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UNIVERSITY OF PRIMORSKA  
UNIVERSITY OF NOVA GORICA  
UNIVERSITY OF NOVO MESTO  
NEW UNIVERSITY

PUBLIC AND INDEPENDENT HIGHER EDUCATION INSTITUTIONS  
WITH CONCESSION

# CALL FOR ENROLMENT INTO UNDERGRADUATE AND SECOND-CYCLE INTEGRATED MASTER'S DEGREE STUDY PROGRAMMES IN 2022/2023 ACADEMIC YEAR

## COMMON PROVISIONS

On the basis of paragraph seven of Article 40 of the Higher Education Act (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 and 57/21 – decision of the Constitutional Court) and paragraph six of Article 21 of the Government of the Republic of Slovenia Act (Official Gazette of the Republic of Slovenia, No. 24/05 – official consolidated text, 109/08, 38/10 – ZUKN, 8/12, 21/13, 47/13 – ZDU-1G, 65/14 and 55/17), the Government of the Republic of Slovenia adopted at the 112th regular session on 29 January 2022 under item 6 the following Decision on consent to the content of the call for enrolment into undergraduate and second-cycle integrated master study programmes in the 2022/2023 academic year.

### 1. APPLICATION FOR ENROLMENT

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#### 1.1 APPLICATION PERIODS FOR CITIZENS OF SLOVENIA AND OF THE MEMBER STATES OF THE EUROPEAN UNION AND FOR SLOVENIANS WITHOUT SLOVENIAN CITIZENSHIP

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Application periods	Application deadline	Notes	Who can submit an application
<b>First application period</b>	From <b>15 February</b> to <b>18 March 2022</b>	The last day for electronic submission of application to eVŠ is <b>18 March 2022</b> . Candidates may submit one application in which they state up to three (3) study preferences in order of priority.	– <b>Citizens of the Republic of Slovenia and citizens of the European Union Member States and Slovenians without Slovenian citizenship</b> – Citizens of non-European Union countries who have permanent residence in Slovenia and are themselves, or at least one of their parents or guardians are, residents of the Republic of Slovenia

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Application periods	Application deadline	Notes	Who can submit an application
			<p>for tax purposes until the beginning of the selection procedure.</p> <ul style="list-style-type: none"> <li>– Persons who have been granted international protection status and applicants for international protection</li> </ul>
<b>Second application period</b>	<p>From <b>19 to 23 August 2022</b></p> <p>Vacant enrolment slots will be announced on 18 August 2022.</p>	<p>The last day for electronic submission of the application to eVŠ is <b>23 August 2022</b>.</p> <p>Candidates may submit one application in which they state up to three (3) study preferences in order of priority.</p>	<ul style="list-style-type: none"> <li>– <b>Candidates who did not apply in the first application period.</b></li> <li>– <b>Candidates who were not included in any of the study programmes listed in the first application.</b></li> <li>– <b>Candidates who did not enrol in the study programme to which they were admitted in the first application period.</b></li> <li>– <b>Candidates who signed out of the study programme to which they were admitted in the first application period by 17 August 2022.</b></li> </ul>
<b>Period for still available enrolment slots</b>	<p>From <b>22 to 23 September 2022</b> (this is also the deadline for submitting appendices)</p> <p>Still available enrolment slots will be announced on 22 August 2022.</p>	<p>The last day for the electronic submission of the application, including appendices, to eVŠ is <b>23 September 2022</b>.</p> <p>Candidates can submit a maximum of three (3) applications, stating one study preference in each of them.</p>	<ul style="list-style-type: none"> <li>– <b>Candidates who did not apply in the first or second application period.</b></li> <li>– <b>Candidates who have submitted the first or second application and in the selection procedure of the current year were not included in any of the study programmes listed in the application.</b></li> <li>– <b>Candidates admitted in the first or second application period to the study programme that will not be implemented.</b></li> </ul>

After the end of each application period, changes and cancellations of individual written **study preferences are no longer possible.**

## CALL FOR ENROLMENT 2022/2023 – COMMON PROVISIONS

**Candidates should be careful when filling in the application to ensure that they meet or will meet the conditions for enrolment in an individual study programme, otherwise their study preferences will not be taken into account!**

**In the first and second application period, candidates may**, in order of priority, select a **maximum of three study programmes** in which they wish to enrol and for which **they meet or will meet the conditions for enrolment by the deadlines published in this call for applications**. **The order of the selected study programmes is important**, as under the conditions specified in this call for applications in the chapter on the selection procedure, a candidate will be placed in the first programme for which they meet all the conditions.

**The data on vacant enrolment slots for the second application period will be published on 18 August 2022** on the eVŠ web portal, the web pages of the higher education application and information services of the University of Ljubljana, University of Maribor, University of Primorska, University of Nova Gorica and the web pages of higher education institutions.

A second application **for enrolment can also be submitted by candidates for whom the selection procedure of the first period has not yet ended** (taking the matura exam in two parts, with the part of the matura exam passed in the autumn being considered as the entire matura exam in the spring exam term, in accordance with the decision of the competent authority, taking tests of special talents, abilities and skills in the autumn term, candidates for whom the recognition procedure for the purpose of continuing education has not yet been completed, candidates for whom such a decision was made in the appeal procedure, or candidates for whom the appeal procedure has not yet been completed). The second application for enrolment can be submitted from 19 to 23 August 2022. If they are admitted to one of the study programmes from the first application for enrolment, their application procedure in the second period is stopped with their written consent. The publication of the results of the general and vocational matura exams in the autumn term is subject to the written consent of the candidate. If the candidate does not give such consent within the deadline referred to in the previous sentence, they are deemed to have withdrawn the application in the second application period. If they are admitted to one of the study programmes in the first period and enrol in that study programme, their application from the second application period will be excluded from the further application and admission procedure and the procedure will be stopped.

**The data on study programmes for which vacant enrolment slots will be announced in the period for filling vacant enrolment slots will be published on 22 September 2022** on the eVŠ web portal and on the web pages of higher education institutions.

**Applications for enrolment in the period for filling vacant enrolment slots** can also be submitted by candidates for whom the appeal procedure has not yet been completed and candidates for whom the procedure for recognising education for continuing education has not yet been completed.

### **Application for Slovenians without Slovenian citizenship**

Slovenians without Slovenian citizenship apply for the enrolment slots that are published in the tables with enrolment slots for Slovenians without Slovenian citizenship.

Enrolment slots for enrolment in the first year for Slovenians without Slovenian citizenship are determined separately for full-time and part-time studies, and the application periods run within the same dates as for citizens of the Republic of Slovenia and citizens of the EU Member States.

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)

## CALL FOR ENROLMENT 2022/2023 – COMMON PROVISIONS

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.

### 1.2 APPLICATION PERIODS FOR FOREIGN CITIZENS OF NON-MEMBER STATES OF THE EUROPEAN UNION [table of contents](#)

Citizens of non-European Union countries apply for the enrolment slots published **in the tables with enrolment slots for foreign citizens of non-member states of the European Union**. After the end of each application period, changes and cancellations of individual written **study preferences are no longer possible**.

**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.

University or independent higher education institution	Application periods	Deadline for submission of appendices to application	Notes	Who can submit an application
<b>University of Ljubljana</b>	First application period: from 15 February to 20 April 2022	First application period: until 20 April 2022 for applicants who already have a final certificate, and until 1 August 2022 for applicants who will be issued a final certificate in 2022	The last day for electronic submission of the application to eVŠ is <b>20 April 2022</b> .  Applicants may submit one application in which they state up to three (3) study preferences in order of priority.	Citizens of non-European Union countries
	Second application period: 5 and 6 September 2022	Second application period: until 6 September 2022	The last day for electronic submission of the application to eVŠ is <b>6 September 2022</b> .  Applicants may submit a maximum of three (3) applications, stating one study preference in each of them.	Applicants who applied in the first application period but were not admitted and <b>have a recognition decision issued</b> in the first application period <sup>1</sup> .

<sup>1</sup> In the second application period, applicants who have already applied in the first application period and have not been admitted, and who have a decision on the recognition of foreign education issued in the first application period, may apply for the still vacant enrolment slots. In addition to these, applicants who meet one of the following conditions may also apply in this period:

- who have a decision on the recognition of foreign secondary education issued before 2005,
- who have an International Baccalaureate or European Baccalaureate Diploma,
- who completed secondary education in the SFRY before 25 June 1991,

## CALL FOR ENROLMENT 2022/2023 – COMMON PROVISIONS

University or independent higher education institution	Application periods	Deadline for submission of appendices to application	Notes	Who can submit an application
<b>University of Maribor</b>	First application period: from 15 February to 20 April 2022	First application period: until 20 April 2022 for candidates who already have a final certificate, and until 1 August 2022 for candidates who will be issued a final certificate in 2022 <sup>2</sup> .	The last day for electronic submission of the application to eVŠ is <b>20 April 2022</b> . Candidates may submit one application in which they state up to three (3) study preferences in order of priority.	Citizens of non-European Union countries
	Second application period <sup>3</sup> : from 6 to 8 September 2022	Second application period: by the end of the application period at the latest	The last day for electronic submission of the application to eVŠ is <b>8 September 2022</b> . Candidates can submit a maximum of three (3) applications, stating one study preference in each of them.	Candidates who did not submit the first application for enrolment and those who were not included in any of the study programmes listed in the first application.

- who completed secondary education in Slovenia, except for applicants who have completed an international secondary school in Slovenia, who must undergo a recognition procedure.

<sup>2</sup> Candidates whose final certificate will be issued after 1 August 2022 and who will be issued a final certificate of recognition of secondary education by 15 August 2022 are also included in the selection procedure.

<sup>3</sup> Candidates who did not submit the first application for enrolment and candidates who submitted the first application for enrolment, but who were not included in any of the study programmes mentioned in the first application, can apply for vacant enrolment slots in the second application period. Each candidate can submit a maximum of three applications. In one application, the candidate applies for one study programme for which they meet the conditions for enrolment.

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University or independent higher education institution	Application periods	Deadline for submission of appendices to application	Notes	Who can submit an application
<b>University of Primorska</b>	First application period: from 15 February to 23 May 2022	First application period: until 14 July 2022	Candidates may submit one application in which they state up to three (3) study preferences in order of priority. The last day for electronic submission of the application to eVŠ is the last day of the application period.	Citizens of non-European Union countries
	Second application period: from 30 May to 27 July 2022	Second application period: until 29 July 2022		
	Third application period: from 12 August to 5 September 2022	Third application period: until 7 September 2022		
	Period for filling of vacancies: 22 and 23 September 2022	Period for filling vacant enrolment slots: until 23 September 2022	Candidates can submit a maximum of three (3) applications, stating one study preference in each of them.	
<b>University of Nova Gorica</b>	First application period: from 15 February to 30 March 2022	First and second application period: until the end of the application period for candidates who already have a final certificate, and until 1 August 2022 for candidates who will be issued a final certificate in 2022	Candidates may submit one application in which they state up to three (3) study preferences in order of priority.	Citizens of non-European Union countries
	Second application period: from 1 May to 1 July 2022			
	Third application period: from 1 August to 1 September 2022	Third application period and period for filling of vacancies: until the end of the application period		
	Applications for vacancies: from 10 to 25 September 2022.			
<b>University of Novo Mesto</b>	Application period: from 1 May to 31 August 2022	Until the end of the application period	Candidates can submit multiple applications, stating one study preference in each of them <sup>4</sup> .	Citizens of non-European Union countries

<sup>4</sup> The teaching process is conducted in the Slovenian language. Candidates are expected to possess upper intermediate knowledge of the Slovenian language (level B2 in the Common European Framework of Reference (CEFR)). The faculty reserves the right, if there are doubts about their knowledge of Slovenian prior to the selection procedure, to request that candidates demonstrate the required knowledge of Slovenian with a certificate from an authorised institution – the Centre for Slovenian as a Second and Foreign Language (i.e. <https://centerslo.si/izpiti/izpitiiz-znanja-slovenscine/>). A candidate who fails to submit a certificate of the required knowledge of the Slovenian language at the request of the faculty will be excluded from the selection procedure.



