



## UNIVERSITY OF PRIMORSKA

### PROCEDURES AND DEADLINES FOR SUBMITTING AN APPLICATION FOR ENROLMENT INTO DOCTORAL DEGREE STUDY PROGRAMMES IN THE ACADEMIC YEAR 2023/2024

#### ENROLMENT SLOTS

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

Enrolment slots 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 slots are also intended for persons who have been granted international protection and applicants for international protection in accordance with the International Protection Act (Official Gazette of the Republic of Slovenia, No 16/17 – official consolidated text and 54/21) and displaced persons who have been granted temporary protection in accordance with the Temporary Protection of Displaced Persons Act (Official Gazette of the Republic of Slovenia, No 16/17 – official consolidated text). The application and information service of the faculty obtains the proof of the status of a person who has been granted international protection, an applicant for international protection or a displaced person who has been granted temporary protection from the competent authority (the Ministry of the Interior of the Republic of Slovenia) *ex officio*. Citizens of the following non-European Union countries: Norway, Iceland, Liechtenstein and Switzerland are treated on an equal basis with citizens of the RS and the European Union. From the 2021/2022 academic year onwards, British citizens are enrolled as citizens of non-European Union countries and payment of the tuition fee is required for their studies.

#### APPLICATION FOR ENROLMENT

Candidates for enrolment in **doctoral 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.**

Candidates for enrolment in doctoral study programmes at the UP submit an electronic application at the eVŠ web portal <https://portal.evs.gov.si/prijava> by means of electronic identification of at least assurance level substantial (with a qualified digital certificate, an smsPASS or an identity card), with an

**AAI-account** (authentication and authorisation infrastructure account), or with a **user name and password via the SI-PASS system** <sup>1</sup>which operates as part of the Trust Service Authority of Slovenia.

**After the application has been submitted successfully**, the candidate receives confirmation that the submission has been successful at the email address provided in the application for enrolment. If the candidate does not receive the confirmation, the application has not been successfully submitted.

**In the application and admission procedures for the 2023/2024 academic year, applicants submit all evidence required for the application electronically via the eVŠ portal.**

The application is considered **submitted on time** if it was completed and submitted online with an electronic signature via the eVŠ web portal by the deadline specified in the Call for enrolment.

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.

If the proposed Act Amending the Higher Education Act enters into force, the calls for applications and other documents to be served will not be sent to the candidates by regular mail<sup>2</sup> but served only in electronic form via the eVŠ web portal. In such a case, it will be considered that the decision is served to the candidate on the second working day after it is published on the eVŠ portal.

**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”).

#### **EVIDENCE OF FULFILMENT OF THE ENROLMENT CONDITIONS**

**Scanned documents or photographs of original certificates** and other required documents are considered as evidence 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 enclose with the application for enrolment are stated in the Call for enrolment of the faculty that implements an individual study programme.

<sup>1</sup> 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.

<sup>2</sup> The postal service delivers mail in accordance with its rules, for which the higher education application and information services or the ministry responsible for higher education will not be held accountable.

APPLICATION PERIODS for Citizens of Slovenia and EU Member states		
Application period	Deadline	Deadline for evidence of fulfillment
<p><b>FIRST-ROUND APPLICATION PERIOD:</b> <a href="#">From Thursday, 6 April 2023, to Thursday, 24 August 2023</a></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <a href="#">from 6 April 2023 to 24 August 2023 by midnight CET</a>.</p> <p>The application is considered to be <b>submitted in time</b> if the application has been completed and submitted <b><a href="#">by 24 August 2023 by midnight CET</a></b>.</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 <b>electronically</b> through the eVŠ web portal <b>until Thursday, 14. September 2023 by midnight CET</b>.</p>
<p><b>SECOND-ROUND APPLICATION PERIOD:</b> <a href="#">from Thursday, 7 September 2023, to Thursday, 14 September 2023</a></p> <p><i>If enrolment slots will be available after the first application deadline there will be a second-round application period open. The information regarding available enrolment slots 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 <a href="#">from 7 September 2023 to 14 September 2023 by midnight CET</a>.</p> <p>The application is considered to be submitted <b>in time</b> if the application has been completed and submitted <b><a href="#">by 14 September 2023 by midnight CET</a></b>.</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 <b>electronically</b> through the eVŠ web portal <b>until Monday, 18 September 2023 by midnight CET</b>.</p>
<p><b>THIRD-ROUND APPLICATION PERIOD:</b> <a href="#">from Friday, 22 September 2023, to Monday, 25 September 2023, by 12.00 CET</a></p> <p><i>Faculty may decide to open a third-round application period if enrolment slots will be available. The information regarding available enrolment slots will be published on the faculty website.</i></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <a href="#">from 22 September 2023 to 25 September 2023, by 12.00 CET</a>.</p> <p>The application <b>is considered to be submitted in time</b> if the application has been completed and <b><a href="#">by 25 September 2023 by 12.00 CET</a></b>.</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 <b>until Monday 25 September 2023 by 12.00 CET</b>.</p>

