UNIVERSITY OF MARIBOR

INFORMATION PACKAGE / INTERNATIONAL EXCHANGE STUDENTS' GUIDE 2020/2021

Part I Information on the Institution
# TABLE OF CONTENTS

Part One: Information

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Faculty</th>
<th>Study Programme Leading to the Academic Bachelor’s Degree</th>
<th>Study Programme Leading to the Professional Bachelor’s Degree</th>
<th>Study Programme Leading to the Master’s Degree</th>
<th>Study Programme Leading to the Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>FACULTY OF ECONOMICS AND BUSINESS</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>FACULTY OF ELECTRICAL ENGINEERING AND COMPUTER SCIENCE</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>2nd</td>
<td>FACULTY OF ENERGY TECHNOLOGY</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>FACULTY OF CIVIL ENGINEERING, TRANSPORTATION ENGINEERING AND ARCHITECTURE</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>FACULTY OF CHEMISTRY AND CHEMICAL ENGINEERING</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>3rd</td>
<td>FACULTY OF AGRICULTURE AND LIFE SCIENCES</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>FACULTY OF LOGISTICS</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>FACULTY OF NATURAL SCIENCES AND MATHEMATICS</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>FACULTY OF ORGANIZATIONAL SCIENCES</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>FACULTY OF MECHANICAL ENGINEERING</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>FACULTY OF TOURISM</td>
<td>13</td>
<td>13</td>
<td>13</td>
<td>13</td>
</tr>
</tbody>
</table>
1st-Cycle Study Programme Leading to the Academic Bachelor’s Degree ........................................... 13
1st-Cycle Study Programme Leading to the Professional Bachelor’s Degree ....................................... 13
2nd-Cycle Study Programme Leading to the Master’s Degree ............................................................. 13
FACULTY OF CRIMINAL JUSTICE AND SECURITY ........................................................................... 13
1st-Cycle Study Programme Leading to the Academic Bachelor’s Degree ........................................... 13
1st-Cycle Study Programmes Leading to the Professional Bachelor’s Degree ........................................ 13
2nd-Cycle Study Programme Leading to the Master’s Degree ............................................................. 13
3rd-Cycle Study Programme Leading to the Doctorate ........................................................................ 13
FACULTY OF HEALTH SCIENCES .................................................................................................... 13
1st-Cycle Study Programme Leading to the Professional Bachelor’s Degree ........................................ 13
2nd-Cycle Study Programmes Leading to the Master’s Degree ............................................................ 14
3rd-Cycle Study Programme Leading to the Doctorate ........................................................................ 14
FACULTY OF ARTS ............................................................................................................................... 14
1st-Cycle Study Programmes Leading to the Academic Bachelor’s Degree ......................................... 14
2nd-Cycle Study Programmes Leading to the Master’s Degree ............................................................ 14
3rd-Cycle Study Programmes Leading to the Doctorate .................................................................... 15
FACULTY OF MEDICINE ..................................................................................................................... 15
Uniform (Long-Cycle) Master’s Study Programme Leading to the Master’s Degree .............................. 15
3rd-Cycle Study Programme Leading to the Doctorate .................................................................... 15
FACULTY OF EDUCATION ................................................................................................................. 15
1st-Cycle Study Programmes Leading to the Academic Bachelor’s Degree ......................................... 16
1st-Cycle Study Programmes Leading to the Professional Bachelor’s Degree ....................................... 16
2nd-Cycle Study Programmes Leading to the Master’s Degree ............................................................ 16
3rd-Cycle Study Programme Leading to the Doctorate .................................................................... 16
FACULTY OF LAW ............................................................................................................................... 16
1st-Cycle Study Programme Leading to the Academic Bachelor’s Degree ......................................... 16
2nd-Cycle Study Programmes Leading to the Master’s Degree ............................................................ 16
3rd-Cycle Study Programme Leading to the Doctorate .................................................................... 16
LIST OF FACULTY ERASMUS AND ECTS COORDINATORS ......................................................... 17
GRADING SCALE ................................................................................................................................. 20
ADMISSION/REGISTRATION PROCEDURES .................................................................................. 20
ADMISSION REQUIREMENTS FOR ENROLMENT IN THE FIRST YEAR OF UNDERGRADUATE AND LONG-CYCLE MASTER’S STUDY PROGRAMMES (for Slovenians without Slovenian citizenship and citizens of non-EU Member States) ......................................................... 20
ADMISSION REQUIREMENTS FOR ENROLMENT IN THE FIRST YEAR OF UNDERGRADUATE AND LONG-CYCLE MASTER’S STUDY PROGRAMMES (for citizens of the European Union Member States) ........................................................................................................... 22
ENROLLMENT IN POSTGRADUATE PROGRAMMES ........................................................................ 24
ADMISSION/REGISTRATION PROCEDURE FOR ERASMUS+ EXCHANGE STUDENTS .......................................................... 26
INTERNATIONAL CREDIT MOBILITY – ERASMUS+ between programme and partner countries ........ 26
MAIN UNIVERSITY REGULATIONS .................................................................................................. 27
RECOGNITION PROCEDURES .......................................................................................................... 27
GENERAL ARRANGEMENTS FOR THE RECOGNITION OF PRIOR LEARNING (FORMAL, INFORMAL, AND NON-FORMAL) .............................................................. 28
ECTS CREDIT ALLOCATION BASED ON THE STUDENT WORKLOAD NEEDED IN ORDER TO ACHIEVE EXPECTED LEARNING OUTCOMES .................................................................................. 28
ARRANGEMENTS FOR ACADEMIC GUIDANCE ............................................................................ 29
TUTORING ......................................................................................................................................... 29
CAREER CENTRE AND THE UM ALUMNI ......................................................................................... 29
ESN MARIBOR .................................................................................................................................... 30
STUDENTS WITH DISABILITIES AND SPECIFIC NEEDS ................................................................ 30
STUDENT COUNCIL and VICE-RECTOR FOR STUDENT AFFAIRS .................................................. 30
ORIENTATION WEEK FOR FRESHMEN ......................................................................................... 30
STUDENT BROCHURE ....................................................................................................................... 30
INTERNATIONAL OFFICES .............................................................................................................. 31
PART ONE: INFORMATION ON THE INSTITUTION

NAME AND ADDRESS

University of Maribor
UNIVERZA V MARIBORU
Slomškov trg 15, 2000 Maribor, Slovenia
Telephone: +386 2 23 55 280
E-mail: rektorat@um.si
Website: https://www.um.si

2020-2021 ACADEMIC CALENDAR OF THE UNIVERSITY OF MARIBOR

WINTER SEMESTER

<table>
<thead>
<tr>
<th>Teaching period</th>
<th>Thursday, 1 October 2020</th>
<th>Thursday, 21 January 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter examination period</td>
<td>Friday, 22 January 2021</td>
<td>Friday, 19 February 2021</td>
</tr>
</tbody>
</table>

SUMMER SEMESTER

<table>
<thead>
<tr>
<th>Teaching period</th>
<th>Monday, 22 February 2021</th>
<th>Friday, 11 June 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer examination period</td>
<td>Monday, 14 June 2021</td>
<td>Friday, 9 July 2021</td>
</tr>
<tr>
<td>Autumn examination period</td>
<td>Monday, 16 August 2021</td>
<td>Friday, 10 September 2021</td>
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</tbody>
</table>

