

**UNIVERSITY OF MARIBOR**

**INFORMATION PACKAGE /  
INTERNATIONAL EXCHANGE STUDENTS' GUIDE  
2017/2018**

**Part I Information on the institution**

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## PART ONE: INFORMATION ABOUT THE INSTITUTION

### **NAME AND ADDRESS**

University of Maribor  
UNIVERZA V MARIBORU  
Sloščkov trg 15, 2000 Maribor, Slovenia  
Telephone: +386 (0)2 235 52 80  
Telefax: + 386 (0)2 235 52 11  
E-mail: [rektorat@um.si](mailto:rektorat@um.si)  
<http://www.um.si>

### **ACADEMIC CALENDAR OF THE UNIVERSITY OF MARIBOR 2017/2018**

Monday, 25. September — Friday, 29. September 2017	Welcome Week for Beginners
Monday, 2. October 2017	Start of Winter Semester Lectures
Tuesday, 31. October 2017	Reformation Day **
Wednesday, 1. November 2017	Remembrance Day**
Monday, 25. December 2017	Christmas Day**
Tuesday, 26. December 2017	Independence and Unity Day **
Wednesday, 27. December 2017 — Friday, 29. December 2017	Christmas and New Year's Holidays *
Monday, 1. January — Tuesday, 2. January 2018	New Year**
Friday, 26. January 2018	End of Winter Semester Lectures
Monday, 29. January — Friday, 23. February 2018	Winter Examination Period
Wednesday, 31. January 2018	Rector's Day*
Thursday, 8. February 2018	Prešeren Day**
Monday, 26. February 2018	Start of Summer Semester Lectures
Monday, 2. April 2018	Easter Monday**
Friday, 27. April — Wednesday, 2. May 2018	First of May Holidays *
Tuesday, 15. May 2018	Student's Day*
Friday, 15. June 2018	End of Summer Semester Lectures
Monday, 19. June — Friday, 13. July 2018	Summer Examination Period
Monday, 25. June 2018	Independence Day**
Wednesday, 15. August 2018	Assumption Day**
Monday, 20. August — Friday, 14. September 2018	Autumn Examination Period
Tuesday, 18. September 2018	Anniversary of the University of Maribor
Friday, 28. September 2018	End of Academic Year

\*lectures-free days

\*\*national holidays

### **ACADEMIC AUTHORITIES**

Rector  
Prof. Dr. Igor TIČAR

Vice-Rector  
Prof. Dr. Nataša VAUPOTIČ

Vice-Rector  
Prof. Dr. Lučka LORBER

Vice-Rector  
Prof. Dr. Niko SAMEC

Vice-Rector  
Prof. Dr. Žan Jan OPLOTNIK

Vice-Rector  
Prof. Dr. Marko JESENŠEK

Vice-Rector  
Prof. Dr. Jernej TURK

Vice-Rector, student  
Maja ŽIBERT

Secretary General  
Mladen KRALJIĆ

President of the Management Board  
Prof. Dr. Gorazd MEŠKO

### **GENERAL DESCRIPTION OF THE UNIVERSITY OF MARIBOR**

Maribor, the seat of one of the three Slovene universities, was first mentioned in historical documents as a town as early as the year 1257. The beginnings of higher education in Maribor are closely connected to Anton Martin Slomšek, the bishop of the Lavantine diocese in St. Andraž in Carinthia. The bishop moved the seat of the diocese to Maribor in 1859 and opened a new seminary and religious school in the city. This was the first institution of higher education in Maribor and a forerunner of the present day university.

The first institution of the present-day university (the Faculty of Theology does not form a part of the University of Maribor) was the School of Economics and Commerce, which was founded in 1959 and offered a two-year programme of study.

In 1961 the Association of Institutions of Higher Education in Maribor was formed. The organizational model of the Association and its relations with the faculties and its institutions was similar to the traditional model of university organization. After the individual schools developed into faculties, it was only a matter of time before the Association of Institutions of Higher Education became a university. The Assembly of the Socialist Republic of Slovenia confirmed the university status of the institutions of higher education in Maribor in 1975.

Over time these developed into the following faculties:

Faculty of Economics and Business  
Faculty of Electrical Engineering and Computer Science  
Faculty of Energy Technology  
Faculty of Civil Engineering, Transportation Engineering and Architecture  
Faculty of Chemistry and Chemical Engineering  
Faculty of Agriculture and Life Sciences  
Faculty of Logistics  
Faculty of Natural Sciences and Mathematics  
Faculty of Organizational Sciences  
Faculty of Mechanical Engineering  
Faculty of Tourism  
Faculty of Criminal Justice and Security

Faculty of Health Sciences  
Faculty of Arts  
Faculty of Medicine  
Faculty of Education  
Faculty of Law

Not all of the faculties are located in Maribor. The Faculty of Agriculture and Life Sciences is located in Hoče, the Faculty of Organizational Sciences is located in Kranj, the Faculty of Criminal Justice and Security in Ljubljana, the Faculty of Logistics in Celje, the Faculty of Energy Technology in Krško and Velenje and the Faculty of Tourism in Brežice. The rest of the faculties are spread all over the city of Maribor.

The University co-operates with various institutions of higher education and academic associations throughout the world in different research fields developed by its faculty members. Co-operation encompasses numerous activities ranging from study visits to joint research projects. The University of Maribor is active in various networks, and multilateral programmes of co-operation, including Lifelong Learning Programme, TEMPUS, CEEPUS and the 7th Framework programme.

Courses of study offered by the University of Maribor and its member faculties are degree study programmes leading to the award of diplomas and credential programmes leading to the award of certificates. Degree study programmes can be undergraduate, (academic or professionally oriented) – 1st degree study programmes, or graduate – 2nd and 3rd degree study programmes. University of Maribor concluded adapting its study programmes according to the requirements of the Bologna Declaration. Since the academic year 2010/2011 University of Maribor is enrolling only students in Bologna study programmes. Study programmes are offered by the faculties as full time or part time studies. In the academic year 2016/2017 we had 10.212 undergraduate and 4.236 post graduate students at the University of Maribor.

Candidates are advised to gather information about study programme requirements from the faculties before enrollment.

### **STUDY PROGRAMMES OFFERED BY THE UNIVERSITY OF MARIBOR 2017/2018**

#### **FACULTY OF ECONOMICS AND BUSINESS**

Ekonomsko poslovna fakulteta (EPF)  
Razlagova 14, 2000 Maribor, Slovenia  
Telephone: +386 (0)2 22 90 000  
Telefax: +386 (0)2 22 90 217  
E-mail: [info.epf@uni-mb.si](mailto:info.epf@uni-mb.si)  
<http://www.um.si/en> → Faculties → Faculty of Economics and Business

#### **1st degree Undergraduate Academic Study Programme**

Economics and Business Science – options:

- Economics
- E-Business
- Finance and Banking
- Business Management and Organization
- Marketing
- International Business Economics
- Entrepreneurship
- Accounting, Auditing and Taxation
- European Business Studies

#### **1st degree Undergraduate Professionally Oriented Study Programme**

Business Administration – options:

- Public Sector Economics and Management
- Management

Marketing  
International Business  
Entrepreneurship  
Business Finance and Banking  
Accounting and Business Taxation  
Tourism

### **2nd degree Postgraduate Study Programme Leading to Magister (Masters')**

Economic and Business Sciences (Bologna Study Programme) – options:

Accounting, Auditing and Taxation  
Economics  
Entrepreneurship and Innovation  
Finance and Banking  
Information Systems and E-Business Management  
International Business Economics  
Management, Organization and Human Resources  
Marketing Management  
Strategic and Project Management  
Management of Public Enterprises  
Corporate Governance and Management

### **3rd degree Postgraduate Study Programmes Leading to Doktorat Znanosti (PhD)**

Economic and Business Sciences

### ***FACULTY OF ELECTRICAL ENGINEERING AND COMPUTER SCIENCE***

Fakulteta za elektrotehniko, računalništvo in informatiko (FERI)

Smetanova ulica 17, 2000 Maribor, Slovenia

Telephone: +386 (0)2 220 70 00

Telefax: +386 (0)2 220 72 72

E-mail: [feri@um.si](mailto:feri@um.si)

