

**ENROLMENT IN THE THIRD-CYCLE DOCTORAL PROGRAMME
TEACHER EDUCATION AND EDUCATIONAL SCIENCES AT THE
FACULTY OF EDUCATION, UNIVERSITY OF LJUBLJANA, IN THE
ACADEMIC YEAR 2023/2024**

Call for Enrolment into the third-cycle Doctoral study programme is published at https://www.uni-lj.si/study/doctoral_school/call/call2324/

INFORMATION DAYS

Information days dates:

- In Slovenian: **3 May 2023 at 17:00, Room 026, Faculty of Education, University of Ljubljana, Kardeljeva ploščad 16, Ljubljana;**
- in English: **10 May 2023 at 17:00 via ZOOM (link to be announced);**
- in English: **15 June 2023 at 17:00 via ZOOM (link to be announced);**
- in Slovenian: **21 June 2023 at 17:00, Room 026, Faculty of Education, University of Ljubljana, Kardeljeva ploščad 16, Ljubljana.**

ENROLMENT APPLICATION

Candidates shall apply for enrolment by **completing and submitting an electronic application via the eVŠ portal <http://portal.evs.gov.si/prijava/>. They shall also submit all the required enclosures and supporting documents to the application electronically.** The website mentioned above also provides more detailed instructions on how to complete the enrolment application; the candidates shall get detailed information on the evidence required to apply for enrolment, and the recognition of education to continue the education when applying in the eVŠ information system.

The application **completed and submitted via the [eVŠ portal](#) by the application deadline is considered to be a timely application.**



Remember to resubmit your application if you have edited it after submission. If the application has been electronically signed and submitted, its status is "Signed with a certificate".

If you cancel the eVŠ application, it will be considered as an unsubmitted application.

CONTACTS FOR ASSISTANCE IN COMPLETING THE ENROLMENT APPLICATION

Unified contact centre of the State Administration (EKC):

- Email: ekc@gov.si
- Phone: 080-2002 (Monday – Friday: from 8:00 until 22:00)
- Phone for calls from abroad: 00 386 1 478 85 90

DEADLINES FOR THE APPLICATION SUBMISSION

Candidates for enrolment are required to submit **the application for the enrolment** in the first year of the Doctoral programme Teacher Education and Educational Sciences **no later than 1 September 2023.**

The deadline for meeting the entry requirements and to submit supporting documents is **8 September 2023.**

The candidate shall notify the Office of any data change; he/she shall immediately notify the Office **in writing of any withdrawal from the enrolment application.**

EVIDENCE OF COMPLIANCE WITH THE ENROLMENT REQUIREMENTS

Scanned documents or photographs of the original certificates and other required documents and enclosures shall be considered as evidence of compliance with the enrolment requirements. Candidates will be notified of the request to complete the enrolment by e-mail provided in the application on the portal eVŠ.

Instructions for the submission of the supporting documents and enclosures are published at <https://portal.evs.gov.si/prijava/?lang=en>.

ENCLOSURES TO BE ATTACHED BY CITIZENS OF THE REPUBLIC OF SLOVENIA

Enclosure name	Enclosure description	Obligatory enclosure Non obligatory enclosure	Deadline
Degree certificate	Scan or photograph of a certificate issued in the Republic of Slovenia (if the degree certificate has not been awarded yet, the candidate is required to submit a copy of the confirmation of the degree letter). Not necessary for candidates who continue their studies at the same higher education institution where they finished their preliminary education.	Non obligatory enclosure	8. 9. 2023
Diploma supplement	Scen or photograph of the evidence on the contents and duration of education and the requirements fulfilled during the studies; diploma supplement, annual report cards, transcripts or others. Not necessary for candidates who continue their studies at the same higher education institution where they finished their preliminary education.	Non obligatory enclosure	8. 9. 2023
Proof of average exam grade	Original certificate of exams passed during previous study, including the average grade of exams and practical courses in Slovene or English language	Obligatory enclosure	8. 9. 2023
Research work	Completed forms: a) "Application form for research work" which is available at https://www.pef.uni-lj.si/wp-content/uploads/2023/03/Annex_1__ang_.pdf , b) "Application form for presentation of scientific research plan" which is available at https://www.pef.uni-lj.si/wp-content/uploads/2023/03/Annex_2.pdf	Obligatory enclosure	8. 9. 2023

Enclosure name	Enclosure description	Obligatory enclosure Non obligatory enclosure	Deadline
	Both forms are available in Word format at the link https://www.pef.uni-lj.si/en/degree-students/doctoral-study-programme/ (Additional information - Application and Admission Procedures)		
Achievements in the scientific and professional field	Scanned images or photographs of evidence of achievements in the scientific and professional fields (published articles in journals and monographs, active participation in international projects, exhibitions, concerts; if possible, a bibliography attachment from COBISS or other national library system is preferred).	Non obligatory enclosure	8. 9. 2023
Award(s) and/or decorations	Award(s) and/or decorations	Non obligatory enclosure	8. 9. 2023
Evidence for the of informally acquired knowledge	Scanned images or photographs of evidence for the informally acquired knowledge and experiences in the (research) area the applicant is applying to.	Non obligatory enclosure	8. 9. 2023
Application for the status of candidate with special needs and/or with special status	Application for the status of candidate with special needs and candidate with special status consist of mandatory application form and additional attachments. You can find more information about status and necessary documents for application here: https://www.uni-lj.si/study/students_with_special_needs/	Non obligatory enclosure	1. 9. 2023