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University or independent higher education institution	Application periods	Deadline for submission of appendices to application	Notes	Who can submit an application
<b>New University, Faculty of Government and European Studies</b>	First application period: from 3 May to 24 June 2022	First application period: 7 July 2022	Candidates can submit multiple applications, stating one study preference in each of them.	Citizens of non-European Union countries
	Second application period: from 1 to 19 August 2022	Second application period: 8 September 2022		
<b>New University, European Faculty of Law</b>	First application period: from 3 May to 24 June 2022	Upon application	Candidates can submit multiple applications, stating one study preference in each of them.	Citizens of non-European Union countries
	Second application period: from 1 to 19 August 2022			
<b>Faculty of Design</b>	Application period: from 15 February to 18 March 2022	Application period: until 20 July 2022	Candidates can submit three applications.	Citizens of non-European Union countries
<b>Faculty of Information Studies in Novo Mesto</b>	First application period: from 15 February to 18 March 2022	First application period: until 8 August 2022	Candidates can submit one application, stating up to three (3) study preferences in each of them.	Citizens of non-European Union countries
	Second application period: from 19 to 23 August 2022	Second application period: until 23 August 2022		
	Period for filling of vacancies: 22 and 23 September 2022 by noon	Period for filling of vacancies: until 23 September 2022 by 6 p.m.	Candidates can submit one application in which they state one study preference.	
<b>Faculty of Polymer Technology</b>	First application period: from 15 February to 18 March 2022	Until the end of the application period	Candidates can submit one application.	Citizens of non-European Union countries
	Second application period: from 19 to 23 August 2022			Only those who did not submit an application in the first application period can submit an application in the second application period.
<b>School of Advanced Social Studies in Nova Gorica</b>	First application period: from 15 February to 18 March 2022	First application period: 6 August 2022	Candidates can submit one application with one study preference.	Citizens of non-European

## CALL FOR ENROLMENT 2022/2023 – COMMON PROVISIONS

University or independent higher education institution	Application periods	Deadline for submission of appendices to application	Notes	Who can submit an application
	Second application period: from 19 to 23 August 2022	Second application period: by the end of the application period		Union countries
	Period for filling vacant enrolment slots: 22 and 23 September 2022	Period for filling of vacancies: by the end of the application period		
<b>Gea College – Faculty of Entrepreneurship</b>	First application period: from 15 February to 18 July 2022	First application period: until 18 July 2022	Candidates can submit multiple applications, stating one study preference in each of them.	Citizens of non-European Union countries
	Second application period: from 1 August to 5 September 2022 <sup>5</sup>	Second application period: until 5 September 2022		
<b>International School for Social and Business Studies</b>	First application period: from 15 February to 1 July 2022	First application period: until 1 July 2022	Candidates can submit multiple applications, stating one study preference in each of them.	Citizens of non-European Union countries
	Second application period: from 1 to 27 August 2022	Second application period: until 27 August 2022		
<b>Landscape Governance College GRM Novo Mesto<sup>6</sup></b>	First application period: from 15 February to 18 March 2022	Until the end of the application period	Candidates can submit one application with one study preference.	Citizens of non-European Union countries
	Second application period: from 19 to 23 August 2022			
	Third application period: from 22 to 23 September 2022			
<b>Environmental Protection College</b>	Application period: from 15 February to 31 July 2022	Until the end of the application period	Candidates can submit one application with one study preference.	Citizens of non-European Union countries

Universities and independent higher education institutions publish detailed information on the application and admission procedure for foreigners from non-European Union countries on their websites.

Information for candidates with a foreign education certificate that proves that they fulfil the conditions for enrolment is available in point [11](#).

<sup>5</sup> If there are vacancies, the senate may decide to announce an additional application period. More information will be published on the website [www.gea-college.si](http://www.gea-college.si).

<sup>6</sup> The college is still in the phase of regulating procedures to start activities in the 2022/2023 academic year.

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### 1.3 APPLICATION FOR ENROLMENT IN A HIGHER YEAR (in accordance with the criteria for transfer or under the conditions for faster advancement) and APPLICATION OF GRADUATES IN INTEGRATED MASTER STUDY PROGRAMMES [table of contents](#)

Application periods	Application deadline	Notes	Who can submit an application
<b>Application for enrolment in a higher year</b> (in accordance with the criteria for transfer or under the conditions for faster advancement)	<b>From 1 to 16 September 2022</b> Students who wish to enrol in a study programme in which their special talents, abilities and skills are tested must submit an application <b>from 15 February to 18 March 2022</b> .	Candidates can submit <b>multiple applications</b> , stating one study preference in each of them.	All candidates regardless of citizenship
<b>Parallel and graduate studies in integrated master study programmes</b>	<b>From 1 to 16 September 2022</b> Students who wish to enrol in a study programme in which their special talents, abilities and skills are tested must submit an application <b>from 15 February to 18 March 2022</b> .	Candidates can submit <b>multiple applications</b> , stating one study preference in each of them.	Citizens of the Republic of Slovenia and citizens of the European Union Member States and Slovenians without Slovenian citizenship

**Candidates who apply for enrolment in a higher year must send an electronic application via the eVŠ web portal within the above-mentioned deadlines. Enrolment slots for enrolment in a higher year** are determined by higher education institutions separately and are listed in the Call for application for Enrolment.

Applications for enrolment in a higher year are processed by the competent authorities of higher education institutions:

- by taking into account the transfer criteria as set out in the individual study programme for students who wish to change study programmes accredited after 11 June 2004 (the so-called Bologna study programmes), or
- in accordance with the higher education institute for faster advancement for candidates who have not completed their previous studies and wish to enrol in the same or a lower year than the year in which they were enrolled in the previous study programme, but not in the first year.

Candidates who apply for enrolment in a higher year must also meet the conditions for enrolment in the first year of the study programme in which they want to enrol. The year in which the candidate can enrol is determined by the higher education institution in the application and admission procedure, regardless of the year selected and indicated by the candidate in the application for enrolment.

**Students who want to perform parallel studies** send an electronic application via the eVŠ web portal within the above-mentioned deadlines. They send to the higher education institution to which they are applying a certificate confirming that they have completed the obligations for enrolment in a higher year at the higher education institution where they are already enrolled. This is submitted in an electronic form via the eVŠ portal, along with the consent of the (current) higher education institution, if required (candidates get this information directly at the higher education institution). They should submit the certificate confirming that they have completed the obligations for enrolment in a higher year at the current higher education institution no later than by the enrolment.

For enrolment in the first year of parallel studies for Slovenian citizens and citizens of the European Union Member States and Slovenians without Slovenian citizenship, no tuition fee for full-time study is required if the candidates have not yet achieved education corresponding to at least the level of education obtained in accordance with the study programme in which they are enrolled (in accordance with Article 77 of the Higher Education Act). When a student graduates and acquires the same level of education in the current studies,

## CALL FOR ENROLMENT 2022/2023 – COMMON PROVISIONS

payment of the tuition fee for their parallel studies is required for the next academic year in accordance with paragraph four of Article 77 of the Higher Education Act.

**Graduates and students who will graduate in the current academic year** can apply for full-time study in integrated master study programmes only for slots for graduates, and for full-time and part-time study in undergraduate study programmes in the regular application periods, in the manner and in the periods referred to in point [1.1](#) of the call for applications.

Payment of the tuition fee is required for these enrolment slots, regardless of whether it is a full-time or part-time study (in accordance with Article 77 of the Higher Education Act).

Graduates of a higher education study programme in accordance with the previous regulations and graduates of a university and professional higher education study programme should send an electronic application via the eVŠ web portal within the above-mentioned periods. They send to the higher education institution to which they are applying the diploma (e-copy of the document as described in the first paragraph of point [6.](#) of the call for applications) and a certificate of passed exams electronically via the eVŠ portal.

Candidates who want to enrol in a study programme in which **special talents, abilities and skills** are tested must **submit their applications between 15 February and 18 March 2022**. The diploma and the certificate of passed exams are sent electronically via the eVŠ portal to the higher education institution to which they are applying by 16 September 2022 at the latest.

Information for candidates with a foreign education certificate that proves that they fulfil the conditions for enrolment is available in point [11.](#)

More information about enrolment in a higher year, parallel studies and enrolment of graduates in integrated master study programmes is available to candidates at the higher education institution (faculties, academies and vocational colleges) where they wish to continue their studies.

## 2. INFORMATION DAYS

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All higher education institutions will organise information days:

- on **Friday, 11 February 2022** and
- on **Saturday, 12 February 2022**,

unless otherwise specified by the individual higher education institution. The exact dates will be published on the eVŠ web portal, the websites of the higher education application and information services of the University of Ljubljana, University of Maribor, University of Primorska, University of Nova Gorica and the websites of higher education institutions.

Some higher education institutions will organise **several information days**, as well as **individual information talks**. Candidates will receive information about this on the first information day or on the website of the higher education institution.

At the information day, candidates will be able to become acquainted in detail with the enrolment conditions, opportunities and conditions for studying, professions or work, opportunities for employment and continued education and other information that is important for deciding which studies to take.

### 3. METHOD OF APPLICATION

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Candidates submit an electronic application<sup>7</sup> at the eVŠ web portal <https://portal.evs.gov.si/prijava/> with a **qualified digital certificate, AAI-account** (authentication and authorisation infrastructure account) or with a **user name and password via the SI-PASS system**<sup>8</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 e-mail 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 2022/2023 academic year, applicants submit all proof required for the application** (the appendices to the application required under point [6.](#) and in Annex [4](#) of the call for applications) **electronically via the eVŠ portal.**

Considered as **timely** is an application that was **completed** and **submitted with an electronic signature** (qualified digital certificate or AAI-account) or **without a secure electronic signature** (user name and password) to the eVŠ portal by the deadline published in the call for applications.

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.

### 4. ENROLMENT SLOTS

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The number of the contested enrolment slots for enrolment in the first year, parallel studies and graduates in integrated master study programmes is published in the call for applications for an individual study programme separately for full-time and part-time study, jointly for citizens of the Republic of Slovenia (hereinafter referred to as: citizens of the RS) and citizens of the European Union Member States. Citizens of non-European Union countries (hereinafter referred to as: foreigners) who have permanent residence in the Republic of Slovenia and are themselves, or one of their parents are, residents of the Republic of Slovenia for tax purposes can also apply for these enrolment slots. 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. 22/16). The application and information service of the higher education institution obtains the proof of the status of a person who has been granted international protection and of an applicant for international protection from the competent authority (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.

Enrolment slots are specially designated for Slovenians without Slovenian citizenship (see point [1.1](#)) and for foreigners from non-European Union countries (see point [1.2](#)).

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<sup>7</sup> 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.

<sup>8</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.

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**Slots for enrolment in a higher year, parallel studies and studies for graduates** in integrated master study programmes are determined by higher education institutions separately and are listed in the call for applications for enrolment. All candidates, regardless of their citizenship, can apply for the enrolment slots for a higher year, while only Slovenian citizens and citizens of the European Union Member States and Slovenians without Slovenian citizenship can apply for enrolment slots for parallel studies and studies for graduates in integrated master study programmes.

