programme conducted in English language and a confirmation (statement) that the candidate has completed the study programme in English language.

**IN CASE OF ENROLMENT LIMITATION** the candidates are selected according to their average grade from the previous study programme.

Number of enrolment slots

Management	1 <sup>st</sup> Year
Koper	Full time
Slovenian citizens and citizens of Member States of the European Union	
<i>in Slovene language</i>	50
<i>in English language</i>	20
Slovenians without Slovenian citizenship	
<i>in Slovene language</i>	1
<i>in English language</i>	1
Foreign citizens of non-European Union countries	
<i>in Slovene language</i>	5

<i>in English language</i>	20
Parallel study	
<i>in Slovene language</i>	2

STUDY PROGRAMME WILL BE CARRIED OUT IN SLOVENE LANGUAGE IF AT LEAST 15 STUDENTS ARE ENROLLED.  
STUDY PROGRAMME WILL BE CARRIED OUT IN ENGLISH LANGUAGE IF AT LEAST 15 STUDENTS ARE ENROLLED.

### ENROLMENT IN A HIGHER YEAR OF STUDY (ACCORDING TO THE CRITERIA FOR TRANSFERRING BETWEEN STUDY PROGRAMMES AND CONDITIONS FOR ACCELERATED ADVANCEMENT)

Transferring between study programmes is possible according to the Higher Education Act, Criteria for transferring between study programmes and other regulations of this field.

Transfer between study programmes is the enrolment in the higher year of the study programme, in case of leaving the studies in the first (initial) study programme and continuation of studies in another study programme of the same degree. The transition takes into account the comparability of the study programmes and the completed study obligations of the candidate in the initial study programme. The transition between study programmes is also enrolment of the graduate in the higher year study programme of the same degree.

Transfer in the second year of the study programme is granted to candidates, who transfer from second cycle study programme from fields of study, listed in the section »Admission requirements« for enrolment in the first year.

Transferring between study programmes is granted to candidates, provided that the following conditions are met:

- the candidate fulfils the admission requirements for the study programme;
- upon completion of studies, the study programmes ensure the acquisition of comparable competences or study outcomes;
- at least half of the obligations under the European Transferable Credit System (ECTS) from the first study programme relating to the compulsory courses of the master's study programme Management may be recognized according to the criteria for recognition of skills acquired prior to enrolment in the programme.

According to the above indents, the transition to the master's study programme Management is also open to graduates of academic study programmes (pre-reform study programmes, adopted before 11 June 2004) and graduates of other master's study programmes in the fields of study, listed in the section »Admission requirements« for enrolment in the first year.

Applications for transferring between study programmes are considered by the relevant Commission. In accordance with the Criteria for transferring between study programmes the Commission takes into account the comparability between study programmes and study obligations the candidate has completed in the previous study programme, that can be recognized in this study programme.

**IN CASE OF ENROLMENT LIMITATION** the candidates are selected according to elective exam results.

Enrolment slots

Management	2 <sup>nd</sup> Year
Koper	Full-time
Slovenian citizens and citizens of Member States of the European Union	
<i>in Slovene language</i>	5
<i>in English language</i>	5
Slovenians without Slovenian citizenship and foreign citizens of non-European Union countries	
<i>in Slovene language</i>	5
<i>in English language</i>	5

Website: [Management](#)

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**STUDY PROGRAMME: MANAGEMENT OF SUSTAINABLE DEVELOPMENT**

**TYPE OF STUDY PROGRAMME:** MASTER'S, SECOND CYCLE

**DURATION:** 2 YEARS, 120 ECTS

**MODE OF STUDY:** full-time study

**PLACE OF STUDY:** Koper

**ADMISSION REQUIREMENTS**

Admission to the first year of study shall be granted to the candidates who have completed:

- a first cycle study programme or an undergraduate study programme (pre-reform study programmes, adopted before 11 June 2004) in the fields of:

- Humanities (Humanities (0220), Philosophy and Ethics (0223)),
- Social and behavioural sciences (Social and behavioural sciences (0310), Economics (0311), Political Sciences (0312), Psychology (0313), Sociology and cultural studies (0314)),
- Business and administration (Business and administration (0410), Accounting and taxation (0411), Finance, banking and insurance (0412), Management and administration (0413)),
- Environment (Environmental Sciences (0521), Natural environment and wildlife (0522)),
- Geosciences (0532),
- Engineering (Environmental protection technology (0712), Electricity and energy (0713)),
- Architecture and construction (Architecture and town planning (0731)),
- Agriculture (Agriculture (0810), Crop and livestock production (0811), Horticulture (0812), Forestry (0821)),
- Hotels, restaurants and catering (1013),
- Travel tourism and leisure (1015),
- Hygiene and occupational health services (Community sanitation (1021), Occupational health and safety (1022)).

