

UNIVERSITY OF MARIBOR

**INFORMATION PACKAGE /
INTERNATIONAL EXCHANGE STUDENTS' GUIDE
2016/2017**

Part I Information on the institution

TABLE OF CONTENTS
Part One: Information about the Institution

NAME AND ADDRESS	4
ACADEMIC CALENDAR OF THE UNIVERSITY OF MARIBOR 2016/2017	4
ACADEMIC AUTHORITIES	4
GENERAL DESCRIPTION OF THE UNIVERSITY OF MARIBOR	5
STUDY PROGRAMMES OFFERED BY THE UNIVERSITY OF MARIBOR 2016/2017	6
<i>FACULTY OF ECONOMICS AND BUSINESS</i>	6
1st degree Undergraduate Academic Study Programme	6
1st degree Undergraduate Professionally Oriented Study Programme	6
2nd degree Postgraduate Study Programme Leading to Magister (Masters')	7
3rd degree Postgraduate Study Programmes Leading to Doktorat Znanosti (PhD)	7
<i>FACULTY OF ELECTRICAL ENGINEERING AND COMPUTER SCIENCE</i>	7
1st degree Undergraduate Academic Study Programmes	7
1st degree Undergraduate Professionally Oriented Study Programmes	7
2nd degree Postgraduate Study Programmes Leading to Magister (Masters')	7
3rd degree Postgraduate Study Programmes Leading to Doktorat Znanosti (PhD)	8
<i>FACULTY OF ENERGY TECHNOLOGY</i>	8
1st degree Undergraduate Academic Study Programme	8
1st degree Undergraduate Professionally Oriented Study Programme	8
2nd degree Postgraduate Study Programme Leading to Magister (Masters')	8
3rd degree Postgraduate Study Programmes Leading to Doktorat Znanosti (PhD)	8
<i>FACULTY OF CIVIL ENGINEERING, TRANSPORTATION ENGINEERING AND ARCHITECTURE</i>	8
1st degree Undergraduate Academic Study Programmes	8
1st degree Undergraduate Professionally Oriented Study Programmes	8
2nd degree Postgraduate Study Programme Leading to Magister (Masters')	9
3rd degree Postgraduate Study Programmes Leading to Doktorat Znanosti (PhD)	9
<i>FACULTY OF CHEMISTRY AND CHEMICAL ENGINEERING</i>	9
1st degree Undergraduate Academic Study Programme	9
1st degree Undergraduate Professionally Oriented Study Programme	9
2nd degree Postgraduate Study Programme Leading to Magister (Masters')	9
3rd degree Postgraduate Study Programme Leading to Doktorat Znanosti (PhD)	9
<i>FACULTY OF AGRICULTURE AND LIFE SCIENCES</i>	9
1st degree Undergraduate Academic Study Programme	9
1st degree Undergraduate Professionally Oriented Study Programmes	9
2nd degree Postgraduate Study Programmes Leading to Magister (Masters')	10
3rd degree Postgraduate Study Programmes Leading to Doktorat Znanosti (PhD)	10
<i>FACULTY OF LOGISTICS</i>	10
1st degree Undergraduate Academic Study Programme	10
1st degree Undergraduate Professionally Oriented Study Programme	10
2nd degree Postgraduate Study Programmes Leading to Magister (Masters')	10
3rd degree Postgraduate Study Programme Leading to Doktorat Znanosti (PhD)	10
<i>FACULTY OF NATURAL SCIENCES AND MATHEMATICS</i>	10
1st degree Undergraduate Academic Study Programmes	10
2nd degree Undergraduate Uniform Master's Study Programme	10
2nd degree Single Major Postgraduate Study Programme Leading to Magister (Masters')	11
2nd degree Double Major Postgraduate Study Programme Leading to Magister (Masters')	11
3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)	11
<i>FACULTY OF ORGANIZATIONAL SCIENCES</i>	11
1st degree Undergraduate Academic Study Programme	11
1st degree Undergraduate Professionally Oriented Study Programme	11
2nd degree Postgraduate Study Programmes Leading to Magister (Masters')	11
3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)	11
<i>FACULTY OF MECHANICAL ENGINEERING</i>	11
1st degree Undergraduate Academic Study Programmes	12
1st degree Undergraduate Professionally Oriented Study Programmes	12
2nd degree Postgraduate Study Programmes Leading to Magister (Masters')	12
3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)	12
<i>FACULTY OF TOURISM</i>	12
1st degree Undergraduate Academic Study Programme	13
1st degree Undergraduate Professionally Oriented Study Programme	13
2nd degree Postgraduate Study Programme Leading to Magister (Masters')	13

