

Pursuant to the Higher Education Act (OJ RS, No 67/1993, with changes), Rules on pre-enrolment announcement and enrolment in higher education (OJ RS, No 7/10, with changes) and The Recognition and Evaluation of Education Act (OJ RS, No 87/11, with changes) and in line with Article 27 of the Statute of the Euro-Mediterranean University

the President of the Euro-Mediterranean University (hereinafter EMUNI University) on 5. 12. 2014 adopted the following

## **Instructions on the application and enrolment procedure and recognition of a foreign degree at EMUNI University**

### **1. General**

These Rules set out the application and enrolment procedure for candidates with a foreign degree, and the procedure of the recognition of a foreign degree. The procedure of the recognition of foreign education takes into consideration the principles of economy and efficiency and international guidelines in this field, such as the Revised Recommendation on Criteria and Procedures for the Assessment of Foreign Qualifications<sup>1</sup>.

### **2. Application procedure and documentation:**

The application form must be submitted online through the website of the Ministry of Education, Science and Sport of the Republic of Slovenia at the following link:

<http://portal.evs.gov.si/prijava/?locale=en> (application with username and password).

A completed application form must be printed out, signed, scanned and sent to [ibc@emuni.si](mailto:ibc@emuni.si) before the end of the application period by email along with the documents listed below:

- 1) a colour scan of the original certificate of degree and certified<sup>2</sup> copy of the degree or equivalent,
- 2) a list of completed courses/exams and grades of the previous studies, issued by the institution that issued the degree, or a certified English translation of the list of completed courses/exams and grades of the previous studies (transcript of records),
- 3) a short chronological description of the entire education, obtained by the candidate (written by the candidate) in English,

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<sup>1</sup> [http://www.enic-naric.net/documents/FINAL\\_REVISED\\_Recomm\\_\\_for\\_Rec\\_Foreign\\_Qualif\\_29%2006%2010\\_\(PUBLISHED\).pdf](http://www.enic-naric.net/documents/FINAL_REVISED_Recomm__for_Rec_Foreign_Qualif_29%2006%2010_(PUBLISHED).pdf)

<sup>2</sup> 'Certified' in this item refers to the following: signed and stamped by the institution that issued the degree.

4) a candidate with a degree obtained outside Slovenia must submit the application for the recognition of education for the purpose of continued studies – N form ([http://www.mizs.gov.si/fileadmin/mizs.gov.si/pageuploads/ENICNARIC\\_center/obrazec\\_N\\_\\_navodila\\_in\\_seznam-ENG.pdf](http://www.mizs.gov.si/fileadmin/mizs.gov.si/pageuploads/ENICNARIC_center/obrazec_N__navodila_in_seznam-ENG.pdf), without attachments under number VI),

5) an English language certificate<sup>3</sup> (B1/B2 level according to the Common European Framework of Reference for Languages – CEFR or equivalent (pages 24, 26-27)),

6) a copy of an identification document with photograph, proof of citizenship<sup>4</sup>.

The documents need to be submitted by e-mail. The originals may be submitted on the student's first visit to Slovenia.

The candidate signs statements on both the application form and the N form stating that the documents submitted are real and authentic<sup>5</sup>.

On the basis of the application, the Education Department of EMUNI University:

- checks the authenticity of the candidate's application,
- informs the candidate via electronic mail that the accepted application was complete,
- in the case the application is incomplete, asks the candidate to complete the application and sets the deadline within which the completion must be done.
- additional documentation, if necessary.

## 2. Recognition of a foreign degree

The application is complete if it entails the N form and enclosures in line with the N form.

- The authorized person leading the procedure at the institution determines whether the institution and the study programmes are valid according to the national legislation of the

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<sup>3</sup> The EMUNI University Commission reserves the right to test the candidates' language knowledge.

<sup>4</sup> If any of the above documents are in a language other than English, a certified (i. e. by an accredited translation office, a court translator etc.) translation is required.

<sup>5</sup> By submitting the application, the candidate also declares the following:

· I hereby vouch with my signature for the accuracy of the information given in this application form and certify that I am aware of the content of the call for enrolment to which I have applied, as well as the use of personal data in accordance with the Higher Education Act (Official Gazette of RS, NO. 32/12 – official consolidated text, 40/12-ZUJF, 57/12-ZPCP-2D and 109/12) and Personal Data Protection Act (Official Gazette of RS, no. 94/07).  
· I, the undersigned hereby give my consent that the educational institution in the education recognition process when necessary asks for assessment of my education at ENIC-NARIC centre and that the educational institution can verify the authenticity of the certificate/diploma by the relevant institution which issued the certificate/diploma. By signing the form, I certify that information provided is true and accurate and take full responsibility for it.

country in which the education document was issued, and prepares the applications for the examination at the competent commission of EMUNI University. This is usually done by using the ENIC-NARIC documentation.

- The competent commission examines the content of the application and checks whether the foreign degree is in line with the enrolment conditions in terms of content and study field. The commission issues a decision on the recognition or a decision on the bridge exam(s) the candidate must take. The decision is signed by the chair of the commission.
- The authorized person prepares a decision on the recognition for access to education, which is signed by the authorized person and by the President of EMUNI University.
- The decision is taken into consideration as regards the enrolment.

The negative decisions will be sent to the candidates via electronic mail and by regular mail. The candidates who have received a negative decision may appeal to the President.

The positive decisions are not sent to the candidates. The candidates are only sent the scanned decision via electronic mail.

The authorized person at EMUNI University keeps record of the issued decisions and all the relevant documentation.

The candidates are advised to send the application as soon as possible due to the recognition procedure to follow.

### **3. Selection procedure, invitation to enrol and enrolment**

#### **a) Selection procedure**

The selection procedure is conducted in the EMUNI University Education Department which:

- checks whether the candidate fulfils all the conditions,
- prepares, in case of a limited number of enrolment places, a proposal of the list of candidates to be selected for the enrolment.

The President signs the list of the candidates, accepted for the enrolment.

#### **b) Invitation to enrol**

The EMUNI Education Department sends to each of the accepted candidates an invitation to enrol with the electronic mail and encloses:

- the decision on the result of the selection procedure,
- the decision on the individual study programmes in case of enrolment through Criteria for transfer between study programmes,
- invitation to enrol and the EMŠO number,
- enrolment instructions how to fill out the enrolment form and deadline by which it needs to be returned),

- invoice for the tuition fee and statement of the payer in case the invoice is paid by a legal person on behalf of the student.

#### **c) Enrolment**

Once the candidate receives the invitation to enrol, he or she must:

- fill out the enrolment form, print it out, sign it and send it with electronic mail,
- send proof of the tuition fee payment with electronic mail,
- at the same time send the enrolment form with registered mail or deliver it personally.

EMUNI University completes the enrolment on the basis of the complete documentation received, confirmation that the tuition payment had been paid, and issues a confirmation of enrolment and sends it to the enrolled student with electronic mail.

#### **4. Final stage**


The enrolled students bring the originals of the procedural documents and receive the originals, issued by EMUNI University, the first time they come to Slovenia.

In the case of irregularities in the procedure the necessary procedures are initiated.

The EMUNI University Education Department provides the students with all the necessary academic and logistic support.

Date: 5. 12. 2014



  
Prof Dr Abdelhamid El-Zoheiry  
President of EMUNI University