Admission to the first year of study is granted to the candidates who have completed their studies (a first cycle study programme or an undergraduate study programme (pre-reform study programmes, adopted before 11 June 2004)) in other professional fields, not mentioned in previous paragraph, but they must pass an examination in courses »Introduction to Management« (6 ECTS) and »The economic environment of the company « (6 ECTS).

Admission to the first year of study is granted to the candidates who have completed a comparable education abroad and have been, in the process of recognition of their qualification and in accordance with Assessment and Recognition of Education Act, granted the right to continue their studies at the study programme.

**IN CASE OF ENROLMENT LIMITATION** the candidates are selected according to their grade point average in the previous study programme.

Number of enrolment slots

Management of sustainable development	1 <sup>st</sup> Year
Koper	Full-time
Slovenian citizens and citizens of Member States of the European Union	20
Slovenians without Slovenian citizenship	1
Foreign citizens of non-European Union countries	2
Parallel studies	2

STUDY PROGRAMME WILL BE CARRIED OUT IF AT LEAST 15 STUDENTS ARE ENROLLED.

**ENROLMENT IN THE SECOND YEAR OF STUDY (ACCORDING TO THE CRITERIA FOR TRANSFERRING BETWEEN STUDY PROGRAMMES AND CONDITIONS FOR ACCELERATED ADVANCEMENT)**

Transferring between study programmes is possible according to the Higher Education Act, Criteria for transferring between study programmes and other regulations of this field.

Transfer between study programmes is the enrolment in the higher year of the study programme, in case of leaving the studies in the first (initial) study programme and continuation of studies in another study programme of the same degree. The transition takes into account the comparability of the study programmes and the completed study obligations of the candidate in the initial study programme. The transition between study programmes is also enrolment of the graduate in the higher year study programme of the same degree.

Transfer in the second year of the study programme is granted to candidates, who transfer from second cycle study programme from fields of study, listed in the section »Admission requirements« for enrolment in the first year.

Transferring between study programmes is granted to candidates, provided that the following conditions are met:

- the candidate fulfils the admission requirements for the study programme;
- upon completion of studies, study programmes ensure the acquisition of comparable competences or study outcomes;
- at least half of the obligations under the European Transferable Credit System (ECTS) from the first study programme relating to the compulsory courses of the master's study programme Management of sustainable development may be recognized according to the criteria for recognition of skills acquired prior to enrolment in the programme.

In accordance to the above indents, the transition to the master's degree programme is also open to graduates of academic study programmes (pre-reform study programmes, adopted before 11 June 2004) and graduates of other master's study programmes in the fields of study, listed in the section »Admission requirements for enrolment in the first year«.

Applications for transferring between study programmes are considered by the relevant Commission. In accordance with the Criteria for transferring between study programmes the Commission takes into account the comparability between study programmes and study obligations the candidate has completed in the previous study programme, that can be recognized in this study programme.

**IN CASE OF ENROLMENT LIMITATION** the candidates are selected according to their average grade from the previous study programme.

Enrolment slots

Management of Sustainable Development	2 <sup>nd</sup> Year
Koper	Full-time
Slovenian citizens and citizens of Member States of the European Union	2

Website: [Management of Sustainable Development](#)

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**STUDY PROGRAMME: POLITICAL SCIENCE - INTERNATIONAL RELATIONS AND ECONOMIC DIPLOMACY**

Interdisciplinary study programme is carried out in collaboration with UP Faculty of humanities.