Other academic year dates

<table>
<thead>
<tr>
<th>Orientation week</th>
<th>Thursday, 24 September 2020</th>
<th>Wednesday, 30 September 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation ceremony for the conferral of the 1st- and 2nd-cycle degrees</td>
<td>Monday, 23 November 2020</td>
<td>Friday, 27 November 2020</td>
</tr>
<tr>
<td>Graduation ceremony for the conferral of the 1st- and 2nd-cycle degrees</td>
<td>Monday, 29 March 2021</td>
<td>Friday, 4 April 2021</td>
</tr>
<tr>
<td>Graduation ceremony for the conferral of the 1st- and 2nd-cycle degrees</td>
<td>Monday, 7 June 2021</td>
<td>Friday, 11 June 2021</td>
</tr>
</tbody>
</table>

29 January 2021 (Rector’s Day)
18 May 2021 (Student’s Day)
18 September 2021 (Day of the University of Maribor)

National holidays in the teaching period (i.e. teaching-free days): 25 December 2020, 1 January 2021, 5 April 2021, and 27 April 2021.
Other teaching-free days in the winter and summer semester: 28 - 31 December 2020 and 28 - 30 April 2021 (obligations will be rescheduled).
ACADEMIC AUTHORITIES

Rector
prof. dr. Zdravko Kačič

Vice-Rector for Academic Affairs
doc. dr. Marina TAVČAR KRAJNC

Vice-Rector for Science and Research
prof. dr. Zoran REN

Vice-Rector for Knowledge Transfer
izr. prof. dr. Urban BREN

Vice-Rector for Quality, Human Resources and Legal Affairs
prof. dr. Janja HOJNIK

Vice-Rector for Infrastructure
prof. dr. Miralem HADŽISELIMOVIĆ

Vice-Rector for Student Affairs
Teja ŠTRUKELJ, student

Secretary General
mag. Mojca TANCER VERBOTEN

President of the Management Board
prof. dr. Gorazd MEŠKO

GENERAL DESCRIPTION OF THE UNIVERSITY OF MARIBOR

Maribor, the seat of one of three Slovenian universities, was first mentioned in historical documents as a town as early as 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 part of the University of Maribor) was the School of Economics and Commerce that was founded in 1959 offering a two-year study programme.

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 individual schools had developed into faculties, it was only a matter of time before the Association of Institutions of Higher Education would become 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 the following faculties were formed:

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 the faculties are located in Maribor. The Faculty of Agriculture and Life Sciences is located in Hoče, the Faculty of Organizational Sciences in Kranj, the Faculty of Criminal Justice and Security in Ljubljana, the Faculty of Logistics in Celje and Ljubljana, the Faculty of Energy Technology in Krško and Velenje, and the Faculty of Tourism in Brežice and Ljubljana. 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 Horizon 2020, CEEPUS, Erasmus+, Alps-Adriatic Rectors’ Conference (AARC), Danube Rectors’ Conference (DRC), Association of Universities of the Adriatic-Ionian area (UniAdrion), IREG Observatory on Academic Ranking and Excellence, European University Association (EUA), EUA Council for Doctoral Education (EUA-CDE), and Leveraging Education into Organisations (LEO-NET).

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 professional) – 1st-cycle study programmes or postgraduate – 2nd- and 3rd-cycle study programmes. Study programmes are offered by the faculties as full-time or part-time studies. In the 2019-2020 academic year, there are 9,576 undergraduate and 3,800 postgraduate students at the University of Maribor.

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

**STUDY PROGRAMMES OFFERED BY THE UNIVERSITY OF MARIBOR IN THE 2020-2021 ACADEMIC YEAR**

**FACULTY OF ECONOMICS AND BUSINESS**

Ekonomsko poslovna fakulteta (EPF)
Razlagova 14, 2000 Maribor, Slovenia
Phone: +386 2 22 90 000
Fax: +386 2 22 90 217
E-mail: epf@um.si
Website: [http://www.epf.um.si/en](http://www.epf.um.si/en)

**1st-Cycle Study Programme Leading to the Academic Bachelor’s Degree**

Economic and Business Sciences – options:
- Accounting, Auditing and Taxation
- Business Management and Organization
- E-Business
- Economics
- Entrepreneurship
- European Business Studies *(only as part-time studies and with instruction only in English)*
- Finance and Banking
International Business Economics
Marketing

1st-Cycle Study Programme Leading to the Professional Bachelor’s Degree

Business Administration – options:
  Accounting and Business Taxation
  Business Finance and Banking
  Entrepreneurship
  International Business
  Management
  Marketing
  Public Sector Economics and Management
  Tourism

2nd-Cycle Study Programme Leading to the Master’s Degree

Economic and Business Sciences – options:  
  Accounting, Auditing and Taxation
  Corporate Governance and Management (only as part-time studies and with instruction also in English)
  Corporate Governance and Management in Health Organizations (only as part-time studies)
  Economics
  Entrepreneurship and Innovation
  Finance and Banking
  Information Systems and E-Business Management
  International Business Economics
  Management of Public Enterprises (only as part-time studies)
  Management, Organization and Human Resources
  Marketing Management
  Strategic and Project Management

3rd-Cycle Study Programme Leading to the Doctorate

Economic and Business Sciences

FACULTY OF ELECTRICAL ENGINEERING AND COMPUTER SCIENCE

Fakulteta za elektrotehniko, računalništvo in informatiko (FERI)
Koroška cesta 46, 2000 Maribor, Slovenia
Phone: +386 2 22 07 000
E-mail: feri@um.si
Website: https://feri.um.si/en

1st-Cycle Study Programmes Leading to the Academic Bachelor’s Degree

Electrical Engineering – options:
  Automation and Robotics
  Electronics
  Power Engineering
Informatics and Technologies of Communication – options:
  Information Systems
  Information Security
Media Communications – options:
  Media Production
  Visual Communication
Computer Science and Information Technologies (instruction also in English)
Telecommunications
Mechatronics – an interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering

1st-Cycle Study Programmes Leading to the Professional Bachelor’s Degree

Electrical Engineering – options:
Automation and Robotics
Electronics
Power Engineering
Informatics and Technologies of Communication – options:
System Support to Informatics and Communication Technologies
Information System Development
Computer Science and Information Technologies
Mechatronics – an interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering

2nd-Cycle Study Programmes Leading to the Master’s Degree

Electrical Engineering – options:
Automation and Robotics
Electronics
Power Engineering
Computer Science and Information Technologies (instruction also in English)
Informatics and Technologies of Communication (instruction also in English)
Telecommunications
Media Communications
Mechatronics – an interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering

3rd-Cycle Study Programmes Leading to the Doctorate

Electrical Engineering
Computer Science and Informatics
Media Communications

FACULTY OF ENERGY TECHNOLOGY

Fakulteta za energetiko (FE)
Hočevarjev trg 1, 8270 Krško, Slovenia
Phone: +386 7 62 02 210
Fax: +386 7 62 02 222
E-mail: fe@um.si
Website: https://www.fe.um.si/en

1st-Cycle Study Programme Leading to the Academic Bachelor’s Degree
Energy Technology

1st-Cycle Study Programme Leading to the Professional Bachelor’s Degree
Energy Technology

2nd-Cycle Study Programme Leading to the Master’s Degree
Energy Technology

3rd-Cycle Study Programme Leading to the Doctorate
Energy Technology

FACULTY OF CIVIL ENGINEERING, TRANSPORTATION ENGINEERING AND ARCHITECTURE

Fakulteta za gradbeništvo, prometno inženirstvo in arhitekturo (FGPA)
Smetanova ulica 17, 2000 Maribor, Slovenia
Phone: +386 2 22 94 300
E-mail: fgpa@um.si
Website: https://www.fgpa.um.si/en