Information for candidates with a foreign education certificate that proves that they fulfil the conditions for enrolment is available in point [11](#).

### 5. STUDY PROGRAMMES AND ENROLMENT CONDITIONS

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For the 2022/2023 academic year, faculties, academies, vocational colleges of universities and public and independent higher education institutions with concession announce calls for enrolment in study programmes in accordance with the provisions of the Higher Education Act, specifically:

- **integrated master study programmes**, comprising 300 or 360 credit points and lasting five or six years,
- **first-cycle university study programmes**, comprising 180 or 240 credit points and lasting three or four years,
- **first-cycle professional higher education study programmes**, comprising 180 credit points and lasting three years,

Candidates who meet the enrolment conditions determined in the study programmes and listed in this call for applications may enrol in the study programmes.

**The conditions for enrolment in integrated master study programmes and enrolment in first-cycle university study programmes are the following:**

- general matura exam;
- final examination passed in accordance with a relevant four-year secondary school programme by 1 June 1995;
- candidates who have passed a vocational matura exam in accordance with an appropriate secondary school programme and a general matura exam may be enrolled in certain integrated master study programmes and first-cycle university study programmes.

**The conditions for enrolment in first-cycle professional higher education study programmes:**

- final examination passed in accordance with a relevant four-year secondary school programme, a general or vocational matura exam.

In order to enrol in certain study programmes, candidates must also pass a **test of special talents, abilities and skills**.

In some study programmes, candidates are expected to possess knowledge of the language in which the study programme is conducted at the level specified in the study programme in the call for enrolment. Information about the study programmes in which language proficiency is tested upon the application for enrolment is provided in the call for each study programme.

### 6. PROOF OF COMPLIANCE WITH ENROLMENT CONDITIONS

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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. Due to the COVID-19 epidemic, candidates do not send anything by regular or registered mail, **and all supporting documents required for the application are attached electronically via the eVŠ portal**. Instructions for the submission of proof of compliance with the enrolment conditions are published at: <https://portal.evs.gov.si/navodila-za-oddajo>.

**Proof** of compliance with the enrolment conditions is submitted by candidates electronically via the eVŠ portal.

1. Candidates **who take a general matura, vocational matura or individual exam of a general matura exam in the winter, spring or autumn term in the year in which they submit the application for enrolment do not send the 3rd and 4th year certificates and the matura certificate**. Data from the 3rd and 4th year certificates and data from the general matura certificate, vocational matura certificate and notifications on the passed individual matura exams is communicated to the application and information

## CALL FOR ENROLMENT 2022/2023 – COMMON PROVISIONS

service of the higher education institution by the National Examinations Centre by the deadline determined in the general matura or vocational matura calendar.

Candidates who have passed a **general matura exam from 1995 onwards** and candidates who have passed a **vocational matura exam from 2002 onwards do not have to send the 3rd and 4th year certificates**, the general matura certificate, vocational matura certificate and notifications on the passed individual matura exams, either. These will be sent the application and information service of the higher education institution intended for them by the National Examinations Centre.

The application and information service of the competent higher education institution obtains the data on grades, which the National Examinations Centre does not possess, by directly inviting candidates to submit them via the e-mail address specified on the eVŠ portal in the application for enrolment. Applicants should therefore check e-mail messages and calls by application and information services of higher education institutions requesting them to provide the required certificates and proof.

2. Candidates who **have completed secondary school with a final exam** send a certificate of the final examination and certificates for the 3rd and 4th years.
3. Candidates who enrolled in the four-year secondary school programmes between the 1981/82 to 1985/86 school years and completed them by **31 August 1991** or **31 August 1992** send the **diploma** as proof that they have completed secondary education and certificates for the last two years of secondary school.
4. Also considered as a certificate of the general matura exam is a **certificate of the final exam – trial matura exam (from 1994)**.
5. Candidates who have their general success in the third and fourth year entered in the **grade log** send as proof the first page of the grade log and the pages on which the grades for each year and the overall success in each year are recorded.
6. Candidates who already have an **International Baccalaureate – IB diploma** send this diploma as well. For candidates who take the International Baccalaureate exam in Slovenia this year, grammar schools will send the data regarding their general success, with their consent, **by 10 July 2022**. Candidates who take it abroad must submit certificates by **1 August 2022 in the first application period and by 5 September in the second application period**.

In accordance with the Matura Examination Act, an International Baccalaureate diploma is equivalent to a general matura exam certificate in the Republic of Slovenia, and no recognition procedure is required. Candidates who receive an IB certificate must complete the procedure of recognition of education in order to continue education.

7. A **European Baccalaureate Certificate** is, in accordance with the Implementation of International Education Programmes Act, equivalent to a public document on the completion of education issued in publicly valid educational programmes in accordance with the law, therefore no recognition procedure is required. For candidates who have completed secondary education in accordance with the European School programme, the grades from the European Matura certificate or annual certificates are converted into grades from the Slovenian assessment scale in secondary education in accordance with the rules for the conversion of grades of the European School programme.
8. The National Examinations Centre reports to the application and information service of the higher education institution all data on success in accordance with the **general matura or vocational matura calendar**.
9. Higher education institutions enter the data on tests of special talents, abilities and skills in eVŠ by **12 July 2022** in the first application period or by **13 September 2022** in the second application period.
10. Applicants who are **citizens of the Republic of Slovenia and citizens of the European Union Member States and Slovenians without Slovenian citizenship** who already have certificates obtained abroad, submit them electronically via the eVŠ portal in:
  - the first application period, when candidates submit proof, specifically an e-copy or photograph of the final certificate and the certificate for the last two years of secondary school together with the application or, by 18 March 2022, other proof of compliance with the enrolment conditions, such as a certificate of knowledge of the Slovenian language, by 1 August 2022.
  - the second application period, when candidates submit proof, specifically an e-copy or photograph of the final certificate and the certificate for the last two years of secondary school together with the

## CALL FOR ENROLMENT 2022/2023 – COMMON PROVISIONS

application or, by 23 August 2022, other proof of compliance with the enrolment conditions, such as a certificate of knowledge of the Slovenian language, by 5 September 2022.

If a certified translation of the certificate(s) is required, the applicant will be asked for it subsequently on the web portal eVŠ.

Those who graduate from secondary school abroad this year must submit e-copies of documents or photographs of the final certificate, certificates for the last two years of secondary school and translations of these certificates, if required for the first and second application periods, to the application service electronically via the eVŠ portal as soon as possible after the final certificate is issued or **by 1 August 2022 in the first application period or by 5 September 2022 in the second application period**. The application and information service of the higher education institution will obtain the decision on the recognition of foreign secondary education ex officio.

The decision on the recognition of education for the purpose of continuing education is issued by universities or public and independent higher education institutions with concession (see Chapter [11](#)).

For the procedure of the application and the recognition, applicants with foreign secondary school certificates must submit the following documents via the eVŠ portal (also see Annex [4](#)):

1. an e-copy or photograph of the final education certificate(s) for which they want to be recognised for consideration in the application and admission procedure;
  2. an e-copy or photograph of a certified translation of the final certificate(s) into Slovene or English language. If a certified translation of the certificate(s) is required, the applicant will be asked for it subsequently on the web portal eVŠ.
  3. an e-copy or photograph of annual report cards, transcripts, diploma supplement or other evidence on the contents and duration of education (for all years of pre-university education). If a certified translation of the document(s) is required, the applicant will be asked for it subsequently on the web portal eVŠ.
  4. an e-copy or photograph of a short chronological description of the entire education relevant to the application procedure for enrolment and recognition of foreign education (it should be prepared by the applicant himself/herself, stating prior education including the schools attended, dates of attendance, possible transfers, accelerated progress, repletion of courses, extended student status, and similar).
  5. an e-copy or photograph of an evidence of the Slovene language examination at the appropriate level or equivalent – if required for enrolment to individual degree programme ;
  - 6.<sup>9</sup> an e-copy or photograph of the identity document on the basis of the written consent of the applicant, if they are:
    - EU Member state citizens: a page of the identity card or passport with the applicant's details (showing name, surname, date and place of birth, and nationality),
    - non-EU Member state citizens: a page of passport with the applicant's details (showing name, surname, date and place of birth, and nationality).
  7. other evidence: the education recognition body may request that the applicant encloses additional evidence if this is necessary for the assessment of the application. In this case, the applicant will be asked for them subsequently on the web portal eVŠ.
11. The recognition procedure is not required for certificates from the former Yugoslav republics obtained **before 25 June 1991**.

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<sup>9</sup> Appendix is not required. If the higher education application and information service or higher education institution needs access to an identity document to establish the identity and citizenship of an individual, they will be invited to enable this access. 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 Constitutional Court and 206/21 – ZDUPŠOP) stipulates 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 the regulations governing proof that the enrolment conditions are met, and documentation is to be attached to the application for recognition of education.



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12. Candidates who have been awarded **previously acquired formal or informal knowledge** in the relevant secondary education programme and who have obtained a grade in secondary school, must **submit the proof themselves** by **6 July 2022** in the first application period or by **9 September 2022** in the second application period to the relevant higher education application and information service.

### 7. INFORMATION ON SENDING ATTACHMENTS TO THE APPLICATION [table of contents](#)

Candidates who are required to send attachments to the application must submit them electronically via the eVŠ portal to the higher education application and information service.

The candidate may submit attachments to the application for enrolment at the same time as the application for enrolment, or later, but not later than the deadline specified in the call for applications for enrolment. Candidates should bear in mind the last day for electronic submission of appendices to the application for enrolment, as submission of attachments is no longer possible after this date. In the event that the candidate has technical and other difficulties with submitting the required appendices on the eVŠ web portal, they should report this to the first level of assistance to applicants to the e-mail address [ekc@gov.si](mailto:ekc@gov.si) (it should be noted that the request for assistance will be processed during office hours), otherwise complaints due to technical difficulties in submitting the required appendices will not be considered. Each candidate can submit a maximum of three (3) attachments for one appendix - the maximum size of an individual attachment is 5 MB.

Detailed instructions (written and video) for submitting appendices on the eVŠ web portal are available at: <https://portal.evs.gov.si/navodila-za-i.-stopnjo>.

Contact addresses for more information on attachments:

- **Higher education application and information service, University of Ljubljana**, p. p. 524, 1001 Ljubljana, e-mail: [vpis@uni-lj.si](mailto:vpis@uni-lj.si), if the study programme written in the first place in the application form is performed by a higher education institution of the University of Ljubljana, the University of Novo Mesto, New University and a public or independent higher education institution with concession;
- **Higher education application and information service, University of Maribor**, p. p. 246, 2001 Maribor, e-mail: [vpis@um.si](mailto:vpis@um.si), if the study programme written in the first place in the application form is performed by a higher education institution of the University of Maribor;
- **Higher education application and information service, University of Primorska**, Titov trg 4, 6000 Koper, e-mail: [vpis@upr.si](mailto:vpis@upr.si), if the study programme written in the first place in the application form is performed by a higher education institution of the University of Primorska;
- **Higher education application and information service, University of Nova Gorica**, Vipavska cesta 13, 5000 Nova Gorica, e-mail: [studentska.pisarna@ung.si](mailto:studentska.pisarna@ung.si), if the study programme written in the first place in the application form is performed by a higher education institution of the University of Nova Gorica.

### 8. TESTS OF SPECIAL TALENTS, ABILITIES AND SKILLS AND INDIVIDUAL GENERAL MATURA EXAMS [table of contents](#)

**Tests of special talents, abilities and skills** will take place at higher education institutions in accordance with the schedule available in the [appendix](#) Tests of special talents, abilities and skills for the 2022/2023 academic year, in the first application period from **24 June to 8 July 2022**, with the exception of the Academy of Music of the University of Ljubljana, the **Musical arts** study programme, for which a test of musical and artistic talent and knowledge in the first application period will be held on **20 May 2022**. In the second application period, tests of special talents, abilities and skills will be held from **7 to 9 September 2022**. The exact dates of the tests are written in the text of the call for applications for individual study programmes. If tests are not performed, candidates who have already passed the test in the first application period can apply for these study programmes.

