

UNIVERSITY OF MARIBOR

**INFORMATION PACKAGE /
INTERNATIONAL EXCHANGE STUDENTS' GUIDE
2018/2019**

Part I Information on the Institution

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PART ONE: INFORMATION ON THE INSTITUTION

NAME AND ADDRESS

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

2018-2019 ACADEMIC CALENDAR OF THE UNIVERSITY OF MARIBOR

Monday, 24 September — Friday, 28 September 2018	Welcome Week for Beginners
Monday, 1 October 2018	Start of Winter Semester Lectures
Wednesday, 31 October 2018	Reformation Day**
Thursday, 1 November 2018	Remembrance Day (All Saints' Day) **
Tuesday, 25 December 2018	Christmas**
Wednesday, 26 December 2018	National Day**
Thursday, 27 December 2018 — Monday, 31 December 2018	Christmas and New Year's Holidays *
Tuesday, 1 January — Wednesday, 2 January 2019	New Year**
Friday, 25 January 2019	End of Winter Semester Lectures
Monday, 28 January — Friday, 22 February 2019	Winter Examination Period
	Rector's Day*
Friday, 8 February 2019	Prešeren Day**
Monday, 25 February 2019	Start of Summer Semester Lectures
Monday, 22 April 2019	Easter Monday**
Monday, 29 April — Friday, 5 May 2019	May Day Holidays**
Tuesday, 14 May 2019	Students' Day*
Friday, 14 June 2019	End of Summer Semester Lectures
Monday, 17 June — Friday, 12 July 2019	Summer Examination Period
Tuesday, 25 June 2019	Statehood Day**
Thursday, 15 August 2019	Assumption Day **
Monday, 19 August — Friday, 13 September 2019	Fall Examination Period
Wednesday, 18 September 2019	Day of the University of Maribor
Monday, 30 September 2019	End of the Academic Year

*lectures-free days

**national holidays

ACADEMIC AUTHORITIES

Rector
Prof. Dr. Zdravko Kačič

Vice-Rector
Doc. Dr. Marina TAVČAR KRAJNC

Vice-Rector
Prof. Dr. Zoran REN

Vice-Rector
Prof. Dr. Urban BREN

Vice-Rector
Prof. Dr. Janja HOJNIK

Vice-Rector
Prof. Dr. Miralem HADŽISELIMOVIĆ

Vice-Rector, student
Maja ŽIBERT

Secretary General
Mag. Mirjana Babić

President of the Management Board
Prof. Dr. Gorazd MEŠKO

GENERAL DESCRIPTION OF THE UNIVERSITY OF MARIBOR

Maribor, the seat of one of the three Slovene universities, was first mentioned in historical documents as a town as early as the year 1257.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

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

In 1961 the Association of Institutions of Higher Education in Maribor was formed. The organizational model of the Association and its relations with the faculties and its institutions was similar to the traditional model of university organization. After 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 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 in Kranj, the Faculty of Criminal Justice and Security in Ljubljana, the Faculty of Logistics in Celje, the Faculty of Energy Technology in Krško and Velenje, and the Faculty of Tourism in Brežice. The rest of the faculties are spread all over the city of Maribor.

The University co-operates with various institutions of higher education and academic associations throughout the world in different research fields developed by its faculty members. Co-operation encompasses numerous activities ranging from study visits to joint research projects. The University of Maribor is active in various networks and multilateral programmes of co-operation, including Lifelong Learning Programme, TEMPUS, CEEPUS, and the Horizon 2020.