## Study programme is offered in Slovene and English language.

**TYPE OF STUDY PROGRAMME:** MASTER'S, SECOND CYCLE**DURATION:** 2 YEARS, 120 ECTS**MODE OF STUDY:** part-time study**PLACE OF STUDY:** Koper**ADMISSION REQUIREMENTS**

Admission to the first year of study shall be granted to candidates who have completed:

- a) a first cycle study programme in the fields of social sciences or humanities;
- b) an undergraduate study programme (pre-reform study programmes, adopted before 11 June 2004) in the fields of social sciences or humanities;
- c) a first cycle study programme or an undergraduate study programme (pre-reform study programmes, adopted before 11 June 2004) in other fields of study, candidates must pass an examination in courses »Intercultural Business Communication« (6 ECTS) and »Ethics and Culture in Business World« (6 ECTS). Candidate must complete examinations prior to enrolment into the Master's study programme.

Admission to the first year of study is granted to candidates who have completed a comparable education abroad and have been, in the process of recognition of their qualification and in accordance with Assessment and Recognition of Education Act, granted the right to continue their studies at the study programme.

All candidates who enrol in the study programme offered 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 72-94, IELTS score of 5.5-6.5, Cambridge FCE 160-179, Oxford B2 Upper intermediate EF SET 51-60, TOEIC min. 785 points, Pearsons PTE exam 59-75 and similar),
- a certificate from general matura, from which it is evident that the foreign language at the matura is English language,
- a certificate of completion of secondary education in the English language,
- a diploma at a higher education institution in a study programme conducted in English language and a confirmation (statement) that the candidate has completed the study programme in English language.

**IN CASE OF ENROLMENT LIMITATION** candidates are selected according to their grade point average in the previous study programme.

Number of enrolment slots

Political science - international relations and economic diplomacy	1 <sup>st</sup> Year
Koper	Part-time
Slovenian citizens and citizens of Member States of the European Union	
<i>in Slovene language</i>	20
<i>in English language</i>	20
Slovenians without Slovenian citizenship	
<i>in Slovene language</i>	1
<i>in English language</i>	1
Foreign citizens of non-European Union countries	
<i>in English language</i>	10

STUDY PROGRAMME WILL BE CARRIED OUT IF AT LEAST 15 STUDENTS ARE ENROLLED.
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### ENROLMENT IN THE SECOND YEAR OF STUDY (ACCORDING TO THE CRITERIA FOR TRANSFERRING BETWEEN STUDY PROGRAMMES AND CONDITIONS FOR ACCELERATED ADVANCEMENT)

Transferring between study programmes is possible according to the Higher Education Act, Criteria for transferring between study programmes and other regulations of this field.

Transfer between study programmes is the enrolment in the higher year of the study programme, in case of leaving the studies in the first (initial) study programme and continuation of studies in another study programme of the same degree. The transition takes into account the comparability of the study programmes and the completed study obligations of the candidate in the initial study programme.

Transfer in the second year of the study programme is granted to candidates, who transfer from second cycle study programme from fields of study, listed in the section »Admission requirements« for enrolment in the first year.

Transferring between study programmes is granted to candidates, provided that the following conditions are met:

- the candidate fulfils the admission requirements for the study programme;
- upon completion of studies, study programmes ensure the acquisition of comparable competences or study outcomes;
- at least half of the obligations under the European Transferable Credit System (ECTS) from the first study programme relating to the compulsory courses of the master's study programme Political science - international relations and economic diplomacy may be recognized according to the criteria for recognition of skills acquired prior to enrolment in the programme.

In accordance to the above indents, the transition to the master's degree programme is also open to graduates of academic study programmes (pre-reform study programmes, adopted before 11 June 2004) and graduates of other master's study programmes in the fields of study, listed in the section »Admission requirements for enrolment in the first year«.

Applications for transferring between study programmes are considered by the relevant Commission. In accordance with the Criteria for transferring between study programmes the Commission takes into account the comparability between study programmes and study obligations the candidate has completed in the previous study programme, that can be recognized in this study programme.

**IN CASE OF ENROLMENT LIMITATION** the candidates are selected according to their average grade from the previous study programme.