1st-Cycle Study Programmes Leading to the Academic Bachelor’s Degree
Civil Engineering
Traffic and Transportation Engineering
Architecture
Industrial Engineering – an interdisciplinary study programme involving the Faculty of Civil Engineering, Transportation Engineering and Architecture, the Faculty of Electrical Engineering and Computer Science, the Faculty of Mechanical Engineering, and the Faculty of Economics and Business – option:
Civil Engineering

1st-Cycle Study Programmes Leading to the Professional Bachelor’s Degree
Civil Engineering
Traffic and Transportation Engineering

2nd-Cycle Study Programmes Leading to the Master’s Degree
Civil Engineering – options:
Civil Engineering Structures and Construction Management (part-time studies with instruction also in English)
Civil Engineering Infrastructure (part-time studies with instruction also in English)
Traffic and Transportation Engineering (part-time studies with instruction also in English)
Architecture (part-time studies with instruction only in English)
Industrial Engineering – an interdisciplinary study programme involving the Faculty of Civil Engineering, Transportation Engineering and Architecture, the Faculty of Mechanical Engineering, and the Faculty of Economics and Business – option:
Civil Engineering

3rd-Cycle Study Programmes Leading to the Doctorate
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
Phone: +386 2 22 94 400
Fax: +386 2 25 27 774
E-mail: fkkt@um.si
Website: https://www.fkkt.um.si/en

1st-Cycle Study Programmes Leading to the Academic Bachelor’s Degree
Chemistry
Chemical Engineering

1st-Cycle Study Programme Leading to the Professional Bachelor’s Degree
Chemical Technology

2nd-Cycle Study Programmes Leading to the Master’s Degree
Chemistry
Chemical Engineering – options:
Chemical Engineering
Biochemical Engineering

3rd-Cycle Study Programme Leading to the Doctorate
Chemistry and Chemical Engineering – options:
Chemistry
Chemical Engineering

FACULTY OF AGRICULTURE AND LIFE SCIENCES
Fakulteta za kmetijstvo in biosistemske vede (FKBV)
Pivola 10, 2311 Hoče, Slovenia
Phone: +386 2 32 09 000
Fax: +386 2 61 61 158
E-mail: fkbv@um.si
Website: http://www.fkbv.um.si/en

1st-Cycle Study Programme Leading to the Academic Bachelor’s Degree
Agriculture and Environment

1st-Cycle Study Programmes Leading to the Professional Bachelor’s Degree
Agricultural Economics and Rural Development
Agronomy – Ornamentals, Vegetables and Field Crops
Biosystems Engineering
Organic Farming
Viticulture, Enology and Fruitgrowing
Animal Science

2nd-Cycle Study Programmes Leading to the Master’s Degree
Agriculture
Agricultural Economics
Food Safety in the Agri-Food Chain

3rd-Cycle Study Programmes Leading to the Doctorate
Agriculture
Agricultural Economics

FACULTY OF LOGISTICS
Fakulteta za logistiko (FL)
Mariborska cesta 7, 3000 Celje, Slovenia
Phone: +386 3 428 53 00
Fax: +386 3 428 53 38
E-mail: info.fl@um.si
Website: http://fl.um.si/en

1st-Cycle Study Programme Leading to the Academic Bachelor’s Degree
System Logistics (part-time studies with instruction also in English)

1st-Cycle Study Programme Leading to the Professional Bachelor’s Degree
Economic and Technical Logistics

2nd-Cycle Study Programme Leading to the Master’s Degree
System Logistics (instruction also in English)

3rd-Cycle Study Programme Leading to the Doctorate
System Logistics

FACULTY OF NATURAL SCIENCES AND MATHEMATICS
Fakulteta za naravoslovje in matematiko (FNM)
Koroška cesta 160, 2000 Maribor, Slovenia
Phone: +386 2 22 93 844
Fax: +386 2 25 18 180
E-mail: dekanat.fnm@um.si
Website: https://www.fnm.um.si/index.php/en/home

1st-Cycle Study Programmes Leading to the Academic Bachelor’s Degree
Single-major academic study programmes:
Biology
**Uniform (Long-Cycle) Master’s Study Programme Leading to the Master’s Degree**

Double-major study programme:
Subject Teacher – options:
- Educational Biology
- Educational Physics
- Educational Chemistry
- Educational Mathematics
- Educational Computer Science
- Educational Design

**2nd-Cycle Study Programmes Leading to the Master’s Degree**

Single-major study programmes:
- Biology and Ecology with Nature Conservation
- Physics
- Mathematics
- Educational Design
- Educational Mathematics

**3rd-Cycle Study Programmes Leading to the Doctorate**

- Physics
- Mathematics
- Education in Engineering
- Ecological Sciences

**FACULTY OF ORGANIZATIONAL SCIENCES**

Fakulteta za organizacijske vede, Kranj (FOV)
Kidričeva cesta 55a, 4000 Kranj, Slovenia
Phone: +386 4 23 74 200
Fax: +386 4 23 74 299
E-mail: dekanat.fov@um.si
Website: [http://fov.um.si/en](http://fov.um.si/en)

**1st-Cycle Study Programmes Leading to the Academic Bachelor’s Degree**

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

**1st-Cycle Study Programmes Leading to the Professional Bachelor’s Degree**

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

**2nd-Cycle Study Programmes Leading to the Master’s Degree**

- Enterprise 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-Cycle Study Programmes Leading to the Doctorate**

- Organization and Management of Business and Work 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
Phone: +386 2 22 07 500
Fax: +386 2 22 07 990
E-mail: fs@um.si
Website: https://www.fs.um.si/en

1st-Cycle Study Programmes Leading to the Academic Bachelor's Degree

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

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

1st-Cycle Study Programmes Leading to the Professional Bachelor’s Degree

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

2nd-Cycle Study Programmes Leading to the Master’s Degree

Mechanical Engineering – options:
- Power, Process and Environmental Engineering
- Engineering Design
- Manufacturing Technologies and Systems

Environmental Engineering
Design and Textile Materials – options:
- Engineering Design of Textile Materials
- Textile Materials
Product Design – options:
- Product Design
- Textile and Fashion Design

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

Mechatronics – an interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering
3rd-Cycle Study Programme Leading to the Doctorate

Doctoral School of the Faculty of Mechanical Engineering – options:
- Mechanical Engineering
- Environmental Engineering
- Design and Textile Materials

FACULTY OF TOURISM

Fakulteta za turizem (FT)
Cesta prvih borcev 36, 8250 Brežice, Slovenia
Phone: +386 8 20 54 010
Fax: +386 8 20 54 012
E-mail: ft@um.si
Website: https://www.ft.um.si/en/Strani/default.aspx

1st-Cycle Study Programme Leading to the Academic Bachelor’s Degree
Tourism: Cooperation and Development

1st-Cycle Study Programme Leading to the Professional Bachelor’s Degree
Contemporary Tourism Practices (part-time studies with instruction also in English)

2nd-Cycle Study Programme Leading to the Master’s Degree
Tourism Destinations and Experiences (part-time studies with instruction also in English)

FACULTY OF CRIMINAL JUSTICE AND SECURITY

Fakulteta za varnostne vede (FVV)
Kotnikova 8, 1000 Ljubljana, Slovenia
Phone: +386 1 30 08 300
Fax: +386 1 23 02 687
E-mail: fvv@fvv.uni-mb.si
Website: https://www.fvv.um.si/en

1st-Cycle Study Programme Leading to the Academic Bachelor’s Degree
Criminal Justice and Security

1st-Cycle Programmes Leading to the Professional Bachelor’s Degree
Security and Policing
Information Security

2nd-Cycle Study Programme Leading to the Master’s Degree
Criminal Justice and Security