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-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 2017-2018 academic year, there were 9,549 undergraduate and 3,858 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 2018-2019 ACADEMIC YEAR

FACULTY OF ECONOMICS AND BUSINESS

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

1st-Cycle Study Programme (Academic)

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 (only as part-time studies)

1st-Cycle Study Programme (Professionally-Oriented)

Business Administration – options:

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

Accounting and Business Taxation
Tourism

2nd-Cycle Study Programme Leading to “Magisterij” (Master’s Degree)

Economic and Business Sciences – options:

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

3rd-Cycle Study Programme Leading to “Doktorat Znanosti” (PhD Degree)

Economic and Business Sciences

FACULTY OF ELECTRICAL ENGINEERING AND COMPUTER SCIENCE

Fakulteta za elektrotehniko, računalništvo in informatiko (FERI)

Koroška cesta 46, 2000 Maribor, Slovenia

Telephone: +386 (0)2 220 70 00

Telefax: +386 (0)2 220 72 72

E-mail: feri@um.si

<https://feri.um.si/en/>

1st-Cycle Study Programmes (Academic)

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

1st-Cycle Study Programmes (Professionally-Oriented)

Electrical Engineering – options:

Automation and Robotics
Electronics
Power Engineering
Telecommunications

Computer Science and Information Technologies

Informatics and Technologies of Communication – options:

System Support to Informatics and Communication Technologies
Information System Development

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 “Magisterij” (Master’s Degree)

Electrical Engineering – options:

Automation and Robotics

Electronics

Power Engineering

Computer Science and Information Technologies

Informatics and Technologies of Communication

Telecommunications

Media Communications

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

3rd-Cycle Study Programmes Leading to “Doktorat Znanosti” (PhD Degree)

Electrical Engineering

Computer Science and Informatics

Media Communications

FACULTY OF ENERGY TECHNOLOGY

Fakulteta za energetiko (FE)

Hočevarjev trg 1, 8270 Krško, Slovenia

Telephone: +386 (0)7 620 22 10

Telefax: +386 (0)7 620 22 22

E-mail: fe@um.si

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

1st-Cycle Study Programme (Academic)

Energy Technology

1st-Cycle Study Programme (Professionally-Oriented)

Energy Technology

2nd-Cycle Study Programme Leading to “Magisterij” (Master’s Degree)

Energy Technology

3rd-Cycle Study Programme Leading to “Doktorat Znanosti” (PhD Degree)

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

<https://www.fgpa.um.si/eng/>

1st-Cycle Study Programmes (Academic)

Architecture

Civil Engineering

Traffic and Transportation 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:

Civil Engineering

1st-Cycle Study Programmes (Professionally-Oriented)

Civil Engineering
Traffic and Transportation Engineering

2nd-Cycle Study Programmes Leading to “Magisterij” (Master’s Degree)

Civil Engineering – options:

Civil Engineering Structures and Construction Management
Civil Engineering Infrastructure

Traffic and Transportation Engineering

Architecture

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:

Civil Engineering

3rd-Cycle Study Programmes Leading to “Doktorat Znanosti” (PhD Degree)

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

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

1st-Cycle Study Programmes (Academic)

Chemistry
Chemical Technology

1st-Cycle Study Programme (Professionally-Oriented)

Chemical Technology

2nd-Cycle Study Programmes Leading to “Magisterij” (Master’s Degree)

Chemistry

Chemical Engineering – options:

Chemical Engineering
Biochemical Engineering

3rd-Cycle Study Programme Leading to “Doktorat Znanosti” (PhD Degree)

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

Telephone: +386 (0)2 320 90 00

Telefax: +386 (0)2 616 11 58

E-mail: fbv@um.si

<http://www.fkbv.um.si/en>

1st-Cycle Study Programme (Academic)

Agriculture and Environment

1st-Cycle Study Programmes (Professionally-Oriented)

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

2nd-Cycle Study Programmes Leading to “Magisterij” (Master’s Degree)

Agriculture
Agricultural Economics
Food Safety in the Agri-food Chain

3rd-Cycle Study Programmes Leading to “Doktorat Znanosti” (PhD Degree)

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://fl.um.si/?lang=en>

1st-Cycle Study Programme (Academic)

System Logistics

1st-Cycle Study Programme (Professionally-Oriented)

Economic and Technical Logistics

2nd-Cycle Study Programme Leading to “Magisterij” (Master’s Degree)

System Logistics

3rd-Cycle Study Programme Leading to “Doktorat Znanosti” (PhD Degree)

