

PRICELIST FOR EDUCATION, HABILITATION AND OTHER SERVICES

Academic Year 2023/2024

The following Pricelist for Education, Habilitation and Other Services at EMUNI University for the Academic Year 2023/2024 was adopted by the Management Board of EMUNI University at its 63th session on 21/11/2023.

I. EDUCATION		
A) TUITION FEES (per academic year)		EUR
A1) MASTER'S STUDY PROGRAMMES		
a)	One study year (60 ECTS)	4.800,00
b)	1 ECTS	100,00
A2) STUDY PROGRAMMES FOR FURTHER TRAINING		
a)	3-6 months (maximum 30 ECTS)	1.500,00 to 3.000,00
b)	1 ECTS	120,00
A3) SHORT COURSES		
	Up to 12 ECTS	100,00/ECTS
B) STUDY CONTRIBUTIONS		EUR
B1) Application and Enrolment contributions		
B1.1) Application fees		
a)	Master's study programmes	100,00
b)	Study programmes for further training	50,00
c)	Short courses	Up to 50,00
B1.2) Enrollment fee		
		60,00
a)	Student ID	10,00
b)	Contribution of information systems	10,00
c)	Contribution for extra study activities	30,00
d)	Contribution for annual library membership	10,00
B1.3) Contribution for insurance (internship, etc.)		
		50,00
B2) Other contributions		
		EUR
B2.1) Extraordinary final course examination (e.g. assignment or exam) beyond the academic year		150,00
B2.2) Various documents and procedures		
a)	Graduation folder (if requested by student)	50,00
b)	Duplicate of diploma	100,00
c)	Duplicate of diploma supplement (in SLO and ENG)	100,00
d)	Additional certificate of enrolment	20,00
e)	Additional transcript of records	20,00
f)	Duplicate of other certificates	30,00
g)	Duplicate of student ID	20,00
h)	Mail handling of documents within the EU	20,00
i)	Mail handling of documents outside the EU	As per DHL rates
j)	Formal withdrawal from the study programme	20,00

B2.2.1) Application for the recognition of knowledge and skillsⁱ		
a)	Application for recognition of formal education ⁱⁱ	80,00
b)	Application for recognition of internship	80,00
c)	Application for recognition of informal education, knowledge and skills obtained through work, self-education learning ⁱⁱⁱ	80,00
d)	Application for two or more recognitions at the same time	120,00
d)	Application for and undertaking of the »bridging« exam or course ^{iv}	15,00 per ECTS
e)	Application for study after more than 2-year break	60,00
B2.2.2) Application/appeal to Commission for Student and Study Affairs^v		30,00
B2.3) Graduation ceremony fee^{vi}		100,00
B2.4) Personal information access request		15,00
II. OTHER SERVICES^{vii}		
A) FOREIGN DOCUMENTS OF EDUCATION		EUR
a)	Issuing a decision on recognition of foreign education for the purposes of continuation of education	/
b)	Opinion on the equivalent of the title needed for employment ^{viii}	240,00
B) APPOINTMENT TO ACADEMIC TITLES – HABILITATION^{ix}		EUR
a)	Higher Education Teachers and Research Associates (first habilitation for Assistant Professors/Research Associates, Associate Professors/Senior Research Associates, Full Professors/Research Advisors, Adjunct Professors and Honorary Professors)	2.000,00
b)	Other Higher Education Teachers and HE Associates (first habilitation for Teaching Assistants, Lecturers and Senior Lecturers, Lectors)	1.500,00
c)	Other HE Associates and Co-Workers (first habilitation for Librarians, Instructors, Junior Experts, Senior Experts, Expert Advisors)	800,00
d)	Recognition of Academic Titles awarded at other Universities	500,00

ⁱ All items need to be paid upon the submission of the request, otherwise the request is considered insufficient.

ⁱⁱ In case the candidate submits 2 requests at the same time (a request for the recognition of formal and informal forms of education), a higher fee for the recognition shall be considered and not the fee for both requests at the same time. The students, who submit the request for the recognition of formal education in the frame of the study exchange or the summer school, are exempt from paying the fee.

ⁱⁱⁱ If a candidate at the same time submits a request for the recognition of formal and non-formal education, he will be charged the higher of the applicable fees and not for both requests at the same time.

^{iv} A bridging obligation is an obligation that the student needs to pay before the enrolment in the study programme. The fee of the bridging exam or course (study unit) is calculated in proportion to the number of ECTS. Missing study obligations are obligations that students perform following enrolment in the study programme and which have been determined by a decision of the competent commission as an additional study obligation for the completion of study before enrolment.

^v All fees of requests must be settled upon the submission of the request, otherwise the request is considered incomplete.

^{vi} The fee is intended to cover material costs at the graduation ceremony (food and drink, entertainment, cultural programme). The amount covers the costs for a graduate and two accompanying persons.

^{vii} Fees of services do not include VAT.

^{viii} The decision is issued on the basis of the Assessment and Recognition of Education Act (OG. RS, no. 87/11, 97/11 - ex. and 109/12). The request for issuing a decision on the recognition of education obtained abroad for the purpose of continuing studies is free of charge.

^{ix} Elections to titles, which are in the interests of the Euro-Mediterranean University, may be exempt from paying upon the approval of the President / Management Board.



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