

UNIVERSITY OF MARIBOR

**INFORMATION PACKAGE /
INTERNATIONAL EXCHANGE STUDENTS' GUIDE
2021/2022**

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PART ONE: INFORMATION ON THE INSTITUTION

NAME AND ADDRESS

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

2021-2022 ACADEMIC CALENDAR OF THE UNIVERSITY OF MARIBOR

WINTER SEMESTER

Teaching period	Friday, 1 October 2021	Friday, 21 January 2022
Winter examination period	Monday, 24 January 2022	Friday, 18 February 2022

SUMMER SEMESTER

Teaching period	Monday, 21 February 2022	Friday, 10 June 2022
Summer examination period	Monday, 13 June 2022	Friday, 8 July 2022
Autumn examination period	Tuesday, 16 August 2022	Monday, 12 September 2022

Other academic year dates

Orientation week	Friday, 24 September 2021	Thursday, 30 September 2021
Graduation ceremony for the conferral of the 1 st - and 2 nd -cycle degrees	Monday, 22 November 2021	Friday, 26 November 2021
Graduation ceremony for the conferral of the 1 st - and 2 nd -cycle degrees	Monday, 28 March 2022	Friday, 1 April 2022
Graduation ceremony for the conferral of the 1 st - and 2 nd -cycle degrees	Monday, 6 June 2022	Friday, 10 June 2022

31 January 2022 (Rector's Day)

17 May 2022 (Student's Day)

18 September 2022 (Day of the University of Maribor)

National holidays in the teaching period (i.e. teaching-free days): 1 November 2021, 18 April 2022, 27 April 2022, and 2 May 2022.

Other teaching-free days in the winter and summer semester: 27 - 31 December 2021 and 28 - 29 April 2022 (obligations will be rescheduled).

ACADEMIC AUTHORITIES

Rector
prof. dr. Zdravko Kačič

Vice-Rector for Academic Affairs
prof. dr. Mihaela KOLETNIK

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

Vice-Rector for Knowledge Transfer
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
izr. prof. dr. Mitja Gorenak

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Maribor, the seat of one of three Slovenian universities, was first mentioned in historical documents as a town as early as 1257.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 (UniAdriatic), IREG Observatory on Academic Ranking and Excellence, European University Association (EUA), EUA Council for Doctoral Education (EUA-CDE), European University Foundation (EUF), 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 2020-2021 academic year, there are 10,083 undergraduate and 3,866 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 2021-2022 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: <https://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

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

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

Computer Science and Information Technologies

Electrical Engineering – options:

Automation and Robotics
Electronics
Power Engineering

Informatics and Technologies of Communication – options:

Information Security
Information Systems

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

Media Communications – options:

Media Production
Visual Communication

Telecommunications

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

Computer Science and Information Technologies

Electrical Engineering – options:

Automation and Robotics

Electronics

Power Engineering

Informatics and Technologies of Communication – options:

Information System Development

System Support to Informatics and Communication 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

Computer Science and Information Technologies

Electrical Engineering – options:

Automation and Robotics

Electronics

Power Engineering

Informatics and Technologies of Communication

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

Media Communications

Telecommunications

3rd-Cycle Study Programmes Leading to the Doctorate

Computer Science and Informatics

Electrical Engineering

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

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

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: <https://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: <https://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
Mathematics
Ecology with Nature Conservation
Physics

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

Subject Teacher – candidates choose two options among the following:

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: <https://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:

- 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

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

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 Study 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: <https://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:

Emergency Situations in Health Care

Mental Health in Advanced Nursing Practice

Nursing Care

Preventive and Clinical Nutrition

Integrated Care for Older People in Advanced Nursing Practice

Integrated Treatment of Chronic Patients in Advanced Nursing Practice

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:

History

Intercultural German Studies

Psychology

Sociology

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

Single-major teacher-training study programmes:

Pedagogy
Slovene Language and Literature

Double-major study programmes:

Art History
English Studies
Geography
History
Intercultural German Studies
Philosophy
Slovene Language and Literature

Double-major teacher-training study programmes:

Geography
German as a Foreign Language
History
Hungarian Language and Literature
Pedagogy
Philosophy
Slovene Language and Literature
Sociology
Teaching English

3rd-Cycle Study Programmes Leading to the Doctorate

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

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: <https://www.mf.um.si/en>

Uniform (Long-Cycle) Master's Study Programmes Leading to the Master's Degree

General Medicine
Dental 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
Fine Art Education
Inclusion in Education
Music Education
Preschool 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: <https://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:

FACULTY		ERASMUS COORDINATOR	Phone number	E-mail address	ECTS COORDINATORS	Phone number	E-mail address
Faculty of Economics and Business	EPF	mag. Sanja Kocijan	+386 2 22 90 252	sanja.kocijan@um.si	izr. prof. dr. Lidija Hauptman	+386 2 22 90 120	lidija.hauptman@um.si
Faculty of Electrical Engineering and Computer Science	FERI	prof. dr. Marjan Mernik, Barbara de Los Santos de Leon (administrative assistant)	+386 2 22 07 455 +386 2 22 07 006	marjan.mernik@um.si erasmus.feri@um.si	prof. dr. Marjan Mernik	+386 2 22 07 455	marjan.mernik@um.si
Faculty of Energy Technology	FE	doc. dr. Brigita Ferčec Jerneja Klemenčič	+386 7 62 02 213 +386 3 77 70 400	brigita.fercec@um.si jerneja.klemencic@um.si	doc. dr. Brigita Ferčec	+386 7 62 02 213	brigita.fercec@um.si
Faculty of Civil Engineering, Transportation Engineering and Architecture	FGPA	lekt. Sabina Mulej (Erasmus faculty coordinator) mag. Damijana Zlatolas (administrative assistant) izr. prof. dr. Peter Šenk (coordinator for Architecture) viš. pred. mag. Beno Mesarec (coordinator for Traffic and Transportation Engineering)	+386 2 22 94 364 +386 2 22 94 344 +386 2 22 94 706 +386 2 22 94 392	sabina.mulej@um.si erasmus.fgpa@um.si peter.senk@um.si beno.mesarec@um.si	izr. prof. dr. Andrej Ivanič	+386 2 22 94 336	andrej.ivanic@um.si
Faculty of Chemistry and Chemical Engineering	FKKT	prof. dr. Peter Krajnc	+386 2 22 94 422	peter.krajnc@um.si	doc. dr. Marko Bračko	+386 2 22 94 490	marko.bracko@um.si
Faculty of Agriculture and Life Sciences	FKBV	doc. ddr. Lazar Pavić	+386 2 32 09 058	lazar.pavic@um.si	prof. dr. Branko Kramberger	+386 2 32 09 033	branko.kramberger@um.si
Faculty of Logistics	FL	Vid Mlejnik	+386 3 42 85 356	vid.mlejnik@um.si	prof. dr. Maja Fošner	+386 3 42 85 324	maja.fosner@um.si
Faculty of Natural Sciences and Mathematics	FNM	doc. dr. Jan Podlesnik	+386 2 22 93 678	erasmus.fnm@um.si	doc. dr. Daniel Eremita (Mathematics and Computer Science), izr. prof. dr. Robert Repnik (Physics),	+386 2 23 55 608 +386 41 792 567 +386 2 22 93 753	daniel.eremita@um.si robert.repnik@um.si srecko.glodez@um.si

					prof. dr. Srečko Glodež (Design and Engineering), doc. dr. Igor Paušič (Biology and Chemistry)	+386 2 22 93 694	igor.pausic@um.si
Faculty of Organizational Sciences	FOV	izr. prof. dr. Uroš Rajkovič asist. mag. Maja Zajec	+386 4 23 74 290 +386 4 23 74 228	erasmus.fov@um.si	doc. dr. Marjan Senegačnik	+386 4 23 74 256	erasmus.fov@um.si
Faculty of Mechanical Engineering	FS	izr. prof. dr. Nataša Vujica Herzog (Mechanical Engineering), izr. prof. dr. Julija Volmajer Valh (Textile Engineering)	+386 2 22 07 635 +386 2 22 07 897	natasa.vujica@um.si julija.volmajer@um.si	izr. prof. dr. Janez Kramberger	+386 2 22 07 676	janez.kramberger@um.si
Faculty of Tourism	FT	izr. prof. dr. Mitja Gorenak	+386 8 20 54 019	mitja.gorenak@um.si	doc. dr. Marjetka Rangus	+386 8 20 57 062	marjetka.rangus@um.si
Faculty of Criminal Justice and Security	FVV	izr. prof. dr. Aleš Bučar - Ručman International Office	+386 1 30 08 310	ales.bucar@fvv.uni-mb.si international.office@fvv.uni-mb.si	izr. prof. dr. Aleš Bučar - Ručman	+386 1 30 08 310	ales.bucar@fvv.uni-mb.si
Faculty of Health Sciences	FZV	Aleksandra Lovrenčič	+386 2 30 04 719	aleksandra.lovrencic@um.si fzv.erasmus@um.si	viš. pred. dr. Klavdija Čuček Trifkovič	+386 2 30 04 704	klavdija.cucek@um.si
Faculty of Arts	FF	izr. prof. dr. Natalia Kaloh Vid mag. Alenka Marušič	+386 2 22 93 744 +386 2 22 93 782	natalia.vid@um.si alenka.marusic@um.si	lekt. Kirsten Margaret Hempkin (English and American Studies) izr. prof. dr. Janez Bregant (Philosophy) doc. dr. Uroš Horvat (Geography) doc. dr. Melanija Larisa Fabčič (German Studies) izr. prof. dr. Jutka Rudaš (Hungarian Language and Literature) prof. dr. Mateja Pšunder (Pedagogy) doc. dr. Simon Zupan (Translation Studies)	+386 2 22 93 616 +386 2 22 93 790 +386 2 22 93 651 +386 2 22 93 609 +386 2 22 93 626 +386 2 22 93 825 +386 2 22 93 701	kirsten.hempkin@um.si janez.bregant@um.si uros.horvat@um.si melanija.fabcic@um.si jutka.rudas@um.si mateja.psunder@um.si simon.zupan@um.si

