



Mednarodna fakulteta
za družbene in poslovne študije
International School
for Social and Business Studies
Celje · Slovenia · Europe

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**CALL FOR ENROLMENT INTO THIRD CYCLE DOCTORAL STUDY
PROGRAMME KNOWLEDGE MANAGEMENT
IN THE ACADEMIC YEAR 2020/2021**

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

10 March 2020 at 16.00

4 June 2020 at 16.00

25 August 2020 at 16.00

Candidates may also obtain **additional information** on the Faculty's website: <https://mfdps.si>, by email referat@mfdps.si, by telephone (03) 425 82 20 or in person during office hours in the Office for Study.

Contact for foreign students: by email: study@issbs.si or by phone: + 386 (0) 3 425 82 20.

AVAILABLE PLACES FOR ENROLMENT IN THE STUDY YEAR 2020/2021

INTERNATIONAL SCHOOL FOR SOCIAL AND BUSINESS STUDIES	Total number of places for enrolment (for citizens of the Republic of Slovenia and citizens of EU Member States, and for Slovenes without Slovenian citizenship and foreigners)	
	1 st year	2 nd year
Knowledge management (3 rd cycle)* Carried out in English language.	Part-time	Part-time
	20	5

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

In accordance with Paragraph 3 of Article 37 of the [Higher Education Act](#) - HEA (Official Gazette of RS, Nos. 32/12 - official consolidated text, 40/12 - ZUJF, 57/12 - ZPCP-2D, 109/12, 85/14, 75/16, 61/17 - UPS and 65/17), the organisation and timing of lectures and tutorials can be adapted to students' possibilities (part-time study).

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

APPLICATION DEADLINES

The first application deadline for all candidates will be **from 1 April 2020 to 17 August 2020**.

The second application deadline for submitting applications for enrolment for still available places will be **from 1 September 2020 to 19 September 2020**

Only applications submitted by the end of the application deadline will be considered on time. **Enrolment** of accepted candidates will take place until **30 September 2020**. On the basis of Article 40 of the HEA, the candidate can, for justified reasons determined by the higher education institution, enrol in available enrolment places until 30 October 2020.

ENROLMENT APPLICATION PROCEDURE

The enrolment application is submitted electronically via the eVŠ web portal <http://portal.evs.gov.si/prijava/> namely if applying:

- **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 required annexes 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.
- **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. Annexes 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).
- **with the Authentication and Authorization Infrastructure** (hereinafter **AAI**). 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. Annexes 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

The list of evidence/annexes on fulfilling the enrolment conditions is available on the website <https://mfdps.si>.

ENROLMENT DEADLINES

Application method	Application deadline	Deadline for <u>submitting the electronic application</u> via the eVŠ web portal	Deadline for sending the printed electronic application form and attachments to the faculty by registered mail
Without a qualified digital certificate (with a user name and password)	1 st application deadline (1 April – 17 August 2020)	Until 17 August 2020 at midnight.	The printed application form with annexes must arrive to the faculty's address by any means of transport by 20 August 2020 by 14.00.
	2 nd application deadline (1 September – 19 September 2020)	Until 19 September 2020 at midnight.	The printed application form with annexes must arrive to the faculty's address by any means of transport by 21 September 2020 by 14.00.
With a qualified certificate or with the Authentication and Authorization Infrastructure (AAI)	1 st application deadline (1 April – 17 August 2020)	Until 17 August 2020 at midnight.	The printed form does not have to be sent. The annexes, however, must arrive to the faculty's address by any means of transport by 20 August 2020 by 14.00.
	2 nd application deadline (1 September – 19 September 2020)	Until 19 September 2020 at midnight.	The printed form does not have to be sent. The annexes, however, must arrive to the faculty's address by any means of transport by 21 September 2020 by 14.00.

CONDITIONS FOR ENROLMENT

Anybody who completed one of the following, can enrol to the doctoral study programme Knowledge Management:

- second level study programme (according to HEA 2004),
- undergraduate university study programme (before HEA 2004),
- study programme, evaluated with 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 master of science or speciality graduate 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 credit points, undertaken prior to enrolment.

According to the law, candidates from the fifth indent get 60 credit points recognised upon enrolment. In accordance with the Criteria for transfer between study programmes, candidates may be enrolled in the second year when there are still available places for enrolment and when the candidates are meeting the conditions for passing from the first to the second year.

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 language.
- 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 institutions¹.
- **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 of 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).

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.

- 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 recognition of education must be submitted at the ISSBS, with an attached 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).

The copies must be certified by a notary public or an official of the administrative unit.

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 certificates and other documents from which the contents, scope and complexity of education are evident. The Commission will only consider completed applications. The application is payable according to the valid price list. The payment of the application will not be refunded to the candidate in the event of a negative application.

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 conditions of the Rules on tuition fees and stays in public dormitories for Slovenians without Slovenian citizenship and foreigners in the Republic of Slovenia (Official Gazette of RS, no. 77/16, 25/19) and in accordance with Rules of the Call for Enrollment and the Execution of Enrollment in Higher Education (Official Gazette of RS, Nos. 4/16, 3/17, 4/18 and 3/19).

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 fulfilment 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 RECOGNITION OF EDUCATION FOR THE PURPOSE OF CONTINUING EDUCATION

Candidates who have a foreign document on education and wish to continue their education in the third cycle study programme 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 the form for recognition of foreign education which are received on time and in the prescribed form (electronic application on the web portal eVŠ submitted with a digital certificate or AAI, 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 procedure.

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