3rd-Cycle Study Programme Leading to the Doctorate
Criminal Justice and Security

FACULTY OF HEALTH SCIENCES

Fakulteta za zdravstvene vede (FZV)
Žitna ulica 15, 2000 Maribor, Slovenia
Phone: +386 2 30 04 700
Fax: +386 2 30 04 747
E-mail: fzv@um.si
Website: http://www.fzv.um.si/en

1st-Cycle Study Programme Leading to the Professional Bachelor’s Degree
Nursing Care
2nd-Cycle Study Programmes Leading to the Master’s Degree

Nursing Care – options:
- Nursing Care
- Emergency Situations in Health Care
- Gerontological Nursing Care
- Preventive and Clinical Nutrition
- Integrated Treatment of Chronic Patients

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

3rd-Cycle Study Programme Leading to the Doctorate

Nursing Care

FACULTY OF ARTS

Filozofska fakulteta (FF)
Koroška cesta 160, 2000 Maribor, Slovenia
Phone: +386 2 22 93 840
Fax: +386 2 22 93 625
E-mail: ff@um.si
Website: http://www.ff.um.si/?language_id=1

1st-Cycle Study Programmes Leading to the Academic Bachelor’s Degree

Single-major study programmes:
- Slovene Language and Literature
- Sociology and Interdisciplinary Social Sciences
- Psychology
- German Studies
- History

Double-major study programmes:
- Slovene Language and Literature
- Geography
- Sociology
- English Language and Literature
- Translation Studies – English
- Translation Studies – German
- Pedagogy
- Philosophy
- German Language and Literature
- Hungarian Language and Literature
- History
- Art History

2nd-Cycle Study Programmes Leading to the Master’s Degree

Single-major study programmes:
- Intercultural German Studies
- Translation and Interpreting – options:
  - Translation – English and Interpreting – English
  - Translation – German and Interpreting – German
  - Translation – Croatian and Interpreting – Croatian
  - Translation – English and Translation – German
  - Translation – English and Translation – Croatian
  - Translation – German and Translation – Croatian
  - Interpreting – English and Interpreting – German
  - Interpreting – English and Interpreting – Croatian
  - Interpreting – German and Interpreting – Croatian
Sociology
Psychology
History

Single-major teacher-training study programmes:
  Slovene Language and Literature
  Pedagogy

Double-major study programmes:
  Slovene Language and Literature
  Intercultural German Studies
  English Studies
  Philosophy
  Geography
  History
  Art History

Double-major teacher-training study programmes:
  Slovene Language and Literature
  German as a Foreign Language
  Teaching English
  Hungarian Language and Literature
  Sociology
  Philosophy
  Pedagogy
  Geography
  History

3rd-Cycle Study Programmes Leading to the Doctorate

Philosophy
Geography
German Studies
Pedagogy
Slovene Language Studies
Sociology
Art History
Psychology
History

FACULTY OF MEDICINE

Medicinska fakulteta (MF)
Taborska 8, 2000 Maribor, Slovenija
Phone: +386 2 23 45 821
Fax: +386 2 23 45 820
E-mail: mf@um.si
Website: http://www.mf.um.si/en

Uniform (Long-Cycle) Master’s Study Programme Leading to the Master’s Degree

General Medicine

3rd-Cycle Study Programme Leading to the Doctorate

Biomedical Technology

FACULTY OF EDUCATION

Pedagoška fakulteta (PEF)
Koroška cesta 160, 2000 Maribor, Slovenia
Phone: +386 2 22 93 600
Fax: +386 2 22 93 760
E-mail: dekanat.pef@um.si
Website: https://pef.um.si/145/home

1st-Cycle Study Programmes Leading to the Academic Bachelor’s Degree
Elementary Education
Music Education
Fine Art Education

1st-Cycle Study Programmes Leading to the Professional Bachelor’s Degree
Preschool Education
Sports Coaching

2nd-Cycle Study Programmes Leading to the Master’s Degree
Elementary Education
Preschool Education
Fine Art Education
Inclusion in Education
Music Education

3rd-Cycle Study Programme Leading to the Doctorate
Science of Education

FACULTY OF LAW

Pravna fakulteta (PF)
Mladinska ulica 9, 2000 Maribor, Slovenia
Phone: +386 2 25 04 200
Fax: +386 2 25 23 245
E-mail: info.pf@um.si
Website: http://www.pf.um.si/en

1st-Cycle Study Programme Leading to the Academic Bachelor’s Degree
Law

2nd-Cycle Study Programmes Leading to the Master’s Degree
Law
European Legal Studies (only as part-time studies and with instruction also in English)

3rd-Cycle Study Programme Leading to the Doctorate
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:

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>ERASMUS COORDINATOR</th>
<th>Phone number</th>
<th>E-mail address</th>
<th>ECTS COORDINATORS</th>
<th>Phone number</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Economics and Business</td>
<td>EPF mag. Sanja Kocijan</td>
<td>+386 2 22 90 252</td>
<td><a href="mailto:sanja.kocijan@um.si">sanja.kocijan@um.si</a></td>
<td>izr. prof. dr. Lidija Hauptman</td>
<td>+386 2 22 90 120</td>
<td><a href="mailto:lidija.hauptman@um.si">lidija.hauptman@um.si</a></td>
</tr>
<tr>
<td>Faculty of Electrical Engineering and Computer Science</td>
<td>FERI prof. dr. Marjan Mernik, Barbara Ferbežer (administrative assistant)</td>
<td>+386 2 22 07 455</td>
<td><a href="mailto:marjan.mernik@um.si">marjan.mernik@um.si</a></td>
<td>prof. dr. Marjan Mernik</td>
<td>+386 2 22 07 455</td>
<td><a href="mailto:marjan.mernik@um.si">marjan.mernik@um.si</a></td>
</tr>
<tr>
<td>Faculty of Energy Technology</td>
<td>FE doc. dr. Brigita Ferčec Jerneja Klemenčič</td>
<td>+386 7 62 02 213</td>
<td><a href="mailto:brigita.fercec@um.si">brigita.fercec@um.si</a>, <a href="mailto:jerneja.klemencc@um.si">jerneja.klemencc@um.si</a></td>
<td>doc. dr. Brigita Ferčec</td>
<td>+386 7 62 02 213</td>
<td><a href="mailto:brigita.fercec@um.si">brigita.fercec@um.si</a></td>
</tr>
<tr>
<td>Faculty of Civil Engineering, Transportation Engineering and Architecture</td>
<td>FGPA lekt. Sabina Mulej (Erasmus faculty coordinator) mag. Damijana Zlatolaz (administrative assistant) izr. prof. dr. Peter Šenk (Coordinator for Architecture) viš. pred. mag. Beno Mesarec (Coordinator for Traffic and Transportation Engineering)</td>
<td>+386 2 22 94 364</td>
<td><a href="mailto:sabina.mulej@um.si">sabina.mulej@um.si</a>, <a href="mailto:erasmus.fgpa@um.si">erasmus.fgpa@um.si</a></td>
<td>izr. prof. dr. Andrej Ivanič</td>
<td>+386 2 22 94 336</td>
<td><a href="mailto:andrej.ivanic@um.si">andrej.ivanic@um.si</a></td>
</tr>
<tr>
<td>Faculty of Chemistry and Chemical Engineering</td>
<td>FKKT prof. dr. Peter Kranjc</td>
<td>+386 2 22 94 422</td>
<td><a href="mailto:peter.kranjc@um.si">peter.kranjc@um.si</a></td>
<td>doc. dr. Marko Bračko</td>
<td>+386 2 22 94 490</td>
<td><a href="mailto:marko.bracko@um.si">marko.bracko@um.si</a></td>
</tr>
<tr>
<td>Faculty of Agriculture and Life Sciences</td>
<td>FKBV doc. dr. Anastazija Gselman</td>
<td>+386 2 32 09 035</td>
<td><a href="mailto:anastazija.gselman@um.si">anastazija.gselman@um.si</a></td>
<td>prof. dr. Branko Kramberger</td>
<td>+386 2 32 09 000</td>
<td><a href="mailto:branko.kramberger@um.si">branko.kramberger@um.si</a></td>
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<tr>
<td>Faculty of Logistics</td>
<td>FL Vid Mlejnik doc. dr. Matevž Obrecht</td>
<td>+386 3 42 85 356</td>
<td><a href="mailto:vid.mlejnik@um.si">vid.mlejnik@um.si</a>, <a href="mailto:matevz.obrecht@um.si">matevz.obrecht@um.si</a></td>
<td>prof. dr. Maja Fošner</td>
<td>+386 3 42 85 324</td>
<td><a href="mailto:maja.fosner@um.si">maja.fosner@um.si</a></td>
</tr>
<tr>
<td>Faculty of Natural Sciences and Mathematics</td>
<td>FNM doc. dr. Jan Podlesnik</td>
<td>+386 2 22 93 678</td>
<td><a href="mailto:erasmus.fnm@um.si">erasmus.fnm@um.si</a></td>
<td>doc. dr. Daniel Eremita (Mathematics and Computer Science), izr. prof. dr. Robert Repnik (Physics),</td>
<td>+386 2 23 55 608</td>
<td><a href="mailto:daniel.eremita@um.si">daniel.eremita@um.si</a></td>
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<tr>
<th>Department</th>
<th>Name</th>
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<tbody>
<tr>
<td>Faculty of Organizational Sciences</td>
<td>izr. prof. dr. Uroš Rajkovič</td>
<td>asist. mag. Jasmina Žnidaršič</td>
<td><a href="mailto:srecko.glodez@um.si">srecko.glodez@um.si</a></td>
<td>+386 2 22 93 753</td>
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<tr>
<td></td>
<td>asist. mag. Maja Zajec</td>
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<tr>
<td>Faculty of Mechanical Engineering</td>
<td>izr. prof. dr. Nataša Vujica</td>
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<td></td>
<td>izr. prof. dr. Julija Volmajer Valh (Textile Engineering)</td>
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<td>+386 2 22 07 897</td>
<td>+386 4 23 74 256</td>
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<td>Faculty of Tourism</td>
<td>izr. prof. dr. Mitja Gorenak</td>
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<td>+386 8 20 54 019</td>
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<td>izr. prof. dr. Aleš Bučar - Ručman International Office</td>
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<td>Faculty of Arts</td>
<td>izr. prof. dr. Tomaž Onič</td>
<td>mag. Alenka Marušič</td>
<td><a href="mailto:tomaz.onic@um.si">tomaz.onic@um.si</a></td>
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<td><a href="mailto:jutka.rudas@um.si">jutka.rudas@um.si</a></td>
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<td><a href="mailto:mateja.psunder@um.si">mateja.psunder@um.si</a></td>
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<td>Faculty of Medicine</td>
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<td>mag. Milena Orož Črešnar</td>
<td>+386 2 23 45 842</td>
<td><a href="mailto:milena.oroz@um.si">milena.oroz@um.si</a></td>
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<tr>
<td></td>
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<td>(administrative assistant)</td>
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<tr>
<td>Faculty of Education</td>
<td>PEF</td>
<td>Jelena Krivograd</td>
<td>+386 2 22 93 853</td>
<td><a href="mailto:jelena.krivograd@um.si">jelena.krivograd@um.si</a></td>
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<tr>
<td>Faculty of Law</td>
<td>PF</td>
<td>izr. prof. dr. Suzana Kraljič</td>
<td>+386 2 25 04 232</td>
<td><a href="mailto:suzana.kraljic@um.si">suzana.kraljic@um.si</a></td>
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<td>Rebeka Livić</td>
<td>+386 2 25 04 201</td>
<td><a href="mailto:rebeka.livic@um.si">rebeka.livic@um.si</a></td>
</tr>
</tbody>
</table>
**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 REQUIREMENTS FOR ENROLMENT IN THE FIRST YEAR OF UNDERGRADUATE AND LONG-CYCLE MASTER’S STUDY PROGRAMMES (for Slovenians without Slovenian citizenship and citizens of non-EU Member States)**

The application and admission procedure for enrolment in the first year of undergraduate studies for Slovenians without Slovenian citizenship and citizens of non-EU Member States at the University of Maribor is conducted by:

University of Maribor
Higher Education Application and Information Centre
Slomškov trg 15, 2000 Maribor, Slovenia
Phone: +386 2 23 55 264
E-mail: vpis@um.si
Website: www.vpis.um.si

1. **APPLICATION AND ADMISSION PROCEDURE:**

There are two application periods in the 2020/2021 academic year: the first lasts from 12 February to 20 April 2020 (extended until 9 June 2020 due to COVID-19 pandemic) and the second from 9 to 11 September 2020. Candidates apply by using the E-Application form in the eVŠ: [http://portal.evs.gov.si/prijava](http://portal.evs.gov.si/prijava).

All necessary documents proving the fulfillment of admission requirements shall be sent to the Higher Education Application and Information Centre of the University of Maribor no later than 10 July 2020 (or 14 August 2020 for candidates completing their secondary education this year). Candidates shall pass a test of ability, capacity, and skills if they wish to enrol in the Faculty of Civil Engineering, Transportation Engineering and Architecture (the 1st-cycle study programme in Architecture), Faculty of Education (the 1st-cycle study programmes in Music Education, Art Education, and Sports Coaching), or in the Faculty of Organizational Sciences (the 1st-cycle study programme in Crisis Management).

2. **EVIDENCE ON THE FULFILMENT OF ADMISSION REQUIREMENTS:**

- a verified copy of birth certificate or certificate of citizenship or passport or personal identity card (notary or Apostille);
- a certified translation of the document showing citizenship (birth certificate or certificate of citizenship or passport or personal identity card) in Slovene or English by a court appointed translator (translation is not necessary for documents issued in English, Croatian, Bosnian, or 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;
- a certified translation of the secondary school final certificate and secondary school exit certificates of the last two years in Slovene or English by a court appointed translator (translation is not necessary for documents issued in English, Croatian, Bosnian, or Serbian if the writing of the document is in Latin script);
- a Decision on recognition of certificates obtained abroad for the purpose of further education;
• an 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);

• a Slovene language certificate (if it is required by the study programme): Before enrolling in the first year of undergraduate and long-cycle master’s studies: Faculty of Electrical Engineering and Computer Science, academic study programme in Computer Science and Information Technologies (CEFR level B2); Faculty of Education, all study programmes (CEFR level B2); Faculty of Health Sciences (CEFR level B2); Faculty of Arts, study programmes in Slovene Language and Literature (CEFR level B2) and study programme in Psychology (CEFR level C2*); Faculty of Natural Sciences and Mathematics, study programme in Subject Teacher (CEFR level B2); Faculty of Medicine, study programme in General Medicine (level C2*). Before enrolling in the second year of undergraduate and long-cycle master’s studies: Faculty of Mechanical Engineering, all study programmes (level B1); Faculty of Tourism, both study programmes (completed Slovene language course by those enrolled in full-time studies); Faculty of Criminal Justice (CEFR level A2); Faculty of Arts, single-major study programmes in Sociology and Interdisciplinary Social Sciences, Psychology, German Studies, and History and double-major study programmes in Geography, Sociology, English Language and Literature, Translation Studies – English, Translation Studies – German, Pedagogy, Philosophy, German Language and Literature, Hungarian Language and Literature, History, and Art History (CEFR level B2); Faculty of Law (CEFR level A1). No Slovene language certificate is required by: Faculty of Business and Economics, Faculty of Energy Technology, Faculty of Civil Engineering, Transportation Engineering and Architecture, Faculty of Chemistry and Chemical Engineering, Faculty of Logistics, Faculty of Natural Sciences and Mathematics (except for the study programme in Subject Teacher), Faculty of Organizational Sciences, Faculty of Agriculture and Life Sciences, and Faculty of Electrical Engineering and Computer Science (except for the study programme in Computer Science and Information Technologies).

