



UNIVERSITY OF PRIMORSKA

## PROCEDURES AND DEADLINES FOR SUBMITTING AN APPLICATION FOR ENROLMENT INTO MASTER'S DEGREE STUDY PROGRAMMES IN THE ACADEMIC YEAR 2023/2024

### ENROLMENT SLOTS

The number of available enrolment slots for enrolment in the first and the second year (according to the Criteria for transferring between study programmes and conditions for accelerated advancement) for each master study programme is announced under the individual study programme in the Call for enrolment. Enrolment slots are announced for citizens of the Republic of Slovenia and citizens of the Member States of the European Union (hereinafter: Slovenian citizens), Slovenian citizens without Slovenian citizenship and foreign citizens (non-EU countries) for full-time study and for part-time study.

Enrolment slots for Slovenian citizens are also available for foreign citizens from countries that are not Member States of the European Union (hereinafter: foreign citizens) who have permanent residence in the Republic of Slovenia and who themselves or their parents are residents of the Republic of Slovenia for tax purposes.

The enrolment slots are also intended for persons who have been granted international protection and applicants for international protection in accordance with the International Protection Act (Official Gazette of the Republic of Slovenia, No 16/17 – official consolidated text and 54/21) and displaced persons who have been granted temporary protection in accordance with the Temporary Protection of Displaced Persons Act (Official Gazette of the Republic of Slovenia, No 16/17 – official consolidated text). The application and information service of the faculty obtains the evidence of the status of a person who has been granted international protection, an applicant for international protection or a displaced person who has been granted temporary protection from the competent authority (the Ministry of the Interior of the Republic of Slovenia) *ex officio*.

Citizens of the following non-European Union countries: Norway, Iceland, Liechtenstein and Switzerland are treated on an equal basis with citizens of the RS and the European Union. From the 2021/2022 academic year onwards, British citizens are enrolled as citizens of non-European Union countries and payment of the tuition fee is required for their studies.

### APPLICATION FOR ENROLMENT

Candidates for enrolment in master's study programmes at the University of Primorska (UP) may submit a **maximum of three (3) applications** (with one study wish each) for enrolment into study programme, in which they wish to enrol and for which they meet or will fulfil the conditions for enrolment (admission requirements) by the deadlines published with this Call. **Every completed submission of an electronic application in the eVŠ web portal is considered an application.**

### **Enrolment slots for Slovenians without Slovenian citizenship**

Slovenians without Slovenian citizenship may submit only one application in the same application period, either as a Slovenian without Slovenian citizenship or as a citizen of a European Union Member State or a foreigner from a non-European Union country.

At the first step of filling the application for enrolment ("Choice of the call for applications for enrolment and types of application"), a candidate who is a Slovenian without Slovenian citizenship answers with "YES" to the statement "I am a Slovenian without Slovenian citizenship". At the next step, they must indicate which of the following two categories they fall into:

- Slovenians in the neighbouring countries (Slovenians who are members of the ethnic Slovenian community in all four neighbouring countries – Italy, Austria, Croatia and Hungary);
- Slovenians around the world and descendants of persons of Slovenian ethnicity up to the third generation in a direct line (expatriates and emigrants living in the neighbouring countries outside the area defined as the Slovenian cross-border area and in other European and non-European countries)

By signing the application form, the candidate guarantees the truthfulness of the information stated in the application for enrolment, thereby confirming that they are a Slovenian without Slovenian citizenship, which means that they fall into one of the two categories listed above.

Candidates for enrolment submit an electronic application at the eVŠ web portal <https://portal.evs.gov.si/prijava> by means of electronic identification of at least assurance level substantial (with a qualified digital certificate, an smsPASS or an identity card), with an AAI-account (authentication and authorisation infrastructure account), or with a user name and password via the SI-PASS system<sup>1</sup> which operates as part of the Trust Service Authority of Slovenia.

**After the application has been submitted successfully**, the candidate receives confirmation that the submission has been successful at the email address provided in the application for enrolment. If the candidate does not receive the confirmation, the application has not been successfully submitted.

