



**CALL FOR ENROLMENT IN THE THIRD-CYCLE
DOCTORAL STUDY PROGRAMME KNOWLEDGE MANAGEMENT
IN THE ACADEMIC YEAR 2024/2025**

INTERNATIONAL SCHOOL FOR SOCIAL AND BUSINESS STUDIES (hereinafter ISSBS)
Mariborska cesta 7, 3000 Celje, Slovenia, Europe
Phone: +386 34 25 82 42
E-mail: study@issbs.si
Website: <https://mfdps.si/en/>

NAME OF THE STUDY PROGRAMME: KNOWLEDGE MANAGEMENT

Study programme type: third-cycle doctoral study programme

Duration of studies: 3 years or 180 credit points (hereinafter ECTS)

Academic title: doktor znanosti (male holders) / doktorica znanosti (female holders)

Location of study: Celje

Method of implementation: part-time study - distance learning

Language of implementation: English

ONLINE INFORMATION DAYS in English via ZOOM

8 May 2024 at 6.00 p.m CET

22 August 2024 at 6.00 p.m CET

5 September 2024 at 6.00 p.m CET

Additional information for candidates is available on the Faculty website: <https://mfdps.si/en/>, via e-mail study@issbs.si, or by phone +386 34 25 82 42.

NUMBER OF ENROLMENT PLACES FOR THE ACADEMIC YEAR 2024/2025

INTERNATIONAL SCHOOL FOR SOCIAL AND BUSINESS STUDIES	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 from non-European countries)	
	1st year	2nd year
	Part-time - distance learning	Part-time - distance learning
	25	5

* In case of an insufficient number of registered candidates, the study 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, 85/14, 75/16, 61/17–ZUPŠ, 65/17, 175/20 – ZIUOPDVE, 57/21 – odl. US, 54/22 – ZUPŠ-1 in 100/22 – ZSZUN) organisation and timing of lectures and tutorials can be adapted to the possibilities of students (part-time study). Distance learning is carried out through videoconferencing and e-classrooms.

In accordance with paragraph 2 of Article 8 of the ZViS, the third-cycle doctoral study programme Knowledge Management will be carried out in the English language. Candidates must attach proof of English language skills to the application for enrollment, as specified in the call for enrolment.

APPLICATION PERIODS

The first application period will be open for all candidates **from 1 March 2024 until 30 May 2024**.

The second application period for available enrolment places will be open **from 31 May 2024 until 30 August 2024**.

The third application period for available enrolment places will be open **from 11 September 2024 until 18 September 2024**.

Only applications submitted by the application deadline will be considered.

Enrolment of accepted candidates will take place **until 30 September 2024**. Pursuant to Article 40 of the ZViS (Official Gazette of the Republic of Slovenia, No. 32/12 – official consolidated text, 40/12 – ZUJF, 57/12 – ZPCP-2D, 109/12, 85/14, 75/16, 61/17 – ZUPŠ, 65/17, 175/20 – ZIUOPDVE, 57/21 – odl. US, 54/22 – ZUPŠ-1 and 100/22 – ZSZUN and 102/23), a candidate may be enrolled in still-available enrolment places by 30 October 2024 for justified reasons determined by the higher education institution.

APPLICATION PROCEDURE

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

DEADLINES FOR SUBMITTING ENROLMENT APPLICATIONS

Application period	<u>Deadline for submitting electronic applications and supporting documents via the eVŠ web portal</u>
1st application period (1 March – 30 May 2024)	Until 30 May 2024, at midnight.
2nd application period (31 May – 30 August 2024)	Until 30 August 2024, at midnight.
3rd application period (11 September – 18 September 2024)	Until 18 September 2024, at midnight.

A completed application submitted through eVŠ within the deadline is considered **timely**.

ENROLMENT REQUIREMENTS

Enrolment in the doctoral study programme Knowledge Management is possible for candidates who have completed the following:

- second-cycle study programme (after ZVis 2004),
- undergraduate university study programme (before Zvis 2004),
- study programme evaluated with 300 credit points for a period of 5 years (uniform master's degree);
- study programme for obtaining a specialisation and with previously completed professional higher education study programme (before ZVis 2004),
- graduate with a master's degree in science or specialisation after having completed a study programme for obtaining university education (before Zvis 2004),
- a graduate who has completed equivalent education abroad. The equivalence of previous education abroad is determined by the competent commission.

For the candidates from the fourth indent, the competent ISSBS commission determines study obligations ranging from 30 to 60 ECTS which they complete before enrolment.

In accordance with the law, candidates referred to in the fifth indent are granted 60 ECTS credits upon enrolment. Candidates may be enrolled in the 2nd year according to the number of available places, meeting conditions for promotion from the 1st to the 2nd year, and in accordance with the Criteria for transitions between study programmes.

Conditions for enrolment are also met by a candidate who has completed equivalent education abroad and enrolls under the same conditions which 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.