					izr. prof. dr. Sara Tement (Psychology)	+386 2 22 93 855	sara.tement@um.si
					izr. prof. dr. Natalija Ulčnik (Slavic Languages and Literatures)	+386 2 22 93 630	natalija.ulcnik@um.si
					doc. dr. Suzana Košir (Sociology)	+386 2 22 93 840	suzana.kosir1um.si
					izr. prof. dr. Polonca Vidmar (History of Arts)	+386 2 22 93 707	polona.vidmar@um.si
					doc. dr. Aleš Maver (History)	+386 2 22 93 799	ales.maver@um.si
Faculty of Medicine	MF	prof. dr. Breda Pečovnik Balon	+386 2 23 45 824	breda.balon@guest.um.si	prof. dr. Breda Pečovnik Balon	+386 2 23 45 824	breda.balon@guest.um.si
		mag. Milena Orož Črešnar (administrative assistant)	+386 2 23 45 842	milena.oroz@um.si			
Faculty of Education	PEF	Jelena Krivograd	+386 2 22 93 853	jelena.krivograd@um.si	doc. dr. Marta Licardo (Department of Preschool Education)	+386 2 22 93 642	marta.licardo@um.si
					doc. dr. Črtomir Matejek (Department of Elementary Education)	+386 2 22 93 679	crtomir.matejek@um.si
					prof. spec. Petra Varl (Department of Fine Arts)	+386 2 22 93 716	petra.varl@um.si
					prof. mag. Tomaž Svete (Department of Music)	+386 2 22 93 770	tomaz.svete@um.si
					viš. pred. dr. Stojan Puhalj (Department of Sports Training)	+386 2 22 93 679	stojan.puhalj@um.si
Faculty of Law	PF	izr. prof. dr. Suzana Kraljić Rebeka Livić	+386 2 25 04 232 +386 2 25 04 201	suzana.kraljic@um.si rebeka.livic@um.si	izr. prof. dr. Nataša Samec Berghaus	+386 2 25 04 231	natasa.samecberghaus@um.si

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 & <https://moja.um.si/bodoci-studentje/Strani/postopek-vpisa.aspx>

1. APPLICATION AND ADMISSION PROCEDURE:

There are two application periods in the 2021/2022 academic year: the first lasts from 16 February to 20 April 2021 and the second from 6 to 8 September 2021. Candidates apply by using the E-Application form in the eVŠ: <http://portal.evs.gov.si/prijava>.

All necessary documents proving the fulfilment of admission requirements shall be submitted to the Higher Education Application and Information Centre of the University of Maribor via the eVŠ web portal no later than 9 June 2021 (or 13 August 2021 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) or in the Faculty of Education (the 1st-cycle study programmes in Music Education, Art Education, and Sports Coaching).

