



UNIVERSITY OF PRIMORSKA

## PROCEDURES AND DEADLINES FOR SUBMITTING AN APPLICATION FOR ENROLMENT INTO MASTER'S DEGREE STUDY PROGRAMMES IN THE ACADEMIC YEAR 2024/2025

### ENROLMENT PLACES

The number of available enrolment places 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 places are announced separately 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, citizens of Western Balkans countries, with which the Republic of Slovenia has a bilateral agreement in the field of education (Bosnia and Herzegovina, Montenegro, Kosovo, Serbia, North Macedonia)<sup>1</sup> and citizens of other non-EU countries.

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 places 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 until the beginning of the selection procedure<sup>2</sup> and persons who have been granted international or temporary protection and applicants for international or temporary protection.

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<sup>1</sup> A protocol with the Republic of Albania on education is being prepared to exempt Albanian nationals from paying full-time study fees. Albanian nationals apply for places for foreigners coming from non-EU countries. If the Education Protocol is adopted by the beginning of the academic year 2024/2025, nationals of the Republic of Albania will be exempted from paying full-time tuition fees, subject to the principle of reciprocity.

<sup>2</sup> Certificate of tax residency - proof from the Financial Administration of the Republic of Slovenia that the candidate or at least one of his/her parents or guardians is a resident of the Republic of Slovenia for tax purposes (valid for candidates who are not citizens of the Republic of Slovenia), available at: eDavki - Certificate of tax residency (natural persons) (durs.si)

### Enrolment places 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 e-identity card), with an AAI-account (authentication and authorisation infrastructure account), or with a user name and password via the SI-PASS system<sup>3</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 2024/2025 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.**

**INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE APPLICATION** on the eVŠ web portal in English language are published on the following website: <http://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").

### 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

<sup>3</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.

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:		
<ul style="list-style-type: none"> <li>- Citizens of the Republic of Slovenia</li> <li>- Citizens of the European Union Member States</li> <li>- Slovenians without Slovenian citizenship</li> </ul>		
Application period	Deadline	Deadline for evidence of fulfillment
<p><b>FIRST-ROUND APPLICATION PERIOD: <a href="#">From Thursday, 4 April 2024, to Thursday, 22 August 2024</a></b></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 4 April 2024 to 22 August 2024 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 22 August 2024 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, 2. September 2024 by midnight CET.</b></p>
<p><b>SECOND-ROUND APPLICATION PERIOD: <a href="#">from Thursday, 5 September 2024, to Thursday, 12 September 2024</a></b></p> <p><i>If enrolment places will be available after the first application deadline there will be a second-round application period open. The information regarding available enrolment places 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 5 September 2024 to 12 September 2024 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 12 September 2024 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 16 September 2024 by midnight CET.</b></p>
<p><b>THIRD-ROUND APPLICATION PERIOD: <a href="#">from Wednesday, 25 September 2024, to Thursday, 26 September 2024, by 10.00 CET</a></b></p> <p><i>Faculty may decide to open a third-round application period if enrolment places will be available. The information regarding available enrolment places 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>25 September 2024 to 26 September 2024, by 10.00 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 26 September 2024 by 10.00 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 Thursday 26 September 2024 by 10.00 CET.</b></p>

APPLICATION PERIODS for:

- Citizens of Western Balkans countries, with which the Republic of Slovenia has a bilateral agreement in the field of education (Bosnia and Herzegovina, Montenegro, Kosovo, Serbia, North Macedonia)
- Citizens of other non-EU countries

Application period	Deadline	Deadline for evidence of fulfillment
<p><b>FIRST-ROUND APPLICATION PERIOD:</b> <a href="#">from Thursday, 4 April 2024, to Friday, 9 August 2024</a></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <a href="#">from 4 April 2024 to 9 August 2024 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 9 August 2024 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, 13 August 2024 by midnight CET.</b></p>
<p><b>SECOND-ROUND APPLICATION PERIOD:</b> <a href="#">from Friday, 16 August 2024, to Friday, 22 August 2024</a></p> <p><i>If enrolment places will be available after the first application deadline there will be a second-round application period open. The information regarding available enrolment places 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 16 August 2024 to 22 August 2024 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 22 August 2024 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, 2 September 2024 by midnight CET.</b></p>
<p><b>THIRD-ROUND APPLICATION PERIOD:</b> <a href="#">from Thursday, 5 September 2024, to Thursday, 12 September 2024</a></p> <p><i>Faculty may decide to open a third-round application period if enrolment places will be available. The information regarding available enrolment places 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 5 September 2024 to 12 September 2024 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 12 September 2024 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, 16 September 2024 by midnight CET.</b></p>