<i>FACULTY OF CRIMINAL JUSTICE AND SECURITY</i>	13
1st degree Undergraduate Academic Study Programme	13
1st degree Undergraduate Professionally Oriented Study Programme	13
2nd degree Postgraduate Study Programme Leading to Magister (Masters')	13
3rd degree Postgraduate Study Programme Leading to Doktorat Znanosti (PhD)	13
<i>FACULTY OF HEALTH SCIENCES</i>	13
1st degree Undergraduate Professionally Oriented Study Programme	13
2nd degree Postgraduate Study Programmes Leading to Magister (Masters')	13
3rd degree Postgraduate Study Programme Leading to Doktorat Znanosti (PhD)	14
<i>FACULTY OF ARTS</i>	14
1st degree Undergraduate Academic Study Programmes	14
2nd degree Postgraduate Study Programme Leading to Magister (Masters')	14
3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)	15
<i>FACULTY OF MEDICINE</i>	15
2nd degree Undergraduate Uniform Master's Study Programme	15
3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)	15
<i>FACULTY OF EDUCATION</i>	15
1st degree Undergraduate Academic Study Programmes	15
1st degree Undergraduate Professionally Oriented Study Programmes	15
2nd degree Postgraduate Study Programme Leading to Magister (Masters')	15
3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)	16
<i>FACULTY OF LAW</i>	16
1st degree Undergraduate Academic Study Programme	16
2nd degree Postgraduate Study Programmes Leading to Magister (Masters')	16
3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)	16
LIST OF FACULTY ERASMUS AND ECTS COORDINATORS	17
GRADING SCALE	20
ADMISSION/REGISTRATION PROCEDURES	20
<i>ADMISSION/REGISTRATION PROCEDURE FOR REGULAR STUDENTS</i>	20
ADMISSION REQUIREMENTS FOR ENROLLMENT IN THE 1ST YEAR OF THE UNDERGRADUATE STUDY PROGRAMMES (for foreign citizens of non EU Member State and Slovenians without Slovenian citizenship)	20
ADMISSION REQUIREMENTS FOR ENROLLMENT IN THE 1ST YEAR OF UNDERGRADUATE AND LONG-CYCLE MASTER STUDY PROGRAMMES (for citizens of the European Union Member States)	22
ENROLMENT IN POSTGRADUATE PROGRAMMES	23
<i>ADMISSION /REGISTRATION PROCEDURE FOR ERASMUS+ EXCHANGE STUDENTS</i>	24
INTERNATIONAL CREDIT MOBILITY – ERASMUS+ between programme and partner countries	25
MAIN UNIVERSITY REGULATIONS	25
RECOGNITION PROCEDURES	25
GENERAL ARRANGEMENTS FOR THE RECOGNITION OF PRIOR LEARNING (FORMAL, INFORMAL AND NON-FORMAL)	26
ECTS CREDIT ALLOCATION BASED ON THE STUDENT WORKLOAD NEEDED IN ORDER TO ACHIEVE EXPECTED LEARNING OUTCOMES	26
ARRANGEMENTS FOR ACADEMIC GUIDANCE	27
<i>TUTORING</i>	27
<i>CAREER CENTRE AND ALUMNI CLUB</i>	27
<i>ESN MARIBOR</i>	27
<i>STUDENTS WITH DISABILITIES AND SPECIFIC NEEDS</i>	27
<i>STUDENT COUNCIL and VICE RECTOR FOR STUDENT AFFAIRS</i>	28
<i>ORIENTATION WEEK FOR FRESHMEN</i>	28
<i>STUDENT BROCHURE</i>	28
<i>INTERNATIONAL OFFICES</i>	28

PART ONE: INFORMATION ABOUT THE INSTITUTION

NAME AND ADDRESS

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

ACADEMIC CALENDAR OF THE UNIVERSITY OF MARIBOR 2016/2017

Monday, 26. September — Friday, 30. September 2016	Welcome Week for Beginners
Monday, 3. October 2016	Start of Winter Semester Lectures
Monday, 31. October 2016	Reformation Day**
Tuesday, 1. November 2016	Remembrance Day (All Saints' Day)**
Monday, 26. December 2016	National Day**
Tuesday, 27. December 2016 — Friday, 30. December 2016	Christmas and New Year's Holidays *
Friday, 20. January 2017	End of Winter Semester Lectures
Wednesday, 25. January 2017	Rector's Day*
Monday, 23. January — Friday, 17. February 2017	Winter Examination Period
Wednesday, 8. February 2017	Prešeren Day **
Monday, 20. February 2017	Start of Summer Semester Lectures
Monday, 17. April 2017	Easter Monday**
Wednesday, 16. August — Tuesday, 12. September 2017	Autumn Examination Period
Tuesday, 15. August 2017	Assumption of Mary**
Monday, 18. September 2017	Anniversary of the University of Maribor
Friday, 29. September 2017	End of Academic Year

*lectures-free days

**national holidays

ACADEMIC AUTHORITIES

Rector
Prof. Dr. Igor TIČAR

Vice-Rector
Prof. Dr. Nataša VAUPOTIČ

Vice-Rector
Prof. Dr. Lučka LORBER

Vice-Rector
Prof. Dr. Niko SAMEC

Vice-Rector
Prof. Dr. Žan Jan OPLOTNIK

Vice-Rector
Prof. Dr. Marko JESENŠEK

Vice-Rector
Prof. Dr. Jernej TURK

Vice-Rector, student
Maja ŽIBERT

Secretary General
Mladen KRALJIĆ

President of the Management Board
Prof. Dr. Bojan ŠKOF

GENERAL DESCRIPTION OF THE UNIVERSITY OF MARIBOR

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

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

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

Over time these developed into the following faculties:

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

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

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

Courses of study offered by the University of Maribor and its member faculties are degree study programmes leading to the award of diplomas and credential programmes leading to the award of certificates. Degree study programmes can be undergraduate, (academic or professionally oriented) – 1st degree study programmes, or graduate – 2nd and 3rd degree study programmes. University of Maribor concluded adapting its study programmes according to the requirements of the Bologna Declaration. Since the academic year 2010/2011 University of Maribor is enrolling only students in Bologna study programmes. Study programmes are offered by the faculties as full time or part time studies. In the academic year 2015/2016 we had 10.756 undergraduate and 3.931 post graduate students at the University of Maribor.