**In the application and admission procedures for the 2023/2024 academic year, applicants submit all proof required for the application electronically via the eVŠ portal.**

The application is considered **submitted on time** if it was completed and submitted online with an electronic signature via the eVŠ web portal by the deadline specified in the Call for enrolment.

Candidates are required to check the e-mail address provided in the application for enrolment and the eVŠ web portal, as the communication and possible invitations to complete the application for enrolment are conducted in this manner. Candidates must themselves ensure the validity of the e-mail address provided in the application.

If the proposed Act Amending the Higher Education Act enters into force, the calls for applications and other documents to be served will not be sent to the candidates by regular mail<sup>2</sup> but served only in electronic form via the eVŠ web portal. In such a case, it will be considered that the decision is served to the candidate on the second working day after it is published on the eVŠ portal.

**INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE APPLICATION** on the eVS web portal in English language are published on the following website: <https://portal.evs.gov.si/information-in-english> (scroll down to the headline "How to fill in an application for 2nd and 3rd cycle study programmes").

<sup>1</sup> The SI-PASS service is a single point for verifying the identity of various users and electronic signing of applications and other documents. SI-PASS is generally used as part of the provision of individual electronic services.

<sup>2</sup> The postal service delivers mail in accordance with its rules, for which the higher education application and information services or the ministry responsible for higher education will not be held accountable.

#### EVIDENCE OF FULFILMENT OF THE ENROLMENT CONDITIONS

Scanned documents or photographs of original certificates and other required documents are considered as evidence that the enrolment conditions in the application and admission procedure have been met. Candidates are required to submit all the necessary attachments to the applications **electronically through the eVŠ web portal**. The required documents (evidence of fulfilment) that the candidate must enclose with the application for enrolment are stated in the Call for enrolment of the faculty that implements an individual study programme.

APPLICATION PERIODS for Citizens of Slovenia and EU Member states and Slovenians without Slovenian citizenship		
Application period	Deadline	Deadline for evidence of fulfillment
<p><b>FIRST-ROUND APPLICATION PERIOD: <a href="#">From Thursday, 6 April 2023, to Thursday, 24 August 2023</a></b></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 6 April 2023 to 24 August 2023 by midnight CET.</u></p> <p>The application is considered to be <b>submitted in time</b> if the application has been completed and submitted <b><u>by 24 August 2023 by midnight CET.</u></b></p>	<p>All the necessary documents (stated in the Call for enrolment of the faculty that implements an individual study programme) is required to submit to the application <b>electronically</b> through the eVŠ web portal <b>until Monday, 4. September 2023 by midnight CET.</b></p>
<p><b>SECOND-ROUND APPLICATION PERIOD: <a href="#">from Thursday, 7 September 2023, to Thursday, 14 September 2023</a></b></p> <p><i>If enrolment slots will be available after the first application deadline there will be a second-round application period open. The information regarding available enrolment slots for the second-round application period will be published on each of the faculty website.</i></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 7 September 2023 to 14 September 2023 by midnight CET.</u></p> <p>The application is considered to be submitted <b>in time</b> if the application has been completed and submitted <b><u>by 14 September 2023 by midnight CET.</u></b></p>	<p>All the necessary documents (stated in the Call for enrolment of the faculty that implements an individual study programme) is required to submit to the applications <b>electronically</b> through the eVŠ web portal <b>until Monday 18 September 2023 by midnight CET.</b></p>
<p><b>THIRD-ROUND APPLICATION PERIOD: <a href="#">from Friday, 22 September 2023, to Monday, 25 September 2023, by 12.00 CET</a></b></p> <p><i>Faculty may decide to open a third-round application period if enrolment slots will be available. The information regarding available enrolment slots will be published on the faculty website.</i></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal from <u>22 September 2023 to 25 September 2023, by 12.00 CET.</u></p> <p>The application <b>is considered to be submitted in time</b> if the application has been completed and <b><u>by 25 September 2023 by 12.00 CET.</u></b></p>	<p>All the necessary documents (stated in the call for enrolment of the faculty that implements an individual study programme) is required to submit to the applications electronically through the eVŠ web portal <b>until Monday 25 September 2023 by 12.00 CET.</b></p>