Candidates will be informed about tests of special talents, abilities and skills in the first period at least **five days before the test**, and in the second period **two days before the test**. Higher education institutions send notices to the e-mail address of the candidate listed in the application for enrolment<sup>10</sup>.

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<sup>10</sup> If the candidate does not receive a notification to the e-mail address listed in the application for enrolment, they should make inquiries at the higher education institution.

## CALL FOR ENROLMENT 2022/2023 – COMMON PROVISIONS

Invited to tests of special talents, abilities and skills will be candidates who:

- indicate in the first place a study programme for which they are required to pass a test of special talents, abilities and skills,
- indicate in the second or third place a study programme for which they are required to pass a test of special talents, abilities and skills, and in the first place a study programme with restricted enrolment,
- indicate in the first, second or third places a study programme that stipulates that they are required to pass a test of special talents, abilities and skills, and may exceptionally enrol in it although they do not meet the conditions for enrolment, but show exceptional talent.

Candidates will receive detailed information about how to take these tests at the relevant higher education institution.

Higher education institutions issue a notice to candidates about the performed tests and enter the data on success in the eVŠ.

Candidates who will be allowed to do so by an authority of the higher education institution or independent higher education institution for justified reasons, and candidates for whom it will be so decided in the appeal procedure, will also, and exceptionally, be able to take tests of special talents, abilities and skills in the autumn examination term or within the deadlines set by higher education institutions. A test passed in the autumn term will be recognised as a test of special talents, abilities and skills passed in the first application period in regard to the candidate. These candidates will be subsequently classified in the first application period.

**Individual general matura exams** may be taken by candidates who have already passed a general or vocational matura exam, or candidates who are taking a vocational matura exam, candidates whose certificate obtained abroad has been recognised in the process of recognition for the purpose of continuing education as a matura certificate, and others, if these subjects are a condition for enrolment in integrated master or university study programme and are taken into account in the selection of candidates for enrolment.

The exams will be taken in the periods determined in the general matura calendar. To take the exams, candidates must **apply themselves** at the National Examinations Centre or in secondary schools that implement the grammar school, programme, within the period determined by the regulations on the general matura exam.

Notifications about the passed individual general matura exams issued by the National Examinations Centre have permanent validity.

### 9. LIMITATION OF ENROLMENT AND SELECTION CRITERIA

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If the number of candidates who applied for enrolment in the first application period for the study programmes listed in the first place is higher by 10% or more than the number of the contested enrolment slots, universities and public and independent higher education institutions with concession will adopt a decision restricting enrolment with the consent of the Government of the Republic of Slovenia. Data on the number of applications by individual study programmes for the first application period will be published by **5 April 2022** on the eVŠ web portal and the websites of higher education application and information services.

If the number of candidates who applied for enrolment in the second application period for the study programmes listed in the first place is higher than the number of vacancies in the second application period, the study programme is limited, and candidates are selected by taking into account the selection criteria for limited enrolment that are determined by the study programme.

The same applies to the processing of applications for enrolment in the period for filling vacant enrolment slots, applications for enrolment in a higher year, parallel studies and studies of diplomats in integrated master study programmes and application periods for Slovenians without Slovenian citizenship and foreigners - citizens coming from non-European Union countries.

- For enrolment in **first-cycle higher professional and university study programmes and integrated master study programmes** for which a decision on restriction of enrolment will be adopted, the selection criteria as determined by the study programme and published in the call for applications will be taken into account.
- Candidates who have received a diploma after concluding a four-year vocational secondary education are recognised for the general success of the final certificate, taking into account the success of the third and fourth year in the percentage of points, as stated for the final exam in each study programme.

## CALL FOR ENROLMENT 2022/2023 – COMMON PROVISIONS

- Candidates who have completed a **five-year secondary education programme** are recognised the success of the fourth and fifth year instead of the success in the third and fourth year.
- Candidates who have completed education under **advanced educational programmes or vocational technical educational programmes** will receive the same percentage of points for the success in the first and second year of these programmes as stated for the third and fourth year for an individual study programme.
- For candidates who take a **matura exam course** after completing the fourth year of secondary education, the success in the third and fourth year and the success in the general matura exam is taken into account in the selection procedure. For those who take a matura exam course after three years of secondary education or fewer, only the matura certificate is taken into account. For the success of the third and fourth year, the success of the general matura exam is taken into account as a candidate's success in the proportion of points indicated in the individual study programme for the success of the third and fourth year.
- For candidates who complete education under the **vocational course** educational programmes, the general success in the third and fourth year of the grammar school or the educational programme for the acquisition of vocational secondary professional and success in the vocational matura are taken into account in the selection procedure.
- For candidates who have or will pass the **general matura exam without completing the third and fourth year of secondary education**, the success in the general matura in the proportion of points stated in each study programme for the success of the third and fourth year is taken into account for the success of the third and fourth year.
- For candidates with an **International Baccalaureate – IB diploma**, the success of the general matura exam in the proportion of points indicated in the individual study programme for the success of the third and fourth year is taken into account as the success of the third and fourth year. Recognised as evidence that the International Baccalaureate exam has been passed is the IB diploma or the IBO Results Summary document (if the diploma has not yet been awarded to the candidate), with the following attribution: Diploma awarded or Bilingual diploma awarded.
- For candidates with a **European Baccalaureate Certificate**, the grades from the European Matura certificate or annual certificates are converted into grades from the Slovenian assessment scale in secondary education in accordance with the rules for the conversion of grades of the European School programme.
- Candidates who have been recognised for **previously acquired formal or informal knowledge without a grade** in the relevant secondary education programme will have 0 (zero) points taken into account in the selection procedure. Candidates receive information regarding the options for obtaining a grade at secondary schools.

If the various proof that the enrolment conditions have been met is suitable for enrolment in a study programme, the proof that is more favourable for the candidate is taken into account in the selection procedure.

**Used for conversion of grades of secondary education when calculating enrolment limit points** are the following:

- table for the conversion of grades for scoring the enrolment limit in first-cycle professional higher education study programmes ([Appendix 2](#)).
- table for the conversion of grades for scoring the enrolment limit in first-cycle university study programmes and integrated master study programmes ([Appendix 3](#)).
- rules for the evaluation of secondary school success from foreign certificates (published on the website of higher education application and information services) ([Appendix 5](#)).

## CALL FOR ENROLMENT 2022/2023 – COMMON PROVISIONS

### 10. SELECTION PROCEDURE FOR CITIZENS OF SLOVENIA AND OF THE EUROPEAN UNION MEMBER STATES AND FOR SLOVENIANS WITHOUT SLOVENIAN CITIZENSHIP

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#### 10.1 FIRST APPLICATION PERIOD

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Candidates who select in the first application **in the first place** a study programme for which a **decision on the restriction of enrolment will not be made**, will be admitted to this programme if they meet the general conditions for enrolment.

Candidates who select in the first application **in the first place** a study programme for which a **decision on the restriction of enrolment will be made**, will be accepted in this or the next study programme with limited enrolment selected in the application if they meet the general conditions for enrolment and achieve a sufficient number of points, and they will be admitted to vacant slots in study programmes with unlimited enrolment if they meet the general conditions for enrolment.

If too many candidates have applied for **vacant slots** in a study programme with unlimited enrolment who select this programme in the second or third place in the first application, they will be selected in accordance with the criteria set by the study programme determined upon the enrolment limitation.

If all the slots in the programme for which a decision to restrict enrolment has not been made are occupied by the candidates who selected this programme in the first place, the candidates who selected it in the second or third place cannot be enrolled in it.

Candidates with the same number of points as achieved by the last one, regardless of the number of vacant slots determined by the decision on the restriction of enrolment, will be included in the accepted list.

**The results of the selection procedure** will be published on the eVŠ portal **by 22 July 2022 at the latest. 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 (his/her) 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.**

Listed **subsequently** in the list of accepted candidates are:

- candidates who take the general matura or vocational matura exam in two parts for justified reasons in accordance with the decision of the bodies responsible for the general matura or vocational matura examination, whereby the part of the matura passed in the autumn term is considered as the fully passed matura passed in the spring term;
- candidates for whom the National Examinations Centre reports changed data (objection to the general and vocational matura);
- candidates who, in accordance with the decision of the competent body of the faculty, academy or vocational college, take tests of special talents, abilities and skills in the autumn examination term;
- citizens of the Republic of Slovenia and citizens of the European Union Member States and Slovenians without Slovenian citizenship who have completed secondary education abroad, and for whom the recognition procedure in accordance with the law governing evaluation and recognition of education has not yet been completed;
- candidates for whom it has been so decided in an appeal procedure or in a procedure with extraordinary legal remedies.

Candidates who meet the general conditions for enrolment will be placed among the accepted candidates if they have applied for the study programme **without enrolment limitation** or if they achieve **at least as many points as the last ranked** candidate on the list.

Subsequently included in the accepted list are **candidates with special needs and special status** if they meet the general conditions for enrolment in the study programme during the first term of the selection procedure and if they have not been accepted in any of the selected programmes and achieve at least 90% of the minimum points required for ranking **in the regular selection procedure**.

The higher education application and information service will inform the candidates who have been subsequently admitted and the higher education institutions to which they have been admitted about the results of the selection procedure electronically via the eVŠ portal by 20 September at the latest. It is considered that the decision is served to the candidate on the second working day after it is published on the eVŠ portal.

## CALL FOR ENROLMENT 2022/2023 – COMMON PROVISIONS

### 10.2 SECOND APPLICATION PERIOD

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Candidates who have selected in the second application in the first place a study programme for which the number of candidates who stated it as their first preference is lower than the number of vacant slots, are admitted to this programme if they meet the general conditions for enrolment.

If the number of applications for the study programme selected in the second application in the first place exceeds the number of vacant slots, candidates are selected in accordance with the procedure referred to in chapter "[10.1](#). Selection procedure – first application period" and taking into account the criteria determined by the study programme upon the enrolment limitation.

**The results of the selection procedure** will be published on the eVŠ portal by **21 September 2022**. Each candidate will access the decision on the result of the selection procedure with their (his/her) user account on the eVŠ portal (<https://portal.evs.gov.si/prijava/>). It is considered that the decision is served to the candidate on the second working day after it is published on the eVŠ portal.

Placed on the list of accepted candidates **subsequently** are candidates for whom it has been so decided in the appeal procedure. Candidates who meet the general conditions for enrolment will be placed among the accepted candidates if they have applied for the study programme **without enrolment limitation** or if they achieve **at least as many points as the last ranked candidate** on the accepted list.

Subsequently included in the accepted list are **candidates with special needs and special status** if they meet the general conditions for enrolment in the study programme during the second term of the selection procedure and if they have not been accepted in any of the selected programmes and achieve at least 90% of the minimum points required for ranking in the regular selection procedure.

### 10.3 PERIOD FOR FILLING VACANT ENROLMENT SLOTS

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If the number of applications exceeds the number of vacant enrolment slots in the period for filling vacant enrolment slots, the criteria determined by the study programme upon the enrolment limitation are used for the selection of candidates.

The status of a candidate with special needs and special status granted in the first or second period is also taken into account in this period (the candidate must submit proof to the higher education institution electronically via the eVŠ portal within the deadline for the submission of applications for enrolment referred to in point [1](#). of the call for applications). Submission of an individual application for the awarding of the status of a candidate with special needs and special status is not possible in this period.