Enrolment slots

Political science - international relations and economic diplomacy	2 <sup>nd</sup> Year
Koper - <i>in English language</i>	Part-time
Slovenians without Slovenian citizenship, foreign citizens of non-European Union countries	5

Website: <a href="#">Political Science - international relations and economic diplomacy</a>
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STUDY PROGRAMME: **LAW FOR MANAGEMENT**

TYPE OF STUDY PROGRAMME: MASTER'S, SECOND CYCLE

DURATION: 2 YEARS, 120 ECTS

**MODE OF STUDY:** full-time study

**PLACE OF STUDY:** Koper

**ADMISSION REQUIREMENTS**

Admission to the first year of study shall be granted to candidates who have completed a first cycle study programme or an undergraduate study programme (pre-reform study programme, adopted before 11 June 2004) in the fields of: Economics (0311), Business and administration (0410), Accounting and taxation (0411), Finance, banking and insurance (0412), Management and administration (0413), Marketing and advertising (0414), Law (0421), Welfare, unspecified (0920), Social work and counselling (0923), Welfare – other (0929), Inter-disciplinary programmes and qualifications involving health and welfare (0988), Personal services, undefined (1010), Hotel, restaurants and catering (1013), Travel tourism and leisure (1015), Occupational health and safety (1022), Hygiene and occupational health services, other (1029), Transport services (1041).

Admission to the first year of study is granted to candidates who have completed their studies in other fields of study, not mentioned in previous paragraph, but they must pass an examination in course »*Law for Management – Fundamentals*« (12 ECTS).

**IN CASE OF ENROLMENT LIMITATION** the candidates are selected according to their grade point average in the previous study programme.

Number of enrolment slots

Law for Management	1 <sup>st</sup> Year
Koper	Full-time
Slovenian citizens and citizens of Member States of the European Union	20
Slovenians without Slovenian citizenship	1
Foreign citizens of non-European Union countries	2
Parallel studies	2

STUDY PROGRAMME WILL BE CARRIED OUT IF AT LEAST 15 STUDENTS ARE ENROLLED.

#### **ENROLMENT IN A SECOND YEAR OF STUDY (ACCORDING TO THE TRANSFER CRITERIA AND CONDITIONS FOR ACCELERATED ADVANCEMENT)**

Transferring between study programmes is possible according to the Higher Education Act, Criteria for transferring between study programmes and other regulations of this field.

Transfer between study programmes is the enrolment in the higher year of the study programme, in case of leaving the studies in the first (initial) study programme and continuation of studies in another study programme of the same degree. The transition takes into account the comparability of the study programmes and the completed study obligations of the candidate in the initial study programme. The transition between study programmes is also enrolment of the graduate in the higher year study programme of the same degree.

Transfer in the second year of the study programme is granted to candidates, who transfer from second cycle study programme from fields of study, listed in the section »Admission requirements« for enrolment in the first year.

Transferring between study programmes is granted to candidates, provided that the following conditions are met:

- the candidate fulfils the admission requirements for the study programme;
- upon completion of studies, study programmes ensure the acquisition of comparable competences or study outcomes;
- at least half of the obligations under the European Transferable Credit System (ECTS) from the first study programme relating to the compulsory courses of the master's study programme Management may be recognized according to the criteria for recognition of skills acquired prior to enrolment in the programme.

In accordance to the above indents, the transition to the master's study programme is also open to graduates of academic study programmes (pre-reform study programme, accepted before 11 June 2004) and graduates of other master programmes in the fields of study, listed in the section Admission criteria for enrolment in the first year.

Applications for transferring between study programmes are considered by the relevant Commission. In accordance with the Criteria for transferring between study programmes the Commission takes into account the comparability between study programmes and study obligations the candidate has completed in the previous study programme, that can be recognized in this study programme.

**IN CASE OF ENROLMENT LIMITATION** the candidates are selected according to elective exam results.

Number of enrolment slots

Law for Management	2 <sup>nd</sup> Year
Koper	Full-time
Slovenian citizens and citizens of Member States of the European Union	2

Website: [Law for Management](#)

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#### PROCEDURES FOR APPLICATION FOR ENROLMENT

PROCEDURES FOR APPLICATION FOR ENROLMENT AND APPLICATION PERIODS ARE PUBLISHED IN THE DOCUMENT »PROCEDURES AND APPLICATION PERIODS FOR SUBMITTING THE APPLICATION FOR ENROLMENT INTO MASTER'S DEGREE STUDY PROGRAMMES OF THE UNIVERSITY OF PRIMORSKA IN THE ACADEMIC YEAR 2023/2024«.