**FOURTH-ROUND APPLICATION PERIOD: from Wednesday, 25 September 2024, to Thursday, 26 September 2024, by 10.00 CET**

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

Candidates are required to apply by submitting an electronic application through the eVŠ web portal **from 25 September 2024 to 26 September 2024, by 10.00 CET.**

The application **is considered to be submitted in time** if the application has been completed and submitted **by 26 September 2024 by 10.00 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 Thursday, 26 September 2024 by 10.00 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 faculty. This also applies to advancement to a higher year in the study programme in which the candidate is already enrolled.

Candidates can also apply to the same study programme in which they had already been enrolled and have signed out. The studies referred to in the previous sentence are subject to a tuition fee (Article 77(6) of the Higher Education Act). For more information, applicants can contact the Faculty.

#### 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** demonstrates 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, candidates are required to apply for enrolment as described in the section »APPLICATION FOR ENROLMENT«. 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>

A candidate who submits an incomplete application for enrolment or an application for recognition of education for the purpose of continuing education will be individually additionally informed about the request and deadline for the completion of the application in writing or electronically via the eVŠ 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>.

**NOTE**

**The deadline for the issuing of a decision recognition** in accordance with the Assessment on the Evaluation and Recognition of Education Act (Official Gazette of the Republic of Slovenia, No. 87/2011, 97/2011 am. and 109/12) is no later than **two months after the application has been completed**.

Candidates must comply with the deadlines set for the submission of proof of compliance with the enrolment conditions in the application and admission procedure. Applications that are not completed by the deadline in accordance with the call for completions will be rejected in accordance with the General Administrative Procedure Act and applications will not be included in the selection procedure.

**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/statustable/?cid=41">https://www.hcch.net/en/instruments/conventions/statustable/?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>	<p>All other countries</p>

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 places, the enrolment limit is considered to be the number of places 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). The candidate will download the document or the notification from the eVŠ portal in electronic form after prior authentication. The candidate is deemed to have been informed of the content of the document or notification by logging in to the eVŠ portal. When the document is delivered in person via the eVŠ web portal, the candidate shall electronically validate the electronic delivery form. The date of the electronic confirmation of the electronic service of the document referred to in the previous sentence shall be deemed to be the date of service of the document. If the document is not collected by the candidate within five days of the date of receipt of the information message on the electronically deposited document on the eVŠ portal, service shall be deemed to have been affected on the day on which this period expires.

#### 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 2024**. Competent commission can grant an extension for justified reasons but not later than 30 October 2024, 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.

It is considered that a student who, after the first enrolment in the first year of a master study programme, signs out by 15 October 2024 has not enrolled in this study programme.

#### TUITION FEES

Tuition fees and other study fees for the academic year 2024/2025 are determined in the Pricelist of the University of Primorska - 2024/2025, accepted by the Managing Board of University of Primorska. The Pricelist is published on the websites of the University and each Faculty.

Citizens of the Republic of Slovenia and citizens of the European Union may not be required to pay a tuition fee for full-time study as part of master study programmes with public validity that are performed as a public service.

Notwithstanding the previous paragraph, citizens of the Republic of Slovenia and citizens of the European Union are charged a tuition fee if they have already acquired education that corresponds to at least the level of education acquired under the study programme in which they are enrolled, or if they have not yet acquired education that corresponds to at least the level of education acquired under the study programme in which they are enrolled and their student status has been terminated in accordance with Article 70 of the Higher Education Act in the previous study programme.

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

**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, 25/19 and 56/22).

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 2024/2025 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.

#### 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), phone: 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), phone: 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.