**The results of the selection procedure** will be published on the eVŠ portal by **28 September 2022**. Each candidate will access the decision on the result of the selection procedure with their (his/her) user account on the eVŠ portal (<https://portal.evs.gov.si/prijava/>). It is considered that the decision is served to the candidate on the second working day after it is published on the eVŠ portal.

## 11. PROCEDURE FOR RECOGNITION OF EDUCATION FOR THE PURPOSE OF CONTINUING STUDIES IN THE REPUBLIC OF SLOVENIA FOR APPLICANTS WITH A FOREIGN EDUCATION CERTIFICATE:

- COMPLETED SECONDARY EDUCATION
- COMPLETED YEAR FOR CONTINUATION OF STUDIES FOR ENROLMENT IN A HIGHER YEAR
- GRADUATES

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Applicants who prove enrolment conditions by having completed a foreign secondary education qualification, are hereby informed that their final education certificate is subject to recognition under the [Assessment and Recognition of Education Act](#) (Official Gazette of the RS, No. 87/11, 97/11 – corr. and 109/12).

In this case, the electronic enrolment application is also an application for recognition for access to education in the Republic of Slovenia. The enrolment application is submitted to eVŠ **on the web portal: <https://portal.evs.gov.si/prijava/>**. Applicants who submit an incomplete application for enrolment or an application for recognition for access to education will be additionally informed about the request and the deadline for the completion of the application in writing or electronically via the eVŠ portal. It is considered

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that the document is delivered to the applicants on the second working day after the day it is posted in the eVŠ information system or on the fifth working day if sent by mail<sup>11</sup>.

The list of required documents to be attached to the enrolment application and the application for recognition for access to education is provided in the Appendix 4. The required evidence should be submitted on the eVŠ portal by the deadline for completion. Subsequent supplementations and changes are not possible. It is considered that documents have been submitted in time if they are submitted by registered mail no later than the day of the deadline for completion.

The list of required documents may differ depending on the country where the education certificate was issued, so it is recommended that applicants ask in advance about the detailed information on documents or the procedure the authorised persons at universities by means of the contact details listed below:

- **University of Ljubljana**, p. p. 362, 1001 Ljubljana, telephone +386 (1) 241–85–85, +386 (1) 241–85–86, e-mail: [recognition@uni-lj.si](mailto:recognition@uni-lj.si), website: <https://www.uni-lj.si/>; office hours by telephone: Monday to Friday from 9 a.m. to 3 p.m. by telephone (from February to October);
- **University of Maribor**, Slomškov trg 15, 2000 Maribor, telephone +386 (2) 235–52–63, e-mail: [recognition@um.si](mailto:recognition@um.si), website: <https://moja.um.si/bodoci-studentje/Strani/priznavanje-izobrazevanja.aspx>; office hours: Monday to Friday from 9 a.m. to 11 a.m. and from 1 p.m. to 2 p.m.;
- **University of Primorska**, Titov trg 4, 6000 Koper, telephone +386 (5) 611–76–31, e-mail: [vpis@upr.si](mailto:vpis@upr.si), website: <http://www.upr.si>; office hours: Monday to Friday from 9 a.m. to 11 a.m. and from 1 p.m. to 3 p.m.;
- **University of Nova Gorica**, Vipavska cesta 13, 5000 Nova Gorica, telephone +386 (5) 331–52–34, e-mail: [studentska.pisarna@ung.si](mailto:studentska.pisarna@ung.si), website: <http://www.ung.si>; office hours: Monday to Friday from 9 a.m. to 11 a.m. and from 1 p.m. to 3:30 p.m..

Applicants who apply **for enrolment in a higher year** of bachelor's and single-cycle master's degree programme<sup>12</sup> must inquire about the procedures for recognition of foreign education **directly at the higher education institution they are applying to**.

### NOTE

**The deadline for the issuing of a decision on recognition is up to two months after the application has been completed** in accordance with the Assessment and Recognition of Education Act (Official Gazette of the RS, No. 87/2011, 97/2011 corr. and 109/12).

Applicants must comply with the deadlines for the submission of evidence of compliance with the enrolment conditions in the application and admission procedure. Applications that are not completed by the deadline in accordance with the call for completion will be rejected in accordance with the General Administrative Procedure Act, and applications will not be included in the selection procedure.

## 12. AWARDING THE STATUS OF A CANDIDATE WITH SPECIAL NEEDS AND A CANDIDATE WITH SPECIAL STATUS IN THE APPLICATION AND ADMISSION PROCEDURE [table of contents](#)

**Candidates apply to be awarded the status of a candidate with special needs and the status of candidate with special status in the application and admission procedure at the same time as they submit the application for enrolment. To do so, they state that they want to apply for the status of candidate with special needs and special status** (they state this when completing the application for enrolment at the "Verification of data on previous higher education" step, where they answer "YES" to the fourth statement,

<sup>11</sup> 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) stipulates in Article 108 that in procedures for exercising the rights or obligations of applicants regarding the evidence required for applying for enrolment and for recognition for access to education, as determined by the regulations governing proof that the enrolment conditions have been met, together with the evidence needed for the application for recognition for access to education, communication is conducted in writing or via the eVŠ information system. It is considered that the document is delivered to the applicant on the second working day after the day it is posted in the eVŠ information system or on the fifth working day if sent by mail.

<sup>12</sup> The recognition procedure for enrolment in a higher year at the University of Maribor (UM) is carried out by authorised persons at the higher education application and information centre of the UM, so applicants can also contact them for information (contact information is provided above).

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which reads: "I would like to apply to be awarded the status of a candidate with special needs and special status"). **They must enclose with the applications for enrolment an individual application** to which documents proving the following should be attached:

- special needs that arose by the end of secondary school (candidates with special needs are blind or partially sighted candidates or candidates with a visual impairment, deaf and hard of hearing candidates, candidates with speech impairments, candidates with reduced mobility, candidates with a long-term illness, candidates with autism spectrum disorders and candidates with emotional and behavioural disorders);
- special status that proves the status of a top-level athlete, recognised artist and other candidates participating in international competitions in the period considered for admission (3rd or 4th year of secondary school or the end of secondary school). An outstanding achievement by the candidate is considered as participation in international competitions. Candidates with special status are also those who became parents in the 3rd or 4th year of secondary school or at the end of secondary school.

**Candidates submit their applications with supporting documents via the eVŠ portal as they complete the application for enrolment, or after that electronically via the eVŠ portal, but no later than the following deadlines:**

- in the **first application period** no later than **on 20 June 2022**. The granted status of a candidate with special needs and special status in the first period is also taken into account in the second application period and in the period for filling vacant enrolment slots.
- in the **second application period** no later than **on 23 August 2022**. The granted status of a candidate with special needs and special status in the second period is also taken into account in the period for filling vacant enrolment slots.

Submission of an individual application for the awarding of the status of a candidate with special needs and special status is not possible in the period for filling vacant enrolment slots.

The relevant university authority adopts the rules for the awarding of the status of a candidate with special needs and the status of a candidate with special status in the application and admission procedure.

The relevant authority of the university or of public and independent higher education institutions with concession decides whether to award the status and informs the candidate about such a decision via the eVŠ portal. It is considered that the document is served to the candidate on the second working day after it is published on the eVŠ portal.

Decisions of the relevant authorities of universities and public and independent higher education institutions with concession on candidates with special needs and special status are valid only for the application and admission procedure under this call for applications in the first and second application period and the period for filling vacant enrolment slots.

The method of ranking candidates with special needs and special status is specified in chapter [10](#). More information on the awarding of the status of a candidate with special needs and special status and admission to the study programme is available on the websites <https://www.uni-lj.si/>, <https://moja.um.si/bodoci-studentje/Strani/default.aspx>, [www.ung.si](http://www.ung.si), [www.upr.si](http://www.upr.si) and **at the addresses of higher education application and information services:**

- Higher education application and information service, University of Ljubljana, p. p. 524, 1001 Ljubljana, e-mail: [vpis@uni-lj.si](mailto:vpis@uni-lj.si), if the study programme selected in the first place in the application form is performed by a higher education institution of the University of Ljubljana or a public or independent higher education institution with concession;
- Higher education application and information service, University of Maribor, p. p. 246, 2001 Maribor, e-mail: [vpis@um.si](mailto:vpis@um.si), if the study programme written in the first place in the application form is performed by a higher education institution of the University of Maribor;
- Higher education application and information service, University of Primorska, Titov trg 4, 6000 Koper, e-mail: [vpis@upr.si](mailto:vpis@upr.si), if the study programme written in the first place in the application form is performed by a higher education institution of the University of Primorska;
- Higher education application and information service, University of Nova Gorica, Vipavska cesta 13, 5000 Nova Gorica, e-mail: [studentska.pisarna@ung.si](mailto:studentska.pisarna@ung.si), if the study programme written in the first place in the application form is performed by a higher education institution of the University of Nova Gorica.

**Candidates** should become acquainted with the information before they complete the application.

### 13. ENROLMENT

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Enrolment takes place at higher education institutions, which invite candidates to enrol in writing or electronically. Enrolment is carried out on the basis of the completed enrolment form.

The candidates accepted in the first period will expectedly be enrolled **from 25 July to 17 August 2022 at the latest**. The candidates accepted in the second period will be enrolled **from 22 to 30 September 2022**. The enrolment of the candidates accepted in the period for filling vacant enrolment slots will take place **until 30 September 2022** for justified reasons determined by the competent authority of the higher education institution, and no later than 30 October 2022, if the competent authority of the higher education institution decides so on the basis of the candidate's request.

Also enrolled after the periods referred to in the previous paragraph are the accepted candidates who have applied for enrolment in a higher year (in accordance with the criteria for transitions or under the conditions for faster advancement), for parallel studies or studies of graduates in integrated master study programmes.

It is considered that a student who, after the first enrolment in the first year of an undergraduate or integrated master study programme, signs out by 15 October 2022, has not enrolled in this study programme.

### 14. NOTICE FOR ENROLLED STUDENTS

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Students who want to change the study programme and have not yet exercised this right or the right to repeat it must apply in the same manner as other candidates. This also applies to students who want to change the manner in which they study in the same study programme in the first year. Both submit the application for enrolment on the eVŠ online portal (<https://portal.evs.gov.si/prijava/>).

Candidates who **have already repeated or changed their study programme once** may apply for full-time studies, although their studies are subject to a tuition fee in accordance with Article 77 of the Higher Education Act.

Candidates who want to repeat the first year of the study programme in which they enrolled in previous years do not submit the application for enrolment via the eVŠ portal. In order to be re-enrolled in the same year of the study programme in which they are already enrolled, candidates must meet the conditions for a repeat year. Students receive information on the procedure and conditions of enrolment for a repeat year at their higher education institution. This also applies to advancement to a higher year in the study programme in which the candidate is already enrolled.

Candidates cannot apply to the same study programme in which they had already been enrolled and have signed out. In this case, it is not a question of exercising the right referred to in Article 66 of the Higher Education Act, in accordance with which students may repeat a year or change a study programme or course once during their studies due to non-fulfilment of obligations in the previous course or study programme.

### 15. EXPLANATORY NOTE ON PAYMENT OF TUITION FEE IN ACCORDANCE WITH ARTICLE 77 OF THE HIGHER EDUCATION ACT

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Citizens of the Republic of Slovenia and citizens of the European Union may not be required to pay a tuition fee for full-time study as part of undergraduate study programmes and second-cycle postgraduate study programmes with public validity that are performed as a public service.