2. EVIDENCE ON THE FULFILMENT OF ADMISSION REQUIREMENTS:

- a scan or a photograph of an identity document based on the written consent of the candidate (passport – candidate's personal data page, where the name, surname, date and place of birth and nationality should be indicated);
- a scan or a photograph of the translation of the document showing citizenship (passport) 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, unless required by a competent authority; if the document is issued in Cyrillic script or in handwriting, a translation is required);
- a scan or a photograph of the secondary school final certificate and secondary school exit certificates of the last two years (The authenticity will be checked with the issuer of the original document or the competent authority of the country of origin of the document by the higher education institution. In the event that the higher education institution is unable to confirm the

authenticity of the document, the candidate will be required to provide the original document legalized according to the regulations and country of origin.);

- a scan or a photograph of the 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, unless required by a competent authority; if the document is issued in Cyrillic script or in handwriting, a translation is required);
- scans or photographs of the 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 scan or a photograph of a Decision on recognition of certificates obtained abroad for the purpose of further education;
- a scan or a photograph of the 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 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 programmes in General Medicine and Dental Medicine (level C2*). **Before enrolling in the second year of undergraduate and long-cycle master's studies:** Faculty of Business and Economics, 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). **No Slovene language certificate is required by:** 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 (except for the study programme in Subject Teacher), Faculty of Organizational Sciences, and the Faculty of Law.

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 2021/22 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 13 August 2021.

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-za-tujce.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.

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 & <https://moja.um.si/bodoci-studentje/Strani/postopek-vpisa.aspx>

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 16 February to 19 March 2021,
- the second application period lasts from 20 to 27 August 2021, and
- the application period for still-available enrolment places lasts from 23 September to 12 p.m. on 24 September 2021.

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 2021/2022 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 2021/22 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 13 August 2021.

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) and in the Faculty of Education (the 1st-cycle study programmes in Music Education, Art Education, and Sports Coaching).

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.

A document that is not mandatory:

- a scan or photograph of the candidate's identity document with their written consent: an identity card or a passport (the page containing the candidate's personal information which indicates their first and last name, date and place of birth, and citizenship)

For the recognition procedure some additional documents are required (secondary school yearly certificates - for all years of secondary education, short chronological description of the entire education (statement by the applicant).

Candidates shall **submit scans or photographs** of the required **documents via the eVŠ web portal**. 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 authenticity of the documents will be checked with the issuer of the original document or the competent authority of the country of origin of the document by the higher education institution. In the event that the higher education institution is unable to confirm the authenticity of the document, the candidate will be required to provide the original document legalized according to the regulations and country of origin.

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 2021-2022 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://moja.um.si/en/future-students/Strani/enrolment-postgraduate.aspx>.

All candidates aiming to attend postgraduate programmes of the University of Maribor may apply to the call for application, published at <https://moja.um.si/en/future-students/Strani/enrolment-postgraduate.aspx>, irrespective of whether they have already completed their previous education at the time of application. Candidates who applied must submit proof that they have completed their previous education by the deadline set by the relevant faculty (faculties will publish internal deadlines on their websites; candidates may also contact competent student affairs offices). Proof of completed previous education 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 2021 until 31 May 2021 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 5 July 2021 until 8 September 2021 at the latest.

Application periods for citizens of the Republic of Slovenia and other EU Member States:

- 1st application period shall be open from 31 March 2021 until 8 September 2021 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 22 September 2021 until 23 September 2021 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.

Citizens of the Republic of Slovenia and other EU Member States, citizens of non-EU Member States 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 and applicants for asylum under the International Protection Act (Official Gazette of the Republic of Slovenia, No. 16/17 – official consolidated text) may apply for enrolment places available to citizens of the Republic of Slovenia and other EU Member States.

All candidates, regardless the nationality, who earned their previous education 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 via the eVŠ web portal. 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 or application for recognition of education for the purpose of continuing education will individually receive additional information on the request and the deadline to supplement the application by regular mail or electronically via the eVŠ web portal.

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 2021, 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 2021/22 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 2021/22 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 2021 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 Commission 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 2021 for Slovenians without Slovenian citizenship and citizens of non-EU Member States, and

- 17 September 2021 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 2021.

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>.
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 email address.

2. Deadlines

- 1st semester: 1 July 2021
- 2nd semester: 1 November 2021

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> (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). 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, 40/11 – ZUPJS-A, 40/12 - ZUJF, 57/12 - ZPCP-2D, 109/12, 85/14, 75/16, 61/17 – ZUPŠ, 65/17, 49/20 – ZIUZEOP, 80/20 – ZIUOOPE, 152/20 – ZZUOOP, and 175/20 - ZIUOPDVE). 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, 8/19, and 36/21). 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 <https://moja.um.si/en/study/Strani/Rules-and-Regulations.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://moja.um.si/en/future-students/Strani/recognition-of-education.aspx>. 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>. 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/>.

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.

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>.