

UNIVERSITY OF PRIMORSKA



CALL FOR ENROLMENT INTO MASTER'S DEGREE STUDY PROGRAMMES IN THE ACADEMIC YEAR 2022/2023

UNIVERZA NA PRIMORSKEM
UNIVERSITÀ DEL LITORALE
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COMMON PROVISIONS

ENROLMENT PLACES

The number of available enrolment places for enrolment in the first and the second year (according to the Criteria for transferring between study programmes and conditions for accelerated advancement) for each master study programme is announced under the individual study programme in the Call for enrolment. Enrolment places are published for citizens of the Republic of Slovenia and citizens of the Member States of the European Union (hereinafter: Slovenian citizens), Slovenian citizens without Slovenian citizenship and foreign citizens (non EU countries) for full-time study and for part-time study.

Enrolment places for Slovenian citizens are also available for foreign citizens from countries that are not Member States of the European Union (hereinafter: foreign citizens) who have permanent residence in the Republic of Slovenia and who themselves or their parents are residents of the Republic of Slovenia for tax purposes. The enrolment places are also open to persons who have applied for and who have been granted international protection in accordance with the International Protection Act (Official Gazette of the Republic of Slovenia [Uradni list RS], No. 22/16). The higher education application and information service will obtain ex officio evidence of a candidate's status as a person under international protection or as a candidate for international protection from the competent body (the Ministry of the Interior of the Republic of Slovenia). Citizens of Norway, Iceland, Liechtenstein and Switzerland, though these are not Member States of the European Union, are treated in the same way as citizens of Slovenia and other European Union Member States. As of the academic year 2021/2022, citizens of the United Kingdom are enrolled as citizens of countries that are not Member States of the European Union and are charged a tuition fee.

APPLICATION FOR ENROLMENT

Candidates for enrolment in **master's study programmes at the University of Primorska (UP)** may submit **a maximum of three (3) applications** (with one study wish each) for enrolment into study programme, in which they wish to enrol and for which they meet or will fulfil the conditions for enrolment (admission requirements) by the deadlines published with this Call. **Every completed submission of an electronic application in the eVŠ web portal is considered an application.**

Enrolment places for Slovenians without Slovenian citizenship

Slovenians without Slovenian citizenship may submit only one application in the same application period, either as a Slovenian without Slovenian citizenship or as a citizen of a European Union Member State or a foreigner from a non-European Union country.

At the first step of filling the application for enrolment ("Choice of the call for applications for enrolment and types of application"), a candidate who is a Slovenian without Slovenian citizenship answers with "YES" to the statement "I am a Slovenian without Slovenian citizenship". At the next step, they must indicate which of the following two categories they fall into:

- Slovenians in the neighbouring countries (Slovenians who are members of the ethnic Slovenian community in all four neighbouring countries – Italy, Austria, Croatia and Hungary);
- Slovenians around the world and descendants of persons of Slovenian ethnicity up to the third generation in a direct line (expatriates and emigrants living in the neighbouring countries outside the area defined as the Slovenian cross-border area and in other European and non-European countries)

By signing the application form, the candidate guarantees the truthfulness of the information stated in the application for enrolment, thereby confirming that they are a Slovenian without Slovenian citizenship, which means that they fall into one of the two categories listed above.

Candidates for enrolment in master's study programmes at the UP (first year, second year (according to the Criteria for transferring between study programmes and conditions for accelerated advancement) or parallel studies) are required to **apply by submitting an electronic application¹ via the eVŠ web portal** at <https://portal.evs.gov.si/prijava/?lang=en> using **qualified digital certificate, AAI-account** (qualified digital certificate or AAI-account) or a **username and password for the SI- PASS system²**, which is provided by the Trust Service Authority of Slovenia.

In the application and admission procedures for the academic year 2022/2023 candidates are required to **submit the evidence of fulfilment of the enrolment conditions and all supporting documents** (which are required in the Call for enrolment of an individual Faculty) **electronically via the eVŠ web portal**.

Candidates are required to check the e-mail address provided in the application for enrolment and the eVŠ web portal, as the communication and possible invitations to complete the application for enrolment are conducted in this manner. Candidates must themselves ensure the validity of the e-mail address provided in the application.

The application is considered **submitted on time** if it was **completed and submitted online** with an electronic signature (qualified digital certificate or AAI account) or without a secure electronic signature (user name and password) **via the eVŠ web portal by the deadline specified in the Call for enrolment**.

INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE APPLICATION on the eVŠ web portal in English language are published on the following website: <https://portal.evs.gov.si/information-in-english> (scroll down to the headline “How to fill in an application for 2nd and 3rd cycle study programmes”).

PROOF OF FULFILMENT OF THE ENROLMENT CONDITIONS

Scanned documents or photographs of original certificates and other required documents are considered as proof that the enrolment conditions in the application and admission procedure have been met. Candidates are required to submit all the necessary attachments to the applications **electronically through the eVŠ web portal**. The required documents (evidence of fulfilment) that the candidate must

¹ The Act on Additional Measures to Stop Spreading and Mitigate, Control, Recover and Eliminate the Consequences of COVID-19 (ZDUPŠOP) (Official Gazette of the Republic of Slovenia, No. 206/21) and the Act Determining Temporary Measures to Mitigate and Remedy the Consequences of COVID-19 (ZZUOOP), which was published in the Official Gazette of the Republic of Slovenia, No. 152/20, maintains in Article 108 that notwithstanding the provisions of the regulations governing the implementation of application and admission procedures for enrolment in the application and admission procedures for enrolment for the academic year 2022/2023 at higher education institutions in the Republic of Slovenia, applications for enrolment and all proof required to be attached to the application are to be submitted electronically via the eVŠ information system, if the identity of the applicant can be established. The competent authority of the higher education institution is obliged to obtain and verify the evidence required for applying for enrolment and recognition of education for the purpose of continuing education, as determined by regulations governing proof that the enrolment conditions are met, and documentation is to be attached to the application for recognition of education. In the procedures for exercising the rights or obligations of candidates, communication is conducted in writing or via the eVŠ information system. It is considered that the document is delivered to the candidate on the second working day after the day of its publication in the eVŠ information system or on the fifth working day if it is sent by mail.

² The SI-PASS service is a single point for verifying the identity of various users and electronic signing of applications and other documents. SI-PASS is generally used as part of the provision of individual electronic services.

enclose with the application for enrolment are stated in the Call for enrolment of the faculty that implements an individual study programme.

Candidates who submit an incomplete application for enrolment or an application for recognition of education for the purpose of continuing education will be individually additionally informed about the request and deadline for the completion of the application electronically via the eVŠ portal. It is considered that the document is delivered to the candidate on the second working day after the day of its publication in the eVŠ information system or on the fifth working day in case it is sent by courier³.

³ In accordance with The Act Determining Temporary Measures to Mitigate and Remedy the Consequences of COVID-19 (Official Gazette of the Republic of Slovenia, No. 152/20 and 175/20 – ZIUOPDVE, 82/21 – ZNB-C, 112/21 – ZNUPZ, 167/21 – decision of the US and 206/21 – ZDUPŠOP)

APPLICATION PERIODS for Citizens of Slovenia and EU Member states		
Application period	Deadline	Deadline for evidence of fulfillment
<p>FIRST-ROUND APPLICATION PERIOD: from Wednesday 6 April 2022 to Wednesday 24 August 2022</p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 6 April 2022 to 24 August 2022 by midnight CET.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 24 August 2022 by midnight CET.</u></p>	<p>All the necessary documents (stated in the Call for enrolment of the faculty that implements an individual study programme) is required to submit to the application electronically through the eVŠ web portal until Monday 5 September 2022 by midnight CET.</p>
<p>SECOND-ROUND APPLICATION PERIOD: from Thursday 8 September 2022 to Thursday 15 September 2022</p> <p><i>If enrolment places will be available after the first application deadline there will be a second-round application period open. The information regarding available enrolment places for the second-round application period will be published on each of the Faculty website.</i></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 8 September 2022 to 15 September 2022 by midnight CET.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 15 September 2022 by midnight CET.</u></p>	<p>All the necessary documents (stated in the Call for enrolment of the Faculty that implements an individual study programme) is required to submit to the applications electronically through the eVŠ web portal until Tuesday 20 September 2022 by midnight CET.</p>
<p>THIRD-ROUND APPLICATION PERIOD: from Thursday 22 September 2022 to Friday 23 September 2022</p> <p>Faculty may decide to open a third-round application period if enrolment places will be available. The information regarding available enrolment places will be published on the Faculty website.</p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 22 September 2022 to 23 September 2022 by midnight CET.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 23 September 2022 by midnight CET.</u></p>	<p>All the necessary documents (stated in the call for enrolment of the Faculty that implements an individual study programme) is required to submit to the applications electronically through the eVŠ web portal until Monday 26 September 2022 by midnight CET.</p>

