

UNIVERSITY OF PRIMORSKA

CALL FOR ENROLMENT INTO MASTER'S DEGREE STUDY PROGRAMMES IN THE ACADEMIC YEAR 2021/2022

COMMON PROVISIONS

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 published for citizens of the Republic of Slovenia and citizens of the Member States of the European Union (hereinafter: Slovenian citizens) for full-time study programmes and for part-time study programmes. Enrolment places that are available for Slovenian citizens without Slovenian citizenship and foreign citizens (non EU countries) are specified separately.

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. The enrolment places are also open to persons who have applied for and who have been granted international protection in accordance with the International Protection Act (Official Gazette of the Republic of Slovenia [Uradni list RS], No. 22/16). The higher education application and information service will obtain ex officio evidence of a candidate's status as a person under international protection or as a candidate for international protection from the competent body (the Ministry of the Interior of the Republic of Slovenia). Citizens of Norway, Iceland, Liechtenstein and Switzerland, though these are not Member States of the European Union, are treated in the same way as citizens of Slovenia and other European Union Member States. As of the academic year 2021/2022, citizens of the United Kingdom are enrolled as citizens of countries that are not Member States of the European Union and are charged a tuition fee.

ENROLMENT APPLICATION AND APPLICATION PERIODS

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 study programmes 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.**

Candidates¹ for enrolment in master's study programmes at the UP (1st year, 2nd year (according to the Criteria for transferring between study programmes and conditions for accelerated advancement) or parallel studies) are required to **apply by submitting an electronic application through the eVŠ web portal at <https://portal.evs.gov.si/prijava/>** using **a qualified digital certificate, an ArnesAAI account**

¹ Article 108 of the Act Determining Temporary Measures to Mitigate and Remedy the Consequences of COVID-19 (ZZUOOP), which was published in the Official Gazette of the Republic of Slovenia (*Uradni list RS*), No. 152/20, stipulates that, notwithstanding the provisions of regulations governing the implementation of application and admission procedures, in the application and admission procedures of the higher education institutions in the Republic of Slovenia for the academic year 2021/2022, candidates are allowed to submit enrolment applications and all the required attachments to them electronically through the eVŠ information system if the candidate's identity can be established. The competent body of the higher education institution shall obtain and verify the evidence required for enrolment and for the recognition of completed education for the purpose of continuing studies, as specified by the regulations governing the evidence of fulfilment of the enrolment conditions, as well as the documentation enclosed with the application for the recognition of education. In procedures where candidates exercise their rights or obligations, communication is carried out in writing or through the eVŠ information system. A document is deemed served on the candidate on the second working day after it was published in the eVŠ information system or on the fifth working day if sent by registered mail.

(account of the Arnes authentication and authorisation infrastructure) or a **username and password for the SI- PASS system²**, which is provided by the Trust Service Authority of Slovenia.

In the application and admission procedures for the academic year 2021/2022, all the required supplemental documents / attachments to the applications (the attachments to the application which are required in the Call for enrolment of an individual Faculty) **shall be submitted electronically through the eVŠ web portal.**

The application is deemed **submitted on time** if it was **completed and submitted online** with an electronic signature (qualified digital certificate or AAI account) or without a secure electronic signature (user name and password) **through the eVŠ web portal by the deadline specified in the Call for enrolment.**

EVIDENCE OF FULFILMENT OF THE ENROLMENT CONDITIONS

Scanned images or photographs of original certificates and other required documents are deemed to constitute evidence in the application and admission procedure that the enrolment conditions have been met. Due to the COVID-19 measures, candidates should not send any documents by regular or registered mail. Candidates are required to submit all the necessary attachments to the applications electronically **through the eVŠ web portal**. The required documents (evidence of fulfillment) that the candidate must enclose with the application for enrolment is stated in the Call for enrolment of the faculty that implements an individual study programme.

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”**).

² The SI-PASS service is a single point for verifying the identity of various users and for electronically signing applications and other documents. The SI-PASS is generally used for conducting individual electronic services.

APPLICATION PERIODS for citizens of Slovenia and EU Member states		
Application period	Deadlines for application	Deadlines for submission of documents
<p>FIRST-ROUND APPLICATION PERIOD: <u>from Thursday 8 April 2021 to Thursday 26 August 2021</u></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 8 April 2021 to 26 August 2021 by midnight CET.</u> The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 26 August 2021 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 <u>15 September 2021 by midnight CET.</u></p>
<p>SECOND-ROUND APPLICATION PERIOD: <u>from Thursday 9 September 2021 to Tuesday 14 September 2021</u></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 9 September 2021 to 14 September 2021 by midnight CET.</u> The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 14 September 2021 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 <u>22 September 2021 by midnight CET.</u></p>
<p>THIRD-ROUND APPLICATION PERIOD: <u>from Thursday 23 September 2021 to Friday 24 September 2021 at 12 noon CET</u></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 the Faculty website.</i></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 23 September 2021 to 24 September 2021 at 12 noon CET.</u> The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 24 September 2021 at 12 noon 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 <u>27 September 2021 by midnight CET.</u></p>

Note: Application for enrolment into master's study programmes will no longer be possible after the deadlines determined by the Call.