<http://www.um.si/en> → Faculties → Faculty of Electrical Engineering and Computer Science

### **1st degree Undergraduate Academic Study Programmes**

Electrical Engineering – options:

Automation and Robotics  
Electronics  
Power Engineering

Computer Science and Information Technologies

Informatics and Technologies of Communication – options:

Information Systems  
Information Systems Management

Telecommunications

Media Communications – options:

Media Production  
Visual Communication

Mechatronics – interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering

### **1st degree Undergraduate Professionally Oriented Study Programmes**

Electrical Engineering – options:

Automation and Robotics  
Electronics  
Power Engineering  
Telecommunications

Computer Science and Information Technologies

Informatics and Technologies of Communication – options:

System Support to Informatics and Communication Technologies

Development of Information Systems

Mechatronics – interdisciplinary study programme involving the Faculty of Electrical Engineering, Computers and Information Technology and the Faculty of Mechanical Engineering

**2nd degree Postgraduate Study Programmes Leading to Magister (Masters')**

Electrical Engineering – options:

Automation and Robotics

Electronics

Power Engineering

Computer Science and Information Technologies

Informatics and Technologies of Communication

Telecommunications

Media Communications

Mechatronics – interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering

**3rd degree Postgraduate Study Programmes Leading to Doktorat Znanosti (PhD)**

Electrical Engineering

Computer Science and Informatics

Media Communications

***FACULTY OF ENERGY TECHNOLOGY***

Fakulteta za energetiko (FE)

Hočevarjev trg 1, 8270 Krško, Slovenia

Telephone: +386 (0)7 620 22 10

Telefax: +386 (0)7 620 22 22

E-mail: [fe@um.si](mailto:fe@um.si)

<http://www.um.si/en> → Faculties → Faculty of Energy Technology

**1st degree Undergraduate Academic Study Programme**

Energy Technology

**1st degree Undergraduate Professionally Oriented Study Programme**

Energy Technology

**2nd degree Postgraduate Study Programme Leading to Magister (Masters')**

Energy Technology

**3rd degree Postgraduate Study Programmes Leading to Doktorat Znanosti (PhD)**

Energy Technology

***FACULTY OF CIVIL ENGINEERING, TRANSPORTATION ENGINEERING AND ARCHITECTURE***

Fakulteta za gradbeništvo, prometno inženirstvo in arhitekturo (FGPA)

Smetanova ulica 17, 2000 Maribor, Slovenia

Telephone: +386 (0)2 229 43 00

Telefax: +386 (0)2 252 41 79

E-mail: [fgpa@um.si](mailto:fgpa@um.si)

<http://www.um.si/en> → Faculties → Faculty of Civil Engineering, Transportation Engineering and Architecture

**1st degree Undergraduate Academic Study Programmes**

Architecture

Civil Engineering

Traffic and Transportation Engineering

Industrial Engineering– interdisciplinary study programme involving the Faculty of Mechanical Engineering, Faculty of Civil Engineering, Transportation Engineering and Architecture and the Faculty of Economics and Business – option:



Civil Engineering

**1st degree Undergraduate Professionally Oriented Study Programmes**

Civil Engineering

Traffic and Transportation Engineering

**2nd degree Postgraduate Study Programme Leading to Magister (Masters')**

Civil Engineering

Civil Engineering Structures and Construction Management

Civil Engineering Infrastructure

Traffic and Transportation Engineering

Architecture

Industrial Engineering– interdisciplinary study programme involving the Faculty of Mechanical Engineering, Faculty of Civil Engineering, Transportation Engineering and Architecture and the Faculty of Economics and Business – option:

Civil Engineering

**3rd degree Postgraduate Study Programmes Leading to Doktorat Znanosti (PhD)**

Civil Engineering

Traffic and Transportation Engineering

***FACULTY OF CHEMISTRY AND CHEMICAL ENGINEERING***

Fakulteta za kemijo in kemijsko tehnologijo (FKKT)

Smetanova ulica 17, 2000 Maribor, Slovenia

Telephone: +386 (0)2 229 44 00

Telefax: +386 (0)2 252 77 74

E-mail: [fkkt@um.si](mailto:fkkt@um.si)

<http://www.um.si/en> → Faculties → Faculty of Chemistry and Chemical Engineering

**1st degree Undergraduate Academic Study Programme**

Chemistry

Chemical Technology

**1st degree Undergraduate Professionally Oriented Study Programme**

Chemical Technology

**2nd degree Postgraduate Study Programme Leading to Magister (Masters')**

Chemistry

Chemical Engineering

Chemical Engineering

Biochemical Engineering

**3rd degree Postgraduate Study Programme Leading to Doktorat Znanosti (PhD)**

Chemistry and Chemical Engineering

***FACULTY OF AGRICULTURE AND LIFE SCIENCES***

Fakulteta za kmetijstvo in biosistemske vede (FKBV)

Pivola 10, 2311 Hoče, Slovenia

Telephone: +386 (0)2 320 90 00

Telefax: +386 (0)2 616 11 58

E-mail: [fkbv@um.si](mailto:fkbv@um.si)

<http://www.um.si/en> → Faculties → Faculty of Agriculture and Life Sciences

**1st degree Undergraduate Academic Study Programme**

Agriculture and Environment

### **1st degree Undergraduate Professionally Oriented Study Programmes**

Animal Science  
Organic Farming  
Agronomy – Ornamentals, Vegetables and Field Crops  
Biosystems Engineering  
Viticulture, Enology and Fruitgrowing  
Agri-Business Management and Rural Development

### **2nd degree Postgraduate Study Programmes Leading to Magister (Masters')**

Agriculture  
Agricultural Economics  
Food Safety in the Agri-food Chain

### **3rd degree Postgraduate Study Programmes Leading to Doktorat Znanosti (PhD)**

Agriculture  
Agricultural Economics

### ***FACULTY OF LOGISTICS***

Fakulteta za logistiko (FL)  
Mariborska cesta 7, 3000 Celje, Slovenia  
Telephone: +386 (0)3 428 53 00  
Telefax: +386 (0)3 428 53 38  
E-mail: [info.fl@um.si](mailto:info.fl@um.si)  
<http://www.um.si/en> → Faculties → Faculty of Logistics

### **1st degree Undergraduate Academic Study Programme**

System Logistics

### **1st degree Undergraduate Professionally Oriented Study Programme**

Economic and Technical Logistics

### **2nd degree Postgraduate Study Programmes Leading to Magister (Masters')**

System Logistics

### **3rd degree Postgraduate Study Programme Leading to Doktorat Znanosti (PhD)**

System Logistics

### ***FACULTY OF NATURAL SCIENCES AND MATHEMATICS***

Fakulteta za naravoslovje in matematiko (FNM)  
Koroška cesta 160, 2000 Maribor, Slovenia  
Telephone: +386 (0)2 229 38 44  
Telefax: +386 (0)2 251 81 80  
E-mail: [dekanat.fnm@um.si](mailto:dekanat.fnm@um.si)  
<http://www.um.si/en> → Faculties → Faculty of Natural Sciences and Mathematics

### **1st degree Undergraduate Academic Study Programmes**

Single major Academic Study Programmes:  
Mathematics  
Ecology with Nature Conservation  
Physics  
Biology

### **2nd degree Undergraduate Uniform Master's Study Programme**

Subject Teacher – options:  
Educational Biology

Educational Physics  
Educational Chemistry  
Educational Mathematics  
Educational Computer Science  
Educational Design

**2nd degree Single Major Postgraduate Study Programme Leading to Magister (Masters')**

Physics  
Educational Design  
Educational Mathematics  
Biology and Ecology with Nature Conservation  
Mathematics

**2nd degree Double Major Postgraduate Study Programme Leading to Magister (Masters')**

Educational Biology  
Educational Physics  
Educational Chemistry  
Educational Mathematics  
Educational Computer Science  
Educational Design

**3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)**

Physics  
Mathematics  
Education in Engineering  
Ecological Sciences

***FACULTY OF ORGANIZATIONAL SCIENCES***

Fakulteta za organizacijske vede, Kranj (FOV)  
Kidričeva 55a, 4000 Kranj, Slovenia  
Telephone: +386 (0)4 237 42 00  
Telefax: +386 (0)4 237 42 99  
E-mail: [dekanat@fov.uni-mb.si](mailto:dekanat@fov.uni-mb.si)  
<http://www.um.si/en> → Faculties → Faculty of Organizational Sciences in Kranj