APPLICATION PERIODS for Slovenians without Slovenian citizenship		
Application period	Deadline	Deadline for evidence of fulfillment
<p>FIRST-ROUND APPLICATION PERIOD: from Wednesday 6 April 2022 to Friday 12 August 2022</p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 6 April 2022 to 12 August 2022 by midnight CET.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 12 August 2022 by midnight CET.</u></p>	<p>All the necessary documents (stated in the Call for enrolment of the faculty that implements an individual study programme) is required to submit to the application electronically through the eVŠ web portal until Wednesday 17 August 2022 by midnight CET.</p>
<p>SECOND-ROUND APPLICATION PERIOD: from Friday 19 August 2022 to Friday 26 August 2022</p> <p><i>If enrolment places will be available after the first application deadline there will be a second-round application period open. The information regarding available enrolment places for the second-round application period will be published on each of the Faculty website.</i></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 19 August 2022 to 26 August 2022 by midnight CET.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 26 August 2022 by midnight CET.</u></p>	<p>All the necessary documents (stated in the Call for enrolment of the Faculty that implements an individual study programme) is required to submit to the applications electronically through the eVŠ web portal until Monday 5 September 2022 by midnight CET.</p>
<p>THIRD-ROUND APPLICATION PERIOD: from Thursday 8 September 2022 to Thursday 15 September 2022</p> <p>Faculty may decide to open a third-round application period if enrolment places will be available. The information regarding available enrolment places will be published on the Faculty website.</p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 8 September 2022 to 15 September 2022 at midnight CET.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 15 September 2022 by midnight CET.</u></p>	<p>All the necessary documents (stated in the call for enrolment of the Faculty that implements an individual study programme) is required to submit to the applications electronically through the eVŠ web portal until Tuesday 20 September 2022 by midnight CET.</p>

<p>FOURTH-ROUND APPLICATION PERIOD: from Thursday 22 September 2022 to Friday 23 September 2022</p> <p>Faculty may decide to open a third-round application period if enrolment places will be available. The information regarding available enrolment places will be published on the Faculty website.</p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 22 September 2022 to 23 September 2022.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 23 September 2022 by midnight CET.</u></p>	<p>All the necessary documents (stated in the call for enrolment of the Faculty that implements an individual study programme) is required to submit to the applications electronically through the eVŠ web portal until Monday 26 September 2022 by midnight CET.</p>
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APPLICATION PERIODS for foreign citizens from countries that are not member states of the EU		
Application period	Deadline	Deadline for evidence of fulfillment
<p>FIRST-ROUND APPLICATION PERIOD: from Wednesday 6 April 2022 to Friday 12 August 2022</p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 6 April 2022 to 12 August 2022 by midnight CET.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 12 August 2022 by midnight CET.</u></p>	<p>All the necessary documents (stated in the Call for enrolment of the faculty that implements an individual study programme) is required to submit to the application electronically through the eVŠ web portal until Wednesday 17 August 2022 by midnight CET.</p>
<p>SECOND-ROUND APPLICATION PERIOD: from Friday 19 August 2022 to Friday 26 August 2022</p> <p><i>If enrolment places will be available after the first application deadline there will be a second-round application period open. The information regarding available enrolment places for the second-round application period will be published on each of the Faculty website.</i></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 19 August 2022 to 26 August 2022 by midnight CET.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 26 August 2022 by midnight CET.</u></p>	<p>All the necessary documents (stated in the Call for enrolment of the Faculty that implements an individual study programme) is required to submit to the applications electronically through the eVŠ web portal until Monday 5 September 2022 by midnight CET.</p>