APPLICATION PERIODS for foreign citizens from countries that are not member states of the EU		
Application period	Deadline	Deadline for evidence of fulfillment
<p><b>FIRST-ROUND APPLICATION PERIOD: <a href="#">from Thursday, 6 April 2023, to Friday, 11 August 2023</a></b></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <a href="#">from 6 April 2023 to 11 August 2023 by midnight CET.</a></p> <p>The application is considered to be <b>submitted in time</b> if the application has been completed and submitted <b><a href="#">by 11 August 2023 by midnight CET.</a></b></p>	<p>All the necessary documents (stated in the Call for enrolment of the faculty that implements an individual study programme) is required to submit to the application <b>electronically</b> through the eVŠ web portal <b>until Tuesday, 16 August 2023 by midnight CET.</b></p>
<p><b>SECOND-ROUND APPLICATION PERIOD: <a href="#">from Friday, 18 August 2023, to Friday, 25 August 2023</a></b></p> <p><i>If enrolment slots will be available after the first application deadline there will be a second-round application period open. The information regarding available enrolment slots for the second-round application period will be published on each of the faculty website.</i></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <a href="#">from 18 August 2023 to 25 August 2023 by midnight CET.</a></p> <p>The application is considered to be submitted <b>in time</b> if the application has been completed and submitted <b><a href="#">by 25 August 2023 by midnight CET.</a></b></p>	<p>All the necessary documents (stated in the Call for enrolment of the faculty that implements an individual study programme) is required to submit to the applications <b>electronically</b> through the eVŠ web portal <b>until Monday, 4 September 2023 by midnight CET.</b></p>
<p><b>THIRD-ROUND APPLICATION PERIOD: <a href="#">from Thursday, 7 September 2023, to Thursday, 14 September 2023</a></b></p> <p><i>Faculty may decide to open a third-round application period if enrolment slots will be available. The information regarding available enrolment slots will be published on the faculty website.</i></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <a href="#">from 7 September 2023 to 14 September 2023 by midnight CET.</a></p> <p>The application is considered to be <b>submitted in time</b> if the application has been completed and submitted <b><a href="#">by 14 September 2023 by midnight CET.</a></b></p>	<p>All the necessary documents (stated in the call for enrolment of the faculty that implements an individual study programme) is required to submit to the applications electronically through the eVŠ web portal <b>until Monday, 18 September 2023 by midnight CET.</b></p>

**FOURTH-ROUND APPLICATION PERIOD: from Friday, 22 September 2023, to Monday, 25 September 2023, by 12.00 CET**

*Faculty may decide to open a third-round application period if enrolment slots will be available. The information regarding available enrolment slots will be published on the faculty website.*

Candidates are required to apply by submitting an electronic application through the eVŠ web portal **from 22 September 2023 to 25 September 2023, by 12.00 CET.**

The application **is considered to be submitted in time** if the application has been completed and submitted **by 25 September 2023 by 12.00 CET.**

All the necessary documents (stated in the call for enrolment of the faculty that implements an individual study programme) is required to submit to the applications electronically through the eVŠ web portal **until Monday, 25 September 2023 by 12.00 CET.**

#### GRANTING THE STATUS OF AN ENROLMENT CANDIDATE WITH SPECIAL STATUS

UP FAMNIT and UP PEF have published enrolment exceptions for candidates with special status. Candidates apply for the status of an enrolment candidate with special status by submitting an individual application and supporting documents.

Granting of a special candidate status, based on an individual application and the supporting evidence, is decided by the Commission for applications and questions in the application procedure for enrolment in the first year of studies at UP. Further information and further instructions are included in the Call for enrolment for the individual study programme.

#### PARALLEL STUDIES

Students can apply for enrolment in parallel studies. Candidates follow procedures and deadlines as described in the section »APPLICATION FOR ENROLMENT«. All the necessary documents are stated in the call for enrolment of the faculty that implements an individual study programme.

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

Candidates can apply for enrolment in the second study year according to transfer criteria between study programmes and conditions for accelerated advancement. Candidates are required to apply as described in the section »APPLICATION FOR ENROLMENT«. All the necessary documents are stated in the call for enrolment of the faculty that implements an individual study programme.