**1st degree Undergraduate Academic Study Programme**

Enterprise Engineering  
Organization and Management of Human Resources and Educational Systems  
Organization and Management of Information Systems

**1st degree Undergraduate Professionally Oriented Study Programme**

Enterprise Engineering  
Organization and Management of Human Resources and Educational Systems  
Organization and Management of Information Systems  
Management in Sport

**2nd degree Postgraduate Study Programmes Leading to Magister (Masters')**

Business Systems Engineering  
Organization and Management of Human Resources and Educational Systems  
Organization and Management of Information Systems  
Management in Health and Social Welfare - interdisciplinary study programme involving the Faculty of Health Sciences and the Faculty of Organizational Sciences

**3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)**

Organization and Management of Business and Working Systems  
Organization and Management of Human Resources and Educational Systems  
Organization and Management of Information Systems

## **FACULTY OF MECHANICAL ENGINEERING**

Fakulteta za strojništvo (FS)

Smetanova ulica 17, 2000 Maribor, Slovenia

Telephone: +386 (0)2 220 75 00

Telefax: +386 (0)2 220 79 90

E-mail: [fs@um.si](mailto:fs@um.si)

<http://www.um.si/en> → Faculties → Faculty of Mechanical Engineering

### **1st degree Undergraduate Academic Study Programmes**

Mechanical Engineering – options:

Power, Process and Environmental Engineering

Engineering Design

Manufacturing Technologies and Systems

Design and Textile Materials – options:

Engineering Design of Textile Materials

Textile Materials

Environmental Engineering

Industrial Engineering– interdisciplinary study programme involving the Faculty of Mechanical Engineering, Faculty of Civil Engineering, Transportation Engineering and Architecture and the Faculty of Economics and Business – option:

Mechanical Engineering

Mechatronics – interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering

### **1st degree Undergraduate Professionally Oriented Study Programmes**

Mechanical Engineering – options:

Power, Process and Environmental Engineering

Engineering Design

Production Engineering

Textile Design Technologies – options:

Design and Product Development

Materials and Textile Technologies

Mechatronics – interdisciplinary study programme involving the Faculty of Electrical Engineering, Computers and Information Technology, and the Faculty of Mechanical Engineering

### **2nd degree Postgraduate Study Programmes Leading to Magister (Masters')**

Mechanical Engineering – options:

Power, Process and Environmental Engineering

Engineering Design

Manufacturing Technologies and Systems

Computer Engineering Modelling

Environmental Engineering

Design and Textile Materials

Engineering Design of Textile Materials

Textile Materials

Product Design

Industrial Engineering – interdisciplinary study programme involving the Faculty of Economics and Business, the Faculty of Civil Engineering, Transportation Engineering and Architecture, and the Faculty of Mechanical Engineering – option:

Mechanical Engineering

Mechatronics – interdisciplinary study programme involving the Faculty of Electrical Engineering and the Faculty of Mechanical Engineering

### **3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)**

Mechanical Engineering

Environmental Engineering

Design and Textile Materials

## ***FACULTY OF TOURISM***

Fakulteta za turizem (FT)  
Cesta prvih borcev 36, 8250 Brežice, Slovenia  
Telephone: +386 (0)8 205 40 10  
Telefax: +386 (0)8 205 40 12  
E-mail: [ft@um.si](mailto:ft@um.si)  
<http://www.um.si/en> → Faculties → Faculty of Tourism in Brežice

### **1st degree Undergraduate Academic Study Programme**

Tourism

### **1st degree Undergraduate Professionally Oriented Study Programme**

Tourism

### **2nd degree Postgraduate Study Programme Leading to Magister (Masters')**

Tourism

## ***FACULTY OF CRIMINAL JUSTICE AND SECURITY***

Fakulteta za varnostne vede (FVV)  
Kotnikova 8, 1000 Ljubljana, Slovenia  
Telephone: +386 (0)1 300 83 00  
Telefax: +386 (0)1 230 26 87  
E-mail: [fvv@fvv.uni-mb.si](mailto:fvv@fvv.uni-mb.si)  
<http://www.um.si/en> → Faculties → Faculty of Criminal Justice and Security

### **1st degree Undergraduate Academic Study Programme**

Criminal Justice and Security

### **1st degree Undergraduate Professionally Oriented Study Programme**

Security and Policing  
Information Security

### **2nd degree Postgraduate Study Programme Leading to Magister (Masters')**

Criminal Justice and Security

### **3rd degree Postgraduate Study Programme Leading to Doktorat Znanosti (PhD)**

Criminal Justice and Security

## ***FACULTY OF HEALTH SCIENCES***

Fakulteta za zdravstvene vede (FZV)  
Žitna ulica 15, 2000 Maribor, Slovenia  
Telephone: +386 (0)2 300 47 00  
Telefax: +386 (0)2 300 47 47  
E-mail: [fzv@um.si](mailto:fzv@um.si)  
<http://www.um.si/en> → Faculties → Faculty of Health Sciences

### **1st degree Undergraduate Professionally Oriented Study Programme**

Nursing Care

### **2nd degree Postgraduate Study Programmes Leading to Magister (Masters')**

Nursing Care – options:  
Nursing Care  
Emergency Situations in Health Care  
Gerontological Nursing Care  
Preventive Nutrition and Clinical Dietetics

Bioinformatics – interdisciplinary study programme involving the Faculty of Health Sciences, the Faculty of Electrical Engineering and Computer Science

Management in Health and Social Welfare – interdisciplinary study programme involving the Faculty of Health Sciences and the Faculty of Organizational Sciences

### **3rd degree Postgraduate Study Programme Leading to Doktorat Znanosti (PhD)**

Nursing Care

### ***FACULTY OF ARTS***

Filozofska fakulteta (FF)

Koroška cesta 160, 2000 Maribor, Slovenia

Telephone: +386 (0)2 229 38 40

Telefax: +386 (0)2 229 36 25

E-mail: [ff@um.si](mailto:ff@um.si)

<http://www.um.si/en> → Faculties → Faculty of Arts

### **1st degree Undergraduate Academic Study Programmes**

Single major Academic Study Programmes – non-pedagogical option

Slovene Language and Literature

Sociology and Interdisciplinary Social Sciences

Psychology

German Studies

History

Double major Academic Study Programmes – non-pedagogical option

Slovene Language and Literature

Geography

Sociology

English Language and Literature

Interlingual Studies – English

Interlingual Studies – German

Pedagogy

Philosophy

German Language and Literature

Hungarian Language and Literature

History

Art History

### **2nd degree Postgraduate Study Programme Leading to Magister (Masters')**

Single major Postgraduate Study Programmes – non-pedagogical option

Intercultural German Studies

Translation and Interpreting

Translation

Interpreting

Sociology

Psychology

History

Single major Postgraduate Study Programmes – pedagogical option

Slovene Language and Literature

Pedagogy

Double major Postgraduate Study Programmes – non-pedagogical option

Slovene Language and Literature

Philosophy

Geography

History

English Studies

Intercultural German Studies

Art History  
Double major Postgraduate Study Programmes – pedagogical option  
Slovene Language and Literature  
German as a Foreign Language  
Teaching English  
Hungarian Language and Literature  
Sociology  
Philosophy  
Pedagogy  
Geography  
History

**3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)**

Philosophy  
German Studies  
Slovene Language Studies  
Sociology  
Behavioral and Cognitive Neuroscience  
History  
Geography  
Pedagogy  
Art History

***FACULTY OF MEDICINE***

Medicinska fakulteta (MF)  
Taborska 8, 2000 Maribor, Slovenija  
Telephone: +386 (0)2 234 58 21  
Telefax: +386 (0)2 234 58 20  
E-mail: [mf@um.si](mailto:mf@um.si)  
<http://www.um.si/en> → Faculties → Faculty of Medicine