<p>THIRD-ROUND APPLICATION PERIOD: <u>from Thursday 8 September 2022 to Thursday 15 September 2022</u></p> <p>Faculty may decide to open a third-round application period if enrolment places will be available. The information regarding available enrolment places will be published on the Faculty website.</p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 8 September 2022 to 15 September 2022 at midnight CET.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 15 September 2022 by midnight CET.</u></p>	<p>All the necessary documents (stated in the call for enrolment of the Faculty that implements an individual study programme) is required to submit to the applications electronically through the eVŠ web portal until Tuesday 20 September 2022 by midnight CET.</p>
<p>FOURTH-ROUND APPLICATION PERIOD: <u>from Thursday 22 September 2022 to Friday 23 September 2022</u></p> <p>Faculty may decide to open a third-round application period if enrolment places will be available. The information regarding available enrolment places will be published on the Faculty website.</p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 22 September 2022 to 23 September 2022.</u></p> <p>The application is considered to be submitted in time if the application has been completed and submitted using a qualified digital certificate, an AAI account or a username and password <u>by 23 September 2022 by midnight CET.</u></p>	<p>All the necessary documents (stated in the call for enrolment of the Faculty that implements an individual study programme) is required to submit to the applications electronically through the eVŠ web portal until Monday 26 September 2022 by midnight CET.</p>

GRANTING THE STATUS OF AN ENROLMENT CANDIDATE WITH SPECIAL STATUS

UP FAMNIT and UP PEF have published enrolment exceptions for candidates with special status. Candidates apply for the status of an enrolment candidate with special status by submitting an individual application and supporting documents.

Granting of a special candidate status, based on an individual application and the supporting evidence, is decided by the Commission for applications and questions in the application procedure for enrolment in the first year of studies at UP. Further information and further instructions are included in the Call for enrolment for the individual study programme.

PARALLEL STUDIES

Students can apply for enrolment in parallel studies. Candidates follow procedures and deadlines as described in the section »APPLICATION FOR ENROLMENT«. All the necessary documents are stated in the call for enrolment of the faculty that implements an individual study programme.

APPLICATION FOR ENROLMENT IN A HIGHER YEAR OF STUDY (ACCORDING TO THE TRANSFER CRITERIA AND CONDITIONS FOR ACCELERATED ADVANCEMENT)

Candidates can apply for enrolment in the second study year according to transfer criteria between study programmes and conditions for accelerated advancement. Candidates are required to apply as described in the section » APPLICATION FOR ENROLMENT«. All the necessary documents are stated in the call for enrolment of the faculty that implements an individual study programme.

STUDENTS CHANGING STUDY PROGRAMME

Students who wish to change their study programme and have not yet exercised this right or the right to repeat a year are required to apply as described in the section » APPLICATION FOR ENROLMENT«.

Candidates who have already repeated a study year or changed their full-time study programme may apply for full-time studies, but they shall be charged a tuition fee in accordance with Article 77 of the Higher Education Act (ZViS).

PROCEDURE FOR RECOGNITION OF EDUCATION FOR THE PURPOSE OF CONTINUING STUDIES IN THE REPUBLIC OF SLOVENIA FOR CANDIDATES HOLDING A FOREIGN EDUCATION CERTIFICATE

A candidate who has completed their education **abroad** proves the fulfilment of the conditions for enrolment in the first or higher year with a document obtained abroad, which is subject to recognition under the Evaluation and Recognition of Education Act (Official Gazette of the RS, No. 87 / 11, 97/11 - amended in 109/12). In this case, the electronic application for enrolment also serves as an application for the commencement of the procedure for the recognition of foreign education for the purpose of continuing education in the Republic of Slovenia. The application must be submitted via the **eVŠ on the web portal**: <https://portal.evs.gov.si/prijava/?lang=en>

A candidate who submits an incomplete application or application for recognition of education for the purpose of continuing studies will be individually additionally informed about the request and deadline for the completion of the application **electronically** via the eVŠ web portal. It is considered that the document is delivered to the candidate on the second working day after the day of its publication in the eVŠ information system or on the fifth working day if it is sent by mail.⁴

⁴ In accordance with The Act Determining Temporary Measures to Mitigate and Remedy the Consequences of COVID-19 (Official Gazette of the Republic of Slovenia, No. 152/20 and 175/20 – ZIUOPDVE, 82/21 – ZNB-C, 112/21 – ZNUPZ, 167/21 – decision of the US and 206/21 – ZDUPŠOP).

- ✓ Candidate who **has already obtained a decision** of recognition of foreign education is required to submit the decision to the application electronically via the eVŠ web portal.
- ✓ For a candidate with a foreign certificate in education, who **does not yet have a decision on recognition of education**, the application for enrolment is also considered as an application for the recognition of foreign education via the eVŠ web portal: <http://portal.evs.gov.si/prijava/?locale=en>.