Due to the current situation caused by the COVID-19 pandemic, the Senate of the University of Maribor adopted a decision to allow foreigners (citizens of EU Member States, citizens of non-EU Member States, Slovenians without Slovenian citizenship, and Slovenian citizens who earned their graduate degree abroad) who are enrolling in the 2020/21 academic year to submit the proof of Slovene language proficiency to the chosen UM faculty by the time they meet the conditions for advancement to the second year of study. The decision does not apply to candidates for enrolment in study programmes in the field of Slovene language and literature. They must submit the proof during the application and enrolment procedure, no later than 14 August 2020.

The Slovene language certificate is obtainable from:

For all CEFR levels:
University of Ljubljana
Centre for Slovene as a Second and Foreign Language
Kongresni trg 12, 1000 Ljubljana, Slovenia
Phone: +386 1 24 18 647
E-mail: izpitni.center@ff.uni-lj.si
Website: www.centerslo.net

For CEFR levels A2, B1, B2 and C2 – only for candidates enrolling in the study programmes of the University of Maribor:
Faculty of Arts of the University of Maribor
Student Affairs Office
Koroška cesta 160, 2000 Maribor, Slovenia
Phone: +386 2 22 93 796
E-mail: vanja.borko@um.si
Website: http://www.ff.um.si/studenti/informacije/izpit-iz-slovenskega-jezika-zatujce.dot?language_id=1
For CEFR levels A1 and A2:
Andragoški zavod Maribor – Ljudska univerza (Maribor Adult Education Centre)
Maistrova 5, 2000 Maribor, Slovenia
Phone: +386 2 23 41 111
E-mail: info@azm-lu.si
Website: www.azm-lu.si

*All candidates need a Slovene language certificate at level C2, as determined by the Common European Framework of Reference for Languages (CEFR). An exam in the Slovene language taken at the final examination (Slovenian matura), a certificate of the last year the subject was carried out at secondary school, the Slovene language certificate at level C2, or another equivalent document are considered as a fulfilled admission requirement.

- an English language certificate for study programmes with instruction in English (if it is required by the study programme): Before enrolling in the first year of undergraduate and long-cycle master’s studies: Faculty of Electrical Engineering and Computer Science, study programme in Computer Science and Information Technologies (CEFR level B2**).

Students who will join the parallel implementation of study programmes in English in the 2020/21 academic year may also submit proof of language proficiency by the time they advance to the second year of study.

** All candidates need an English language certificate at level B2, as determined by the Common European Framework of Reference for Languages (CEFR). An English language examination certificate at level B2 or an equivalent certificate (e.g. Cambridge FCE, Oxford B2 Upper Intermediate), a final examination certificate (Slovenian matura) showing the candidate has passed the English language, a certificate of completed secondary education with English as the language of instruction, or a diploma from a higher education institution and a certificate (statement) that the candidate has completed the programme in English are considered as a fulfilled admission requirement.

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

If the application is accepted, the candidate shall pay an enrolment fee, in some cases a tuition fee, and complete the enrolment procedure at the chosen faculty.

3. **TUITION FEES**
Tuition fees for undergraduate studies are set individually by each faculty.

ADMISSION REQUIREMENTS FOR ENROLMENT IN THE FIRST YEAR OF UNDERGRADUATE AND LONG-CYCLE MASTER’S STUDY PROGRAMMES (for citizens of the European Union Member States)

Citizens of the European Union Member States may apply to 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’s study programmes at the University of Maribor is conducted by:

University of Maribor
Higher Education Application and Information Centre
Slomškov trg 15
2000 Maribor
Slovenia
Phone: +386 2 23 55 261
E-mail: vpis@um.si
Website: www.vpis.um.si
Information on the application and admission procedure is available at the Higher Education Application and Information Centre 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 may apply for enrolment in the first year of undergraduate and long-cycle master’s study programmes in three application periods:

- the first application period lasts from 12 February to 18 March 2020 (extended until 9 June 2020 due to COVID-19 pandemic),
- the second application period lasts from 20 to 28 August 2020, and
- the application period for still-available enrolment places lasts from 24 September to 12 p.m. on 25 September 2020.

2. GENERAL CONDITIONS FOR ENROLMENT IN THE FIRST YEAR OF STUDY:
- successfully completed appropriate secondary education (In order to enrol in academic study programmes or long-cycle master’s study programmes, the candidates shall have a recognised national exit exam such as the Slovenian matura or final examination before 1 June 1995. In order to enrol in professional study programmes, the candidates shall have a recognised final examination, vocational certification, or Slovenian matura.);
- completed procedure for the recognition of secondary-school certificates obtained abroad (After the recognition procedure, the candidates obtain a Decision on Recognition of Foreign Education. The Decision on Recognition of Foreign Education determines whether a candidate may continue his education in academic study programmes, long-cycle master’s study programmes, or professional study programmes);
- some study programmes require the candidates to pass a test of ability, capacity, and skills;
- some faculties (Faculty of Medicine, Faculty of Arts, and Faculty of Education) require a certificate of the Slovene language proficiency at a certain level, in compliance with the Common European Framework of Reference for Languages. More information on the required Slovene language proficiency is available in the Call for enrolment for the 2020/2021 academic year published at www.vpis.um.si.

Due to the current situation caused by the COVID-19 pandemic, the Senate of the University of Maribor adopted a decision to allow foreigners (citizens of EU Member States, citizens of non-EU Member States, Slovenians without Slovenian citizenship, and Slovenian citizens who earned their graduate degree abroad) who are enrolling in the 2020/21 academic year to submit the proof of Slovene language proficiency to the chosen UM faculty by the time they meet the conditions for advancement to the second year of study. The decision does not apply to candidates for enrolment in study programmes in the field of Slovene language and literature. They must submit the proof during the application and enrolment procedure, no later than 14 August 2020.

Candidates shall pass a test of ability, capacity, and skills if they wish to enrol in the Faculty of Civil Engineering, Transportation Engineering and Architecture (the 1st-cycle study programme in Architecture), Faculty of Education (the 1st-cycle study programmes in Music Education, Art Education, and Sports Coaching), or in the Faculty of Organizational Sciences (the 1st-cycle study programme in Crisis Management).

3. EVIDENCE ON THE FULFILLMENT OF ADMISSION REQUIREMENTS:
- a final certificate of successfully completed secondary school,
- certificates of the last two years of completed secondary school, and
- a Decision on recognition of foreign education for the purpose of further education.

Candidates shall send certified copies of the required documents. All certificates (except bilingual ones with one language being Slovene or English) shall be translated into the Slovene or English language by a court appointed translator if the Higher Education Application and Information Centre estimates and notifies the candidate that it is necessary.
The candidates applying for study programmes of the Faculty of Medicine, Faculty of Arts, or the Faculty of Education also have to submit a certificate of Slovene language proficiency at the required level.