**2nd degree Undergraduate Uniform Master's Study Programme**

General Medicine

**3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)**

Biomedical Technology

***FACULTY OF EDUCATION***

Pedagoška fakulteta (PEF)  
Koroška cesta 160, 2000 Maribor, Slovenia  
Telephone: +386 (0)2 229 36 00  
Telefax: +386 (0)2 229 37 60  
E-mail: [dekanat.pef@um.si](mailto:dekanat.pef@um.si)  
<http://www.um.si/en> → Faculties → Faculty of Education

**1st degree Undergraduate Academic Study Programmes**

Elementary Education  
Music Education  
Art Education

**1st degree Undergraduate Professionally Oriented Study Programmes**

Preschool Education  
Sports Training

**2nd degree Postgraduate Study Programme Leading to Magister (Masters')**

Elementary Education

Preschool Education  
Fine Art Education  
Inclusion in Education  
Music Education

**3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)**

Science of Education  
Leadership in Education

***FACULTY OF LAW***

Pravna fakulteta (PF)  
Mladinska ulica 9, 2000 Maribor, Slovenia  
Telephone: +386 (0)2 250 42 00  
Telefax: +386 (0)2 252 32 45  
E-mail: [info.pf@um.si](mailto:info.pf@um.si)  
<http://www.um.si/en> → Faculties → Faculty of Law

**1st degree Undergraduate Academic Study Programme**

Law

**2nd degree Postgraduate Study Programmes Leading to Magister (Masters')**

Law

**3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)**

Law



**LIST OF FACULTY ERASMUS AND ECTS COORDINATORS**

Some lectures for students in the Erasmus programme are conducted in English. Some courses are available only in the tutorial system. For more information, please check the Faculty Information Package and/or contact the ERASMUS coordinator at the faculty of your choice:

FACULTY		ERASMUS COORDINATOR	Tel.: +386	E-mail address	ECTS COORDINATORS	Tel.: +386	E-mail address
Faculty of Economics and Business	EPF	mag. Sanja Kocijan	02/229 02 52	<a href="mailto:sanja.kocijan@um.si">sanja.kocijan@um.si</a>	prof.dr. Lidija Hauptman	02/229 01 20	<a href="mailto:lidija.hauptman@um.si">lidija.hauptman@um.si</a>
Faculty of Electrical Engineering and Computer Science	FERI	prof. dr. Matjaž Colnarič, Barbara Ferbežer (administrative assistant)	02/220 74 30 02/220 70 06	<a href="mailto:matjaz.colnaric@um.si">matjaz.colnaric@um.si</a> <a href="mailto:erasmus.feri@um.si">erasmus.feri@um.si</a>	prof. dr. Matjaž Colnarič,	02/220 74 30	<a href="mailto:matjaz.colnaric@um.si">matjaz.colnaric@um.si</a>
Faculty of Energy Technology	FE	Izr. prof. dr. Sebastijan Seme Jerneja Klemenčič	03/777 04 09 03/777 04 00	<a href="mailto:sebastijan.seme@um.si">sebastijan.seme@um.si</a> <a href="mailto:jerneja.klemencic@um.si">jerneja.klemencic@um.si</a>	doc. dr. Sebastijan Seme	03/777 04 09	<a href="mailto:sebastijan.seme@um.si">sebastijan.seme@um.si</a>
Faculty of Civil Engineering, Transportation Engineering and Architecture	FGPA	lekt. Sabina Mulej (Erasmus faculty coordinator) mag. Damijana Zlatolas (administrative assistant) doc. dr. Kaja Pogačar (coordinator for Architecture) mag. Beno Mesarec (coordinator for Traffic and Transportation Engineering)	02/229 43 64 02/229 43 79 02/229 47 16 02/229 43 92	<a href="mailto:sabina.mulej@um.si">sabina.mulej@um.si</a> <a href="mailto:erasmus.fgpa@um.si">erasmus.fgpa@um.si</a> <a href="mailto:kaja.pogacar@um.si">kaja.pogacar@um.si</a> <a href="mailto:beno.mesarec@um.si">beno.mesarec@um.si</a>	prof. dr. Bojana Dolinar	02/229 43 25	<a href="mailto:bojana.dolinar@um.si">bojana.dolinar@um.si</a>
Faculty of Chemistry and Chemical Engineering	FKKT	prof. dr. Peter Kranjc	02/229 44 22	<a href="mailto:peter.kranjc@um.si">peter.kranjc@um.si</a>	doc. dr. Marko Bračko	02/2294 490	<a href="mailto:marko.bracko@um.si">marko.bracko@um.si</a>
Faculty of Agriculture and Life Sciences	FKBV	doc. dr. Silva Grobelnik Mlakar, doc. dr. Anastazija Gselman	02/320 90 82 02/320 90 35	<a href="mailto:silva.grobelnik@um.si">silva.grobelnik@um.si</a> <a href="mailto:anastazija.gselman@um.si">anastazija.gselman@um.si</a>	prof. dr. Branko Kramberger	02/320 90 33	<a href="mailto:branko.kramberger@um.si">branko.kramberger@um.si</a>
Faculty of Logistics	FL	doc. dr. Matevž Obrecht Vid Mlejnik		<a href="mailto:matevz.obrecht@um.si">matevz.obrecht@um.si</a> <a href="mailto:vid.mlejnik@fl.uni-mb.si">vid.mlejnik@fl.uni-mb.si</a>	prof. dr. Maja Fošner	03/428 53 24	<a href="mailto:maja.fosner@uni-mb.si">maja.fosner@uni-mb.si</a>

Faculty of Natural Sciences and Mathematics	FNM	asist. dr. Andreja Špernjak	02/229 38 38	<a href="mailto:andreja.spernjak@um.si">andreja.spernjak@um.si</a> <a href="mailto:erasmus.fnm@um.si">erasmus.fnm@um.si</a>	doc. dr. Daniel Eremita (mathematics and computer science), doc. dr. Robert Repnik (physics), prof. dr. Srečko Glodež (design and engineering), asist. dr. Igor Paušič (biology and chemistry)	02/235 56 08 041 792 567 02/229 37 53 02/239 36 94	<a href="mailto:daniel.eremita@um.si">daniel.eremita@um.si</a> <a href="mailto:robert.repnik@um.si">robert.repnik@um.si</a> <a href="mailto:srecko.glodez@um.si">srecko.glodez@um.si</a> <a href="mailto:igor.pausic@um.si">igor.pausic@um.si</a>
Faculty of Organizational Sciences	FOV	prof. dr. Uroš Rajkovič mag. Jasmina Žnidaršič	04/237 42 90 04/237 42 43	<a href="mailto:erasmus@fov.uni-mb.si">erasmus@fov.uni-mb.si</a>	doc. dr. Marjan Senegačnik	04/237 42 56	<a href="mailto:erasmus@fov.uni-mb.si">erasmus@fov.uni-mb.si</a>
Faculty of Mechanical Engineering	FS	izr. prof. dr. Nataša Vujica Herzog (Mechanical Engineering), doc. dr. Julija Volmajer Valh (Textile Engineering)	02/ 220 76 35 02/ 220 78 97	<a href="mailto:natasa.vujica@um.si">natasa.vujica@um.si</a> <a href="mailto:julija.volmajer@um.si">julija.volmajer@um.si</a>	izr. prof. dr. Iztok Palčič	02/220 76 36	<a href="mailto:iztok.palcic@um.si">iztok.palcic@um.si</a>
Faculty of Tourism	FT	doc. dr. Mitja Gorenak	08/205 40 10	<a href="mailto:mitja.gorenak@um.si">mitja.gorenak@um.si</a>	doc. dr. Marjetka Rangus	08/205 77 65	<a href="mailto:marietka.rangus@um.si">marietka.rangus@um.si</a>
Faculty of Criminal Justice and Security	FVV	doc. dr. Aleš Ručman Mednarodna pisarna FVV	01/300 83 10	<a href="mailto:ales.bucar@fvv.uni-mb.si">ales.bucar@fvv.uni-mb.si</a> <a href="mailto:international.office@fvv.uni-mb.si">international.office@fvv.uni-mb.si</a>	doc. dr. Aleš Bučar Ručman	01/300 83 10	<a href="mailto:ales.bucar@fvv.uni-mb.si">ales.bucar@fvv.uni-mb.si</a>
Faculty of Health Sciences	FZV	Dr., DHSc. (Republika Finska) Helena Blažun Vošner Maja Štiglic	02/300 47 33 02/300 47 20	<a href="mailto:helena.blazun@um.si">helena.blazun@um.si</a> <a href="mailto:fzv.erasmus@um.si">fzv.erasmus@um.si</a> <a href="mailto:maja.stiglic@um.si">maja.stiglic@um.si</a>	dr. Klavdija Čuček Trifkovič	02/300 47 04	<a href="mailto:klavdija.cucek@um.si">klavdija.cucek@um.si</a>
Faculty of Arts	FF	doc. dr. Tomaž Onič Alenka Marušič	02/229 36 18 02/229 37 82	<a href="mailto:tomaz.onic@um.si">tomaz.onic@um.si</a> <a href="mailto:alenka.marusic@um.si">alenka.marusic@um.si</a>	Department for English and American Studies: lekt. dr. Agata Križan  Philosophy: izr. prof. dr. Janez Bregant  Geography: doc. dr. Uroš Horvat  German studies: doc. dr. Melanija Larisa Fabčič  Hungarian language and literature: prof. dr. Anna Kolláth	02/22 93 610 02/22 93 790 02/22 93 651 02/22 93 609 02/22 93 629 02/22 93 827	<a href="mailto:agata.krizan@um.si">agata.krizan@um.si</a> <a href="mailto:janez.bregant@um.si">janez.bregant@um.si</a> <a href="mailto:uros.horvat@um.si">uros.horvat@um.si</a> <a href="mailto:melanija.fabcic@um.si">melanija.fabcic@um.si</a> <a href="mailto:anna.kollath@um.si">anna.kollath@um.si</a> <a href="mailto:mateja.psunder@um.si">mateja.psunder@um.si</a>