Legalization requirements according to the country of origin of the document (s):

Legalization		
No legalisation needed	Apostille	Verification of Documents in International Transport Act
<ul style="list-style-type: none"> - Republic of Austria - Republic of Bulgaria - Republic of Bosnia and Herzegovina - Czech Republic - France - Greece - Republic of Croatia - Hungary - Romania - Republic of North Macedonia - Republic of Serbia 	Contracting parties to the Hague Convention: https://www.hcch.net/en/instruments/conventions/status-table/?cid=41 Competent Authorities: https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41	All other countries

IMPORTANT

Candidates are required to apply for enrolment as described in in the section »APPLICATION FOR ENROLMENT«.

More information on procedure for Recognition of foreign education is available on Faculty's website.

ENROLMENT LIMITATION AND SELECTION CRITERIA

If the number of candidates in the individual study programme exceeds the number of enrolment places, the enrolment limit is considered to be the number of places advertised. In this case, candidates will be selected in the selection process.

SELECTION CRITERIA (in the case of enrolment limitations) are determined by the individual study programme and are published in the Call for enrolment. Information on study programmes, on which the enrolment limitations will be applied, will be published on the website of each faculty.

DECISION ON SELECTION AND ADMISSION PROCEDURE

The results of the selection procedure will be published on the eVŠ web portal. Each candidate will access the decision on the result of the selection procedure on the eVŠ portal (<https://portal.evs.gov.si/prijava/>) with their user account. It is considered that the decision is served to the candidate on the second working day after it is published on the eVŠ portal.

ENROLMENT IN THE STUDY PROGRAMME

The Faculty will invite admitted candidates to enroll in the study programme. The candidate will receive instructions, deadlines and other important information regarding the enrolment and beginning of the study year.

The enrolment in master's study programmes must be **concluded by 30 September 2022**. Competent committee can grant an extension for justified reasons but not later than 30 October 2022, based on a candidate's request. **Regardless of the justified reason, the candidate must submit the application for enrolment in the eVS by the deadline set in the Call for enrolment.**

TUITION FEES

Tuition fees and other study fees for the academic year 2022/2023 are determined in the Pricelist of the University of Primorska - 2022/2023, accepted by the Managing Board of University of Primorska. The Pricelist is published on the websites of the University and each Faculty.

Tuition fees may not be charged to citizens of the Republic of Slovenia or citizens of other EU Member States for education in state-approved first-cycle undergraduate study programmes or second-cycle study programmes provided as a public service.

Notwithstanding the preceding paragraph, citizens of the Republic of Slovenia and citizens of other EU Member States are charged a tuition fee if they have already obtained education corresponding to at least the level of education obtained under the study programme in which they are enrolled or if they have not yet obtained an education corresponding to at least the level of education obtained under the study programme in which they are enrolled and their student status in the previous study programme has terminated in accordance with Article 70 of the Higher Education Act (ZViS).

Foreign citizens must pay a tuition fee in accordance with the Rules on tuition fees and accommodation in students' dormitories for Slovenians without Slovenian citizenship and foreigners in the Republic of Slovenia (Official Gazette of the Republic of Slovenia, No. 77/16).

On the basis of the signed protocols on cooperation in the field of education, the citizens of Montenegro, Kosovo, North Macedonia, Bosnia and Herzegovina and Serbia are, for enrolment in the 2022/2023 academic year, equated to citizens of Slovenia and the citizens of the European Union Member States regarding the payment of study expenses, i.e. they are exempt from payment of tuition fees for foreigners for full-time studies.

TECHNICAL ASSISTANCE FOR CANDIDATES

Assistance in the event of problems with digital certificates and electronic signatures: The Unified Contact Centre of the state administration (Enotni kontaktni center državne uprave (EKC)):

- E-mail: ekc@gov.si
- Phone: 080 2002 – if calling in Slovenia
- Phone: 00 386 1 478 85 90 if calling from abroad (from 8:00 AM until 22:00 PM CET during working days).

Assistance for questions regarding filling in the electronic application: The Unified Contact Centre of the state administration (Enotni kontaktni center državne uprave (EKC)):

- E-mail: ekc@gov.si
- Phone: 080 2002 – if calling in Slovenia
- Phone: 00 386 1 478 85 90 if calling from abroad (from 8:00 AM until 22:00 PM CET during working days).