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
<https://www.fnm.um.si/index.php/en/home/>

1st-Cycle Study Programmes (Academic)

Single-major academic study programmes:

Mathematics
Ecology with Nature Conservation
Physics
Biology

Uniform Master’s Study Programme (1st- and 2nd-Cycle Combined)

Subject Teacher – options:
Educational Biology

Educational Physics
Educational Chemistry
Educational Mathematics
Educational Computer Science
Educational Design

2nd-Cycle Study Programmes Leading to “Magisterij” (Master's Degree)

Single-major study programmes:

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

Double-major study programmes:

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

3rd-Cycle Study Programmes Leading to “Doktorat Znanosti” (PhD Degree)

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://fov.um.si/en>

1st-Cycle Study Programmes (Academic)

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

1st-Cycle Study Programmes (Professionally-Oriented)

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

2nd-Cycle Study Programmes Leading to “Magisterij” (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 “Doktorat Znanosti” (PhD Degree)

Organization and Management of Business and Work Systems
Organization and Management of Human Resources and Educational 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
<https://www.fs.um.si/en/>

1st-Cycle Study Programmes (Academic)

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 (Professionally-Oriented)

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 “Magisterij” (Master's Degree)

Mechanical Engineering – options:

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

Environmental Engineering

Design and Textile Materials – options:

- Engineering Design of Textile Materials
- Textile Materials

Product Design

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 Programmes Leading to “Doktorat Znanosti” (PhD Degree)

Mechanical Engineering

Environmental Engineering

Design and Textile Materials

FACULTY OF TOURISM

Fakulteta za turizem (FT)
Cesta prvih borcev 36, 8250 Brežice, Slovenia
Telephone: +386 (0)8 205 40 10
Telefax: +386 (0)8 205 40 12
E-mail: ft@um.si
<https://www.ft.um.si/en/Strani/default.aspx>

1st-Cycle Study Programme (Academic)

Tourism

1st-Cycle Study Programme (Professionally-Oriented)

Tourism

2nd-Cycle Study Programme Leading to “Magisterij” (Master’s Degree)

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

1st-Cycle Study Programme (Academic)

Criminal Justice and Security

1st-Cycle Study Programmes (Professionally-Oriented)

Security and Policing
Information Security

2nd-Cycle Study Programme Leading to “Magisterij” (Master’s Degree)

Criminal Justice and Security

3rd-Cycle Study Programme Leading to “Doktorat Znanosti” (PhD Degree)

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.fzv.um.si/en>

1st-Cycle Study Programme (Professionally-Oriented)

Nursing Care

2nd-Cycle Study Programmes Leading to “Magisterij” (Master's Degree)

Nursing Care – options:
Nursing Care
Emergency Situations in Health Care

Gerontological Nursing Care
Preventive Nutrition and Clinical Dietetics
Bioinformatics – an interdisciplinary study programme involving the Faculty of Health Sciences and the Faculty of Electrical Engineering and Computer Science
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 “Doktorat Znanosti” (PhD Degree)

Nursing Care

FACULTY OF ARTS

Filozofska fakulteta (FF)
Koroška cesta 160, 2000 Maribor, Slovenia
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Telefax: +386 (0)2 229 36 25
E-mail: ff@um.si
http://www.ff.um.si/?language_id=1

1st-Cycle Study Programmes (Academic)

Single-major non-pedagogical study programmes:

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

Double-major non-pedagogical study programmes:

- 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-Cycle Study Programmes Leading to “Magisterij” (Master’s Degree)

Single-major non-pedagogical study programmes:

- Intercultural German Studies
- Translation and Interpreting – options:
 - Translation
 - Interpreting
- Sociology
- Psychology
- History

Single-major pedagogical study programmes:

- Slovene Language and Literature
- Pedagogy

Double-major non-pedagogical study programmes:

- Slovene Language and Literature
- Philosophy
- Geography
- History

English Studies
Intercultural German Studies
Art History

Double-major pedagogical study programmes:

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

3rd-Cycle Study Programmes Leading to “Doktorat Znanosti” (PhD Degree)

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.mf.um.si/en/>

Uniform Master’s Study Programme (1st- and 2nd-Cycle Combined)

General Medicine

3rd-Cycle Study Programme Leading to “Doktorat Znanosti” (PhD Degree)

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
<https://pef.um.si/145/home>

1st-Cycle Study Programmes (Academic)

Elementary Education
Music Education
Fine Arts Education

1st-Cycle Study Programmes (Professionally-Oriented)

Preschool Education
Sports Coaching

2nd-Cycle Study Programmes Leading to “Magisterij” (Master's Degree)

Elementary Education
Preschool Education
Fine Art Education
Inclusion in Education
Music Education

3rd-Cycle Study Programme Leading to “Doktorat Znanosti” (PhD Degree)

Science of 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.pf.um.si/en/>

1st-Cycle Study Programme (Academic)

Law

2nd-Cycle Study Programme Leading to “Magisterij” (Master’s Degree)

Law

3rd-Cycle Study Programme Leading to “Doktorat Znanosti” (PhD Degree)

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	(0)2/229 02 52	sanja.kocijan@um.si	prof.dr. Lidija Hauptman	(0)2/229 01 20	lidija.hauptman@um.si
Faculty of Electrical Engineering and Computer Science	FERI	prof. dr. Matjaž Colnarič, Barbara Ferbežer (administrative assistant)	(0)2/220 74 30 (0)2/220 70 06	matjaz.colnari@um.si erasmus.feri@um.si	prof. dr. Matjaž Colnarič,	(0)2/220 74 30	matjaz.colnari@um.si
Faculty of Energy Technology	FE	Izr. prof. dr. Sebastijan Seme Jerneja Klemenčič	(0)3/777 04 09 (0)3/777 04 00	sebastijan.seme@um.si jerneja.klemencic@um.si	izr. prof. dr. Sebastijan Seme	(0)3/777 04 09	sebastijan.seme@um.si
Faculty of Civil Engineering, Transportation Engineering and Architecture	FGPA	lekt. Sabina Mulej (Erasmus faculty coordinator) mag. Damijana Zlatolas (administrative assistant) doc. dr. Kaja Pogačar (coordinator for Architecture) mag. Beno Mesarec (coordinator for Traffic and Transportation Engineering)	(0)2/229 43 64 (0)2/229 43 79 (0)2/229 47 16 (0)2/229 43 92	sabina.mulej@um.si erasmus.fgpa@um.si kaja.pogacar@um.si beno.mesarec@um.si	izr. prof. dr. Bojana Dolinar	(0)2/229 43 25	bojana.dolinar@um.si
Faculty of Chemistry and Chemical Engineering	FKKT	prof. dr. Peter Kranjc	(0)2/229 44 22	peter.kranjc@um.si	doc. dr. Marko Bračko	(0)2/2294 490	marko.bracko@um.si
Faculty of Agriculture and Life Sciences	FKBV	doc. dr. Silva Grobelnik Mlakar, doc. dr. Anastazija Gselman	(0)2/320 90 82 (0)2/320 90 35	silva.grobelnik@um.si anastazija.gselman@um.si	prof. dr. Branko Kramberger	(0)2/320 90 33	branko.kramberger@um.si
Faculty of Logistics	FL	doc. dr. Matevž Obrecht Vid Mlejnik		matevz.obrecht@um.si vid.mlejnik@um.si	prof. dr. Maja Fošner	(0)3/428 53 24	maja.fosner@um.si