Candidates are required to submit the evidence of fulfilment of the enrolment conditions and all supporting documents electronically via the eVŠ web portal.

Scanned documents or photographs of original certificates and other required documents are considered as proof that the enrolment conditions in the application and admission procedure have been met.

#### DOCUMENTS REQUIRED FOR THE ADMISSION PROCEDURE (EVIDENCE OF FULFILMENT OF THE ENROLMENT CONDITIONS)

Along with the application the candidate also provides evidence of compliance with the enrolment conditions.

Candidates who hold a Slovenian diploma must submit the following documents:

- a. an e-copy or photograph of the Diploma certificate – mandatory document,
- b. an e-copy or photograph of the Transcript of records of previous studies which includes a GPA or Diploma Supplement – mandatory document,
- c. an e-copy or photograph of the proof of English language skills (see section Admission requirements) – mandatory document for candidates who enrol in the study programme offered in English language.

For enrolment in the first year (parallel studies) candidate must submit:

- a. an e-copy or photograph of the Transcript of records - the average grade of the previous study shall be evident – mandatory document;
- b. an e-copy or photograph of the Approval of the (parent) higher education institution – mandatory document.

For enrolment in the second year (according to Criteria for transferring between study programmes) – if candidate has already obtained a diploma - candidate must submit:

- a. an e-copy or photograph of the Diploma certificate – mandatory document,
- b. an e-copy or photograph of the Transcript of records or Diploma supplement (the average grade of the previous study shall be evident) – mandatory document,
- c. e-copies or photographs of syllabuses (approved by the (parent) higher education institution) – mandatory document.

For enrolment in the second year (according to Criteria for transferring between study programmes) – if candidate is a student - candidate must submit:

- a. an e-copy or photograph of the Transcript of records - the average grade of the previous study shall be evident – mandatory document,
- b. e-copies or photographs of syllabuses (approved by the (parent) higher education institution) – mandatory document.

**Graduates of the UP Faculty of management are not required to enclose Transcript of records and Diploma certificate.**

## INFORMATION ABOUT RECOGNITION OF FOREIGN EDUCATION

Candidates who have completed comparable studies abroad and who (in accordance with the Assessment and Recognition of Education Act in Slovenia) have been granted the right to continue their studies in an individual study programme in the process of recognizing foreign education, may also enrol in master's study programmes.

Candidate who has completed studies abroad proves fulfilment of the conditions for enrolment in the first or higher year of study by submitting a decision of recognition or by applying for obtaining a decision on the recognition of education obtained abroad.

Candidate who has completed education abroad and has already obtained a **decision of recognition of foreign education** proves fulfilment of the conditions for enrolment in the first or higher year of study by submitting a decision of recognition.

Contact person: Tatjana Trebec, e-mail: [tatjana.trebec@fm-kp.si](mailto:tatjana.trebec@fm-kp.si)

### IMPORTANT

Candidate with a foreign certificate must submit an electronic application for enrolment via the eVŠ web portal education <https://portal.evs.gov.si/prijava/?lang=en>

For candidate with a foreign certificate in education, who **does not have a decision on recognition of education yet**, the application for enrolment is also **considered as an application for the recognition of foreign education**. Candidate must fill out the section in the application regarding the recognition of foreign education and submit all supporting documents stated in the Call for enrolment. Candidates comply with the deadlines for the submission of supporting documents for admission and enrolment conditions that apply to the admission and selection procedure described in the document »PROCEDURES AND APPLICATION PERIODS FOR SUBMITTING THE APPLICATION FOR ENROLMENT INTO MASTER'S DEGREE STUDY PROGRAMMES OF THE UNIVERSITY OF PRIMORSKA IN THE ACADEMIC YEAR 2023/2024«.

**Scanned documents or photographs of original certificates and other required documents are considered as proof that the enrolment conditions in the application and admission procedure have been met.**

### DOCUMENTS REQUIRED FOR RECOGNITION OF FOREIGN EDUCATION FOR ADMISSION IN THE FIRST YEAR OF STUDY

Along with the application the candidate also provides evidence of compliance with the enrolment conditions.

