CALL FOR ENROLMENT INTO THIRD CYCLE DOCTORAL STUDY PROGRAMME KNOWLEDGE MANAGEMENT IN THE ACADEMIC YEAR 2019/2020

INTERNATIONAL SCHOOL FOR SOCIAL AND BUSINESS STUDIES (hereinafter ISSBS)
Mariborska cesta 7, 3000 Celje
Tel.: (03) 425-82-20
E-mail: referat@mfdps.si
Website: https://mfdps.si

TITLE OF THE STUDY PROGRAMME: KNOWLEDGE MANAGEMENT
Type of programme: doctoral study programme, third cycle
Duration of studies: 3 years or 180 ECTS credits points (hereinafter CP)
Academic title: doktorica znanosti (female holders) / doktor znanosti (male holders)
Location: Celje, Slovenia
Study mode: part time

INFORMATION DAYS AT ISSBS, Mariborska 7, Celje
6. 6. 2019 at 16.00
22. 8. 2019 at 16.00

Additional information can also be obtained from the faculty website https://mfdps.si
Contact for foreign students by e-mail: study@issbs.si

AVAILABLE PLACES FOR ENROLMENT IN THE STUDY YEAR 2019/2020

<table>
<thead>
<tr>
<th>INTERNATIONAL SCHOOL FOR SOCIAL AND BUSINESS STUDIES</th>
<th>Total number of enrolment places (for citizens of the Republic of Slovenia and citizens of EU Member States, for Slovenes without Slovenian citizenship and foreigners)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge management (third cycle)* in English language</td>
<td>1st year</td>
</tr>
<tr>
<td>Part time</td>
<td>Part time</td>
</tr>
<tr>
<td>20</td>
<td>5</td>
</tr>
</tbody>
</table>

*In case of insufficient number of applicants, the programme will not be implemented.

In accordance with the Paragraph 3, Article 37 of the Higher Education Act - HEA (Official Gazette of the Republic of Slovenia, No. 32/12 - official consolidated text, 40/12 - FBA, 57/12 - AARTA, 109/12, 85/14, 75/16, 61/17 - LSPM and 65/17), the organisation and timing of lectures and tutorials can be adapted to students’ possibilities (part-time study).

Third cycle doctoral study programme in Knowledge Management will, in accordance with Paragraph 2, Article 8 of the HEA, be conducted in English.

APPLICATION DEADLINES

The first application deadline for all candidates will be from 1 April 2019 to 15 August 2019

The second application deadline for submitting applications for enrolment places available will be from 1 September 2019 to 20 September 2019.

Only applications submitted by the end of the application deadline will be considered.
accepted candidates will take place until **30 September 2019**. On the basis of Article 40 of the HEA, the candidate can, for justified reasons determined by the higher education institution, enrol in enrolment places available until 30 October 2019.

**ENROLMENT APPLICATION PROCEDURE**

Enrolment application is submitted electronically via the eVŠ web portal [http://portal.evs.gov.si/prijava](http://portal.evs.gov.si/prijava) namely if applying:

- **with a qualified digital certificate**, the printed application form for enrolment should not be sent by mail, it should be submitted to eVŠ before the end of the application deadline. Attachments must be submitted by registered mail, by the deadline specified in the table below to the address of the faculty: International school for social and business studies, Mariborska cesta 7, 3000 Celje, Slovenia (attachment should contain a reference to the number of the enrolment application);

- **without a qualified digital certificate** (with a user name and password), the application form for enrolment must be sent electronically to eVŠ before the end of the application deadline; it must be printed, signed and sent by registered mail together with the attachments required by deadline specified in the table below to the address of the faculty: International school for social and business studies, Mariborska cesta 7, 3000 Celje, Slovenia.

The list of evidence / annexes on the fulfillment of enrolment conditions is available on the website [https://mfdps.si](https://mfdps.si).

**ENROLMENT DEADLINES**

<table>
<thead>
<tr>
<th>Application method</th>
<th>Application deadline</th>
<th>Deadline for submitting electronic application via the eVŠ web portal</th>
<th>Deadline for sending the printed electronic application form and attachments to the faculty by registered mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>With a qualified digital certificate</td>
<td>1st application deadline (1. 4. – 15.8. 2019)</td>
<td>Until 15. 8. 2019, midnight</td>
<td>No need to send the printed form, the attachments are sent until 19. 8. 2019, midnight.</td>
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<td></td>
<td>2nd application deadline (1. 9. – 20. 9. 2019)</td>
<td>Until 20. 9. 2019, midnight</td>
<td>No need to send the printed form, the attachments are sent until 23. 9. 2019, midnight.</td>
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<tr>
<td>Without a qualified digital certificate (with a user name and password)</td>
<td>1st application deadline (1. 4. – 15.8. 2019)</td>
<td>Until 15. 8. 2019, midnight</td>
<td>The printed application form and attachments are sent until 19. 8. 2019, midnight.</td>
</tr>
</tbody>
</table>

**ENROLMENT CONDITIONS**

Allowed to enrol the KM doctoral study programme if completed:

– second level study programme (according to HEA 2004),
– undergraduate university study programme (before HEA 2004),
– study programme, evaluated by 300 credit points for a period of 5 years (uniform masters study);
– study programme for acquiring speciality if previously completed a higher education professional programme (before HEA 2004);
– a graduate of the master of science or speciality after completing the study program for obtaining university education (before HEA 2004);
– a graduate having completed equivalent education abroad. The equivalence of previous education abroad is determined by the competent commission.