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

STUDY PROGRAMMES OFFERED BY THE UNIVERSITY OF MARIBOR 2016/2017

FACULTY OF ECONOMICS AND BUSINESS

Ekonomsko poslovna fakulteta (EPF)

Razlagova 14, 2000 Maribor, Slovenia

Telephone: +386 (0)2 22 90 000

Telefax: +386 (0)2 22 90 317

E-mail: info.epf@uni-mb.si

<http://www.um.si/en> → Faculties → Faculty of Economics and Business

1st degree Undergraduate Academic Study Programme

Economics and Business science – options:

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

1st degree Undergraduate Professionally Oriented Study Programme

Business Administration – options:

- Public Sector Economics and Management
- Management
- Marketing
- International Business
- Entrepreneurship
- Business Finance and Banking
- Accounting and Business Taxation
- Tourism

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

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

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

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

Economic and Business Sciences

FACULTY OF ELECTRICAL ENGINEERING AND COMPUTER SCIENCE

Fakulteta za elektrotehniko, računalništvo in informatiko (FERI)

Smetanova ulica 17, 2000 Maribor, Slovenia

Telephone: +386 (0)2 220 70 00

Telefax: +386 (0)2 220 72 72

E-mail: feri@um.si

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

1st degree Undergraduate Academic Study Programmes

Electrical Engineering – options:

- Automation and Robotics
- Electronics
- Power Engineering

Computer Science and Information Technologies

Informatics and Technologies of Communication – options:

- Information Systems
- Information Systems Management

Telecommunications

Media Communications – options:

- Media Production
- Visual Communication

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

1st degree Undergraduate Professionally Oriented Study Programmes

Electrical Engineering – options:

- Automation and Robotics
- Electronics
- Power Engineering

Computer Science and Information Technologies

Informatics and Technologies of Communication – options:

- System Support to Informatics and Communication Technologies
- Development of Information Systems

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

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

Electrical Engineering – options:

Automation and Robotics
Electronics
Power Engineering
Computer Science and Information Technologies
Informatics and Technologies of Communication
Telecommunications
Media Communications
Mechatronics – interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering

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

Electrical Engineering
Computer Science and Informatics
Media Communications

FACULTY OF ENERGY TECHNOLOGY

Fakulteta za energetiko (FE)
Hočevanje trg 1, 8270 Krško, Slovenia
Telephone: +386 (0)7 620 22 10
Telefax: +386 (0)7 620 22 22
E-mail: fe@um.si
<http://www.um.si/en> → Faculties → Faculty of Energy Technology

1st degree Undergraduate Academic Study Programme

Energy Technology

1st degree Undergraduate Professionally Oriented Study Programme

Energy Technology

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

Energy Technology

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

Energy Technology

FACULTY OF CIVIL ENGINEERING, TRANSPORTATION ENGINEERING AND ARCHITECTURE

Fakulteta za gradbeništvo, prometno inženirstvo in arhitekturo (FGPA)
Smetanova ulica 17, 2000 Maribor, Slovenia
Telephone: +386 (0)2 229 43 00
Telefax: +386 (0)2 252 41 79
E-mail: fgpa@um.si
<http://www.um.si/en> → Faculties → Faculty of Civil Engineering, Transportation Engineering and Architecture

1st degree Undergraduate Academic Study Programmes

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

1st degree Undergraduate Professionally Oriented Study Programmes

Civil Engineering
Traffic and Transportation Engineering

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

Civil Engineering

Traffic and Transportation Engineering

Architecture

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

Civil Engineering

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

Civil Engineering

Traffic and Transportation Engineering

FACULTY OF CHEMISTRY AND CHEMICAL ENGINEERING

Fakulteta za kemijo in kemijsko tehnologijo (FKKT)

Smetanova ulica 17, 2000 Maribor, Slovenia

Telephone: +386 (0)2 229 44 00

Telefax: +386 (0)2 252 77 74

E-mail: fkkt@um.si

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

1st degree Undergraduate Academic Study Programme

Chemistry

Chemical Technology

1st degree Undergraduate Professionally Oriented Study Programme

Chemical Technology

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

Chemistry

Chemical Engineering

Chemical Engineering

Biochemical Engineering

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

Chemistry and Chemical Engineering

FACULTY OF AGRICULTURE AND LIFE SCIENCES

Fakulteta za kmetijstvo in biosistemske vede (FKBV)

Pivola 10, 2311 Hoče, Slovenia

Telephone: +386 (0)2 320 90 00

Telefax: +386 (0)2 616 11 58

E-mail: fkbv@um.si

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

1st degree Undergraduate Academic Study Programme

Agriculture and Environment

1st degree Undergraduate Professionally Oriented Study Programmes

Animal Science

Organic Farming

Agronomy – Ornamentals, Vegetables and Field Crops

Biosystems Engineering

Viticulture, Enology and Fruitgrowing

Agri-Business Management and Rural Development

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

Agriculture
Agricultural Economics
Food Safety in the Agri-food Chain

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

Agriculture
Agricultural Economics

FACULTY OF LOGISTICS

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

1st degree Undergraduate Academic Study Programme

System Logistics

1st degree Undergraduate Professionally Oriented Study Programme

Economic and Technical Logistics

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

System Logistics
System Logistics in Economics - joint master's programme implemented in cooperation with the Faculty of Economics of the University of Novi Sad – option:
Logistics of Modern Business
Logistics in Finance and Banking

