



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

Mariborska cesta 7
3000 Celje
Slovenia, Europe
TEL. +386 3 425 82 40
EMAIL info@mfdps.si
WEB www.mfdps.si

CALL FOR ENROLMENT IN THE SECOND-CYCLE MASTER'S STUDY PROGRAMME MANAGEMENT AND QUALITY IN EDUCATION IN THE ACADEMIC YEAR 2021/2022

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: <http://mfdps.si>

NAME OF THE STUDY PROGRAMME: MANAGEMENT AND QUALITY IN EDUCATION

Type of the programme: second-cycle master's study programme

Duration of studies: 1 year and 60 ECTS

Professional title: Magistrica managementa izobraževanja / (female holders) / Magister managementa izobraževanja (male holders)

Place of study programme implementation: Celje and distance learning

Method of implementation: part-time study

INFORMATION DAYS - more information at <http://mfdps.si>

4 June 2021 at 4.00 p.m.

26 August 2021 at 4.00 p.m.

10 September 2021 at 4.00 p.m.

20 September 2021 at 4.00 p.m.

More information for candidates is available on the Faculty website: <http://mfdps.si>, via email referat@mfdps.si, by phone (03) 425 82 20 or in person during the office hours at the Office of Study Affairs.

NUMBER OF ENROLMENT PLACES FOR THE ACADEMIC YEAR 2021/2022

| MANAGEMENT AND QUALITY IN EDUCATION ¹ 1st year | Total number of enrolment places for citizens of the Republic of Slovenia and citizens of the European Union, as well as for Slovenes without Slovene citizenship and foreigners |
|--|--|
| Place of implementation: Celje ² Method of implementation: part-time study in Slovenian | 40 |
| Place of implementation: distance learning ³ Method of implementation: part-time study in English | 30 |

¹In case of insufficient number of registered candidates, the programme will not be implemented.

Pursuant to paragraph 3 of Article 37 of the Higher Education Act - ZViS (Official Gazette of the Republic of Slovenia, No. 32/12 – official consolidated text, 40/12 – ZUJF, 57/12 – ZPCP-2D, 109/12,

¹ In case of insufficient number of registered candidates, the programme will not be implemented.

² The implementation is planned as part of contact hours carried out in Celje and part of contact hours carried out as e-learning (via videoconferencing and in the e-classroom).

³ Distance learning is carried out entirely through videoconferencing and in the e-classroom.

85/14, 75/16, 61/17 – ZUPŠ and 65/17) organisation and timing of lectures and tutorials can be adapted to the possibilities of students (part-time study).

APPLICATION PERIODS

First application period: from 1 April 2021 to 3 September 2021.

Second application period for still-available enrolment slots: **from 15 to 23 September 2021.**

Third application period for still-available enrolment slots: **from 24 to 26 September 2021.**

Only applications submitted by the application deadline will be considered.

Enrolment of accepted candidates will take place **until 30 September 2021**. Pursuant to Article 40 of the ZViS, a candidate may be enrolled in still-available enrolment slots by 30 October 2021 for justified reasons determined by the higher education institution.

APPLICATION PROCEDURE

The candidate submits the electronic application through the eVŠ web portal <http://portal.evs.gov.si/prijava/>. All evidence / annexes of fulfilment of the enrolment conditions are submitted electronically via the eVŠ portal. The list of evidence / annexes of fulfilment of enrolment conditions is available at the eVŠ and on the Faculty website www.mfdps.si.

DEADLINES FOR SUBMITTING APPLICATIONS FOR ENROLMENT IN THE FIRST YEAR

| Application period | <u>Deadline for submitting electronic applications and supporting documents</u> via the eVŠ web portal |
|--|---|
| 1st application period (1. 4. – 3. 9. 2021) | Until 3 September 2021, midnight. |
| 2nd application period (15. 9. – 23. 9. 2021) | Until 23 September 2021, midnight. |
| 3rd application period (24. - 26. 9. 2021) | Until 26 September 2021, midnight. |

An application that has been completed and submitted through eVŠ within the deadline is considered **timely**.

ENTRY REQUIREMENTS

Enrolment in the 1st year of the master's study programme Management and Quality in Education is available for those who have graduated in the field of social sciences, law, education and business and administrative sciences in:

- a four-year first-cycle study programme to the extent of at least 240 ECTS (according to ZViS 2004),
- a four-year undergraduate study programme or "old university programme" (before ZViS 2004),
- a specialist study programme after having completed a higher professional or university study programme (before ZViS 2004),
- a three-year first-cycle study programme to the extent of 180 ECTS (according to ZViS 2004),
- a higher professional undergraduate study programme (before ZViS 2004).

Candidates from the fourth and fifth indents have to complete additional study obligations from the professional fields of the study programme to the extent of up to 60 ECTS (the so-called year plus) by the end of their studies, so that they have their study obligations completed to the extent of 120 ECTS. In addition to the application for enrolment (electronic application and attachments), these candidates also have to submit an application for determination of the year plus, which is payable in accordance with the valid price list. Payment of the application is not refunded to the candidate in case of non-enrolment or non-admission to the programme.