Candidate must submit:

- a. an e-copy or photograph of the Diploma certificate – mandatory document,
 

*The authenticity of a copy of the diploma certificate will be checked by the Faculty at the issuer of the original document or at the competent authority of the country of origin of the document. If the Faculty is unable to confirm the authenticity of the document, it will ask the candidate to send the original document/s of completed education abroad, for which they want to be recognized for the purpose of continuing studies in the application-admission procedure, legalized according to regulations and country of origin. The requirements for legalization according to the country of origin of the document/s are stated in the »Procedures and application periods for submitting the application for enrolment into master's degree study programmes of the University of Primorska in the academic year 2023/2024«.*
- b. an e-copy or photograph of the Transcript of records of previous studies which includes grade point average or Diploma supplement (in English language) – mandatory document,
- c. an e-copy or photograph of the translation of the Diploma certificate into Slovene language (a copy of the translation of the Diploma certificate from point a. in Slovene performed by a court translator is sufficient) – mandatory only if the certificate was not issued in Slovene, English, Italian or Croatian language,

- d. translation of Transcript of records into Slovene language (a copy of the translation of the certificate from point c. in Slovene performed by a court translator is sufficient) – mandatory only if the certificate was not issued in Slovene, English, Italian or Croatian language,
- e. short chronological description of the entire education (stated by the candidate) – mandatory document,
- f. web address of the University and the Faculty where the candidate completed his / her education and web link to the data on the study programme – mandatory,
- g. an e-copy or photograph of the candidate's identity document with their written consent for:
  - a citizen of a Member State of the European Union: an identity card or a passport (the page containing the candidate's personal information which indicates their first and last name, date and place of birth, and citizenship);
  - a citizen of a country that is not a Member State of the European Union: a passport (the page containing the candidate's personal information which indicates their first and last name, date and place of birth, and citizenship).

Appendix is not required. If the faculty needs access to an identity document to establish the identity and citizenship of an individual, they will be invited to enable this access. The faculty is obliged to obtain and verify the evidence required for applying for enrolment and recognition of education for the purpose of continuing education, as determined by the regulations governing proof that the enrolment conditions are met, and documentation is to be attached to the application for recognition of education.

The list of required documents for recognition of foreign education may differ according to the state from which the document originates. Candidates are therefore advised to contact the authorised official at the Faculty, which delivers the study programme they are applying.

## ADMISSION EXAMS

### ECONOMICS AND FINANCE

All candidates must successfully complete an admission exam demonstrating analytical skills from the fields of economics and mathematics. Candidates are attending the exam on the dates announced for the application period they are applying or will apply. [More information](#)

### MANAGEMENT

Graduates from study areas other than Management, Economics, Business and Administration Sciences or Law, must complete additional academic requirements stated in the section "Admission requirements", prior to enrolment to the study programme. [More information](#)

### PREREQUISITE EXAMS PRIOR TO ENROLMENT

Graduates from unrelated study fields, enrolling in the first year of studies must complete prerequisite exams stated (bridging program) in the section "Admission requirements" prior to enrolment in the study programme. Candidates are advised to submit the application for enrolment as soon as possible and apply for the prerequisite exam. Information about preparation for the prerequisite exams and exam dates are published on the Faculty's website.

Candidates who need to complete prerequisite exams in order to fulfil the admission requirements for enrolment in the study programme should be aware that in case of limited enrolment in the first application period, candidates are selected among the candidates who have fulfilled all admission requirements on the day of the application deadline.

### POSSIBILITY OF RECOGNITION OF KNOWLEDGE AND SKILLS OBTAINED BEFORE THE ENROLMENT

Candidates who have already completed courses with content included in the prerequisite exams (bridging program) during previous studies, can apply for recognition of these. The application with supporting documents must be sent to the Board for recognition of knowledge and skills by **16 August 2023**.

Further information: [http://www.fm-kp.si/en/study/recognition\\_of\\_knowledge\\_and\\_skills](http://www.fm-kp.si/en/study/recognition_of_knowledge_and_skills).

**MORE INFORMATION**

	Phone number (student affairs office)	E-mail	Website
UP FM	+386 (5) 610 20 03 +386 (5) 610 20 20	<a href="mailto:referat@fm-kp.si">referat@fm-kp.si</a>	<a href="http://www.fm-kp.si/en">www.fm-kp.si/en</a>

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