



UNIVERSITY OF PRIMORSKA

PROCEDURES AND DEADLINES FOR SUBMITTING AN APPLICATION FOR ENROLMENT INTO DOCTORAL DEGREE STUDY PROGRAMMES IN THE ACADEMIC YEAR 2024/2025

ENROLMENT PLACES

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

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 procedure¹.

APPLICATION FOR ENROLMENT

Candidates for enrolment in **doctoral 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.**

Candidates for enrolment into doctoral study programmes at the UP 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**² 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 evidence required for the application electronically via the eVŠ portal.

¹ 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)

² 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.

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 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**”).

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:		
<ul style="list-style-type: none"> - Citizens of the Republic of Slovenia - Citizens of the European Union Member States - Slovenians without Slovenian citizenship 		
Application period	Deadline	Deadline for evidence of fulfillment
FIRST-ROUND APPLICATION PERIOD: From Thursday, 4 April 2024, to Thursday, 22 August 2024	<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 submitted in time if the application has been completed and submitted <u>by 22 August 2024 by midnight CET.</u></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 electronically through the eVŠ web portal until Thursday, 12. September 2024 by midnight CET.</p>
SECOND-ROUND APPLICATION PERIOD: from Thursday, 5 September 2024, to Thursday, 12 September 2024 <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 in time if the application has been completed and submitted <u>by 12 September 2024 by midnight CET.</u></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 until Monday 16 September 2024 by midnight CET.</p>
THIRD-ROUND APPLICATION PERIOD: from Wednesday, 25 September 2024, to Thursday, 26 September 2024, by 10.00 CET <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 is considered to be submitted in time if the application has been completed and <u>by 26 September 2024 by 10.00 CET.</u></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 until Thursday 26 September 2024 by 10.00 CET.</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>FIRST-ROUND APPLICATION PERIOD: from Thursday, 4 April 2024, to Friday, 9 August 2024</p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 4 April 2024 to 9 August 2024 by midnight CET.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted by 9 August 2024 by midnight CET.</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 electronically through the eVŠ web portal until Tuesday, 13 August 2024 by midnight CET.</p>
<p>SECOND-ROUND APPLICATION PERIOD: from Friday, 16 August 2024, to Friday, 22 August 2024</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 16 August 2024 to 22 August 2024 by midnight CET.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted by 22 August 2024 by midnight CET.</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 until Monday, 2 September 2024 by midnight CET.</p>
<p>THIRD-ROUND APPLICATION PERIOD: from Thursday, 5 September 2024, to Thursday, 12 September 2024</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 <u>from 5 September 2024 to 12 September 2024 by midnight CET.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted by 12 September 2024 by midnight CET.</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 until Monday, 16 September 2024 by midnight CET.</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.**

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

Candidates can apply for enrolment in the higher year of study 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.

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>.

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"> - Austria - Bulgaria - Bosnia and Herzegovina - Czech Republic - France - Greece - Croatia - Hungary - Romania - North Macedonia - Serbia 	<p>Countries signatories to the Hague Convention: https://www.hcch.net/en/instruments/conventions/status-table/?cid=41 Authorities competent for legalisation: https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41</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 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 enrol 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 eVŠ portal 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 doctoral 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.

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 (EKČ), email: 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, 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.