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

System Logistics

FACULTY OF NATURAL SCIENCES AND MATHEMATICS

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

1st degree Undergraduate Academic Study Programmes

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

2nd degree Undergraduate Uniform Master's Study Programme

Subject Teacher – options:
Educational Biology
Educational Physics
Educational Chemistry
Educational Mathematics
Educational Computer Science

Educational Design

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

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

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

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

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

Physics
Mathematics
Education in Engineering
Ecological Sciences

FACULTY OF ORGANIZATIONAL SCIENCES

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

1st degree Undergraduate Academic Study Programme

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

1st degree Undergraduate Professionally Oriented Study Programme

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

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

Organization and Management of Business and Working Systems
Organization and Management of Human Resources and Educational Systems
Organization and Management of Information Systems
Management in Health and Social Welfare in cooperation with Faculty of Health Sciences

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

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

FACULTY OF MECHANICAL ENGINEERING

Fakulteta za strojništvo (FS)
Smetanova ulica 17, 2000 Maribor, Slovenia
Telephone: +386 (0)2 220 75 00

Telefax: +386 (0)2 220 79 90

E-mail: fs@um.si

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

1st degree Undergraduate Academic Study Programmes

Mechanical Engineering – options:

- Power, Process and Environmental Engineering
- Engineering Design
- Manufacturing Technologies and Systems

Design and Textile Materials – options:

- Engineering Design of Textile Materials
- Textile Materials

Environmental Engineering

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

- Mechanical Engineering

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

1st degree Undergraduate Professionally Oriented Study Programmes

Mechanical Engineering – options:

- Power, Process and Environmental Engineering
- Engineering Design
- Production Engineering

Textile Design Technologies – options:

- Design and Product Development
- Materials and Textile Technologies

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

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

Mechanical Engineering – options:

- Power, Process and Environmental Engineering
- Engineering Design
- Manufacturing Technologies and Systems
- Computer Engineering Modelling

Environmental Engineering

Design and Textile Materials

- Engineering Design of Textile Materials
- Textile Materials

Product Design

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

- Mechanical Engineering

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

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

Mechanical Engineering

Environmental Engineering

Textile Materials

FACULTY OF TOURISM

Fakulteta za turizem (FT)

Cesta prvih borcev 36, 8250 Brežice, Slovenia

Telephone: +386 (0)8 205 40 10
Telefax: +386 (0)8 205 40 12
E-mail: ft@um.si
<http://www.um.si/en> → Faculties → Faculty of Tourism in Brežice

1st degree Undergraduate Academic Study Programme

Tourism

1st degree Undergraduate Professionally Oriented Study Programme

Tourism

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

Tourism

FACULTY OF CRIMINAL JUSTICE AND SECURITY

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

1st degree Undergraduate Academic Study Programme

Criminal Justice and Security

1st degree Undergraduate Professionally Oriented Study Programme

Security and Policing
Information Security

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

Criminal Justice and Security

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

Criminal Justice and Security

FACULTY OF HEALTH SCIENCES

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

1st degree Undergraduate Professionally Oriented Study Programme

Nursing Care

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

Nursing Care – options:

- Nursing Care
- Emergency Situations in Health Care
- Gerontological Nursing Care
- Preventive Nutrition and Clinical Dietetics

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

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

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

Nursing Care

FACULTY OF ARTS

Filozofska fakulteta (FF)
Koroška cesta 160, 2000 Maribor, Slovenia
Telephone: +386 (0)2 229 38 40
Telefax: +386 (0)2 229 36 25
E-mail: ff@um.si
<http://www.um.si/en> → Faculties → Faculty of Arts

1st degree Undergraduate Academic Study Programmes

Single major Academic Study Programmes – non-pedagogical option

- Slovene Language and Literature
- Sociology and Interdisciplinary Social Sciences
- Psychology
- German Studies
- History

Double major Academic Study Programmes – non-pedagogical option

- Slovene Language and Literature
- Geography
- Sociology
- English Language and Literature
- Interlingual Studies – English
- Interlingual Studies – German
- Pedagogy
- Philosophy
- German Language and Literature
- Hungarian Language and Literature
- History
- Art History

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

Single major Postgraduate Study Programmes – non-pedagogical option

- Intercultural German Studies
- Translation and Interpreting
 - Translation
 - Interpreting
- Sociology
- Psychology
- History

Single major Postgraduate Study Programmes – pedagogical option

- Slovene Language and Literature
- Pedagogy

Double major Postgraduate Study Programmes – non-pedagogical option

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

Double major Postgraduate Study Programmes – pedagogical option

- Slovene Language and Literature
- German as a Foreign Language

Teaching English
Hungarian Language and Literature
Sociology
Philosophy
Pedagogy
Geography
History

