

Pursuant to Article 5 of the Higher Education Act (Official Gazette of RS, 56/25), the Article 21 of the Statute of the EMUNI University and the Regulations on the call for applications and the implementation of applications in higher education (Official Gazette of the Republic of Slovenia, No. 6/22 , 4/23 , 5/24 , 7/24 and 56/25 – ZVis-1), the Senate of the EMUNI University adopted at its 59th session on 23 March 2026 the following:

**Instructions on the application and admission procedure for enrolment in study programmes
at the EMUNI University**

I. GENERAL

(1) These Instructions regulate the implementation of the application and admission procedure and the appeals procedure for candidates applying for enrolment in study programmes of the EMUNI University.

(2) The application and admission procedure shall be conducted in accordance with the annual Call for Enrolment in master's study programmes of the EMUNI University and the Call for Enrolment in doctoral study programmes of the EMUNI University.

(3) The General Administrative Procedure Act (Official Gazette of the Republic of Slovenia, No. 24/06-UPB2, 105/06 – ZUS-1, 126/07, 65/08, 8/10, 82/13) shall apply mutatis mutandis.

II. APPLICATION AND ADMISSION PROCEDURE FOR ENROLMENT IN STUDY PROGRAMMES

1. Competence in the application and admission procedure

(1) The Student Affairs Unit of the Academic Affairs Unit of the EMUNI University (hereinafter: SA Unit) shall conduct the applications and admission procedures for enrolment of all applicants into the master's and doctoral study programmes.

(2) The Commission for recognition of education, knowledge and skills (CREKS) shall conduct the procedure of recognition of foreign education for the purpose of continuing education and issue a decision of recognition.

(3) The Commission for Student and Study Affairs (CSSA) shall conduct the procedure of admission and selection (ranking) of candidates if the number of candidates exceed the number of enrolment slots and issue appropriate decisions on admission.

(4) The President of EMUNI shall adopts a decision for restrictions on enrolment if the number of applicants for a study programme who meet the admission requirements specified in the Call for Enrolment exceeds the number of enrolment slots.

2. Candidates of enrolment

A candidate for enrolment is any individual who wishes to enrol in a degree study programme of EMUNI University and submits an application for enrolment in accordance with the rules of the admission procedure as specified in the Call for Enrolment.

3. The application and admission procedure

The application and admission procedure include the following steps:

1. Candidates submit the application and supporting documents electronically on the national eVŠ portal.
2. Admission interview with candidates from non-EU countries who need EU visa.
3. Recognition of foreign education decision issued by CREKS.
4. Assessment of admission requirements and ranking of candidates (if number of applications exceed the number of enrolment slots). Admission decision issued by CSSA.
5. Invitation for enrolment for admitted candidates.
6. By submitting enrolment registration form and supporting documents candidates enrol in the study programme.

4. The application for enrolment

(1) The application and admission procedure shall include every candidate who has submitted a completed application electronically on the eVŠ portal in accordance with the provisions of the annual Call for Enrolment into study programmes adopted by EMUNI Senate.

(2) The application and supporting documents are submitted electronically via the national online portal eVŠ during open application periods determined in the Call for enrolment.

(3) If a candidate fails to submit a complete application in accordance with the Call for Enrolment, the candidate shall be duly and timely notified to supplement the application within a due date.

5. Admission interview

(1) The Higher Education Act (ZVIS-1, Official Gazette of the Republic of Slovenia, No. 56/25) stipulates in Article 13 that higher education institutions must, in the case of a foreign national who has submitted an application for enrolment in higher education studies in the Republic of Slovenia and who originates from a country with a higher migration risk (i.e. a national of a country with a higher migration risk), as defined by the list of countries whose nationals are required to obtain a visa when crossing the external borders of the European Union in accordance with the legislation governing the conditions and procedures for the entry, departure and residence of foreigners in the Republic of Slovenia, conduct an interview to

assess the candidate's suitability in relation to the admission requirements of the study programme.

(2) The admission interview will be conducted in accordance with the Protocol for conducting the admission interview with candidates applying to EMUNI University in Annex 1.

(3) If during the interview it is established that the candidate does not have the knowledge required in accordance with the documents attached to their application for enrolment a decision rejecting the application will be issued. All the application procedures for enrolment to the study programme will be suspended. There is no appeal against this decision.