					Pedagogy: prof. dr. Mateja Pšunder Translatology: lekt. Melita Koletnik Korošec Psychology: doc. dr. Sara Tement Slavic languages and literatures: izr. prof. dr. Natalija Ulčnik Sociology: doc. dr. Andrej Naterer History of Arts: izr. prof. dr. Polonca Vidmar History: doc. dr. Aleš Maver	02/22 93 840 02/22 93 840 02/22 93 630, 02/22 93 699 02/22 93 840 02/22 93 799	<a href="mailto:melita.koletnik@um.si">melita.koletnik@um.si</a> <a href="mailto:sara.tement@um.si">sara.tement@um.si</a> <a href="mailto:natalija.ulcnik@um.si">natalija.ulcnik@um.si</a> <a href="mailto:andrej.naterer@um.si">andrej.naterer@um.si</a> <a href="mailto:polona.vidmar@uni-mb.si">polona.vidmar@uni-mb.si</a> <a href="mailto:ales.maver@um.si">ales.maver@um.si</a>
Faculty of Medicine	MF	doc. dr. Bogdan Čizmarevič Milena Orož Črešnar	02/23 45 821 02/234 58 42	<a href="mailto:bogdan.cizmarevic@ukc-mb.si">bogdan.cizmarevic@ukc-mb.si</a> <a href="mailto:milena.oroz@um.si">milena.oroz@um.si</a>	doc. dr. Bogdan Čizmarevič	02/23 45 821	<a href="mailto:bogdan.cizmarevic@ukc-mb.si">bogdan.cizmarevic@ukc-mb.si</a>
Faculty of Education	PEF	Jelena Krivograd	02/229 38 53	<a href="mailto:jelena.krivograd@um.si">jelena.krivograd@um.si</a>	prof. dr. Branka Čagran <i>(Department of Basic Pedagogical Studies)</i> prof. dr. Olga Denac <i>(Department of Preschool Education)</i> prof. dr. Alenka Lipovec <i>(Department of Elementary Education)</i> prof. Petra Varl <i>(Department of Fine Arts)</i> doc. Alojz Slavko Kovačič <i>(Department of Music)</i> Lecturer Stojan Puhalič <i>(Department of Sports Training)</i>	02/2293 666 02/2293 687 02/2293 686 02/2293 716 02/2293 765 02/2293 665	<a href="mailto:branka.cagran@um.si">branka.cagran@um.si</a> <a href="mailto:olga.denac@um.si">olga.denac@um.si</a> <a href="mailto:alenka.lipovec@um.si">alenka.lipovec@um.si</a> <a href="mailto:petra.varl@um.si">petra.varl@um.si</a> <a href="mailto:slavko.kovacic@um.si">slavko.kovacic@um.si</a> <a href="mailto:stojan.puhali@um.si">stojan.puhali@um.si</a>
Faculty of Law	PF	prof. dr. Suzana Kraljić, Rebeka Livić	02/250 42 32 02/250 42 22	<a href="mailto:suzana.kraljic@um.si">suzana.kraljic@um.si</a> <a href="mailto:rebeka.livic@um.si">rebeka.livic@um.si</a>	prof. dr. Marijan Kocbek	02/25 04 224,	<a href="mailto:marijan.kocbek@um.si">marijan.kocbek@um.si</a>

## **GRADING SCALE**

Slovene Grading Scale	ECTS Grading Scale
10 - excellent	A
9 - very good	B
8 - good	C
7 - satisfactory	D
6 - sufficient	E
5 – fail	FX/F

## **ADMISSION/REGISTRATION PROCEDURES**

### ***ADMISSION/REGISTRATION PROCEDURE FOR REGULAR STUDENTS***

#### **ADMISSION REQUIREMENTS FOR ENROLLMENT IN THE 1ST YEAR OF THE UNDERGRADUATE STUDY PROGRAMMES (for foreign citizens of non EU Member State and Slovenians without Slovenian citizenship)**

The application and admission procedure for enrollment in the 1st year of undergraduate study for foreign citizens of non EU Member State and Slovenians without Slovenian citizenship at the University of Maribor is conducted by:

University of Maribor  
The Higher Education Application and Information Service  
Slomškov trg 15, 2000 Maribor, Slovenia  
Telephone: +386 (0)2 235 52 64  
E-mail: [vpis@um.si](mailto:vpis@um.si)  
<http://www.vpis.um.si>

#### **Application and admission procedure**

The application period lasts from the 6th of February to the 20<sup>th</sup> of April 2017. Candidates can apply using: E-Application in eVŠ: <http://portal.evs.gov.si/prijava/>

All necessary documents that show fulfilment of enrolment conditions must be sent to The Higher Education Application and Information Service of the University of Maribor no later than 1st August 2017. Candidates must pass a test of ability, capacity and skills if they wish to enroll in the Faculty of Civil Engineering, Transportation Engineering and Architecture (study programme: Architecture) or in the Faculty of Education (study programmes: Music Education, Art Education, Sports coaching).

#### **Evidence of fulfilment of admission requirements:**

- Verified copy of birth certificate or certificate of citizenship or passport or personal identity card (notary or Apostille),
- Certified translation of the document showing the citizenship (birth certificate or certificate of citizenship or passport or personal identity card) into Slovenian or English by a court appointed translator (translation is not necessary for documents issued in the following languages: English, Croatian, Bosnian and Serbian if the writing of the document is in Latin script),
- Verified copies of the secondary school final certificate and secondary school exit certificates of the last two years,
- Certified translation of the secondary school final certificate and secondary school exit certificates of the last two years into Slovenian or English by a court appointed translator (translation is not necessary for documents issued in the following languages: English, Croatian, Bosnian and Serbian if the writing of the document is in latin script),
- Decision on recognition of certificates obtained abroad for the purpose of further education,
- Original of the final certificate/diploma, proving completed foreign education (\*required only from candidates who are in the process of obtaining the Decision on recognition of certificates obtained abroad for the purpose of further education),