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

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

FACULTY OF MEDICINE

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

2nd degree Undergraduate Uniform Master's Study Programme

General Medicine

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

Biomedical Technology

FACULTY OF EDUCATION

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

1st degree Undergraduate Academic Study Programmes

Elementary Education
Music Education
Art Education

1st degree Undergraduate Professionally Oriented Study Programmes

Preschool Education
Sports Training

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

Elementary Education
Preschool Education
Fine Art Education
Sports Coaching
Inclusion in Education

Music Education

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

Science of Education

Leadership in Education

FACULTY OF LAW

Pravna fakulteta (PF)

Mladinska ulica 9, 2000 Maribor, Slovenia

Telephone: +386 (0)2 250 42 00

Telefax: +386 (0)2 252 32 45

E-mail: info.pf@um.si

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

1st degree Undergraduate Academic Study Programme

Law

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

Law

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

Law

LIST OF FACULTY ERASMUS AND ECTS COORDINATORS

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

FACULTY		ERASMUS COORDINATOR	Tel.: +386	E-mail address	ECTS COORDINATORS	Tel.: +386	E-mail address
Faculty of Economics and Business	EPF	mag. Sanja Kocijan	02/229 02 52	sanja.kocijan@um.si	prof.dr. Lidija Hauptman	02/229 01 20	lidija.hauptman@um.si
Faculty of Electrical Engineering and Computer Science	FERI	prof. dr. Matjaž Colnarič, Barbara Ferbežer (administrative assistant)	02/220 74 30 02/220 70 06	matjaz.colnaric@um.si erasmus.feri@um.si	prof. dr. Matjaž Colnarič,	02/220 74 30	matjaz.colnaric@um.si
Faculty of Energy Technology	FE	doc. dr. Sebastijan Seme Jerneja Klemenčič	03/777 04 09 03/777 04 00	sebastijan.seme@um.si jerneja.klemencic@um.si	doc. dr. Sebastijan Seme	03/777 04 09	sebastijan.seme@um.si
Faculty of Arts	FF	doc. dr. Tomaž Onič Alenka Marušič	02/229 36 18 02/229 37 82	tomaz.onic@um.si alenka.marusic@um.si	Department for English and American Studies: lekt. mag. Agata Križan Philosophy: doc. dr. Smiljana Gartner Geography: doc. dr. Igor Žiberna German studies: doc. dr. Melanija Larisa Fabčič Hungarian language and literature: prof. dr. Jutka Rudaš Pedagogy: prof. dr. Mateja Pšunder Translatology: lekt. Melita Koletnik Korošec Psychology: doc. dr. Sara Tement	02/22 93 610 02/22 93 823 02/22 93 654 02/22 93 609 02/22 93 626 02/22 93 827 02/22 93 840 02/22 93 840	agata.krizan@um.si smiljana@me.com igor.ziberna@um.si melanija.fabcic@um.si jutka.rudas@um.si mateja.psender@um.si melita.koletnik@um.si sara.tement@um.si

					Slavic languages and literatures: doc. dr. Natalija Ulčnik	02/22 93 630,	natalija.ulcnik@um.si
					Sociology: doc. dr. Andrej Naterer	02/22 93 699	andrej.naterer@um.si
					History of Arts: prof. dr. Polona Vidmar	02/22 93 840	polona.vidmar@uni-mb.si
					History: doc. dr. Aleš Maver, lekt.	02/22 93 799	ales.maver@um.si
Faculty of Civil Engineering, Transportation Engineering and Architecture	FGPA	lekt. Sabina Mulej (Erasmus faculty coordinator) Damijana Zlatolas (administrative assistant) doc. dr. Kaja Pogačar (coordinator for Architecture) mag. Beno Mesarec (coordinator for Traffic and Transportation Engineering)	02/229 43 64 02/229 43 79 02/229 43 12 02/229 43 92	sabina.mulej@um.si erasmus.fg@um.si kaja.pogacar@um.si beno.mesarec@um.si	prof. dr. Bojana Dolinar	02/229 43 25	bojana.dolar@um.si
Faculty of Chemistry and Chemical Engineering	FKKT	prof. dr. Peter Kranjc	02/229 44 22	peter.kranjc@um.si	doc. dr. Marko Bračko	02/2294 490 02/2294 488	marko.bracko@um.si
Faculty of Agriculture and Life Sciences	FKBV	doc. dr. Silva Grobelnik Mlakar, doc. dr. Anastazija Gselman	02/320 90 82 02/320 90 35	silva.grobelnik@um.si anastazija.gselman@um.si	prof. dr. Branko Kramberger	02/320 90 33	branko.kramberger@um.si
Faculty of Logistics	FL	doc. dr. Matevž Obrecht Vid Mlejnik		matevz.obrecht@um.si vid.mlejnik@fl.uni-mb.si	prof. dr. Maja Fošner	03/428 53 24	maja.fosner@uni-mb.si
Faculty of Natural Sciences and Mathematics	FNM	doc. dr. Nataša Pipenbaher	02/229 37 30	natasa.pipenbaher@um.si erasmus.fnm@um.si	doc. dr. Daniel Eremita (mathematics and computer science), doc. dr. Robert Repnik (physics), prof. dr. Srečko Glodež (design and engineering), asist. dr. Brina Dojer (biology and chemistry)	02/235 56 08 041 792 567 02/229 37 53 02/239 37 51	daniel.eremita@um.si robert.repnik@um.si srecko.glodez@um.si brina.dojer@um.si
Faculty of Organizational Sciences	FOV	prof. dr. Uroš Rajkovič mag. Maja Zajec	04/237 42 90 04/237 42 28	erasmus@fov.uni-mb.si	doc. dr. Marjan Senegačnik	04/237 42 56	erasmus@fov.uni-mb.si