6. Recognition of foreign education

(1) The holder (i.e. the candidate) of a foreign educational certificate who wishes to continue their education at the EMUNI University, in accordance with the Assessment and Recognition Education Act (ZVPI, Official Gazette of the Republic of Slovenia, No. 87/2011, 97/2011 – Corr., 109/2012, 49/2020 – ZIUZEOP, 175/2020), must obtain a formal decision on the recognition of education acquired abroad.

(2) The recognition procedure is initiated at the request of the holder of the foreign qualification, simultaneously with the submission of the application for enrolment via the eVŠ online portal, if the candidate who completed previous education abroad indicates in the application form that they have not yet obtained a decision on recognition. In such cases, the relevant supporting documentation must be submitted.

(3) If the candidate already has obtained a decision on recognition of foreign education for the purpose of continuing education in the Republic of Slovenia, this decision will be considered in the application and admission procedure.

(4) The decision on recognition constitutes one of the required documents for demonstrating compliance with the enrolment requirements and for submitting a complete application.

(5) If a candidate's foreign education is not recognised the candidate does not meet the admission requirements and will be excluded from the application and admission process.

7. Admission and selection procedure

(1) All candidates who fulfil the admission requirements will be considered in the selection process by the CSSA.

(2) If the number of applicants who meet the admission requirements specified in the Call for Enrolment exceeds the number of enrolment slots enrolment restrictions shall be imposed. In this case, candidates shall be ranked and selected in accordance with the criteria for selection in the event of enrolment restrictions specified in the Call for Enrolment.

(3) If the CSSA determines that a candidate does not yet fulfil all the admission requirements CSSA can decide that the candidate may be admitted subsequently when fulfilling the requirement (e.g. bridging exam).

(4) If enrolment restrictions are imposed only candidates who fulfil all the admission requirements at the time of ranking will be included in the selection procedure.

(5) Upon completion of the selection procedure, all candidates included in the application and admission procedure shall be informed of the outcome of the selection procedure. A formal decision on the result of the admission and selection procedure shall be issued, containing all elements required under the General Administrative Procedure Act.

(6) Subsequently, a candidate may be additionally placed on the list of admitted candidates on justified grounds. The decision shall be taken by the Appeals Commission for Candidates for Enrolment at EMUNI (Appeals Commission).

8. Enrolment

(1) Candidates who are admitted to a study programme receive an invitation for enrolment.

(2) Candidates who accept the invitation for enrolment submit an electronic enrolment registration form and other requested documents by the due date.

(3) The enrolment is completed when all documents and a proof tuition payment have been submitted.

III. APPEALS PROCEDURE

9. Right to Appeal

(1) An appeal against the decision on the result of the admission and selection procedure may be lodged with the Appeals Commission for Candidates for Enrolment at EMUNI (Appeals Commission).

(2) The appeal can be submitted in writing electronically via the eVŠ portal within the due date stated on the decision. In the appeal the candidate must state the reason for challenging the decision.

10. Decision on the Appeal

(1) If the Study Affairs Unit or the CSSA establishes that the appeal is admissible, timely and lodged by the candidate, and the challenged decision will/can not be replaced with a new

decision, the appeal shall be forwarded to the Appeals Commission within five working days of receipt.

(2) The Appeals Commission may dismiss the appeal, reject the appeal, or uphold the appeal and subsequently place the candidate on the list of admitted candidates. The decision of the Appeals Commission is final.

(3) The decision of the Appeals Commission shall be communicated as soon as possible, and no later than three working days from the date of the commission's session to the candidate who lodged the appeal and to the Student Affairs Unit.

IV. TRANSITIONAL AND FINAL PROVISIONS

11. Amendments to the instructions

Amendments and supplements to these Instructions shall be adopted in accordance with the procedure and in the manner prescribed for their adoption.

12. Validity

(1) Upon the entry into force of these Instructions, the Instructions on the application and enrolment procedure and recognition of foreign degree at EMUNI University adopted by the President of the Euro-Mediterranean University on 5 December 2014, shall cease to apply.

(2) These Instructions shall enter into force on the day following their publication on the EMUNI University's website and shall apply from the commencement of the application and admission procedure for enrolment in the 2026/2027 academic year onwards.

Annex 1: Protocol for conducting the admission interview with candidates applying to EMUNI University

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