- Uncertified copies of residual secondary school yearly certificates (\*required only from candidates who are in the process of obtaining the Decision on recognition of certificates obtained abroad for the purpose of further education),
- Short chronological description of the entire education prepared and signed by the candidate (\*required only from candidates who are in the process of obtaining the Decision on recognition of certificates obtained abroad for the purpose of further education).
- A Slovenian language certificate (if it is required by the study programme). **Before enrolling into the 1st year of undergraduate and long-cycle master study:** Faculty of Education (except for study programme Music education) (intermediate level), Faculty of Arts (intermediate level), Faculty of Natural Sciences and Mathematics, study programme Subject Teacher (higher level – B2), Faculty of Medicine\* (all candidates need a Slovenian language certificate of level C2). **Before enrolling into the 2nd year of undergraduate and long-cycle master study:** Faculty of Mechanical Engineering (basic level), Faculty of Law (basic level), Faculty of Education (study programme Music education - intermediate level), Faculty of Health Sciences (basic level), Faculty of Criminal Justice (intermediate level), Faculty of Electrical Engineering and Computer Science (basic level). **No Slovenian language certificate is required:** Faculty of Civil Engineering, Faculty of Chemistry and Chemical Engineering, Faculty of Logistics, Faculty of Energy Technology, Faculty of Natural Sciences and Mathematics (except study programme Subject Teacher), Faculty of Business and Economics, Faculty of Organizational Sciences, Faculty of Agriculture and Life Sciences, Faculty of Tourism. A Slovenian language certificate is obtainable from:

University of Ljubljana  
 Centre for Slovene as a Second/Foreign Language  
 Kongresni trg 12, 1000 Ljubljana, Slovenia  
 Tel: +386 (0)1 241 86 47, E-mail: [izpitni.center@ff.uni-lj.si](mailto:izpitni.center@ff.uni-lj.si)

For candidates enrolling in the University of Maribor:  
 Faculty of Arts of the University of Maribor  
 Koroška cesta 160, 2000 Maribor, Slovenia  
 Tel: +386 (0)2 22 93 775  
 e-mail: [gjoko.nikolovski@um.si](mailto:gjoko.nikolovski@um.si)  
<http://www.ff.um.si/studenti/informacije/izpit-iz-slovenskega-jezika-za-tujce.dot>  
 (Candidates' Slovene language exam, taken at the Center for Slovene Language at the University of Ljubljana, will be acknowledged).

\*Faculty of Medicine: All candidates need a Slovenian language certificate of level C2, regarding the Common European Framework of Reference for Languages (CEFR). As a fulfilled enrolment condition is considered a taken exam of Slovenian language at final exam (Slovenian matura), certificate of last year the subject was carried out at secondary school, certificate of Slovenian language of level C2 or other equivalent document.

For detailed information about verified documents see our homepage: <http://www.vpis.um.si/> .

If the application is accepted, the candidate must pay an enrollment fee, in some cases a tuition fee and complete her/his enrolment at the chosen faculty.

#### **Tuition fees**

The tuition fees for undergraduate studies are set individually by each faculty.

#### **ADMISSION REQUIREMENTS FOR ENROLLMENT IN THE 1ST YEAR OF UNDERGRADUATE AND LONG-CYCLE MASTER STUDY PROGRAMMES (for citizens of the European Union Member States)**

Citizens of European Union member states may apply for study in Slovenia under the same conditions as citizens of the Republic of Slovenia.

The application and admission procedure for enrolment in the first year of undergraduate and long-cycle master study at the University of Maribor is conducted by:

University of Maribor  
The Higher Education Application and Information Service  
Slomškovo trgo 15  
2000 Maribor  
Slovenia  
Tel: +386(0)2 23 55 261  
E-mail: [vpis@um.si](mailto:vpis@um.si)  
Internet: <http://www.vpis.um.si>

Information about application and admission procedure is available at The Higher Education Application and Information Service of the University of Maribor and on the website of the Ministry of education, science and sport.

### 1. APPLICATION PROCEDURE:

Citizens of the EU Member States can apply for enrolment in the first year of undergraduate and long-cycle master study in two application periods:

- in the first application period from 6th February to 3th March 2017,
- in the second application period from 22nd to 29th August 2017.

### 2. GENERAL CONDITIONS FOR ENROLMENT IN THE FIRST YEAR OF STUDY:

- **Successfully completed appropriate secondary education** (To enrol in university study programmes or long-cycle master study, the candidates must have a recognised national exit exam, like the Slovene matura or final examination before 1 June 1995. To enrol in professional higher-education programmes, the candidates must have a recognised final examination, vocational certification or Slovene matura.);
- **Completed procedure for the recognition of secondary-school certificates obtained abroad** (in the recognition procedure, the candidates obtain a Decision on Recognition of Foreign Education. The Decision on Recognition of Foreign Education determines whether a candidate can continue his education in university study programmes, long-cycle master study or professional higher-education study programmes);
- Some study programmes require the candidates to **pass a test of ability, capacity and skills**.
- **The Faculty of Medicine** requires:

»All candidates need a Slovenian language certificate of level C2, regarding the Common European Framework of Reference for Languages. As a fulfilled enrolment condition is considered a taken exam of Slovenian language at a final secondary school exam (Slovenian matura), a yearly secondary school certificate with a graded subject of Slovene language, certificate of Slovenian language at level C2 or other equivalent document.«

Candidates must pass a test of ability, capacity and skills if they wish to enroll in the Faculty of Civil Engineering, Transportation Engineering and Architecture (study programme: Architecture) or in the Faculty of Education (study programmes: Music Education, Art Education, Sports coaching).

### 3. EVIDENCE OF FULFILMENT OF THE ENROLMENT REQUIREMENTS:

- a final certificate of successfully completed secondary school,
- certificates of the last two years of completed secondary school,
- a decision on recognition of foreign education for the purpose of further education.

Candidates have to send certified copies of the required documents. All certificates (except bilingual ones; with one language being Slovene or English) must be translated into Slovenian or English language by a court appointed translator if the Higher Education Application and Information Service estimates and notifies the candidate, that it is necessary.

The candidates applying for study at the Faculty of Medicine also have to submit a certificate of a taken exam of Slovenian language at a final secondary school exam (Slovenian matura), a yearly secondary school certificate with a graded subject of Slovene language, certificate of Slovene language at level C2.

#### 4. TUITION FEES

Citizens of the European Union Member States do not pay any tuition fees for full-time undergraduate and long-cycle master study.

#### ENROLMENT IN POSTGRADUATE PROGRAMMES

In the academic year 2017/2018, candidates may enrol in master's (second-cycle) and doctoral (third-cycle) programmes offered by faculties of the University of Maribor (hereinafter: faculties). Detailed information on enrolment in master's and doctoral programmes can be found at <http://www.um.si/studij/podiplomski-studij/Strani/2--stopnja.aspx> and <http://www.um.si/studij/podiplomski-studij/Strani/3--stopnja.aspx>, respectively.

All candidates aiming to attend postgraduate programmes of the University of Maribor may apply to the call for application, published at the following web page: <https://www.um.si/en/Study/about/Pages/Cal-for-Application-1718---postgraduates.aspx>, irrespective of whether they have already earned their graduate degree at the time of application. Candidates who applied must submit proof of their graduate degree by the deadline set by the relevant faculty (faculties will publish internal deadlines on their websites; candidates may also contact competent Offices of Student Affairs). A graduate degree is not a requirement for the submission of an application, it is, however, required for enrolment.

Candidates apply to postgraduate programmes of faculties of the University of Maribor in two separate application periods/deadlines. However, in the second application period, candidates may apply only for those programmes that still keep vacant positions, i.e. positions which have not been filled in the first application round. Irrespective of the aforementioned, faculties may decide against holding a second round of applications despite still having available positions after the first application round.

Deadlines for Slovenians without Slovenian citizenship and foreign nationals (non-EU):

- 1st application period will be open from 13 March 2017 until 31 May 2017 at the latest.
- 2nd application period: if positions are not filled in the first application period and faculties decide to publish a list of vacancies, candidates will be able to apply in the second round from 5 July 2017 until 15 September 2017 at the latest.

Deadlines for Slovenian citizens and EU-nationals:

- 1st application period will be open from 13 March 2017 until 18 August 2017 at the latest.
- 2nd application period: if positions are not filled in the first application period and faculties decide to publish a list of vacancies, candidates will be able to apply in the second round from 13 September 2017 until 15 September 2017 at the latest.

Non-EU nationals and Slovenians without Slovenian citizenship may apply for postgraduate programmes in accordance with the Rules on Tuition Fees and Accommodation in Student Dormitories for Slovenian Nationals without Slovenian Citizenship and Foreigners in the Republic of Slovenia (Official Journal of the Republic of Slovenia, No. 70/2008). The number of available positions for this group of applicants is published in separate tables referring to positions available to non-EU nationals and Slovenians without Slovenian citizenship.