Faculty of Natural Sciences and Mathematics	FNM	doc. dr. Nataša Pipenbaher	(0)2/229 37 29	natasa.pipenbaher@um.si erasmus.fnm@um.si	doc. dr. Daniel Eremita (Mathematics and Computer Science), izr. prof. dr. Robert Repnik (Physics), prof. dr. Srečko Glodež (Design and Engineering), asist. dr. Igor Paušič (Bbiology and Chemistry)	(0)2/235 56 08 (0)41 792 567 (0)2/229 37 53 (0)2/239 36 94	daniel.eremita@um.si robert.repnik@um.si srecko.glodez@um.si igor.pausic@um.si
Faculty of Organizational Sciences	FOV	prof. dr. Uroš Rajkovič mag. Jasmina Žnidaršič mag. Maja Zajec	(0)4/237 42 90 (0)4/237 42 43 (0)4/237 42 28	erasmus@fov.uni-mb.si	doc. dr. Marjan Senegačnik	(0)4/237 42 56	erasmus@fov.uni-mb.si
Faculty of Mechanical Engineering	FS	izr. prof. dr. Nataša Vujica Herzog (Mechanical Engineering), doc. dr. Julija Volmajer Valh (Textile Engineering)	(0)2/ 220 76 35 (0)2/ 220 78 97	natasa.vujica@um.si julija.volmajer@um.si	izr. prof. dr. Iztok Palčič	(0)2/220 76 36	iztok.palcic@um.si
Faculty of Tourism	FT	doc. dr. Mitja Gorenak	(0)8/205 40 10	mitja.gorenak@um.si	doc. dr. Marjetka Rangus	(0)8/205 77 65	marjetka.rangus@um.si
Faculty of Criminal Justice and Security	FVV	doc. dr. Aleš Ručman Mednarodna pisarna FVV	(0)1/300 83 10	ales.bucar@fvv.uni-mb.si international.office@fvv.uni-mb.si	doc. dr. Aleš Bučar Ručman	(0)1/300 83 10	ales.bucar@fvv.uni-mb.si
Faculty of Health Sciences	FZV	Dr., DHSc. (Republika Finska) Helena Blažun Vošner Maja Štiglic	(0)2/300 47 33 (0)2/300 47 20	helena.blazun@um.si fzv.erasmus@um.si maja.stiglic@um.si	dr. Klavdija Čuček Trifkovič	(0)2/300 47 04	klavdija.cucek@um.si
Faculty of Arts	FF	izr. prof. dr. Tomaž Onič Alenka Marušič	(0)2/229 36 18 (0)2/229 37 82	tomaz.onic@um.si alenka.marusic@um.si	Department for English and American Studies: lekt. Kirsten Margaret Hempkin Philosophy: izr. prof. dr. Janez Bregant Geography: doc. dr. Uroš Horvat German Studies: doc. dr. Melanija Larisa Fabčič	(0)2/22 93 616 (0)2/22 93 790 (0)2/22 93 651 (0)2/22 93 609 (0)2/22 93 626	kirsten.hempkin@um.si janez.bregant@um.si uros.horvat@um.si melanija.fabcic@um.si tutka.rudas@um.si

					Hungarian Language and Literature: izr. prof. dr. Jutka Rudaš (0)2/22 93 827 mateja.psunder@um.si		
					Pedagogy: prof. dr. Mateja Pšunder (0)2/22 93 701 sara.orthaber@um.si		
					Translatology: lekt. Dr. Sara Orthaber (0)2/22 93 840 sara.tement@um.si		
					Psychology: doc. dr. Sara Tement (0)2/22 93 815 natalija.ulcnik@um.si		
					Slavic Languages and Literatures: izr. prof. dr. Natalija Ulčnik (0)2/22 93 699 rudi.klanjsek@um.si		
					Sociology: doc. dr. Rudi Klanjšek (0)2/22 93 840 polona.vidmar@uni-mb.si		
					History of Arts: izr. prof. dr. Polonca Vidmar (0)2/22 93 799 ales.maver@um.si		
					History: doc. dr. Aleš Maver (0)2/22 93 799 ales.maver@um.si		
Faculty of Medicine	MF	prof. dr. Breda Pečovnik Balon Milena Orož Črešnar	(0)2/23 45 824 (0)2/234 58 42	breda.balon@guest.um.si milena.oroz@um.si	prof. dr. Breda Pečovnik Balon Milena Orož Črešnar	(0)2/23 45 824 (0)2/234 58 42	breda.balon@guest.um.si milena.oroz@um.si
Faculty of Education	PEF	Jelena Krivograd	(0)2/229 38 53	jelena.krivograd@um.si	prof. dr. Branka Čagran (Department of Basic Pedagogical Studies) prof. dr. Olga Denac (Department of Preschool Education) prof. dr. Alenka Lipovec (Department of Elementary Education) prof. Petra Varl (Department of Fine Arts) doc. Alojz Slavko Kovačič (Department of Music) Lecturer Stojan Puhalj (Department of Sports Training)	(0)2/2293 666 (0)2/2293 687 (0)2/2293 686 (0)2/2293 716 (0)2/2293 765 (0)2/2293 665	branka.cagran@um.si olga.denac@um.si alenka.lipovec@um.si petra.varl@um.si slavko.kovacic@um.si stojan.puhalj@um.si

