Undergraduate study programmes – first enrolment at UP FAMNIT

Application and enrolment in the undergraduate study programme

A candidate receives an acceptance letter and invitation for the enrolment in the undergraduate study programme with detailed instructions.

Enrolment procedure and instructions for the first enrolment in 2019/20

At UP FAMNIT we use the *Student Information System - SIS*, which allows the candidate/student to perform part of the procedures concerning the enrolment himself. The enrolment procedure consists of completing the electronic enrolment form (in SIS) and then sending the requested documentation to the faculty: UP FAMNIT, Glagoljaška 8, 6000 Koper.

For the successful completion of the enrolment procedure please follow instructions:

1. **In the invitation for the enrolment a student receives a username and password for the registration in the SIS. After log in to SIS you complete the enrolment form in the menu Enrolment paper.**
2. **After log in to SIS you complete the enrolment form in the menu Enrolment paper. After fulfilling all data the enrolment paper can be printed in menu Printing. You have to sign the enrolment paper and send it (or brought personally) with the required enclosures to the Student Services UP FAMNIT. Please note the following list of documentation that should be sent/present to the faculty for the enrolment:**
   - **Enrolment paper (signed),**
   - *General Terms and Conditions for the Payment of Tuition Fees and Charges at UP FAMNIT* **(signed) – the document is part of the enrolment paper and it is printed automatically from SIS while printing the Enrolment paper,**
   - **a copy of your identity document (passport, identity card),**
   - **a receipt certifying the payment of enrolment fee,**
   - **one photo (3,5 x 4,5 cm in colour, the photo should be in standard form as for the personal identity card).**
3. **If there are some mistakes on the enrolment paper, a student have to correct them directly on the enrolment and sign it.**
4. **The documentation listed above should be sent to UP FAMNIT, Glagoljaška 8, 6000 Koper.**
5. **After the completion of the enrolment procedure a student will receive 6 certificates of enrolment. A student card will be available afterwards in Student Services office during opening hours (students will be informed).**

Enrolment terms for undergraduate study programmes

Candidates received all information regarding to enrolment terms and detailed instructions for undergraduate study programmes in the acceptance letter.

Tuition and enrolment fees

Price list 2019/20 and all information regarding to tuition and enrolment fees are available in the menu Education / General Information.

A receipt of enrolment fee will be sent via e-mail. A receipt is also available in SIS in the section My Data / My Financial Position. In case that an organization will paid student's enrolment or tuition fee, a student have to inform Student Services office.

IMPORTANT: Candidates, who have already repeated a year or changed a study programme in RS, can apply and enrol for undergraduate study programme again, but they will have to pay a tuition fee.

Field work

Students who have a field work, have to pay all costs by themselves. A faculty may pay only a part of it.

Slovenian language course for foreign students

Foreign students enroled in Slovene version of the undergraduate study programme at UP FAMNIT have to pass a Slovenian language course (A2) the enrolment in a second year, which is organized by the University and is free of charge.

Slovenian language course do not have to be passed for students who:
- finished primary/secondary school in Slovenia;
- finished secondary school in Slovenian language in foreign country;
- finished bilingual secondary school in foreign country;
- students, enroled in English version of the study programme.

Year Plus

What is Year Plus?
Year Plus enables foreign students to improve their academic performance by re-enroling in the first year due to the reason of insufficient knowledge of the Slovenian language in which the study process takes place.
Year Plus for the purpose of re-enrolment in the 1st year of study must obtain at least 24 ECTS credit points from the study obligations of the programme in which they are enroled, plus at least 6 ECTS credit points from the Slovenian language exam. Students must accumulate a total of at least 30 ECTS.

Target group of Year Plus
Foreign students who do not speak Slovene or whose knowledge of the Slovenian language is inadequate, are eligible to enrol in Year Plus provided that they are enroled for the first time in one of the study programmes of UP FAMNIT conducted in the Slovenian language. They must be enroled in the study programme before enroling in Year Plus.

Obligations of a student enroled in Year Plus
In the first year of study, students must pass the exam of the Slovenian language course with at least 6 ECTS credit points. In addition to the Slovenian language course, they must complete other study obligations in the curriculum of the study programme in which they are enroled, in the amount of at least 24 ECTS credits (in total 30 ECTS). Any remaining study obligations from the first year may be completed by students in the next academic year, when they are still enroled in the first year of the same study programme.

Rights of a student enroled in Year Plus
Students enroled in Year Plus will be allowed to re-enrol in the 1st year at the end of the current academic year (extension of student status) provided that the student has obtained at least 30 ECTS credits, including at least 6 ECTS credit points from the Slovenian language exam.

Enrolment in Year Plus
Students may enrol in Year Plus after enrolment at the faculty, but no later than 30 October of the current year. The application form will be sent to students who have the right to enrol in Year Plus by Student Services.

Parallel degree studies and graduates enroling

Application term for the parallel degree studies and graduates enroling last from 1 to 17 September 2019.

The application must be submitted electronically on the web portal eVŠ:
http://portal.evs.gov.si/prijava/?locale=en.

Parallel degree studies

A candidate have to send:

- Signed application form,
- Certificate that confirms that a candidate can enrol into the higher year of study at the faculty where he is already enroled,
- Certificate that a student can apply for a parallel study,
- Copy of the final high school certificate.

IMPORTANT: Student from Slovenia and EU countries who will enrol into the first year of the study programme (parallel studies) do not have to pay a tuition fee.

Graduates enroling

Candidates have to send:

- Signed application form,
- Notarized copy of the Diploma,
- Copy of transcript of records,
- Copy of the final high school certificate.

IMPORTANT: All student enroled as graduates have to pay a tuition fee.