CONDITIONS FOR SELECTION IN CASE OF LIMITED ENROLMENT

- Previous achievements (average study grade, diploma/master's thesis grade) - 25%
- Previous scientific research work (research, articles, etc.) - 25%
- Interview with the candidate - 50%

The following attachments should be electronically enclosed to the application for enrollment:

- A photo or a scan of the certificate of completion of higher education (diploma of completed undergraduate/postgraduate study).
- A photo or a scan of the certificate of completed study obligations, which also shows the average grade of all exams at the undergraduate/postgraduate level (diploma supplement, certified statement of the higher education institution or a copy of the index).
- A brief conceptual design of the research work in the English language, which includes a description of the research problem intended for research, its justification, and a description of the research work procedure with stated scientific methods.
- A photo or a scan of evidence of English language proficiency¹.
- A motivation letter in the English language in which expectations regarding studies and personal development are defined.
- A photo or a scan of references and recommendations in the English language related to past work or study.
- Professional CV in English.
- **A candidate for enrolment in a senior year** (according to the criteria for transition) also attaches a copy of the proof of payment of the application for enrolment in a senior year from study programmes of other higher education institutions².

(!) A candidate who applies with foreign documents of education has to add also:

- A scan or a photo of the translation of the certificate of completion of higher education and a certified translation of the certificate of completed study obligations, which also shows the average grade of all exams at the undergraduate/postgraduate level (a diploma supplement, a certified statement of the higher education institution or a copy of the index). A copy of the translation made by a sworn interpreter is sufficient.

Note: the education recognition authority verifies the authenticity of an uncertified copy of the education document with the issuer of the original education document or the competent authority of the country of origin of the document. If for the timely implementation of the enrolment in further education, the verification of the authenticity of the document with the issuer of the original

¹ Proof of language proficiency if official language in applicant's country is not English: • a certificate of English language test at the B2 level of the Common European Framework of Reference for Languages (CEFR), • IELTS Academic, score 6.0, • TOEFL, score 550 for the paper-based test or 79-80 on the internet-based test, • PTE (Pearson Tests of English), level 4 for the general test or score 51 for the academic test, • Cambridge ESOL Certificate of Proficiency in English (CPE), • Cambridge ESOL Certificate in Advanced English (CAE), grade C, • grade 4 in English at the matura (Slovenian national examination), • upper secondary education completed in Great Britain, Ireland, the United States, Canada, Australia or New Zealand, • bachelor or masters degree completed in English – C2.

² The application is payable in accordance with the valid ISSBS price list which is published on the faculty's website. The payment must be settled when the application is submitted, otherwise the application is considered incomplete. The application fee is not returned to the candidate if the application is rejected.

document or the competent authority of the country of origin from the previous sentence is not possible, the education recognition authority shall demand the applicant to submit the original education document. If the education recognition authority is not able to certify the authenticity of the document, the candidates will be urged to send the original certificate of completion of education, legalized according to the procedures and regulations of the country of origin.

- The education recognition authority may require the applicant to provide additional evidence if this is necessary to assess the application.
- A decision on recognition of education for the purpose of continuing education or a decision on nostrification of certificates obtained abroad in case the procedure of nostrification of certificates has already been completed. If the candidate does not yet have a decision, an application for recognition of education at the ISSBS will have to be submitted. A completed electronic study application form on the eVŠ web portal is also considered as an application for the recognition of foreign education.
- A scan or a photo of a chronological description of the education with a handwritten (candidate's) signature.
- A scan or a photo of an identity document:
 - EU citizens: identity card or passport (page with personal data),
 - foreign nationals from non-EU countries: passport (page with personal data).

Candidates have the **POSSIBILITY TO RECOGNIZE 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 ISSBS commission before or after enrolment in the study programme. The application has to be accompanied by certificates and 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. The payment of the application will not be returned to the candidate if the decision is negatively resolved, if the candidate does not enrol, is not accepted or if he/she withdraws from the study programme.

Candidates Slovenes without Slovenian citizenship and foreigners (citizens of countries that are not members of the European Union) are enrolled in the 3rd cycle study programmes in accordance with the Regulations on school fees and accommodation in public student dormitories for Slovenians without Slovenian citizenship and foreigners in the Republic of Slovenia (Official Gazette of the Republic of Slovenia, no. 77/16, 25/19 and 56/22) and the Rules on the call for enrollment and implementation of enrollment in higher education (Official Gazette of the Republic of Slovenia, no. 6/22, 4/23, 5/24 and 7/24).

Foreign citizens may study at higher education institutions in the Republic of Slovenia under the same conditions as citizens of the Republic of Slovenia, provided that they have permanent residence in the Republic of Slovenia and that they themselves or at least one of their parents or guardians are residents of the Republic of Slovenia for tax purposes by the start of the selection process, or provided that the principle of reciprocity applies.

PROCEDURE FOR RECOGNITION OF EDUCATION FOR THE PURPOSE OF CONTINUING EDUCATION

Candidates with a foreign certificate of education who wish to continue their education in the third-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 a nostrification have to send it together with all the evidence via the eVŠ 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 on time and in the prescribed form (electronic application via the eVŠ web portal), shall be considered in the procedures.

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

Other information on the application and admission procedure and evidence for enrolment in the third-cycle study programme, as well as information on the recognition procedure is available on the Faculty website: <https://mfdps.si/en/>, by e-mail study@issbs.si or by phone + 386 (0) 3 425 82 42.