ENCLOSURES TO BE ATTACHED BY CITIZENS OF MEMBER STATES AND NON-MEMBER STATES OF THE EUROPEAN UNION

Enclosure name	Enclosure description	Obligatory enclosure Non obligatory enclosure	Deadline
Certificate(s)	Scan or photograph of the original certificate(s) or the duplicate of the final certificate(s), representing general requirement for access to higher education.	Obligatory enclosure	8. 9. 2023
Research work	Completed forms: a) "Application form for research work" which is available at https://www.pef.uni-lj.si/wp-content/uploads/2023/03/Annex_1__ang_.pdf , b) "Application form for presentation of scientific research plan" which is available at https://www.pef.uni-lj.si/wp-content/uploads/2023/03/Annex_2.pdf Both forms are available in Word format at the link https://www.pef.uni-lj.si/en/degree-	Obligatory enclosure	8. 9. 2023

Enclosure name	Enclosure description	Obligatory enclosure Non obligatory enclosure	Deadline
	students/doctoral-study-programme/ (Additional information - Application and Admission Procedures)		
Proof of average exam grade	Original certificate of exams passed during previous study, including the average grade of exams and practical courses in Slovene or English language	Obligatory enclosure	8. 9. 2023
Evidence on the contents and duration of already finished education	Scan or photographs of annual report cards, transcripts, a diploma supplement or some other evidence on the contents and duration of education.	Obligatory enclosure	8. 9. 2023
Translation of the certificate(s)	Slovene or English translation of the certificate(s), representing general requirement for access to higher education. Please check at the relevant university or higher education institution if this document is required. For the list of authorised translators see: https://spvt.mp.gov.si/tolmaci.html	Obligatory enclosure	8. 9. 2023
Short chronological description of the entire education	Short chronological description of the entire education (statement by the applicant).	Non obligatory enclosure	8. 9. 2023
Identity document of the candidate based on the written consent	<p>Candidates who are not citizens of the Republic of Slovenia and are citizens of an EU Member State enclose an identity card or passport (page with personal data of the candidate, which should show the name, surname, date and place of birth and citizenship); citizens from a non-EU country enclose a passport (page with the personal data of the candidate, showing the name, surname, date and place of birth and citizenship). By enclosing this document, you agree that the higher education institution can use it for the purpose of enrolment procedures and must delete it after the completion of these procedures.</p> <p>Only the necessary identification data should be visible on the sent document. Hide the data that are not required for identification (eg ID, signature, and photograph) with a photo processing program (eg Painter, Power Point, any other program or application on your smartphone) and make scan with a watermark that clearly states that it is a copy and for what purpose it is used.</p>	Non obligatory enclosure	8. 9. 2023
Achievements in the scientific and professional field	Scanned images or photographs of evidence of achievements in the scientific and professional fields (published articles in journals and monographs, active participation in international projects, exhibitions, concerts; if possible, a bibliography attachment from COBISS or other national library system is preferred).	Non obligatory enclosure	8. 9. 2023

Enclosure name	Enclosure description	Obligatory enclosure Non obligatory enclosure	Deadline
Award(s) and/or decorations	Award(s) and/or decorations	Non obligatory enclosure	8. 9. 2023
Certificate of nostrification or recognition of foreign education	The attachment is relevant if you are enrolling with a foreign education and you already have a decision on the recognition of a diploma for this specific education, or a decision on nostrification issued in Slovenia before 21 January 2005. Attach a scan or photo of the decision.	Non obligatory enclosure	8. 9. 2023
Evidence for the of informally acquired knowledge	Scanned images or photographs of evidence for the informally acquired knowledge and experiences in the (research) area the applicant is applying to.	Non obligatory enclosure	8. 9. 2023

ENROLLMENT LIMITATION AND SELECTIVE SUBJECT EXAMINATION

In case the number of applicants exceeds the number of available study places, a resolution on limiting enrolment will be adopted and published on the website of the Faculty of Education of the University of Ljubljana.

In the event of limited enrolment, the **selective subject examination will take place on 21 September 2023**. The candidates not taking the selective subject examination shall participate in the selection process but shall be awarded zero (0) points for the selective subject examination.

Enrolment of the accepted candidates will be completed no later than **30 September 2023**.

NUMBER OF THE STUDY PLACES AVAILABLE IN 2023/2024

Doctoral study programme	Number of study places available (total for all: citizens of the Republic of Slovenia and citizens of the European Union, as well as for Slovenians without Slovenian citizenship and foreigners)
TEACHER EDUCATION AND EDUCATIONAL SCIENCES	20

TUITION FEE

Tuition fee for the Doctoral programme (4 years) shall be EUR 12,000.00 (EUR 3,000.00 per academic year).

The student shall pay the tuition fee for each year in 3 instalments:

- 10 % (300.00 EUR) upon enrolment,
- 45 % (1,350.00 EUR) no later than 30. 12. 2023,
- 45 % (1,350.00 EUR) no later than 28. 2. 2024.

After enrolment, the student shall receive the invoices in PDF format to his/her email address.

EDUCATION RECOGNITION TO CONTINUE EDUCATION

Contact for the education recognition: Nina Kos: nina.kos@pef.uni-lj.si (Phone: +386 1 5892 304)

Information on the procedures for the education recognition is available at <https://www.uni-lj.si/study/information/recognition-of-foreign-education-for-enrolment-in-second-and-third-cycle-studies-and-for-transfer>

Candidates with foreign education certificates proving the fulfilment of the enrolment requirements shall submit, together with the enrolment application via the information system eVŠ, the application for the recognition of foreign education to continue studies at the University of Ljubljana, and all the required supporting documents and enclosures.

Only the applications for recognizing foreign education submitted in the information system eVŠ by the end of the application deadline **on 1 September 2023** will be considered in the procedures.