4. **TUITION FEES**

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

**ENROLMENT IN POSTGRADUATE PROGRAMMES**

In the 2020-2021 academic year, candidates may enrol in master’s (2nd-cycle) and doctoral (3rd-cycle) study programmes offered by faculties of the University of Maribor. Detailed information on enrolment in master’s and doctoral programmes can be found at https://www.um.si/en/Study/about/Pages/Postgraduate-studies---3rd-cycle.aspx.

All candidates aiming to attend postgraduate programmes of the University of Maribor may apply to the call for application, published at https://www.um.si/en/Study/about/Pages/call-for-enrolment-postgraduate-2020-21.aspx, irrespective of whether they have already earned their graduate degree at the time of application. Candidates who applied shall submit proof of their graduate degree by the deadline set by the relevant faculty (faculties shall publish internal deadlines on their websites; candidates may also contact competent student affairs offices). A graduate degree is not a requirement for the submission of an application, it is, however, required for enrolment.

Candidates shall be able to apply to postgraduate programmes of faculties of the University of Maribor in two separate application periods. However, in the second application period, candidates may apply only for those programmes where enrolment places were not filled in the first application round. Irrespective of the aforementioned, faculties may decide against holding a second round of applications despite still having available places after the first application round.

**Application periods for Slovenians without Slovenian citizenship and Citizens of Non-EU Member States:**

- 1st application period shall be open from 31 March 2020 until 31 May 2020 at the latest (extended until 9 June 2020 due to COVID-19 pandemic).
- 2nd application period: if enrolment places are not filled in the first application period and faculties decide to publish a list of vacancies, candidates shall be able to apply in the second round from 6 July 2020 until 6 September 2020 at the latest.

**Application periods for Slovenian citizens and EU nationals:**

- 1st application period shall be open from 31 March 2020 until 6 September 2020 at the latest.
- 2nd application period: if enrolment places are not filled in the first application period and faculties decide to publish a list of vacancies, candidates shall be able to apply in the second round from 21 September 2020 until 22 September 2020 at noon CET at the latest.

Slovenians without Slovenian citizenship and citizens of non-EU Member States 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 Gazette of the Republic of Slovenia, No. 77/16 and 25/19). The number of available enrolment places for this group of applicants is published in separate tables referring to places available to Slovenians without Slovenian citizenship and citizens of non-EU Member States.

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 Gazette of the Republic of Slovenia, No. 16/17 – official consolidated text) who completed their graduate degree abroad may apply for enrolment places available to Slovene citizens and EU nationals.
All candidates, regardless the nationality, who earned their graduate degree abroad shall obtain a decision on the recognition of foreign academic qualifications.

Candidates who have already obtained a decision on the recognition of foreign academic qualifications shall 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, shall 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 https://portal.evs.gov.si/prijava/?locale=en) shall also be considered the application for the recognition of foreign academic qualifications. Candidates who submit an incomplete application shall be informed by regular mail or email and invited to complete their application.

Under the Assessment and Recognition of Education Act (Official Gazette of the Republic of Slovenia, No. 87/11, No. 97/11 – amended, and 109/12), the deadline for issuing the decision on the recognition of foreign academic qualifications is two months after the receipt of a complete application. If a candidate submitted the application in due time, yet it is nonetheless unreasonable to expect that the decision will be issued by 30 September 2020, the candidate is advised to file a request for an extension of the deadline for enrolment for legitimate reasons with the relevant faculty.

Information on submitting the proof of Slovene or English language proficiency if the study programme requires one: Due to the current situation caused by the COVID-19 pandemic, the Senate of the University of Maribor adopted a decision to allow foreigners (citizens of EU Member States, citizens of non-EU Member States, Slovenians without Slovenian citizenship, and Slovenian citizens who earned their graduate degree abroad) who are enrolling in the 2020/21 academic year to submit the proof of Slovene language proficiency to the chosen UM faculty by the time they meet the conditions for advancement to the second year of study. The decision does not apply to candidates for enrolment in study programmes in the field of Slovene language and literature. They must submit the proof during the application and enrolment procedure. Students who are enrolled in one-year teacher-training study programmes in the 2020/21 academic year must submit the proof of Slovene language proficiency by the time they enter practical training in schools.

During the application-enrolment procedure for second-cycle study 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 shall 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 shall decide on whether to confer special status on the candidate.

Special status may be conferred on candidates who provide relevant supporting documents certifying: 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, or “top athlete” status in the relevant period.

In order to be awarded special status, candidates shall lodge an application along with relevant supporting documents. The application shall be sent by registered mail to the relevant faculty implementing the programme the candidate is applying for by 15 September 2020 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 shall 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 shall be valid for all applications even if submitted to different faculties.
Faculties shall enrol candidates admitted in the first application period by the internal deadline set by each relevant faculty, however, no later than:

- 30 June 2020 for Slovenians without Slovenian citizenship and citizens of non-EU Member States, and
- 17 September 2020 for Slovenian citizens and EU nationals.

Faculties shall enrol candidates admitted in the second application period by the internal deadline set by each relevant faculty, however, no later than 30 September 2020.

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

Participating countries are the EU member states, Iceland, Liechtenstein, Norway, Republic of North Macedonia, Serbia, and Turkey.

1. **Application procedure**
   1. Apply for an individual password at [https://studentexchange.um.si/ADPrijava.aspx](https://studentexchange.um.si/ADPrijava.aspx).
   2. Complete an E-Application Form (Learning Agreement) – send us our version of the Learning Agreement.
   3. Choose your study units. The majority of chosen courses in your LA must be from the faculty that covers study areas specified in the Erasmus+ Inter-institutional Agreement between your home university and the University of Maribor. Students may choose courses from up to 3 different faculties.
   4. You must have a signed and stamped document from the Erasmus+ academic coordinator of your home university.
   5. Request a Transcript of Records from your home university. The transcript may be in any form including computer print-out from your university registry's office. It must be in English.
   6. We require an assessment of your English language skills (at least at B1 level in line with CEFR). Send us either a document stating your English language proficiency level, signed and stamped by an English teacher from your home institution, or a copy of any English language certificate you might have.
   7. Complete the Claim for Establishing Unique Personal Number – EMSO Number.
   8. All required documents:
      - a) an Application Form with chosen courses (Learning Agreement) - signed and stamped by the home university;
      - b) a Transcript of Records in English;
      - c) a Certificate of English language proficiency (see step 6);
      - d) a Claim for Establishing Unique Personal Number – EMSO Number; and
      - e) a STATEMENT that you give consent to the use of your personal information in line with EU law on data protection (General Data Protection Regulation or GDPR).

All required documents must be in PDF format and sent to the [incoming.erasmus@um.si](mailto:incoming.erasmus@um.si) email address.

2. **Deadlines**
   - 1st semester: 1 July 2020
   - 2nd semester: 1 November 2020

3. **Admission procedure:**
   Your documents will be reviewed by the main International Relations Office and the selected host faculty. If you are accepted for Erasmus+ study at the University of Maribor, we will send you an Erasmus+ acceptance letter to your e-mail address.

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

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

**The application must contain:**

1. an Application Form with the Learning Agreement – please note that it is obligatory to use our forms available at the following web page: [https://studentexchange.um.si](https://studentexchange.um.si) (type mobility: CREDIT MOBILITY!). The document must 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 of all passed exams for all levels of study with the average grade.

