



Application-admission procedure for enrolment for Slovenes without Slovene citizenship and foreign citizens from non-EU countries (doctoral study)

Citizens of non-EU countries and Slovenes without a Slovene citizenship apply for enrolment to a study programme for Slovenes without Slovene citizenship and foreign citizens from non-EU countries.

The application for enrolment is submitted electronically on the portal eVS <https://portal.evs.gov.si/prijava/?locale=en> in three ways. Either of the following:

- **without a qualified digital certificate** (with a user name and password). The application form for enrolment must be sent electronically to eVS 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 eVS 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 eVS 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

Study programme Knowledge Management (DR)			
Application method	Application deadline	Deadline for <u>submitting the electronic application</u> via the eVS 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.

In case of technical issues:

- Assistance **with filling out the application**:
E-mail: ekc@gov.si
Phone: 00 386 1 478 85 90 (from 8:00 AM until 22:00 PM CET during working days).
- **Questions related to call for enrolment**
For information related to possibilities for enrolment and entry conditions contact higher education institution you wish to apply to. Contacts are in the calls for enrolment.

IMPORTANT INFORMATION

1. Evidence to be transmitted at the time of application for entry if the candidate is from a country which is

- Party of the [bilateral agreements](#)¹ (look at “dogovori o sodelovanju”)
- Party of the [Hague Convention](#)²
- Not a party of the Hague Convention³

The required documentation for enrolment in third cycle postgraduate study programs:

- **a certified copy of the charter of completion of higher education** (diploma of completed undergraduate / postgraduate studies)
- **a certified copy of the certificate of completed study requirements**, including the average grade for all examinations in undergraduate or postgraduate studies (diploma supplement, confirmed certificate of higher education institution or a copy of index)
- **the conceptual design of the research work** in English which includes a description of the research problem that will be subject to research, its justification and a description of the scientific method in order to be able to answer the research questions
- **Proof of English language proficiency**
- a **motivation letter** in English which defines the expectations for the study and his or her personal development
- **references and recommendations** in English from previous work or studies
- a **professional Curriculum Vitae** in English
- **consent of the intended mentor** (to be submitted by the deadline of the enrolment period, provided by ISSBS of short conceptual design of research work and the availability of the suitable candidate for mentor and/or co-mentor)
- **for enrolling in a higher year** (according to The criteria for transfers between study programs or conditions for faster advancement) the candidate must also provide a copy of the certificate of payment Application for enrolment in a higher year from the study programs of other higher education institutions⁴
- **a candidate who is a Slovene citizen without a Slovene citizenship or a citizen of non-EU countries**, must annex the following
 - **a certified translation of the charter of completing a higher education and a certified translation of the completed study obligations** which also shows the average grade for all examinations in the undergraduate or postgraduate studies (annex to the diploma, confirmed certificate of higher education institution or copy of the index)
 - **a decision on the recognition of education for the purpose of further 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, it is considered that the electronic application form, filled out on the eVS web portal, is also considered as an application for the recognition of foreign education. In this case, the candidate shall enclose the following documentation together with the application for registration:
 - **the original charter of completed education** (diploma paper) for which he or she requires the right for accessing, enrolling and issuing during the enrolment procedure when continuing education.
 - **uncertified copies of the charter of education** from the previous indent and **certificate of completed study obligations** which also shows the average grade for all examinations in the undergraduate or postgraduate studies (annex to the diploma, confirmed certificate of higher education institution or copy of the index)
 - **a brief chronological description of the entire education**, which is prepared and described by the holder of the Charter of Education or his or her legal representative
 - **a certified copy of the charter showing the citizenship** (birth certificate or certificate of citizenship or passport or identity card)
 - **a certified translation⁵ of the charter showing citizenship** (birth certificate or certificate of nationality or passport or identity card)

Foreign citizens who have completed higher education in Slovenia must send:

- a certified copy of the undergraduate diploma
- certified copies of the annex to the diploma or certificate of completed study obligations and
- a certified copy of the document, showing the citizenship

The candidates must send copies, certified by a notary or an official of the administrative unit.

¹ Copies of documents must be certified by a notary public or by an official of any administrative unit, or the verification with the Apostille stamp is required. Further information on the obligation of the Apostille stamp, even in the case of a State party to the bilateral agreement, is published on the following [link](#).

² Foreign certificates issued in the countries of the 1961 Hague Convention must be certified with the Apostille stamp (in the court of territorial jurisdiction where the certificate was obtained).

³ Foreign certificates must be certified in accordance with the internal regulations of each foreign country, including the Ministry of Foreign Affairs. The stamp and signature of the authorized person of the Ministry of Foreign Affairs of a foreign country must be certified by the diplomatic or consular representation of the Republic of Slovenia abroad, accredited for this country, by the Ministry of Foreign Affairs of the Republic of Slovenia.

⁴ 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 of the application, otherwise the application is considered incomplete. Payment of the application will not be returned to the candidate in the case of a negative decision.

⁵ Certified translations of documents into the Slovene language are required (permanent court interpreter for the Slovenian language).

2. Recognition of acquired education abroad for the purpose of further education

The recognition of foreign education for the purpose of further education is carried out at the International School for Social and Business Studies (ISSBS).

The deadline for submitting the decision or recognition of the decision in accordance with The Law on the assessment and recognition of education (VPI) (Official Gazette of RS, Nos. 87/11 , 97/11 - corr. And 109/12) is **two months from the receipt of the complete application**.

Candidates must follow the deadlines for submitting evidence of meeting the enrolment conditions in the application-admission procedure.

3. Tuition

Foreign citizens have to pay tuition fees in accordance with 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, Nos. 77/16 and 25/19).

Slovenes without Slovenian citizenship who are educated in public or private higher education institutions in the Republic of Slovenia pay the same amount of tuition fee for studying under the first cycle and second cycle study programs as determined for citizens of the Republic of Slovenia.

The amount of the tuition fee is determined and defined in the ISSBS [price list](#).

4. Knowledge of the Slovene language

For studies conducted in the Slovene language, students must pass the exam from the Slovene language (basic level) until the end of their studies.

More information about the possibilities of passing the Slovene language exam can be read on the website of the Ministry of the Interior where the [information for foreigners](#) is published.

Candidates who have completed elementary and/or secondary school in Slovenia or a bilingual secondary school abroad (the second language being Slovenian) do not need to pass a Slovene language exam. Similarly, there is no need to pass the Slovene language exam for candidates who have completed undergraduate studies in Slovenia.

5. Health insurance for foreign students in the Republic of Slovenia

Foreign students are advised to contact the competent institutions regarding insurance in the Republic of Slovenia: [ZZZS Health Insurance Institute of Slovenia](#), [Ministry of the Interior](#). Read also: [the healthcare information for a temporary stay in Slovenia](#).

In the case of performing professional practice/learning in practice in the framework of studies at the ISSBS (exercises, excursions, practical work), insurance against injury at work and occupational diseases is compulsory.

Compulsory health insurance in the Republic of Slovenia for foreign students **is not included** in the tuition fee.

For further information, please contact referat@mfdps.si or study@issbs.si.