#### NOTICE FOR ENROLLED STUDENTS

Students who want to change the study programme and have not yet exercised this right or the right to repeat it must apply in the same manner as other candidates. This also applies to students who want to change the manner in which they study in the same study programme in the first year. Both submit the application for enrolment on the eVŠ web portal (<https://portal.evs.gov.si/prijava/>).

Candidates who **have already repeated or changed their study programme once** may apply for full-time studies, although their studies are subject to a tuition fee in accordance with Article 77 of the Higher Education Act.

Candidates who want to repeat the first year of the study programme in which they enrolled in previous years do not submit the application for enrolment via the eVŠ portal. In order to be re-enrolled in the same year of the study programme in which they are already enrolled, candidates must meet the conditions for a repeat year. Students receive information on the procedure and conditions of enrolment for a repeat year at their higher education institution. This also applies to advancement to a higher year in the study programme in which the candidate is already enrolled.

Candidates cannot apply to the same study programme in which they had already been enrolled and have signed out. In this case, it is not a question of exercising the right referred to in Article 66 of the Higher Education Act, in accordance with which students may repeat a year or change a study programme or course once during their studies due to non-fulfilment of obligations in the previous course or study programme<sup>3</sup>.

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<sup>3</sup> If the proposed Act Amending the Higher Education Act enters into force, these applications will be possible (re-enrolment in a study programme from which the individual disenrolled at their own instigation).

**PROCEDURE FOR RECOGNITION OF EDUCATION FOR THE PURPOSE OF CONTINUING STUDIES IN THE REPUBLIC OF SLOVENIA FOR CANDIDATES HOLDING A FOREIGN EDUCATION CERTIFICATE**

A candidate who has completed their education **abroad** proves the fulfilment of the conditions for enrolment in the first or higher year with a document obtained abroad, which is subject to recognition under the [Assessment and Recognition of Education Act](#) (Official Gazette of the RS, Nos 87/11, 97/11 – corr. and 109/12).

In this case, the electronic application for enrolment is also an application for the recognition of education for the purpose of continuing education in the Republic of Slovenia. The application must be submitted via the **eVŠ on the web portal**: <https://portal.evs.gov.si/prijava/?lang=en>

Candidates are required to apply for enrolment as described in in the section »APPLICATION FOR ENROLMENT«. A candidate who submits an incomplete application or application for recognition of education for the purpose of continuing studies will be individually additionally informed about the request and deadline for the completion of the application **electronically** via the eVŠ web portal. It is considered that the document is delivered to the candidate on the second working day after the day of its publication in the eVŠ information system or on the fifth working day if it is sent by mail.

- ✓ Candidate who **has already obtained a decision** of recognition of foreign education is required to submit the decision to the application electronically via the eVŠ web portal.
- ✓ For a candidate with a foreign certificate in education, who **does not yet have a decision on recognition of education**, the application for enrolment is also considered as an application for the recognition of foreign education via the eVŠ web portal: <http://portal.evs.gov.si/prijava/?locale=en>.

**Legalization requirements according to the country of origin of the document (s):**

Legalization		
No legalisation needed	Apostille	Verification of Documents in International Transport Act
<ul style="list-style-type: none"> <li>- Austria</li> <li>- Bulgaria</li> <li>- Bosnia and Herzegovina</li> <li>- Czech Republic</li> <li>- France</li> <li>- Greece</li> <li>- Croatia</li> <li>- Hungary</li> <li>- Romania</li> <li>- North Macedonia</li> <li>- Serbia</li> </ul>	<p>Countries signatories to the Hague Convention:  <a href="https://www.hcch.net/en/instruments/conventions/status-table/?cid=41">https://www.hcch.net/en/instruments/conventions/status-table/?cid=41</a>                      Authorities competent for legalisation:  <a href="https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41">https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41</a></p>	All other countries

More information on procedure for Recognition of foreign education is available on faculty's website.