Notwithstanding the previous paragraph, citizens of the Republic of Slovenia and citizens of the European Union are charged a tuition fee if they have already acquired education that corresponds to at least the level of education acquired under the study programme in which they are enrolled, or if they have not yet acquired education that corresponds to at least the level of education acquired under the study programme in which they are enrolled and their student status has been terminated in accordance with Article 70 of the Higher Education Act in the previous study programme.

Candidates who have already repeated or changed their study programme once may apply and be admitted for full-time studies, although their studies are subject to a tuition fee in accordance with Article 77 of the Higher Education Act<sup>13</sup>.

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<sup>13</sup> Answers to frequently asked questions about funding of studies are available on the website: <http://portal.evs.gov.si/pogosta-vprasanja-financiranje-studija>



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### 16. DETAILED INFORMATION

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- The call for applications is also published on the website <https://portal.evs.gov.si/> and higher education application and information services of the University of Ljubljana (<https://www.uni-lj.si/>), University of Maribor (<https://moja.um.si/bodoci-studentje/Strani/default.aspx>) University of Primorska ([www.upr.si](http://www.upr.si)) and University of Nova Gorica ([www.ung.si](http://www.ung.si)).
- 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), e-mail: [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), e-mail: [ekc@gov.si](mailto:ekc@gov.si), telephone: 080 2002 (from 8 a.m. to 10 p.m. on working days), number for international calls: 00386 1 478-85-90. Please note that your application will only be processed during office hours.

#### Candidates can obtain more information about the call for applications at:

- **Higher education application and information service of the University of Ljubljana;** Kongresni trg 12, 1000 Ljubljana, telephone: (01) 241-85-02 or 241-85-55 (office hours Monday to Friday: from 9 a.m. to 3 p.m.) or by e-mail [vpis@uni-lj.si](mailto:vpis@uni-lj.si) and on the website <https://www.uni-lj.si/>,
- **Higher education application and information service of the University of Maribor;** Slomškov trg 15, 2000 Maribor, telephone: (02) 235-52-61, 235-52-63, 235-52-64 (office hours Monday to Friday: from 9 a.m. to 11 a.m. and from 1 p.m. to 2 p.m.) or by e-mail [vpis@um.si](mailto:vpis@um.si) and on the website <https://moja.um.si/bodoci-studentje/Strani/default.aspx>,
- **Higher education application and information service, University of Primorska;** Titov trg 4, 6000 Koper, telephone: (05) 611-76-31, by e-mail: [vpis@upr.si](mailto:vpis@upr.si) and on the website [www.upr.si](http://www.upr.si).
- **Higher education application and information service, University of Nova Gorica;** Vipavska cesta 13, 5000 Nova Gorica, telephone: (05) 331-52-34 (office hours Monday to Friday: from 9 a.m. 11 a.m. and from 1 p.m. to 3:30 p.m.) or by e-mail [studentska.pisarna@ung.si](mailto:studentska.pisarna@ung.si) and on the website [www.ung.si](http://www.ung.si).
- Candidates may also receive information about the call for applications and the application and admission procedure from school counsellors at secondary schools and from expert staff at employment services.
- More information on the awarding of the status of a candidate with special needs and special status and admission to the study programme is available on the websites of higher education application and information services.
- Candidates may obtain explanations about the calculation of ranking points from school counsellors at secondary schools and employment services. A table for the conversion of grades and examples of calculation of ranking points are available on the website <https://portal.evs.gov.si/> and higher education application and information services of the University of Ljubljana (<https://www.uni-lj.si/>), University of Maribor (<https://moja.um.si/bodoci-studentje/Strani/default.aspx>), University of Primorska ([www.upr.si](http://www.upr.si)) in <https://www.upr.si/sl/studij/vpis-up>) and University of Nova Gorica ([www.ung.si](http://www.ung.si)).
- Calls for applications for enrolment in study programmes without concession are published on the websites of private independent higher education institutions without concession and are collected on the website <https://portal.evs.gov.si/>. Candidates may obtain detailed information at individual institutions.
- Candidates may obtain information on how to apply for and take the general matura exam at grammar schools and the National Examinations Centre (Ljubljana, Kajuhova 32 U, +386 (1) 548-46-00, <http://www.ric.si/>).
- Information on subsidised student accommodation is available on websites of student dormitories (<http://www.stud-dom-lj.si/>, <http://www.studentskidomovi.um.si/>, <http://www.sd.upr.si/>).

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**Candidates with foreign secondary education documents may receive information on the application and admission procedure and proof of enrolment:**

- from the **Higher education application and information service of the University of Ljubljana** (Kongresni trg 12, p. p. 524, 1001 Ljubljana, <https://www.uni-lj.si/>, telephone: +386 (1) 241–85–85, +386 (1) 241–85–86, e-mail: [admission@uni-lj.si](mailto:admission@uni-lj.si)), office hours Monday to Friday: from 9 a.m. to 3 p.m. by telephone (from February to October), if they want to study at the University of Ljubljana;
- from the **Higher education application and information service of the University of Maribor** (Slomškov trg 15, p. p. 246, 2001 Maribor, telephone: +386 (2) 235–52–63, +386 (2) 235–52–64, e-mail: [vpis@um.si](mailto:vpis@um.si)), office hours Monday to Friday: from 9 a.m. to 11 a.m. and from 1 p.m. to 2 p.m., if they want to study at the University of Maribor;
- from the **Higher education application and information service of the University of Primorska** (Titov trg 4, 6000 Koper, tel.:+386 (5) 611–76–31, e-mail: [vpis@upr.si](mailto:vpis@upr.si)), if they want to study at the University of Primorska;
- from the **Higher education application and information service of the University of Nova Gorica** (Vipavska cesta 13, 5000 Nova Gorica, telephone + 386 (5) 331–52–34, e-mail: [studentska.pisarna@ung.si](mailto:studentska.pisarna@ung.si)), if they want to study at the University of Nova Gorica;
- from individual **public and independent higher education institutions with concession.**

**APPENDIX 1: General matura exam subjects**

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***COMMON, COMPULSORY PART OF THE GENERAL MATURA EXAM:***

- Slovenian (Italian as a mother tongue or Hungarian as a mother tongue in ethnically mixed areas),
- mathematics,
- foreign language: English, French, Italian, German, Russian or Spanish,

***SUBJECTS OF THE ELECTIVE PART OF THE GENERAL MATURA EXAM:***

- English,
- biology,
- biotechnology,
- economics,
- electrical engineering,
- philosophy,
- physics,
- French,
- geography,
- music,
- Greek,
- informatics,
- Italian,
- Italian as a second language,
- chemistry,
- Latin,
- arts theory,
- Hungarian as a second language (bilingual Slovenian-Hungarian grammar school)
- materials,
- mechanics,
- German,
- psychology,
- computer science,
- Russian,
- Slovenian as a second language (bilingual Slovenian-Hungarian grammar school)
- Slovenian as a second language (grammar school with Italian as the teaching language in the ethnically mixed area of the Slovenian Istria)
- sociology,
- contemporary dance,
- Spanish,
- art history,
- history,
- theatre and film history and theory,

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**APPENDIX 2: Table for the conversion of grades for scoring the enrolment limit in first-cycle professional higher education study programmes** [table of contents](#)

General matura, International Baccalaureate	Trial matura, Final exam before 1 June 1995 with five subjects	Vocational matura with a possible maximum of 23 points	Vocational matura with a possible maximum of 20 points, Final exam with four subjects	Final exam with two subjects, Secondary education diploma, 3rd and 4th year	Scale 2–8 (mother tongue, mathematics, foreign language)	Scale 2–5	Standardised values
34	25	23	20	10	8	5	100
33							99.2
32		22					98.3
31							97.5
30		21					96.7
29							95.8
28	24	20	19				95
27							94
26		19					93
25							92
24							91
23	23	18	18	9	7		90
22	22						87.5
21	21	17	17				85
20	20	16	16	8	6	4	80
19	19	15	15				75
18	18	14	14	7	5		70
17	17						67.5
16	16	13	13				65
15	15	12	12	6	4	3	60
14	14	11	11				55
13	13	10	10	5	3		50
12	12						47.5
11	11	9	9				45
10	10	8	8	4	2	2	40

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**APPENDIX 3: Table for the conversion of grades for scoring the enrolment limit in first-cycle university study programmes and integrated master study programmes** [table of contents](#)

General matura, International Baccalaureate, Vocational matura <sup>(1)</sup>	Trial matura, Final exam before 1 June 1995 with five subjects	Final exam before 1 June 1995 with four subjects <sup>(2)</sup>	Final exam with two subjects, Secondary education diploma, 3rd and 4th year	Scale 2–8 <sup>(3)</sup>	Scale 2–5 <sup>(4)</sup>	Standardised values
34	25	20	10	8	5	100
33						99.2
32						98.3
31						97.5
30						96.7
29						95.8
28	24	19				95
27						94
26						93
25						92
24						91
23	23	18	9	7		90
22	22					87.5
21	21	17				85
20	20	16	8	6	4	80
19	19	15				75
18	18	14	7	5		70
17	17					67.5
16	16	13				65
15	15	12	6	4	3	60
14	14	11				55
13	13	10	5	3		50
12	12					47.5
11	11	9				45
10	10	8	4	2	2	40

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### **Explanations of tables:**

- (1) The scale is used to score the overall success (calculated from five subjects) as follows:
  - General matura: points of the overall success achieved in the general matura are taken into account.
  - International Baccalaureate: points of the overall success achieved in the international matura, converted into the Slovenian grading scale in accordance with the Rules on the delivery of the International Baccalaureate education programme, are taken into account.
  - Vocational matura, with the possible maximum of 23 points: points of the overall success achieved in the vocational matura are taken into account, to which the scoring grade of the additional subject of the general matura at the vocational matura (i.e. the fifth subjects of the general matura) is added.
  - Vocational matura, with the possible maximum of 20 points: points of the overall success achieved in the vocational matura are taken into account (the grade for the subject Slovenian is converted in accordance with the scale from the "Scale 2–8" column) to which the difference in points and the scoring grade of the additional subject of the general matura at the vocational matura (i.e. the fifth subjects of the general matura) are added.
- (2) The scale is also used for scoring in the final exam before 1 June 1995 with three subjects, with the sum of all grades, which may not exceed 15, being converted into 20.
- (3) Scale 2–8 is used for scoring success in the mother tongue subject (Slovenian, Hungarian, Italian) in other languages in the ethnically mixed areas and in subjects that are also assessed at a higher level of difficulty in the general matura exam (mathematics and foreign languages). For the listed subjects, this scale is taken into account for all different matura exams.
- (4) Scale 2–5 is used in scoring success in the general matura subjects, which is evaluated only on the basis of the level of difficulty.