Faculty of Law	PF	prof. dr. Suzana Kraljić, Rebeka Livić	(0)2/250 42 32 (0)2/250 42 22	suzana.kraljic@um.si rebeka.livic@um.si	prof. dr. Marijan Kocbek	(0)2/25 04 224	marijan.kocbek@um.si
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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 ENROLLMENT IN THE 1ST YEAR OF THE UNDERGRADUATE STUDY PROGRAMMES (for foreign citizens of non EU Member State and Slovenians without Slovenian citizenship)

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

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

1. APPLICATION AND ADMISSION PROCEDURE:

There are two application periods in this academic year: the first one lasting from the 6th of February to the 20th of April 2018 and the second one from the 12th to the 14th of September 2018. Candidates can apply using: E-Application in eVŠ: <http://portal.evs.gov.si/prijava/>

All necessary documents that show fulfilment of enrolment conditions must be sent to The Higher Education Application and Information Service of the University of Maribor no later than until the 1st of August 2018 (or 18th of August for candidates completing their secondary education this year). 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).

2. EVIDENCE OF FULFILMENT OF ADMISSION REQUIREMENTS:

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

- Original of the final certificate/diploma, proving completed foreign education (*required only from candidates who are in the process of obtaining the Decision on recognition of certificates obtained abroad for the purpose of further education),
- Uncertified copies of residual secondary school yearly certificates (*required only from candidates who are in the process of obtaining the Decision on recognition of certificates obtained abroad for the purpose of further education),
- Short chronological description of the entire education prepared and signed by the candidate (*required only from candidates who are in the process of obtaining the Decision on recognition of certificates obtained abroad for the purpose of further education).
- A Slovenian language certificate (if it is required by the study programme). **Before enrolling into the 1st year of undergraduate and long-cycle master study:** Faculty of Education (all study programmes) (intermediate level B2), Faculty of Arts, study programme Slovene language with literature (intermediate level B2), 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 (level B1), Faculty of Law (basic level A1), Faculty of Health Sciences (level A2), Faculty of Criminal Justice (level A2). **No Slovenian language certificate is required:** Faculty of Civil Engineering, Transportation Engineering and Architecture, 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.

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.

3. 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 6 February to 30 March 2018,
- in the second application period from 22 to 29 August 2018,
- in the application period for fulfilment of the remaining enrolment slots (from 26 to 27 September 2018 until 12.00 p.m.).

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

- **Successfully completed appropriate secondary education** (To enrol in university study programmes or long-cycle master study, the candidates must have a recognised national exit exam, like the Slovene matura or final examination before 1 June 1995. To enrol in professional higher-education programmes, the candidates must have a recognised final examination, vocational certification or Slovene matura.);
- **Completed procedure for the recognition of secondary-school certificates obtained abroad** (in the recognition procedure, the candidates obtain a Decision on Recognition of Foreign Education. The Decision on Recognition of Foreign Education determines whether a candidate can continue his education in university study programmes, long-cycle master study or professional higher-education study programmes);
- Some study programmes require the candidates to **pass a test of ability, capacity and skills**.
- Some faculties (The Faculty of Medicine, The Faculty of Arts, The faculty of Education) require a certificate of knowledge of the Slovenian language on certain level, in compliance with the Common European Framework of Reference for Languages. More information about the requirements for knowledge of the Slovenian language is available in the Call for enrolment for the academic year 2018/2019, which is published on the website www.vpis.um.si.