Faculty of Mechanical Engineering	FS	doc. dr. Nataša Vujica Herzog (Mechanical Engineering),	02/ 220 76 35	natasa.vujica@um.si	prof. dr. Iztok Palčič	02/220 76 36	iztok.palcic@um.si
		doc. dr. Julija Volmajer Valh (Textile Engineering)	02/ 220 78 97	julija.volmajer@um.si			
Faculty of Tourism	FT	doc. dr. Mitja Gorenak	08/205 40 10	mitja.gorenak@um.si	doc. dr. Marjetka Rangus	08/205 77 65	marjetka.rangus@um.si
Faculty of Criminal Justice and Security	FVV	doc. dr. Aleš Ručman Mednarodna pisarna FVV	01/300 83 10	ales.bucar@fvv.uni-mb.si international.office@fvv.uni-mb.si	doc. dr. Aleš Bučar Ručman	01/300 83 10	ales.bucar@fvv.uni-mb.si
Faculty of Health Sciences	FZV	Dr., DHSc. (Republika Finska) Helena Blažun Vošner	02/300 47 33	helena.blazun@um.si fzv.erasmus@um.si	dr. Klavdija Čuček Trifkovič	02/300 47 04	klavdija.cucek@um.si
Faculty of Medicine	MF	doc. dr. Bogdan Čizmarevič	02/23 45 821	bogdan.cizmarevic@ukc-mb.si	doc. dr. Bogdan Čizmarevič	02/23 45 821	bogdan.cizmarevic@ukc-mb.si
		Milena Orož Črešnar	02/234 58 42	milena.oroz@um.si			
Faculty of Education	PEF	Jelena Krivograd	02/229 38 53	jelena.krivograd@um.si	prof. dr. Milena Ivanuš Grmek (Department of Basic Pedagogical Studies)	02/2293 789	milena.grmek@um.si
					prof. dr. Olga Denac (Department of Preschool Education)	02/2293 687	olga.denac@um.si
					prof. dr. Alenka Lipovec (Department of Elementary Education)	02/2293 686	alenka.lipovec@um.si
					prof. Petra Varl (Department of Fine Arts)	02/2293 716	petra.varl@um.si
					doc. Alojz Slavko Kovačič (Department of Music)	02/2293 765	slavko.kovacic@um.si
					Lecturer Stojan Puhalj (Department of Sports Training)	02/2293 665	stojan.puhalj@um.si
Faculty of Law	PF	prof. dr. Suzana Kraljić, Rebeka Livič	02/250 42 32 02/250 42 22	suzana.kraljic@um.si rebeka.livic@um.si	prof. dr. Marijan Kocbek	02/25 04 224,	marijan.kocbek@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/REGISTRATION PROCEDURE FOR REGULAR STUDENTS

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

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

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

Application and admission procedure

The first application period lasts from the 5th February to the 5th May 2016 and the second application period lasts from the 1st to the 3th October 2016. Candidates can apply using: E-Application in eVŠ: <http://portal.evs.gov.si/prijava/>

In the first application period all necessary documents that show fulfilment of enrolment conditions must be sent to The Higher Education Application and Information Service of the University of Maribor no later than 1st August 2016. Candidates must pass a test of ability, capacity and skills if they wish to enroll in the Faculty of Civil Engineering, Transportation Engineering and Architecture (study programme: Architecture) or in the Faculty of Education (study programmes: Music Education, Art Education, Sports coaching).

Evidence of fulfilment of admission requirements:

- Verified copy of birth certificate or certificate of citizenship or passport or personal identity card.
- Translation into Slovenian or English by a court appointed translator of birth certificate or certificate of citizenship or passport or personal identity card (translation is not necessary for documents in the following languages: English, Croatian, Bosnian and Serbian if the writing of the document is in Latin script).
- Translation into Slovenian or English by a court appointed translator of the secondary school exit certificate and certificates of the last two years with all the graded subjects, including the corresponding marks, must be specified in the certificate (translation is not necessary for documents in the following languages: English, Croatian, Bosnian and Serbian if the writing of the document is in Latin script).
- Decision on recognition of certificates obtained abroad. The recognition procedure determines the equivalent Slovenian certificate to the certificate issued abroad. The procedure is carried out by University of Maribor. The recognition procedure is triggered together with the application for study if the candidate finished his secondary education abroad. Information regarding the recognition

procedure: priznavanjeizobrazevanja@um.si , +386/2 235 52 63,
<http://www.um.si/studij/priznavanje/Strani/default.aspx> .