**ENROLMENT LIMITATION AND SELECTION CRITERIA**

If the number of candidates in the individual study programme exceeds the number of enrolment slots, the enrolment limit is considered to be the number of slots advertised. In this case, candidates will be selected in the selection process.



**SELECTION CRITERIA** (in the case of enrolment limitations) are determined by the individual study programme and are published in the Call for enrolment. Information on study programmes, on which the enrolment limitations will be applied, will be published on the website of each faculty.

#### DECISION ON SELECTION AND ADMISSION PROCEDURE

The decisions of the selection procedure will be published on the eVŠ web portal . The candidate can access the decision on the result of the selection procedure on the eVŠ portal (<https://portal.evs.gov.si/prijava/> with their user account) and sent by regular mail.<sup>4</sup>

If the proposed Act Amending the Higher Education Act enters into force, the decisions on the result of the selection procedure and other documents to be served will not be sent to the candidates by regular mail by the date indicated in the previous paragraph but served only in electronic form via the eVŠ web portal. In such a case, it will be considered that the decision is served to the candidate on the second working day after it is published on the eVŠ portal.

#### ENROLMENT IN THE STUDY PROGRAMME

The Faculty will invite admitted candidates to enroll in the study programme. The candidate will receive instructions, deadlines and other important information regarding the enrolment and beginning of the study year.

**The enrolment** in study programmes must be **concluded by 30 September 2023**. Competent commission can grant an extension for justified reasons but not later than 30 October 2023, based on a candidate's request. Regardless of the justified reason, the candidate must submit the application for enrolment in the eVS by the deadline set in the Call for enrolment.

#### TUITION FEES

Tuition fees and other study fees for the academic year 2023/2024 are determined in the Pricelist of the University of Primorska - 2023/2024, accepted by the Managing Board of University of Primorska. The Pricelist is published on the websites of the University and each Faculty.

Tuition fees may not be charged to citizens of the Republic of Slovenia or citizens of other EU Member States for education in state-approved first-cycle undergraduate study programmes or second-cycle study programmes provided as a public service.

Notwithstanding the preceding paragraph, citizens of the Republic of Slovenia and citizens of other EU Member States are charged a tuition fee if they have already obtained education corresponding to at least the level of education obtained under the study programme in which they are enrolled or if they have not yet obtained an education corresponding to at least the level of education obtained under the study programme in which they are enrolled and their student status in the previous study programme has terminated in accordance with Article 70 of the Higher Education Act (ZVIS).

**Foreign citizens** must **pay a tuition fee** in accordance with the Rules on tuition fees and accommodation in students' dormitories for Slovenians without Slovenian citizenship and foreigners in the Republic of Slovenia (Official Gazette of the Republic of Slovenia, No. 77/16).

On the basis of the signed protocols on cooperation in the field of education, the citizens of Montenegro, Kosovo, North Macedonia, Bosnia and Herzegovina and Serbia are, for enrolment in the 2023/2024 academic year, equated to citizens of Slovenia and the citizens of the European Union Member States regarding the payment of study expenses, i.e. they are exempt from payment of tuition fees for foreigners for full-time studies.

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<sup>4</sup>The postal service delivers mail in accordance with its rules, for which the higher education application and information services or the ministry responsible for higher education will not be held accountable.

## TECHNICAL ASSISTANCE FOR CANDIDATES

- Instructions for completing the application for enrolment are available at the website <https://portal.evs.gov.si/>. Instructions in written and video versions are available in Slovenian (<http://portal.evs.gov.si/navodila-za-oddajo>) and English (<http://portal.evs.gov.si/information-in-english>).
- **Technical assistance for difficulties with digital certificate and electronic signature:** State Administration Point of Single Contact (EKC), email: [ekc@gov.si](mailto:ekc@gov.si), telephone: 080 2002 (from 8 a.m. to 10 p.m. on working days). Please note that your application will only be processed during office hours.
- **Substantive assistance for questions when completing an electronic application:** State Administration Point of Single Contact (EKC), email: [ekc@gov.si](mailto:ekc@gov.si), telephone: 080 2002 (from 8 a.m. to 10 p.m. on working days), number for international calls: 00386 1 478–85–90. Please note that your application will only be processed during office hours.