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, the Faculty of Arts or the Faculty of Education also have to submit a certificate of knowledge of Slovenian language at the required level.

4. TUITION FEES

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

ENROLMENT IN POSTGRADUATE PROGRAMMES

In the 2018-2019 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 <http://www.um.si/studij/podiplomski-studij/Strani/2--stopnja.aspx> and <http://www.um.si/studij/podiplomski-studij/Strani/3--stopnja.aspx>, respectively.

All candidates aiming to attend postgraduate programmes of the University of Maribor may apply to the call for application, published at the following web page: <https://www.um.si/en/Study/about/Pages/CALL-FOR-APPLICATION-INTO-POSTGRADUATE-STUDY-PROGRAMMES-OF-THE-UNIVERSITY-OF-MARIBOR-FOR-THE-ACADEMIC-YEAR-2018-19-.aspx>, irrespective of whether they have already earned their graduate degree at the time of application. Candidates who applied shall submit proof of their graduate degree by the deadline set by the relevant faculty (faculties shall publish internal deadlines on their websites; candidates may also contact competent Student Affairs Offices). A graduate degree is not a requirement for the submission of an application, it is, however, required for enrolment.

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

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

- 1st application period shall be open from 28 March 2018 until 31 May 2018 at the latest.
- 2nd application period: if positions are not filled in the first application period and faculties decide to publish a list of vacancies, candidates shall be able to apply in the second round from 9 July 2018 until 10 September 2018 at the latest.

Application periods for Slovenian citizens and EU-nationals:

- 1st application period shall be open from 28 March 2018 until 10 September 2018 at the latest.
- 2nd application period: if positions are not filled in the first application period and faculties decide to publish a list of vacancies, candidates shall be able to apply in the second round from 24 September 2018 until 25 September 2018 at the latest.

Non-EU nationals and Slovenians without Slovenian citizenship may apply for postgraduate programmes in accordance with the Rules on Tuition Fees and Accommodation in Student Dormitories for Slovenian Nationals without Slovenian Citizenship and Foreigners in the Republic of Slovenia (Official Journal of the Republic of Slovenia, No. 77/2016). The number of available positions for this group of applicants is published in separate tables referring to positions available to non-EU nationals and Slovenians without Slovenian citizenship.

Slovenian citizens and EU nationals who earned their graduate degree abroad, other foreign nationals who (or whose parents, guardians, or at least one of them) are tax residents of the Republic of Slovenia with permanent residence in the Republic of Slovenia, as well as persons granted international protection under the International

Protection Act (Official Journal of the Republic of Slovenia, No. 16/2017) who completed their graduate degree abroad may apply for positions available to Slovene citizens and EU nationals.

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

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

Under the Recognition and Evaluation of Education Act (Official Journal of the Republic of Slovenia, No. 87/2011, No. 97/2011 – amended and No. 109/2012), the deadline for issuing the decision on the recognition of foreign academic qualifications is two months after the receipt of a complete application. If a candidate submitted the application in due time, but it is nonetheless unreasonable to expect that the decision will be issued by 30 September 2018, the candidate is advised to file a request for an extension of the deadline for enrolment for legitimate reasons with the relevant faculty.

During the application-enrolment procedure for 2nd-cycle programmes, candidates may apply for a special status on the basis of which they can be added to the list of candidates admitted post-deadline. However, they 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: impairments in mental or physical development, disability or special needs, chronic illness or consequences of an acute disease that persevered throughout the application procedure and had a material impact on the candidate's academic achievement during the relevant period, exceptional social circumstances, 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 2018 at the latest. In exceptional cases, applications may be submitted post-deadline, however, only if circumstances justifying the special status occurred after the deadline. The envelope shall be clearly marked: "Za Komisijo za prošnje in pritožbe v prijavnem postopku Univerze v Mariboru" (to the Committee for Requests and Appeals in the Application Procedure of the University of Maribor).