APPLICATION PERIODS for Slovenians without Slovenian citizenship and foreign citizens from countries that are not member states of the EU		
Application period	Deadline	Deadline for evidence of fulfillment
<b>FIRST-ROUND APPLICATION PERIOD: <u>from Thursday, 6 April 2023, to Friday, 11 August 2023</u></b>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 6 April 2023 to 11 August 2023 by midnight CET.</u></p> <p>The application is considered to be <b>submitted in time</b> if the application has been completed and submitted <b><u>by 11 August 2023 by midnight CET.</u></b></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 <b>electronically</b> through the eVŠ web portal <b>until Tuesday, 16 August 2023 by midnight CET.</b></p>
<b>SECOND-ROUND APPLICATION PERIOD: <u>from Friday, 18 August 2023, to Friday, 25 August 2023</u></b> <p><i>If enrolment slots will be available after the first application deadline there will be a second-round application period open. The information regarding available enrolment slots 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 18 August 2023 to 25 August 2023 by midnight CET.</u></p> <p>The application is considered to be submitted <b>in time</b> if the application has been completed and submitted <b><u>by 25 August 2023 by midnight CET.</u></b></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 <b>electronically</b> through the eVŠ web portal <b>until Monday, 4 September 2023 by midnight CET.</b></p>
<b>THIRD-ROUND APPLICATION PERIOD: <u>from Thursday, 7 September 2023, to Thursday, 14 September 2023</u></b> <p><i>Faculty may decide to open a third-round application period if enrolment slots will be available. The information regarding available enrolment slots will be published on the Faculty website.</i></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 7 September 2023 to 14 September 2023 by midnight CET.</u></p> <p>The application is considered to be <b>submitted in time</b> if the application has been completed and submitted <b><u>by 14 September 2023 by midnight CET.</u></b></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 <b>until Monday, 18 September 2023 by midnight CET.</b></p>
<b>FOURTH-ROUND APPLICATION PERIOD: <u>from Friday, 22 September 2023, to Monday, 25 September 2023, by 12.00 CET</u></b> <p><i>Faculty may decide to open a third-round application period if enrolment slots will be available. The information regarding available enrolment slots will be published on the faculty website.</i></p>	<p>Candidates are required to apply by submitting an electronic application through the eVŠ web portal <u>from 22 September 2023 to 25 September 2023, by 12.00 CET.</u></p> <p>The application <b>is considered to be submitted in time</b> if the application has been completed and submitted <b><u>by 25 September 2023 by 12.00 CET.</u></b></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 <b>until Monday, 25 September 2023 by 12.00 CET.</b></p>

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

Candidates can apply for enrolment in the higher year of study 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.

**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 a first or a higher year with a document obtained abroad, which is subject to recognition under the [Assessment and Recognition of Education Act](#) (Official Gazette of the RS, Nos 87/11, 97/11 – corr. and 109/12). In this case, the electronic application for enrolment is also an application for the recognition of 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>. Candidates are required to apply for enrolment as described in the section »APPLICATION FOR ENROLMENT«.

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.

- ✓ 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"> <li>- Austria</li> <li>- Bulgaria</li> <li>- Bosnia and Herzegovina</li> <li>- Czech Republic</li> <li>- France</li> <li>- Greece</li> <li>- Croatia</li> <li>- Hungary</li> <li>- Romania</li> <li>- North Macedonia</li> <li>- Serbia</li> </ul>	<p>Countries signatories to the Hague Convention:  <a href="https://www.hcch.net/en/instruments/conventions/status-table/?cid=41">https://www.hcch.net/en/instruments/conventions/status-table/?cid=41</a></p> <p>Authorities competent for legalisation:  <a href="https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41">https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41</a></p>	All other countries

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 slots, the enrolment limit is considered to be the number of slots 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 decisions of the selection procedure will be published on the eVŠ web portal . The candidate can access the decision on the result of the selection procedure on the eVŠ portal (<https://portal.evs.gov.si/prijava/> with their user account) and sent by regular mail.<sup>3</sup>

If the proposed Act Amending the Higher Education Act enters into force, the decisions on the result of the selection procedure and other documents to be served will not be sent to the candidates by regular mail by the date indicated in the previous paragraph but served only in electronic form via the eVŠ web portal. In such a case, it will be 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 enrol 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 study programmes must be **concluded by 30 September 2023**. Competent commission can grant an extension for justified reasons but not later than 30 October 2023, based on a candidate's request. **Regardless of the justified reason, the candidate must submit the application for enrolment in the eVS portal by the deadline set in the Call for enrolment.**

#### TUITION FEES

Tuition fees and other study fees for the academic year 2023/2024 are determined in the Pricelist of the University of Primorska 2023/2024, accepted by the Managing Board of University of Primorska. The Pricelist is published on the websites of the University and each faculty.

#### TECHNICAL ASSISTANCE FOR CANDIDATES

- Instructions for completing the application for enrolment are available at the website <https://portal.evs.gov.si/>. Instructions in written and video versions are available in Slovenian (<http://portal.evs.gov.si/navodila-za-oddajo>) and English (<http://portal.evs.gov.si/information-in-english>).
- **Technical assistance for difficulties with digital certificate and electronic signature:** State Administration Point of Single Contact (EKC), email: [ekc@gov.si](mailto:ekc@gov.si), telephone: 080 2002 (from 8 a.m. to 10 p.m. on working days). Please note that your application will only be processed during office hours.
- **Substantive assistance for questions when completing an electronic application:** State Administration Point of Single Contact (EKC), email: [ekc@gov.si](mailto:ekc@gov.si), telephone: 080 2002 (from 8 a.m. to 10 p.m. on

<sup>3</sup>The postal service delivers mail in accordance with its rules, for which the higher education application and information services or the ministry responsible for higher education will not be held accountable.

working days), number for international calls: 00386 1 478–85–90. Please note that your application will only be processed during office hours.