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### APPENDIX 4: Evidence required for the application procedure for enrolment and recognition of education for the purpose of continuing studies in the Republic of Slovenia for candidates with a foreign document<sup>14</sup>

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Supporting document	Legalisation		
	Without legalisation	Apostille stamp	Act on verification of documents in international traffic (Official Gazette of the Republic of Slovenia, No. 9/17)
<p>1. An e-copy or photograph of the <b>final certificate</b> representing general requirement for access to higher education in the country of the issue without legalization.</p> <p>The authenticity of the copy of the education certificate will be verified with the issuer of the document.</p> <p><b>If the higher education institution is unable to verify the authenticity of the certificate, candidates will be invited to send:</b></p> <p style="padding-left: 20px;"><b>The original copy of the final certificate</b> legalized according to the system of legalization in the country of issue..</p> <p>Legalisation requirements with regard to the country of origin of the certificate: </p>	<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>	<p>All other countries</p>
2. An e-copy or photograph of a certified translation of the education certificate/s referred to in point 1 into Slovenian or English. In the event that the candidate is required to send a translation of the document, they will be invited to do so at a later stage on the eVŠ web portal.			
3. An e-copy or photograph of the <b>document proving the content and duration of education</b> and the obligations performed during education (for example, class certificates for all years of secondary school). In the event that the candidate is required to send a translation of the proof document, they will be invited to do so at a later stage on the eVŠ web portal.			
4. An e-copy or photograph of a <b>short chronological description of the entire education</b> relevant to the application procedure for enrolment and recognition of foreign education (write down by year the course of your education in a few sentences).			
5. An e-copy or photograph of the <b>document proving that the candidate has passed a Slovenian language exam at the appropriate level</b> or other relevant proof – only in cases where this is an enrolment condition for the study programme. More information about other relevant proof: <a href="http://portal.evs.gov.si/razpisi-za-vpis-javni-koncesionirani">http://portal.evs.gov.si/razpisi-za-vpis-javni-koncesionirani</a> .			
6. An e-copy or photograph of the <b>personal document</b> on the basis of the written consent of the candidate: <ul style="list-style-type: none"> <li>– citizens of the EU Member States: identity card or passport (page with personal data of the candidate, which should show the name, surname, date and place of birth and citizenship),</li> <li>– foreign citizens from non-European Union countries: passport (page with personal data of the candidate, showing name, surname, date and place of birth and citizenship).</li> </ul>			
7. <b>Additional proof:</b> the education recognition authority may require the applicant to provide additional proof, if this is necessary to assess the application. In this case, the candidate will be invited to provide it at a later stage on the eVŠ web portal.			

<sup>14</sup> The required documentation is in compliance with the Rules on forms, documents and costs in procedures for the assessment and recognition of education.

### APPENDIX 5: Rules for evaluating secondary school success from foreign certificates

#### 1. General provisions

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All foreign certificates must be subject to the procedure of recognition of education for the purpose of continuing education in integrated master, university or professional higher education study programmes.

In accordance with the provisions of the [Assessment and Recognition of Education Act](#) (Official Gazette of the Republic of Slovenia, No. 87/11, corr. 97/11, corr. 109/12), the recognition procedure is conducted by authorised persons of universities or independent higher education institutions, who issue a decision recognising the right to continue education that shows which certificate in the Republic of Slovenia is equivalent to the foreign certificate.

Based on the decision on recognition, the higher education application and information service (hereinafter referred to as: HAIS) establishes for an individual whether they meet the general conditions for enrolment in the study programmes that they selected in the application, as well as how a foreign certificate is processed in the event of limited enrolment.

If a decision on limited enrolment is adopted for an individual study programme, the HAIS must evaluate the individual's study success and the grades obtained in secondary education. When processing a foreign certificate, it takes into account the assessment scales of foreign secondary education systems.

If there is a deviation from the Rules for the evaluation of foreign secondary school certificates, the evaluation of secondary school success should take into account the specificity of individual school systems and the scale for the conversion of grades developed for this system.

In doing so, it compares the system of education and grading in a foreign country with the following regulations in force in Slovenia:

- Matura Examination Act (Official Gazette of the Republic of Slovenia, No. 29/08, 40/11, 1/07 and 46/16–ZOFVI–K),
- Rules on the general matura examination (Official Gazette of the Republic of Slovenia, No. 29/08 and 40/11),
- Rules on assessing knowledge in secondary schools (Official Gazette of the RS, No. 60/2010)
- Rules on the delivery of the International Baccalaureate education programme (Official Gazette of the Republic of Slovenia, No. 67/04 and 44/08),
- Rules on the vocational matura examination (Official Gazette of the Republic of Slovenia, No. 99/01, 44/08),
- Table for the conversion of grades for scoring the enrolment limit in first-cycle university study programmes and integrated master study programmes
- Table for the conversion of grades for scoring the enrolment limit in first-cycle professional higher education study programmes.

#### 2. Conversion of grades

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- A scale with **three positive grades** is evaluated by making the best foreign grade equivalent to the Slovenian best grade (excellent - 5), the worst foreign to the worst positive Slovenian (sufficient - 2), and the third (intermediate) equivalent to 3.5 (70 standardised points), which is equivalent to the Slovenian grade 4 (very good).
- Regardless of whether it is a numerical, alphabetical, verbal or percentage record, a scale with **four positive grades** is evaluated in accordance with the Slovenian four-level scale of positive grades (excellent, very good, good, sufficient).
- A scale with **five positive grades** is converted into a four-point scale. If the grades in the certificate are also described in words, this is taken into account (e.g. the two best grades are excellent – Italy). If there is no such record, the rule from higher education is applied: the highest grade is excellent, the following two are very good, the fourth is good, and the fifth is sufficient.
- A scale with **six positive grades** is converted into a four-point scale. If the grades in the certificate are also described in words, this is taken into account, otherwise the evaluation is modelled after the International



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Baccalaureate (IB) scale: **6 and 7** is excellent (5), **5** is very good (4), **4** is good (3), **3 and 2** is sufficient (2), **1** is insufficient (1).

- If the certificate contains an assessment scale that differs from the conversion rules mentioned above, it is taken into account. In the event that there are more than six positive grades or grades are written in percentages and the grading scale is not written in the certificate, an individual grade is converted based on this formula:  $Y-2 = (5-2)/(a-b) \times (X-b)$ , where:  
a = the highest positive grade on the grade scale;  
b = the lowest positive grade on the grade scale;  
X = grade that is being converted;  
Y = converted grade;  
2 = the lowest positive grade on the Slovenian grade scale;  
5 = the highest positive grade on the Slovenian grade scale;

### 3. Evaluation of overall success in the last two years of secondary school

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- To determine the success in the last two years of secondary school, the success recorded in the certificate in each year is taken into account.
- If the general success in an individual year is not recorded, the provisions that apply to students in the Republic of Slovenia (Rules on assessing knowledge in secondary schools; Official Gazette of the Republic of Slovenia, No.: 60/2010) are observed.
- If there are deviations from the criteria for determining the general success, the general success from the secondary school certificate that the candidate attaches to the secondary school certificate is taken into account.
- If a negative grade is entered in the certificate for an individual subject of an individual year of education but it can be understood from it that the student may still take the final exam, the holder of the document is granted grade 2 (sufficient) for that subject.
- If the general success in the last semester is not recorded in the certificate, and only the permission to take the matura or final exam is mentioned, the final grades of the last semester are taken into account to determine the general success of that year.

### 4. Evaluation of success in a recognised final exam before 1 June 1995

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- Overall success in a recognised final exam before 1 June 1995 is determined in the form of points by adding up the grades for individual subjects (sum of four or five subjects) recorded in the final certificate. The maximum possible total number of points is 20 (sum of four subjects) or 25 (sum of five subjects).
- If **two** subjects are taken in the recognised final exam, the sum of the grades for two subjects is taken into account. The maximum possible total number of points is 10.
- If **three** subjects are taken in the recognised final exam, the sum of the grades for two subjects, calculated based on a formula  $((X \times 4) / 3)$  is taken into account, where: X = the sum of grades in the final exam. The maximum possible total number of points is 20.
- If a **higher** number (five or more) of subjects are taken in the recognised final exam, the sum of the five best-graded subjects is taken into account as the general success in the final exam. The maximum possible total number of points is 25.
- If no grades are recorded in the candidate's final certificate – e.g. diploma, the same provisions apply as for the generations of students of oriented education in the Republic of Slovenia for whom the final exam was not prescribed. The sum of the general success in the penultimate and last year of secondary school, expressed in points, is taken into account as the general success in the final exam. The maximum possible total number of points is 10.
- If the final success in the final certificate is expressed only in percentages (%) or only with the average value (grade), this is taken into account.
- If the candidate's final certificate does not contain grades for individual subjects, the grade from this subject in the last year of secondary school is taken into account for the specially required subject at the final

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examination in accordance with the selection criteria for each study programme. If the candidate did not take the required subject **in the last year**, they receive zero (0) points for that subject. The candidate may also take the exam in an individual subject in the Republic of Slovenia in accordance with the provisions of the Matura Examination Act or abroad. In this case, they must enclose the appropriate certificate confirming that they have passed the exam. If the candidate did not take the specially required subject in accordance with the selection criteria for an individual study programme in individual years of education, they receive zero (0) points for this subject.

- Additional points are not added for subjects that are passed at a higher level of difficulty in the recognised final exam.
- If the candidate did not take a particular subject with exactly the same name as that by which it is known in Slovenia, while there is (judging by the name) a similar subject (or several such subjects), the grade for this/these subjects is/are taken into account.
- For a candidate who, in accordance with the selection criteria, must be scored for a particular subject in the last year of secondary school, when the subject was taught, the best grade is taken into account if there are several relevant subjects in the certificate according to the selection criteria.
- If a negative grade is entered for an individual subject in the final certificate, while it can be concluded or read from the certificate that the student has passed the final exam, the holder of the document is awarded zero points for that subject, the number of points achieved being calculated by adding up the grades of all subjects entered in the final certificate (including the negative grade – zero points). The candidate's sum of points is compared based on the maximum number of points that the candidate can achieve considering the number of subjects taken.

### 5. Evaluation of success in a recognised vocational matura exam

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- For determining the general success in a vocational matura exam, the same provisions apply as for students with a vocational matura exam in the Republic of Slovenia (Rules on the vocational matura examination, Official Gazette of the Republic of Slovenia, No. 99/01, 44/08).
- In the case of limited enrolment, four subjects are taken into account as the general success in the vocational matura in the selection procedure for enrolment in professional higher education study programmes: two subjects of the joint part of the vocational matura (mother tongue and a vocational-theoretical subject) and two subjects of the elective part (foreign language or mathematics and the fourth subject). The maximum possible total number of points is 23.
- In the case of limited enrolment, five subjects are taken into account as the general success in the general matura in the selection procedure for enrolment in university study programmes: two subjects of the joint part of the general matura (mother tongue and a vocational-theoretical subject), two subjects of the elective part (foreign language or mathematics and the fourth subject) and the grade from the general matura subject. The maximum possible total number of points is 31.

The examination of the matura subject must not be in a subject that the candidate has already taken in the vocational matura.

In the case of a larger number (more than five) subjects in the recognised vocational matura exam, four subjects are taken into account as the general success achieved in the vocational matura for enrolment in professional higher education study programmes: two subjects of the joint part of the vocational matura (mother tongue and a vocational-theoretical subject) and the two best-graded subjects of the elective part of the vocational matura (foreign language or mathematics and the fourth subject); for enrolment in university study programmes, five subjects are taken into account: two subjects of the joint part of the vocational matura (mother tongue and a vocational-theoretical subject), two best-graded subjects of the elective part of the vocational matura (foreign language or mathematics and the fourth subject) and the grade from the general matura subject; the candidate takes this subject in Slovenia in accordance with the provisions of the Matura Examination Act or abroad. In both cases, they must send an appropriate certificate confirming that they have passed the general matura subject.

- If the candidate has passed several vocational matura subjects that correspond to the required subject, the best rated subject will be taken into account.