Candidates who have completed education on the basis of which they enrol in the study programme in other professional fields have to, prior to enrolment,⁴ complete 12 ECTS worth of study obligations from the professional fields of the programme. Candidates may complete the latter during their studies at the first level, in advanced training programmes or by taking bridge exams within the study obligations of the 1st cycle programmes at the ISSBS.

If a decision on enrolment restriction is adopted for enrolment in the 1st year, the average grade from the last study completed by the candidate is taken into account as a criterion in the selection of candidates - 100% of points⁵.

Conditions for enrolment are also met by a candidate who has completed equivalent education abroad and enrolls under the same conditions as apply to candidates who have completed their education in Slovenia. Prior to enrolment, such a candidate has to complete the process of recognition of education for the purpose of continuing education

BRIDGE EXAMS

Candidates who have to pass bridge exams before enrolling are advised to **apply by 16 August 2021**. To candidates applying after this deadline, the Faculty shall no longer be able to provide organised exam preparation. Organised preparation is expected to take place from **19 to 31 August 2021**. Completion of the preparation is followed by exam periods, also for candidates who have not taken part in the preparation for the exams. The application for determining the bridging obligations and the bridging programme are payable in accordance with the valid price list and are not returned in case of non-enrolment or non-admission to the programme. !Note: Bridge exams are required for enrolment in the study programme, however, successful completion does not guarantee enrolment in the programme (in case of restricted enrollment)!

Candidates have **POSSIBILITY TO ENFORCE KNOWLEDGE AND SKILLS ACQUIRED BEFORE ENROLMENT** in various forms of formal and / or non-formal and / or informal learning. For this purpose, they may submit an application to the relevant commission of the ISSBS before or after enrolment in the study programme. The application has to be accompanied by certificates and various other documents, which show the content, scope and complexity of education. The commission shall only consider complete applications. The application is payable in accordance with the valid price list. Payment of the application is not refunded to the candidate in case of non-enrolment or non-admission to the programme.

POSSIBILITIES FOR APPLICATION AND ENROLMENT OF STUDENTS ALREADY ENROLLED IN THE SECOND-CYCLE MASTER'S STUDY PROGRAMME

Students who want to change the master's study programme and have not yet exercised this right or the right to repetition at the master's degree studies have to apply within the same deadlines and in the same way as other candidates. The application for enrolment, together with the supporting documents / attachments, is submitted electronically through the eVŠ web portal by the end of the application deadline.

SLOVENIANS WITHOUT SLOVENIAN CITIZENSHIP AND FOREIGNERS (NATIONALS OF COUNTRIES THAT ARE NOT MEMBER STATES OF THE EUROPEAN UNION)

Candidates may enrol in second-cycle study programmes in accordance with the provisions of the Rules on Tuition Fees and Accommodation in Student Dormitories for Slovenes without Slovene Citizenship and Foreigners in the Republic of Slovenia (Official Gazette of the Republic of Slovenia, No. 77/16 and 25/19) and in accordance with the Rules on the Call for Enrolment and Enrolment in Higher Education.

They apply for enrolment places available for Slovenes without Slovene citizenship and foreign citizens of non-European Union countries. Candidates having permanent residence in the Republic of Slovenia and being either themselves or at least one of their parents or guardians residents of the Republic of

⁴I.e. before the end of the application period.

⁵This is the average grade of studies without a degree.

Slovenia for tax purposes until the beginning of the selection procedure, as well as persons with recognised international protection in accordance with the International Protection Act (Official Gazette of the RS, No. 16/17) apply for available slots for citizens of the Republic of Slovenia and citizens of the member states of the European Union.

Candidates apply **within the same application periods and in the same way as other candidates**. The application for enrolment, together with the supporting documents / attachments, is submitted electronically through the eVŠ web portal by the end of the application deadline.

PROCEDURE FOR RECOGNITION OF EDUCATION FOR THE PURPOSE OF CONTINUING EDUCATION

Candidates who have a foreign certificate of education and wish to continue their education in the second cycle study programme have to have a decision recognising the right to continue their education or a nostrification. Candidates who already have a decision on recognition or nostrification have to send it via the eVŠ web portal by the end of the application period.

For candidates who do not yet have a decision on the recognition of foreign education, it is considered that the completed electronic form for applying for studies through the eVŠ web portal is also considered as an application for recognition of foreign education. Only applications for the recognition of foreign education submitted via the eVŠ web portal by the end of the application period, together with all the evidence / attachments shall be considered in the procedures.

Deadline for issuing a decision on recognition in accordance with the Assessment and Recognition of Education Act (Official Gazette of the Republic of Slovenia, No. 87/11,, 97/11 - amended and 109/12) is two months from the receipt of completed application.

Other information on the application and admission procedure and evidence for enrolment in the second cycle study programme, as well as information on the recognition procedure is available on the Faculty website. <http://mfdps.si>, by e-mail: referat@mfdps.si, study@issbs.si or by phone + 386 (0) 3 425 82 20.