Slovenian citizens and EU nationals who earned their graduate degree abroad, other foreign nationals who (or whose parents or guardians or at least one of them) are tax residents of the Republic of Slovenia with permanent residence in the Republic of Slovenia, as well as persons granted international protection under the International Protection Act (Official Journal of the Republic of Slovenia, No. 11/11 – official consolidated text, 98/11 – Constitutional Court ruling, 83/12, 111/13, 114/13 – Constitutional Court ruling and 82/15 – Constitutional Court ruling) who completed their graduate degree abroad may apply for positions available to Slovene citizens and EU nationals.

All candidates, regardless the nationality, who earned their graduate degree abroad, have to obtain a decision on the recognition of foreign academic qualifications.

Candidates who have already obtained a decision on the recognition of foreign academic qualifications must follow the instructions for the submission of supporting documents demonstrating fulfilment of admission requirements. The decision on the recognition of foreign academic qualifications, along with the required

supporting documents, must be submitted to the faculty implementing the programme the candidate is applying for. For candidates who have not yet obtained a decision on the recognition of foreign academic qualifications, the online application form for enrolment in postgraduate programmes submitted via eVŠ (available at: <http://portal.evs.gov.si/prijava/>) is also considered the application for the recognition of foreign academic qualifications. Candidates who submit an incomplete application will be informed by regular mail or email and invited to complete their application.

Under the Recognition and Evaluation of Education Act (Official Journal of the Republic of Slovenia, No. 87/2011, No. 97/2011 – amended and No. 109/2012), the deadline for issuing the decision on the recognition of foreign academic qualifications is two months after receiving a complete application. If a candidate submitted the application in due time, but it is nonetheless unreasonable to expect that the decision will be issued by 30 September 2016, the candidate is advised to file a request for an extension of the deadline for enrolment for legitimate reasons with the relevant faculty.

During the application-enrolment process for second-cycle programmes, candidates may apply for a special status on the basis of which they can be added to the list of candidates admitted post-deadline. However, they must nonetheless meet the admission requirements laid down in the accredited study programme and achieve at least 90% of the required score. Based on a candidate's written request and relevant supporting documents, the university committee in charge of requests and appeals decides on whether to confer special status on the candidate.

Special status may be conferred on candidates who provide relevant supporting documents certifying: impairments in mental or physical development, disability or special needs, chronic illness or consequences of an acute disease that persevered throughout the application procedure and had a material impact on the candidate's academic achievement during the relevant period, exceptional social circumstances, "top athlete" status in the relevant period.

In order to be awarded special status, candidates must lodge an application along with relevant supporting documents. The application must be sent by registered mail to the relevant faculty implementing the programme the candidate is applying for by 23 August 2017 at the latest. In exceptional cases, applications may be submitted post-deadline, however, only if circumstances justifying the special status occurred after the deadline. The envelope must be clearly marked: "Za Komisijo za prošnje in pritožbe v prijavnem postopku Univerze v Mariboru" (to the Committee for Requests and Appeals in the Application Procedure of the University of Maribor).

Candidates shall apply for special status only once, even if they submit more than one application for enrolment. The decision on the conferral of special status is valid for all applications even if submitted to different faculties.

Faculties must enrol candidates, admitted in the first application period, by the internal deadline set by each relevant faculty, however no later than:

- 30 June 2017 for Slovenians without Slovenian citizenship and foreign nationals, and
- 11 September 2017 for Slovenian citizens and EU nationals.

Faculties must enrol candidates, admitted in the second application period, by the internal deadline set by each relevant faculty, however no later than 30 September 2017.

## **ADMISSION /REGISTRATION PROCEDURE FOR ERASMUS+ EXCHANGE STUDENTS**

Participating countries are the Member States of the European Union, Iceland, Liechtenstein, Norway, the Former Yugoslav Republic of Macedonia and Turkey.

### **Application procedure**

1. Apply for individual password. - <https://studentexchange.um.si/ADPrijava.aspx>
2. Complete electronic Application Form - it's actually Learning Agreement (Student exchange program: Erasmus+ study). - you have to send us our version of Learning Agreement!  
The majority of chosen subjects in your LA has to be from the faculty that covers study areas, specified in the Erasmus+ Inter-institutional Agreement between your home university and the University of Maribor.



3. Choose your study units. Please check if the subject is offered in the right semester! YOU CAN CHOOSE SUBJECTS FROM UP TO 3 DIFFERENT FACULTIES
4. Print out the fully completed Application Form (Learning Agreement).
5. Obtain signature from Erasmus+ academic coordinator at your home university. UNIVERSITY STAMP IS ALSO OBLIGATORY!
6. Request a Transcript of Records from your home university. The transcript can be in any form including computer print outs from your university registry's office. It must be in English.
7. We require an assessment of your English language skills (on the level of B1 at least in line with CEFR) , so you can either (choose 1 option only):
  - send us a document, stating your English language knowledge level, signed and stamped by English teacher from your home institution;
  - send us a copy of any English language certificate you might have, but it shouldn't be older than two years. Printed results of your OLS test are not valid!

Please note that if we, after your arrival to the University of Maribor, assess that your English language skills are below the level you will state in one of the above mention documents (so the information you will send us is not true), we can decide you are no longer welcome as Erasmus+ student at the University of Maribor.
8. Make a copy of your identity document (identity card or passport).
9. All required documents:
  - a. Application Form with selected subjects (Learning Agreement) - signed and stamped by home university!
  - b. Transcript of Records
  - c. Certificate of your English language knowledge (see step 7)
  - d. Copy of your identity document (identity card, passport)

must be sent by your Erasmus coordinator to the following email address: [incoming.erasmus@um.si](mailto:incoming.erasmus@um.si) . All documents have to be in PDF format.

### Deadlines

1st semester: 1st July (for visa applicants - 1st June)

2nd semester: 1st December (for visa applicants - 1st November)

### Admission procedure:

Your documents will be reviewed by the main International Relations Office and by the selected host faculty. In case you are accepted for Erasmus+ study at the University of Maribor, we will send you an Erasmus+ acceptance letter (sent via normal post, to home address).

You will be informed about the accommodation possibilities when receiving your Erasmus acceptance letter and other needed documents.

### INTERNATIONAL CREDIT MOBILITY – ERASMUS+ between programme and partner countries

Before applying to the call, a student shall check the list of partner institutions, fields and levels of study within the table of Erasmus+ inter-institutional agreements. The sending home institution must be a partner university of the University of Maribor.

Before the application to the call, a student shall check internal procedures for the application for mobility for a study period abroad at the sending home institution.

The application has to contain:

1. the Learning Agreement for Studies accessible at following link: <https://studentexchange.um.si/> (type mobility: CREDIT MOBILITY!). It has to be confirmed by the student and the Erasmus+ coordinator or responsible person at the department or faculty and the institutional coordinator or responsible person of the sending institution.\*
2. a transcript of records on all passed exams for all levels of study with average grade
3. a confirmation of English language knowledge on the level of B1 at least in line with CEFR ([http://www.coe.int/t/dg4/linguistic/cadre1\\_en.asp](http://www.coe.int/t/dg4/linguistic/cadre1_en.asp) ). Knowledge of English language is proven by a verified confirmation by the English teacher at the home department or by presentation of a TOEFL result 42 (IBT) or more, IELTS 4.0 or more, or by another equal certificate
4. a signed declaration on eventual already conducted student mobility
5. a signed declaration on the state of residence, birth and citizenship

6. a motivation letter up to a max. 1 A4 page signed by the applicant
7. Curriculum Vitae (Europass) with mentioned additional activities
8. a valid actual confirmation on enrolment
9. a copy of a valid personal document (passport or ID).

\*Students applying for preparation of a diploma, master or doctoral thesis have to attach also the »Mobility Activity Plan« confirmed by the student and the Erasmus+ coordinator or other responsible person at the sending institution to the application.

All documents have to be in PDF format.

**The complete application has to be sent to the Erasmus+ coordinator or other responsible person of the International Relations Office of the domestic institution till end of May.** Students will be informed on selection and further procedures till June 16th.