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

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

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

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

Only for candidates enrolling in the Faculty of Medicine of the University of Maribor:
Faculty of Arts of the University of Maribor
Koroška cesta 160, 2000 Maribor, Slovenia
Tel: +386 (0)2 22 93 846, +386 (0)2 22 93 847
e-mail: jezikovni.tecaji@um.si, cvi.ff@um.si
<http://www.ff.um.si/studenti/informacije/izpit-iz-slovenskega-jezika-za-tujce.dot>

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

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

Tuition fees

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

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

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

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

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

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

1. APPLICATION PROCEDURE:

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

- in the first application period from 5th February to 4th March 2016,
- in the second application period from 22nd to 29th August 2016 or
- in the third application period from 1st to 3rd October 2016.

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

- Successfully completed appropriate secondary education (To enroll in university study programmes the candidates must have a recognized national exit exam, like the Slovene matura or final examination before 1st June 1995. To enroll in professional higher-education programmes the candidates must have a recognized final examination, vocational certification or Slovene matura.).
- Completed procedure for the recognition of secondary-school certificates obtained abroad (In the recognition procedure the candidates obtain a Decision on Recognition of foreign Education. The Decision on Recognition of foreign Education determines whether a candidate can continue his education in university or professional higher-education programmes.).
- Some study programmes require the candidates to pass a test of ability, capacity and skills.
- The Faculty of Medicine requires:
»All candidates need a Slovenian language certificate of level C2, regarding the Common European Framework of Reference for Languages. As a fulfilled enrolment condition is considered a taken exam of Slovenian language at a final secondary school exam (Slovenian matura), a yearly secondary school certificate with a graded subject of Slovene language, certificate of Slovenian language at level C2 or other equivalent document. «

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

3. EVIDENCE OF FULFILMENT OF THE ENROLMENT REQUIREMENTS:

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

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

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

4. TUITION FEES

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

ENROLMENT IN POSTGRADUATE PROGRAMMES

In academic year 2016/2017 candidates can apply for 2nd (Masters) and 3rd degree (Ph.D.) study programmes, offered by the University of Maribor faculties. Detailed information can be found at <http://www.um.si/en/Study/about/Pages/Call-for-Application---postgraduate-study-1617.aspx>.

Candidates can submit their application for enrollment into postgraduate study programmes to the relevant faculty of the University of Maribor until August 18th 2016 for the first application period and from September 14th until September 16st 2016 for the second one.

All candidates must submit an electronic application on web portal eVŠ, which can be found at <http://portal.evs.gov.si/prijava/?locale=en>. More informations about Call for enrolment in Postgraduate Study Programmes of University of Maribor in the Acedemic Year 2016/17 at: <http://www.um.si/en/Study/about/Pages/Call-for-Application---postgraduate-study-1617.aspx>, the procedure of application and enrolment is described here: <http://www.um.si/en/Study/about/Pages/Enrollment-in-postgraduate-study.aspx>, the procedure of recognition is explained here: <http://www.um.si/en/Study/recognition/Pages/default.aspx>.

Enrolment in postgraduate programmes will be conducted after the closing date for applications but no later than September 30th 2016. If students file a request for an extension of the deadline for enrolment for legitimate reasons (relevant bodies of university members decide on such requests), the deadline for enrolment may be extended to October 30th 2016 at the latest.

Non-EU nationals and Slovenes not holding Slovene citizenship may apply for postgraduate programmes in accordance with the Regulations on Tuition Fees and Accommodation in Student Dormitories for Slovene Nationals without Slovene Citizenship and Foreigners in the Republic of Slovenia (Official Gazette of the Republic of Slovenia, No. 70/2008). The number of available places for this group of applicants is published in separate tables. Candidates who have already obtained a decision on the recognition of foreign academic qualifications must follow the instructions for the submission of supporting documents demonstrating fulfilment of admission requirements. Along with the required supporting documents, the decision on the recognition of foreign academic qualifications must be submitted to the faculty implementing the programme the candidate is applying for. For candidates who have not yet obtained a decision on the recognition of foreign academic qualifications, the online application form for enrolment in postgraduate programmes submitted via eVŠ (available at: <http://portal.evs.gov.si/prijava/?locale=en>) is considered also the application for the recognition of foreign academic qualifications. Candidates who submit an incomplete application will be informed by regular mail or email and invited to complete their application.

During the application procedure for enrolment in second-cycle programmes, candidates may apply for a special status, on the basis of which they can be included in the list of subsequently admitted candidates. However, they must nonetheless meet the admission requirements laid down in the accredited study programme and achieve at least 90 % of the required score. Based on the candidate's written request and relevant supporting documents, the university committee in charge of requests and appeals decides on the conferral of the special status. Special status may be conferred on candidates who enclose relevant supporting documents attesting: disability or special needs, chronic illness or consequences of an acute disease that persevered throughout the application procedure and had an important impact on the candidate's academic

achievement during the relevant period, exceptional social circumstances, "top athlete" status in the relevant period. In order to be awarded the special status, candidates must lodge an application along with relevant supporting documents. The application must be sent to the relevant faculty implementing the programme the candidate is applying for by registered mail by 23rd August 2016 at the latest. Application submitted later will be taken into account only if the status has been awarded after this deadline for justifiable reasons. The envelope must be marked: "Za Komisijo za prošnje in pritožbe v prijavnem postopku Univerze v Mariboru" (for the Committee for Requests and Appeals in the Application Procedure of the University of Maribor)

Detailed information on study programmes, application, enrollment, admission requirements and cost of the study is available on the website of the University of Maribor <http://www.um.si/en/Study/about/Pages/default.aspx> and at student affairs offices of UM faculties.