3. A confirmation of English language proficiency at least at B1 level in line with CEFR ([http://www.coe.int/t/dg4/linguistic/cadre1_en.asp](http://www.coe.int/t/dg4/linguistic/cadre1_en.asp)). English language proficiency is demonstrated by a verified confirmation (Attachment 1) from an English teacher at the applicant’s home department or by a TOEFL result of 42 (IBT) or more, IELTS 4.0 or more, or by another equal certificate.

4. A signed declaration on already conducted student mobility (Attachment 2).

5. A signed declaration on state of residence, birth and citizenship (Attachment 3).

6. A motivation letter up to a maximum of one A4-page, signed by the applicant.

7. Curriculum Vitae (Europass) with applicant’s additional activities (Attachment 4).

8. A valid confirmation of enrolment.

9. A copy of a valid personal document (passport or ID).

*In addition to the above-listed documents, the application for the preparation of a diploma, master’s thesis, or doctoral dissertation must be accompanied by the »Mobility Activity Plan« (Attachment 5) that was confirmed by the student and the Erasmus+ coordinator or another responsible person at the sending institution.

All documents must be in PDF format.

The complete application is to be sent to the Erasmus+ coordinator or another responsible person of the International Relations Office of the domestic institution from the list of Erasmus partner institutions.

Students with **special needs** may apply for additional financial funds (see [Application for additional financing of participants with special needs](#)).

**MAIN UNIVERSITY REGULATIONS**

The autonomy of universities is guaranteed by the Constitution of the Republic of Slovenia (Article 58) and their organization and general activities are regulated by the Higher Education Act (Official Gazette of the RS, No.: 32/12 – official consolidated text, 40/12 – ZUJF, 57/12 – ZPCP-2D, 109/12, 85/14, 75/16, 61/17, and 65/17). The University was reorganised by the Ordinance on the Reorganisation of the University of Maribor ([Official Gazette of the RS, No.: 28/00, 98/03, 79/04, 36/06, 137/06, 58/07, 67/08, 96/09, 17/15, 26/17, and 8/19](#)). The recognition of international study achievements is regulated by the Convention on the Recognition of Qualifications Concerning Higher Education in the European Region, ratified by the Act Ratifying the Convention on the Recognition of Qualifications Concerning Higher Education in the European Region ([Official Gazette of the RS – International Treaties, No.: 14/99](#)). Concrete provisions regarding these matters are also adopted in the Statute of the University of Maribor and in several executive provisions. Main university regulations regarding students are available at [http://www.um.si/en/Study/rules/Pages/default.aspx](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 enrol 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 the eVŠ web portal. For more information and guidelines, please visit https://www.um.si/en/Pages/default.aspx, “Study/Recognition of education.”

For specific information on the Recognition of foreign education for the purpose of further education at the University of Maribor, please contact recognition@um.si; phone: +386 2 23 55 263.

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

Students who have attained certain knowledge and skills through prior learning may apply for recognition if they wish these knowledge and skills to be recognised as part of the fulfilled study obligations in the current study programme. The recognition takes into account the achieved learning outcomes and not the manner and place in which knowledge and skills were attained, since competences may be acquired in different settings, through formal education and through everyday experiences and work.

Formal education takes place in educational institutions, where learning is systematic and based on set learning objectives. At the end, learners are awarded a diploma or a certificate indicating the knowledge they attained.

Non-formal education is also systematic and based on set learning objectives. It may or may not be acquired in educational institutions. Learners are granted a certificate proving the acquisition of knowledge or skills through courses, workshops, seminars, etc., however, these educational activities do not provide a formal level of education or a qualification. In Slovenia, non-formal education is typically offered by various independent educational organisations, or is in the form of training offered at workplaces.

Informal education refers to learning that takes place during activities at work, at home (self-education, hobbies), and in everyday life. It is neither systematic nor based on set learning objectives. It is a spontaneous process based on experience. Learners are not granted a certificate indicating the knowledge they have gained.

Students may apply for the recognition of prior learning if the acquired knowledge is equivalent to the learning outcomes of the study programme.

The procedures and criteria for the recognition of prior learning are set in the Rules on the Recognition of Knowledge and Skills in Study Programmes of the University of Maribor.

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

Since the 2010-2011 academic year, the University of Maribor has been enrolling students only in the Bologna study programmes. Before adopting the ECTS system, academic staff had re-examined the learning outcomes of each course in relation to the competences expected to be developed by graduates and in relation to the student workload (teaching contact hours as well as the student’s private study time) needed to achieve the set learning outcomes. Credits were allocated to courses on the basis of student workload as 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 each academic year, the University conducts surveys on the actual student workload in accordance with the Rules on Administering Questionnaires on the Actual Student Workload. Based on students’ opinions about their workload on individual courses, proposals for quality improvement and modifications to existing study 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 Higher Education Application and Information Centre 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 study programmes, the tutoring and mentoring system began to be developed at faculties. Its primary objectives are:

- to make the transition from secondary school to university easier,
- to assist students throughout their studies,
- to establish good relations between students, professors, and the institution as a whole,
- to overcome the traditional higher education system,
- to improve the performance of students and to increase the number of students advancing to the next year of study, and
- to improve the quality of the learning experience.

Tutor models vary heavily among faculties. Depending on the year of study, the tutor is either a senior student or a professor.

CAREER CENTRE AND THE UM ALUMNI

The Career Centre of the University of Maribor provides a wide range of services for students, graduates, high school students, and employers. Individual career counselling provides students and graduates with detailed information on career opportunities and career development, career advisers assist and advise them also in the job search process.

The Career Centre organizes various events, such as lectures, seminars, workshops, discussions, and meetings, aimed at easing the process of entering the job market for students, graduates, and high school students. The majority of these events may be attended by all students and graduates interested, while others are organized for specific groups. Every year the Career Centre also organizes a career fair, where students and graduates can meet their potential employers. In order to ensure continuous networking between students and potential employers, the Career Centre arranges 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 on our website, [https://kc.um.si](https://kc.um.si). Employers may advertise job vacancies, internship programmes, and scholarships on the Career Centre website free of charge. The Career Centre is also active on social networks Facebook (Facebook page Karierni center Univerze v Mariboru) and Instagram (kariernicenterum).

The University of Maribor also monitors graduates and their employability. In addition, an in-depth analysis of employability is conducted. Relevant data are gathered systematically within the framework of the UM Alumni. The UM Alumni 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**

The ESN (Erasmus Student Network) Maribor provides informal help for incoming students regarding the arrangement of various papers, subsidized food, SIM cards, and getting to know life in Maribor. More about the ESN at [http://esn.org/](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, the UM implemented a project entitled “Development of Inclusive Higher Education – training faculty staff for the work with disabled students”, on the basis of which the “Disability Friendly Institutions” brochure has been published.

Certain university members have special equipment and tools for students with disabilities that 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, the Vice-Rector for Student Affairs, are responsible for considering issues that concern students, addressing student related problematic, and assisting 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 the UM. The student representatives are also in function to consider student complaints 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 possible. Besides the academic part, the Student Council with its representatives prepares a variety of extracurricular activities that round up the study experience at the UM. Each year, there are more than 250 projects carried out at the University and its members, covering areas of study, social, and sports activities: [ssum.um.si](http://ssum.um.si).

**ORIENTATION WEEK FOR FRESHMEN**

New students can participate in an orientation programme before the beginning of the year aimed at familiarizing them with departments, study programmes, requirements, student services, campus facilities, libraries, student bodies, and career centres. They have the opportunity to attend the Slovene language course and various seminars on topics that help them adjust to their new environment.

**STUDENT BROCHURE**

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

The 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, and staff as well as provides information on academic exchange, application procedures, and selection criteria. Detailed information on international exchange is available at https://www.um.si/en/erasmusplus.