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

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

- 29 June 2018 for Slovenians without Slovenian citizenship and foreign nationals, and
- 21 September 2018 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 2018.

ADMISSION /REGISTRATION PROCEDURE FOR ERASMUS+ EXCHANGE STUDENTS

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

1. Application procedure

1. Apply for individual password. - <https://studentexchange.um.si/ADPrijava.aspx>
2. Complete E-Application Form - it's actually a Learning Agreement (Student exchange program: Erasmus+ study) - you shall send us our version of the Learning Agreement!
The majority of chosen subjects in your LA shall be from the faculty that covers study areas specified in the Erasmus+ Inter-institutional Agreement between your home university and the University of Maribor.
3. Choose your study units. Please check if the subject is offered in the right semester! YOU MAY CHOOSE SUBJECTS FROM UP TO 3 DIFFERENT FACULTIES.
4. Print out the fully completed Application Form (Learning Agreement).
5. Obtain the signature of the Erasmus+ academic coordinator at your home university. THE UNIVERSITY STAMP IS ALSO OBLIGATORY!
6. 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 shall be in English.
7. We require an assessment of your English language skills (at least at B1 level in line with CEFR), so you may either (choose 1 option only):
 - send us a document stating your English language proficiency level, signed and stamped by an English teacher from your home institution; or
 - send us a copy of any English language certificate you might have, but it shall not be older than two years. Printed results of your OLS test shall not be valid!Please note that if we, after your arrival at the University of Maribor, assess that your English language skills are below the level you state in one of the above-mentioned documents (the information you send us is not true), we may 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 English language proficiency (see step 7)
 - d) Copy of your identity document (identity card or passport)shall be sent by your Erasmus coordinator to the following email address: incoming.erasmus@um.si
. All documents shall be in PDF format.

2. Deadlines

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

3. Admission procedure:

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

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

INTERNATIONAL CREDIT MOBILITY – ERASMUS+ between programme and partner countries

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

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

The application shall contain:

1. The Learning Agreement for Studies accessible at the following link: <https://studentexchange.um.si/> (type mobility: CREDIT MOBILITY!). It shall be confirmed by the student and the Erasmus+ coordinator or responsible person at the department or faculty and the institutional coordinator or responsible person of the sending institution.*
2. A transcript of records on all passed exams for all levels of study with 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 from the English teacher at the applicant's home department, 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, if there was any.
5. A signed declaration on the state of residence, birth, and citizenship.
6. A motivation letter (max. one A4-page) signed by the applicant.
7. Curriculum Vitae (Europass) with applicant's additional activities.
8. A valid confirmation on enrolment.
9. A copy of a valid personal document (passport or ID).

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

All documents shall be in PDF format.

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

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 (Official Gazette of the RS, No.: 32/2012, ZViS-UPB7, as amended to 75/2016, 61/2017, and 65/2017). University reform was adopted by the Decree on the Reformation 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, and 26/17). The recognition of international study achievements is regulated by the Convention on the Recognition of Qualifications Concerning Higher Education in the European Region, which was 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 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 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 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 recognition@um.si, Telephone +386(0)2 23 55 263.

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

Students who have acquired certain competences through prior learning may 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 were 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 enrolment in study programmes.

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 the programme'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,
- 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 increase the number of students advancing to the next year, and
- to 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 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. To ensure continuous networking between students and potential employers, the Career Centre also 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. Employers may advertise job vacancies, internship programmes, and scholarships on the Career Centre website free of charge.

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, 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 the UM. The student representatives are also in function to consider student complaints, 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, the Student Council with its representatives prepares a variety of extracurricular activities, which 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 which aims at familiarizing them with departments, study programmes, requirements, student services, campus facilities, libraries, student bodies, and career centres. Students have the opportunity to attend seminars on topics that help them adjust to their new environment and the Slovene language course.

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 <http://www.um.si/en/erasmusplus>.