APPLICATION PERIODS for foreign citizens from countries that are not member states of the EU and Slovenians without Slovenian citizenship

Application period	Deadlines for application	Deadlines for submission of documents
<p>FIRST-ROUND APPLICATION PERIOD: <u>from Thursday 8 April 2021 to Thursday 15 July 2021</u></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 8 April 2021 to 15 July 2021.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 15 July 2021 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 <u>until 1 September 2021 by midnight CET.</u></p>
<p>SECOND-ROUND APPLICATION PERIOD: <u>from Monday 2 August 2021 to Thursday 26 August 2021</u></p> <p><i>If enrolment places are still available after the first application deadline there will be a second-round application period open. The information regarding enrolment places that are still available in 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 2 August 2021 to 26 August 2021 by midnight CET.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 26 August 2021 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 <u>until 1 September 2021 by midnight CET.</u></p>
<p>THIRD-ROUND APPLICATION PERIOD: <u>from Thursday 9 September 2021 to Tuesday 14 September 2021</u></p> <p><i>A Faculty (UP member) may decide to open a third-round application period if enrolment places are still available. The information regarding enrolment places that are still available in the third-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 9 September 2021 to 14 September 2021 by midnight CET.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 14 September 2021 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 <u>until 22 September 2021 by midnight CET.</u></p>

FOURTH-ROUND APPLICATION PERIOD: from Thursday 23 September 2021 to Friday 24 September 2021 at 12 noon CET

A Faculty (UP member) may decide to open a fourth-round application period if enrolment places are still available. The information regarding enrolment places that are still available in the third-round application period will be published on each of the faculty website.

Candidates are required to apply by submitting an electronic application through the eVŠ web portal **from 23 September 2021 to 24 September 2021 at 12 noon CET.**

The application **is considered to be submitted in time** if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password **by 24 September 2021 at 12 noon 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 27 September 2021 by midnight CET.**

Note: application for enrolment into master's study programmes will no longer be possible after the deadlines determined by the Call.

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.

The 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 1st year of the studies at UP. Further information and further instructions are included in the Call for enrolment for the individual study programme.

PARALLEL STUDIES

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

STUDENTS CHANGING STUDY PROGRAMMES

Students who wish to change their study programme and have not yet exercised this right or the right to repeat a year are required to apply as described in the section »**ENROLMENT APPLICATION AND APPLICATION PERIODS**«.

Candidates who have already repeated a study year or changed their full-time study programme may apply for full-time studies, but they shall be charged a tuition fee in accordance with Article 77 of the Higher Education Act (ZViS).

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

Candidates who have completed education abroad prove fulfillment of the conditions for enrolment in the first or higher year of study by submitting a decision of recognition. For such candidates, the application form for enrolment also serves as an application for the initiation of the procedure for recognition of foreign education for the purpose of continuing education in the Republic of Slovenia. The enrolment application must be submitted through the **eVŠ web portal**: <https://portal.evs.gov.si/prijava/>.

Candidates who submit an incomplete application or application for recognition of education for the purpose of continuing studies will individually receive additional information on the request and the deadline to supplement the application by regular mail or electronically through the eVŠ web portal. A document is deemed served on the candidate on the second working day after it was published on the eVŠ web portal or on the fifth working day if sent by registered mail.³

³ Article 108 of the Act Determining Temporary Measures to Mitigate and Remedy the Consequences of COVID-19 (Official Gazette of the Republic of Slovenia [Uradni list RS], Nos. 152/20 and 175/20 – ZIUOPDVE) stipulates that, regarding the evidence required for enrolment and for recognition of completed education for the purpose of continuing studies, as specified by the

- ✓ Candidate who **has already obtained a decision** of recognition of foreign education is required to submit the decision to the application electronically through 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 on the eVŠ web portal at <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"> - Republic of Austria - Republic of Bulgaria - Republic of Bosnia and Herzegovina - Czech Republic - France - Greece - Republic of Croatia - Hungary - Romania - Republic of North Macedonia - Republic of Serbia 	Contracting parties to the Hague Convention: https://www.hcch.net/en/instruments/conventions/status-table/?cid=41 Competent Authorities: https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41	All other countries

IMPORTANT

Candidates are required to apply for enrolment as described in in the section »ENROLMENT APPLICATION AND APPLICATION PERIODS«.

More information on procedure for Recognition of foreign education is available on University website.

ENROLMENT LIMITATION AND SELECTION CRITERIA

If the number of candidates in the individual study programme exceeds the number of enrolment places, the application 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 is 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 results of the selection procedure will be published on the eVŠ web portal. Each candidate will access the decision on the results of the selection procedure through the eVŠ web portal (<https://portal.evs.gov.si/prijava/>) via their user account. The decision is deemed served on the candidate on the second working day after it was published on the eVŠ web portal.

regulations governing the evidence of fulfilment of the enrolment conditions, and regarding the documentation enclosed with the application for recognition of education, communication in procedures where candidates exercise their rights or obligations is carried out in writing or through the eVŠ information system. A document is deemed served on the candidate on the second working day after it was published in the eVŠ information system or on the fifth working day if sent by registered mail.

ENROLMENT

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 master's study programmes must be **concluded by 30 September 2021**. Competent committee can grant an extension for justified reasons but not later than 30 October 2021, 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 2021/2022 are determined in the Pricelist of the University of Primorska (Cenik storitev Univerze na Primorskem v študijskem letu 2021/2022), 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 tuition fee in accordance with the Rules on tuition and residence in public student dormitories for Slovenes without Slovene citizenship and foreigners in the Republic of Slovenia (Official Gazette of the Republic of Slovenia, No. 77/16).

TECHNICAL ASSISTANCE FOR CANDIDATES

Assistance in the event of problems with digital certificates and electronic signatures

The Unified Contact Centre of the state administration:

E-mail: ekc@gov.si

Phone: 080 2002 – if calling in Slovenia

Phone: 00 386 1 478 85 90 if calling from abroad (from 8:00 AM until 22:00 PM CET during working days).