### **MAIN UNIVERSITY REGULATIONS**

University autonomy is determined in the Constitution of the Republic of Slovenia (article 58). The Organization of universities and general activities are regulated by the Higher Education Act (Uradni list RS, no.; 32/2012, ZViS-UPB7, as amended to 75/2016). University reform was adopted by a Decree on the reformation of the University of Maribor (Uradni list RS, no. 28/2000, Statut UM UPB11, as amended 29/2017). The recognition of international study achievements is regulated by the Lisbon convention, which was ratified by an Act on the Ratification of this Convention (RS MP 14/91). Concrete provisions regarding these matters are also adopted in the Statute of the University of Maribor and several executive provisions.

Main university regulations regarding students are available at

<http://www.um.si/en/Study/rules/Pages/default.aspx>.

### **RECOGNITION PROCEDURES**

Pursuant to the Act on Assessment and Recognition of Education, schools, other education establishments and higher education institutions are competent for recognition of previously obtained foreign education for the purpose of further education.

Recognition of foreign education for the purpose of further education in the Republic of Slovenia is a procedure by which, in the course of enrolment, holders of foreign certificates and diplomas are issued decisions recognizing their right to continue education in the Republic of Slovenia. On the basis of this decision the school shall enroll the holder in the appropriate education programme.

Applicants who are holders of foreign certificates and who wish to study at the University of Maribor are able to make an application for recognition of their foreign certificates together with their application for study at eVŠ web portal. For more information and guidelines please visit the web site [www.um.si](http://www.um.si), "Study/Recognition of education."

For specific information about the Recognition of foreign education for the purpose of further education at University of Maribor, please contact [recognition@um.si](mailto:recognition@um.si), Telephone +386(0)2 23 55 263.

### **GENERAL ARRANGEMENTS FOR THE RECOGNITION OF PRIOR LEARNING (FORMAL, INFORMAL AND NON-FORMAL)**

Students who have acquired certain competences through prior learning can apply for the recognition of these. Learning and expertise can be acquired in many types of situations, through formal education and through everyday experiences and work. The important thing is the result of learning and the learning process, not the manner in which they took place or where or how the knowledge and skills was acquired.

Formal education usually takes place in education institutions, and learning is systematic and based on set learning objectives, and the learner is granted a diploma or a certificate indicating the knowledge he/she has gained.

Non-formal education (unofficial) is systematic and based on set learning objectives. From the perspective of the learner is granted a certificate indicating the knowledge he/she has gained, but not public valid level of education or qualification. In Slovenia, non-formal education is typically offered by various independent educational organizations and training offered at workplaces.

Informal education (everyday learning) refers to learning that takes place during activities at work, in the family or during leisure time. Informal education is not systematic or based on set learning objectives, not is the learner granted a certificate indicating the knowledge he/she has gained. Informal learning may be intentional, but usually it is unintentional and coincidental.

Students have the right to apply for the approval (recognition) of prior learning, if the acquired knowledge is equivalent to the learning objectives of the degree programme.

The principles and procedures for recognizing prior learning are set in the Rules on recognition of knowledge and skills obtained before enrollment in study programmes.

### **ECTS CREDIT ALLOCATION BASED ON THE STUDENT WORKLOAD NEEDED IN ORDER TO ACHIEVE EXPECTED LEARNING OUTCOMES**

Since the academic year 2010/2011 University of Maribor is enrolling students only in Bologna study programmes. Before adopting the ECTS system academic staff re-examined the learning outcomes of each course in relation to the competences expected to be developed by the program's graduates and students' workload (teaching contact hours as well as students' private study time) needed to achieve the set learning outcomes. Credit allocation to courses was based on the students' workload estimated by the academic staff. The key figures used for credit allocation were 25-30 hours per credit, 15 weeks per semester and 30 ECTS credits per semester. At the end of the academic year, the University conducts surveys on the actual student workload in accordance with the Rules on Administering Questionnaires on the Actual Student Workload. Survey results reveal students' opinions on the actual workload with regard to individual courses. On the basis of the results, workload under new (Bologna) programmes is monitored and proposals for quality improvement and modifications to existing programmes are formulated.

### **ARRANGEMENTS FOR ACADEMIC GUIDANCE**

The University of Maribor provides students and prospective students with a wide variety of consulting services related to enrolment, study programmes, study arrangements and employment prospects. Information concerning graduate enrolment is provided by the Inscription and Information Office of the University of Maribor and by student affairs offices located at university members, which provide prospective graduate and postgraduate students with relevant information.

### **TUTORING**

After the introduction of Bologna programmes, tutoring and mentor systems began to develop at faculties. The primary objectives of this system are:

- to make the transition from secondary school to university easier,
- assist students throughout their studies,
- establish good relations between students, professors and the institution as a whole,
- overcome the traditional higher education system,

- improve the performance of students and increase the number of students advancing to the next year,
- improve the quality of the learning experience.

Tutor models vary heavily among faculties. According to the year of studies, the tutor is either a senior student or a professor.

### **CAREER CENTRE AND ALUMNI UM**

The Career Centre of the University of Maribor provides a wide range of services for students, graduates and employers. Individual career counselling provides students and graduates with detailed information on career opportunities and development.

Career centre also organizes various events, such as lectures, seminars, workshops, discussions and meetings. The majority of these events may be attended by all students and graduates interested, while others are organized for specific groups. We also arrange visits to potential employers.

Students and graduates of the University of Maribor can obtain information on job vacancies and internship programmes in Slovenia and abroad. Employers may advertise job vacancies and internship programmes on our website free of charge.

University of Maribor also monitor graduates and their employability. In addition, in-depth analyses of employability is conducted. Relevant data are gathered systematically within the framework of UM's Alumni. Alumni UM represents a great opportunity to enable all members to attend events or participate in activities for students and graduates conducted by the Career Centre and other activities that are for alumni members.

### **ESN MARIBOR**

ESN (Erasmus Student Network) Maribor provides informal help for incoming students regarding arrangement of various papers, subsidized food, SIM cards, and getting to know life in Maribor. More about ESN: <http://esn.org/>

### **STUDENTS WITH DISABILITIES AND SPECIFIC NEEDS**

Rights and the equality of students are laid down in the Statute of the University of Maribor and Rules on Students with Disabilities and Specific Needs. Article 212 of the Statute lays down the status of students with disabilities and other students with specific needs.

In cooperation with the Slovene Association of Students with Disabilities, UM implemented the project entitled "Development of Inclusive Higher Education – training faculty staff for the work with disabled students", on the basis of which the brochure "Disability Friendly Institutions" has been published.

Certain university members have special equipment and tools for students with disabilities, which have been acquired on the basis of their needs. Disability issues are discussed on an individual basis since the needs of students with disabilities vary greatly.

### **STUDENT COUNCIL and VICE RECTOR FOR STUDENT AFFAIRS**

The student council and its president, Vice-rector for student affairs, are responsible for considering issues which concern students, address student related problematic and assist students to realise their rights. Moreover, their purpose and function is also to support student efforts to achieve their academic goals, help them with their questions, propose solutions and introduce them to all options they have available at UM. The student

representatives are also in function to consider student complaints, which is conducted in collaboration with relevant university administration and academic staff.

Therefore, students have the opportunity and responsibility to be a part of the university's development and influence the important decisions, especially regarding the quality of teaching; all with the goal of assuring the best academic environment available. Besides the academic part, Student council with its representatives prepares a variety of extracurricular activities, which round up the study experience at UM. More information: [ssum.um.si](http://ssum.um.si)

### **ORIENTATION WEEK FOR FRESHMEN**

New students can participate in an orientation program before the beginning of the year which aims at familiarizing them with departments, programs of studies, requirements, student services, campus facilities, libraries, student bodies and career centres. Students have the opportunity to attend seminars on topics that help them adjust to their new environment and Slovene language course.

### **STUDENT BROCHURE**

Every year faculties publish different brochures which contain useful information about admission/registration procedures, about study programmes and other useful information regarding services offered.

### **INTERNATIONAL OFFICES**

Main International Relations Office is located at the UM rectorate. Along with international offices located at some university members, it assists incoming and outgoing students, teachers, staff and provides information on academic exchange, application procedures and selection criteria. Detailed information on international exchange is available at <http://www.um.si/en/erasmusplus>.