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- The grade for the mother tongue is scored on a scale from 2 to 8 (higher level). If the candidate's final certificate does not state the grade for general education subjects of the vocational matura (mother tongue and foreign language and mathematics), the grade from an individual subject in the last year of secondary school is taken into account in the general success. If the candidate did not take the required subject **in the last year**, they receive zero (0) points for that subject. The candidate may also take the exam in an individual subject in the Republic of Slovenia in accordance with the provisions of the Matura Examination Act or abroad. In this case, they must enclose the appropriate certificate of completion of the exam. If the candidate's final certificate does not state the grade for the vocational–theoretical and fourth subject of the vocational matura exam, they receive zero (0) points. The candidate may also take the exam in an individual subject in the Republic of Slovenia in accordance with the provisions of the Matura Examination Act or abroad. In this case, they must enclose the appropriate certificate of completion of the exam.
- If the candidate's final certificate does not state the grade for a specifically required general education subject of the vocational matura (mother tongue and foreign language and mathematics), the grade from this subject in the last year of secondary school is taken into account in accordance with the selection criteria. If the candidate did not take the required subject **in the last year**, they receive zero (0) points for that subject. The candidate may also take the exam in an individual subject in the Republic of Slovenia in accordance with the provisions of the Matura Examination Act or abroad. In this case, they must enclose the appropriate certificate of completion of the exam.
- If the candidate's final certificate does not state the grade for the specifically required vocational–theoretical and fourth subject of the vocational matura exam, they receive zero (0) points. The candidate may also take the exam in an individual subject in the Republic of Slovenia in accordance with the provisions of the Matura Examination Act or abroad. In this case, they must enclose the appropriate certificate of completion of the exam.
- If the candidate did not take a particular subject with exactly the same name as that by which it is known in Slovenia, while there is (judging by the name) a similar subject (or several such subjects), the grade for this/these subjects is/are taken into account.
- If a negative grade is entered for an individual subject in the vocational matura certificate, while it can be concluded or read from the certificate that the student has passed the vocational matura exam, the holder of the document is awarded zero points for that subject, with the number of points achieved calculated by adding up the grades of all subjects entered in the final certificate (including the negative grade – zero points). The candidate's sum of points is compared based on the maximum number of points that the candidate can achieve considering the number of subjects taken.

### 6. Evaluation of success in a recognised general matura exam

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- For determining the general success in the general matura exam, the same provisions apply as for students with the general matura exam in the Republic of Slovenia (the Matura Examination Act, Official Gazette of the Republic of Slovenia, No. 29/08, 40/11, 1/07 and 46/16–ZOFVI–K1 and Rules on the general matura examination, Official Gazette of the Republic of Slovenia, No. 29/08 and 40/11).
- In the case of limited enrolment, three subjects of the joint part of the general matura (mother tongue, foreign language and mathematics) and two subjects of the optional part of the general matura are taken into account in the selection procedure.
- If the candidate's final certificate does not state the grade for an individual subject of the joint part of the general matura (mother tongue and foreign language and mathematics), the grade from that subject in the last year of secondary school is taken into account in the general success. If the candidate did not take the required subject **in the last year**, they receive zero (0) points for that subject. The candidate may also take the exam in an individual subject in the Republic of Slovenia in accordance with the provisions of the Matura Examination Act or abroad. In this case, they must enclose the appropriate certificate of completion of the exam.
- If the candidate's final certificate does not state the grade for an individual subject of the elective part of the general matura exam (elective subject), they receive zero (0) points. The candidate may also take the exam in an individual subject in the Republic of Slovenia in accordance with the provisions of the Matura Examination Act or abroad. In this case, they must enclose the appropriate certificate of completion of the exam.

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- If the candidate's final certificate does not state the grade for a specifically required subject of the joint part of the general matura (mother tongue, foreign language and mathematics), the grade from this subject in the last year of secondary school is taken into account. If the candidate did not take the required subject **in the last year**, they receive zero (0) points for that subject. The candidate may also take the exam in an individual subject in the Republic of Slovenia in accordance with the provisions of the Matura Examination Act or abroad. In this case, they must enclose the appropriate certificate of completion of the exam. If the candidate's final certificate does not state the grade for a specifically required elective subject of the general matura exam, they receive zero (0) points. The candidate may also take the exam in an individual subject in the Republic of Slovenia in accordance with the provisions of the Matura Examination Act or abroad. In this case, they must enclose the appropriate certificate of completion of the exam. For a larger number of subjects (more than five) in the recognised general matura exam, three subjects of the joint part of the general matura (mother tongue, foreign language and mathematics) and two best rated subjects of the elective part of the general matura are taken into account as the overall success achieved in the general matura.
- If the candidate has passed several subjects that correspond to the required subjects, the best rated subject is taken into account.
- If the grade from an individual matura subject is taken into account for enrolment in a particular study programme, the sixth subject is treated in the same way as determined by law and the rules on the general matura in the Republic of Slovenia.
- If difficulty levels (higher, basic level) are not possible in the country where the certificate was obtained, the scale valid for the final exam passed in five or four subjects is used for the sum of the converted grades, with the highest total number of points being 25 in five subjects and 20 in four subjects, in which the candidate must pass three subjects of the joint part of the general matura (mother tongue, foreign language and mathematics). If the candidate's final certificate does not state the grade for an individual subject of the joint part of the general matura (mother tongue, foreign language and mathematics), the grade from that subject in the last year of secondary school is taken into account in the general success. If the candidate did not take the required subject **in the last year**, they receive zero (0) points for that subject.
- For specifically required grades from the subjects of the joint part of the general matura (mother tongue, foreign language and mathematics), in the event of limited enrolment in accordance with the selection criteria, additional points are added to the grades from the subjects of the joint part of the general matura, including in the event of one-level scale (subjects passed at the basic level).
- If it is evident from the certificate that the subject corresponding to the compulsory subject of the general matura in Slovenia is passed at a higher level of difficulty, additional points are assigned to the grade in accordance with the provisions of the Rules on the general matura examination.
- A grade for a foreign language obtained abroad is evaluated in the same way as if it had been obtained in a secondary school in the Republic of Slovenia.
- If the candidate did not take a particular matura subject with exactly the same name as that by which it is known in Slovenia, while there is (judging by the name) a similar or related subject (or several such subjects or contents), the grade for this subjects is taken into account.
- Evaluation of success at the general matura with three compulsory subjects that the candidate can take at a higher level: in the total sum of points, three subjects of the compulsory part of the general matura are taken into account.

Additional points are assigned for a higher level based on the following rule: 2 + 1, 3 + 2, 4 + 2, 5 + 3.

Overall success is calculated based on the following formula: overall success = converted grade 1 + converted grade 2 + converted grade 3  $\times \sqrt{2}$  (1.41). The maximum number of points is 34.

- Evaluation of success in the general matura with three compulsory subjects, which the candidate can only take at the basic level: the sum of grades from three subjects, calculated based on the formula  $((X \times 4) / 3)$  is taken into account in the total sum of points, where: X = the sum of grades in the final exam). The maximum possible total number of points is 20.
- If a negative grade is entered for an individual subject in the vocational matura certificate, while it can be concluded or read from the certificate that the student has passed the vocational matura exam, the holder of the document is awarded zero points for that subject, with the number of points achieved calculated by

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adding up the grades of all subjects entered in the final certificate (including the negative grade – zero points). The candidate's sum of points is compared based on the maximum number of points that the candidate can achieve considering the number of subjects taken.

### **7. Evaluation of success in the European Baccalaureate**

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For candidates who have completed secondary education in accordance with the European School programme, the grades from the European Baccalaureate certificate or annual certificates are converted into grades from the Slovenian assessment scale in secondary education in accordance with the rules for the conversion of grades of the European School programme.

The final European Baccalaureate certificate is, in accordance with law, equivalent to the certificate of general matura in the Republic of Slovenia and therefore no recognition procedure is required.

### **8. Evaluation of success in the International Baccalaureate**

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The provisions of the Rules on the delivery of the International Baccalaureate education programme (Official Gazette of the Republic of Slovenia, No. 67/04 and 44/08) apply for the evaluation of success in the International Baccalaureate.

The International Baccalaureate certificate is, in accordance with law, equivalent to the certificate of general matura in the Republic of Slovenia and therefore no recognition procedure is required.

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**APPENDIX 6: Tests of special talents, abilities and skills IN THE FIRST APPLICATION PERIOD**

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<b>Higher education institution – study programme</b>	<b>Date of test</b>	<b>Validity</b>
<b>UNIVERSITY OF LJUBLJANA</b>		
Academy of Music – Musical arts	20 May 2022	Only for the current year
Academy of Music – Musical education	24 June 2022	Only for the current year
Academy of Theatre, Radio, Film and Television	27 June – 8 July 2022	Only for the current year
Academy of Fine Arts and Design	27 June – 7 July 2022	Only for the current year
Biotechnical Faculty, Department of Landscape Architecture	1 July 2022	Only for the current year
Faculty of Architecture – Architecture, Urbanism	5 July – 8 July 2022	Only for the current year
Faculty of Sport	28 and 29 June 2022	Only for the current year
Faculty of Natural Sciences and Engineering – Textile and fashion design	7 and 8 July 2022	Only for the current year
Faculty of Education – Fine arts education	24 June 2022	Only for the current year
Faculty of Education – Speech therapy and hearing impairment education	30 June and 1 July 2022	Only for the current year
Faculty of Health Science – Laboratory dental prosthetics	28 June 2022	Only for the current year
<b>UNIVERSITY OF MARIBOR</b>		
Faculty of Civil Engineering, Transportation Engineering and Architecture – Architecture	28 June 2022	Only for the current year
Faculty of Education – Music education	28 June and 30 June 2022	Continuous
Faculty of Education – Fine arts education	1 and 4 July 2022	Continuous
Faculty of Education – Sports coaching	1 July 2022	Only for the current year
<b>UNIVERSITY OF PRIMORSKA</b>		
Faculty of Health Sciences – Applied kinesiology	30 June and 1 July 2022	Only for the current year
Faculty of Education – Visual arts and design	28 and 29 June 2022	5 years
<b>UNIVERSITY OF NOVA GORICA</b>		
School of Arts	24 June – 6 July 2022	Only for the current year

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<b>INDEPENDENT HIGHER EDUCATION INSTITUTION</b>		
Faculty of Design	30 June – 4 July 2022	Only for the current year

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### Tests of special talents, abilities and skills **IN THE SECOND APPLICATION PERIOD**

Higher education institution – study programme	Date of test	Validity
<b>UNIVERSITY OF LJUBLJANA</b>		
Academy of Music	8 September 2022	Only for the current year
Academy of Theatre, Radio, Film and Television	no tests	-
Academy of Fine Arts and Design	8 and 9 September 2022	Only for the current year
Biotechnical Faculty, Department of Landscape Architecture	7 September 2022	Only for the current year
Faculty of Architecture – Architecture, Urbanism	8 and 9 September 2022	Only for the current year
Faculty of Sport	8 September 2022	Only for the current year
Faculty of Natural Sciences and Engineering – Textile and fashion design	no tests	Only for the current year
Faculty of Education – Fine arts education	9 September 2022	Only for the current year
Faculty of Education – Speech therapy and hearing impairment education	8 September 2022	Only for the current year
Faculty of Health Science – Laboratory dental prosthetics	no tests	-
<b>UNIVERSITY OF MARIBOR</b>		
Faculty of Civil Engineering, Transportation Engineering and Architecture – Architecture	6 September 2022	Only for the current year
Faculty of Education – Music education	9 September 2022	Continuous
Faculty of Education – Fine arts education	8 September 2022	Continuous
Faculty of Education – Sports coaching	9 September 2022	Only for the current year
<b>UNIVERSITY OF PRIMORSKA</b>		
Faculty of Health Sciences – Applied kinesiology	9 September 2022	Only for the current year
Faculty of Education – Visual arts and design	7 and 8 September 2022	5 years
<b>UNIVERSITY OF NOVA GORICA</b>		
School of Arts	7 – 9 September 2022	Only for the current year
<b>INDEPENDENT HIGHER EDUCATION INSTITUTION</b>		



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Faculty of Design	7 to 9 September 2022	Only for the current year
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