ADMISSION /REGISTRATION PROCEDURE FOR ERASMUS+ EXCHANGE STUDENTS

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

Application procedure

1. Apply for individual password. - <https://studentexchange.um.si/ADPrijava.aspx>
2. Complete electronic Application Form - it's actually Learning Agreement (**Student exchange program: Erasmus+ study**). - you have to send us our version of Learning Agreement!
3. Choose your study units.
4. Print out the fully completed Application Form (Learning Agreement).
5. Obtain signature from Erasmus+ academic coordinator at your home university. A university stamp is also required.
6. Request a Transcript of Records from your home university. The transcript can be in any form including computer print outs from your university registry's office. It must be written in English.
7. We require an assessment of your English language skills (on the level of B1 at least in line with CEFR) , so you can either (choose 1 option only):
 - o send us a document, stating your English language knowledge level, signed and stamped by English teacher from your home institution.
 - o send us a copy of any English language certificate you might have, but it shouldn't be older than two years.

Please note that if we, after your arrival to the University of Maribor, assess that your English language skills are below the level you will state in one of the above mentioned documents (so the information you will send us is not true), we can decide you are no longer welcome as Erasmus+ student at the University of Maribor.

8. Make a copy of your identity document (identity card or passport).
9. All required documents:
 - a) Application Form with selected subjects (Learning Agreement) - signed and stamped by home university!
 - b) Transcript of Records
 - c) Certificate of your English language knowledge (see step 7)
 - d) Copy of your identity document (identity card, passport)must be sent by your Erasmus coordinator to the following email address: incoming.erasmus@um.si. **All documents have to be in PDF format.**

Deadlines: first semester: 1st July, second semester: 1st December (For students from Turkey: first semester: 1st June, second semester: 1st November!).

Admission procedure:

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

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

INTERNATIONAL CREDIT MOBILITY – ERASMUS+ between programme and partner countries

Before applying to the call, a student shall check the list of partner institutions, fields and levels of study within the table of bilateral agreements. In line with the published possibilities, a student selects the partner institution (receiving institution), where he or she wishes to pass a part of the regular study obligations.

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

The application has to contain:

1. the Learning Agreement for Studies (encompasses the application and the learning agreement) accessible at following link: <https://studentexchange.um.si/ADPrijava.aspx> (Student exchange program: Credit Mobility!). It has to be confirmed by the student and the Erasmus+ coordinator or responsible person at the department or faculty and the institutional coordinator or responsible person of the sending institution.*
2. a transcript of records on all passed exams for all levels of study
3. a confirmation of English language knowledge on the level of B1 at least in line with CEFR (http://www.coe.int/t/dg4/linguistic/cadre1_en.asp). Knowledge of English language is proven by a verified confirmation (Attachment 1) by the English teacher at the home department or by presentation of a TOEFL result 42 (IBT) or more, IELTS 4.0 or more, or by another equal certificate
4. a signed declaration on eventual already conducted student mobility
5. a signed declaration on the state of residence, birth and citizenship
6. a motivation letter up to a max. 1 A4 page signed by the applicant
7. Curriculum Vitae (Europass) with mentioned additional activities
8. a valid actual confirmation on enrolment
9. a copy of a valid personal document (passport or ID).

*Students applying for preparation of a diploma, master or doctoral thesis have to attach also the »Mobility Activity Plan« (Attachment 5) confirmed by the student and the Erasmus+ coordinator or other responsible person at the sending institution to the application.

All documents have to be in PDF format.

The complete application has to be sent to the Erasmus+ coordinator or other responsible person of the International Relations Office of the domestic institution till end of April. Students will be informed on selection and further procedures till June 15th.

MAIN UNIVERSITY REGULATIONS

University autonomy is determined in the Constitution of the Republic of Slovenia (article 58). The Organization of universities and general activities are regulated by the Higher Education Act (Uradni list RS, no.; 32/2012, ZVis-UPB7, as amended to 85/2014). University reform was adopted by a Decree on the reformation of the University of Maribor (Uradni list RS, no. 28/2000, 98/2003, 79/2004, 36/2006, 137/2006, 58/2007, 67/2008, 96/2009, 17/2015, 44/2015, 92/2015). The recognition of international study achievements is regulated by the Lisbon convention, which was ratified by an Act on the Ratification of this Convention (RS MP 14/91). Concrete provisions regarding these matters are also adopted in the Statute of the University of Maribor and several executive provisions.

Main university regulations regarding students are available at

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

RECOGNITION PROCEDURES

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

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

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

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

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

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

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

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

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

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

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

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

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

ARRANGEMENTS FOR ACADEMIC GUIDANCE

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

TUTORING

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

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

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

CAREER CENTRE AND ALUMNI CLUB

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

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

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

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

ESN MARIBOR

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

STUDENTS WITH DISABILITIES AND SPECIFIC NEEDS

Rights and the equality of students are laid down in the Statute of the University of Maribor and Rules on Students with Disabilities and Specific Needs. Article 211 of the Statute lays down the status of students with disabilities and other students with specific needs.

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

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

STUDENT COUNCIL and VICE RECTOR FOR STUDENT AFFAIRS

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

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

ORIENTATION WEEK FOR FRESHMEN

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

STUDENT BROCHURE

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

INTERNATIONAL OFFICES

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