To candidates from the fourth indent, the competent ISSBS commission determines study requirements in the scope of 30 to 60 CP, undertaken prior to enrolment.

To candidates from the fifth indent, 60 ECTS credit points are recognised upon enrolment, according to the law. Candidates are able to enrol in the second year according to places available, meeting the conditions for passing from the first to the second year, in accordance with the Criteria for transfer between study programmes.
SELECTION CRITERIA IN THE CASE OF LIMITED ENROLMENT

If a decision on the restriction of enrolment is adopted, candidates will be selected according to:

- Past achievements (average study grade, assessment of the diploma degree/master’s thesis) – 25%,
- Past scientific research (research, articles, etc.) – 25% and
- Conversation with the candidate – 50%.

The applicant shall attach the following attachments to the enrolment application:

- Certified copy of the certificate of completion of higher education (diploma of completed undergraduate / postgraduate studies).
- Certified copy of the certificate of completed study requirements, including the average grade for all exams in undergraduate / postgraduate studies (diploma supplement, confirmed certificate of higher education institution or a copy of index).
- Short conceptual design of research work in English, including a description of the research problem that will be subject to research, its justification and a description of the scientific method needed in order to be able to answer the research questions asked.
- Proof of knowledge of English.
- Motivation letter in English, in which expectations regarding study and personal development are defined.
- References and recommendations related to past work or studies, in English.
- A professional CV in English.
- Consent of the proposed mentor.

**Candidate for enrolment in a higher year** (according to the criteria for transfer or under conditions for faster promotion) also attaches a copy of the proof of payment of the application for enrolment in a higher year from the study programmes of other higher education institutions.

- **An applicant who is either Slovene without Slovene citizenship or a foreign national of non-EU countries** must also include:
  - A certified translation of the certificate of completion of higher education and a certified translation of the certificate on completed study requirements, which also shows the average grade for all exams in undergraduate / postgraduate studies (diploma supplement, confirmed certificate of a higher education institution or a copy of the index).
  - A decision on the recognition of education for the purpose of continuing education or a decision on the nostrification of certificates obtained abroad if the nostrification process has already been carried out. If the candidate does not yet have a decision, an application for education recognition must be submitted at the ISSBS, attached to the original of the certificate of completion of higher education (diploma of completed undergraduate / postgraduate studies) and uncertified copies of the certificate of completed study obligations, which also shows the average grade of all exams in undergraduate / postgraduate studies (diploma supplement, confirmed certificate of a higher education institution or a copy of the index).
  - A certified copy of the document and a certified translation of the document from which the citizenship is evident (birth certificate, citizenship certificate, passport or identity card).

Candidates have **THE OPPORTUNITY TO SEEK RECOGNITION OF KNOWLEDGE AND SKILLS ACQUIRED PRIOR TO ENROLMENT** in various forms of formal and / or non-formal and / or informal learning. For the recognition purpose, they may submit an application to the relevant ISSBS commission before or after enrolment in the study program. The application is accompanied by

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1 The application is payable in accordance with the valid price list of the ISSBS, which is published on the website of the faculty. The application must be paid at the time of submission, otherwise the application is considered incomplete. Payment of the application will not be returned to the candidate in the case of a negative decision.
certificates and other documents from which the contents, scope and complexity of education are evident. The Commission will only consider completed applications.

**SLOVENES WITHOUT SLOVENIAN CITIZENSHIP AND FOREIGNERS (NATIONALS OF NON-MEMBER COUNTRIES OF THE EUROPEAN UNION)**

Candidates may enrol in third-level study programs in accordance with the provisions of the Rules amending the Rules on tuition fees and lining in public residence halls for tertiary students for Slovenians without a Slovenian citizenship and foreign citizens in the Republic of Slovenia (Official Gazette of the Republic of Slovenia, No. 77/2016) and in accordance with the Regulations on the call for enrolment and enrolment in higher education.

Candidates apply within the **same application deadlines and in the same way** as other candidates. Application for enrolment within the deadlines is submitted by electronic application on the eVŠ web portal. The application documentation (i.e. application form and evidence of fulfillment of enrolment conditions) in accordance with the Regulations on the call for enrolment and enrolment in higher education should be submitted by the deadline set by the ISBSS.

**PROCEDURE FOR EDUCATION RECOGNITION FOR THE PURPOSE OF CONTINUING EDUCATION**

Candidates who have a foreign document on education and wish to continue their education in the third level study program must have a decision on the recognition of the right to continue education or nostrification. Candidates who already have a decision on recognition or nostrification shall send this together with all supporting evidence to the faculty's address by the deadline.

For applicants who do not yet have a decision on the recognition of foreign education, it is considered that the completed electronic application form is also considered as an application for recognition of foreign education. Only procedures for the recognition of foreign education that will be received in due time and in the prescribed form (electronic application on the web portal eVŠ submitted with a digital certificate or an electronic application on the web portal eVŠ without a digital signature, which is also submitted in paper form with signature of the applicant by hand, will be considered in the procedures).

Other information on the application and admission procedure for enrolment in the third-level study program and the information on the recognition process are available to candidates on the website of the faculty [https://mfdp.si](https://mfdp.si) or at the e-mail address: referat@mfdp.si, study@issbs.si or by telephone +386 (0) 3 425 82 20.