Why Study at the University of Ljubljana, Faculty of Public Administration?

Information for International Students
University of Ljubljana
Faculty of Public Administration

- Is the **leading** education and research institution in the **field of public administration** in Slovenia.
- Enhances multidisciplinary knowledge: **administration, law, organization, economics, management and informatics**.
- Was established in **1956** and is a member of University of Ljubljana since 1975.
- Encompasses approx. **1,000** students.
- Has modern infrastructure providing a specialized library.
Awarded the prestigious European Association for Public Administration Accreditation (EAPAA) for the first and second cycle study programmes in Administration.

Cooperates with more than 80 international partner universities and welcomes more than 40 exchange students per year.

Experienced in organizing international eco-oriented intensive programmes for students (spring and summer schools).

Publishes scientific journal Central European Public Administration Review (CEPAR), books and study materials.

Has an active Consulting & Training Centre for professional training for public administration employees.

Focuses its scientific research on public sector economics and finance, business and management studies in the public sector, administrative law, public policy, informatization of the public sector, e-government, HRM in public administration.
BACHELOR’S PROGRAMMES (1st cycle)

- **University Study Programme PUBLIC SECTOR GOVERNANCE**
  - Duration of Study: 3 years (6 semesters), 180 ECTS
  - Professional Title: diplomant/diplomantka upravnih ved (UN)

- **Professional Study Programme in ADMINISTRATION**
  - Duration of Study: 3 years (6 semesters), 180 ECTS
  - Professional Title: diplomant/diplomantka upravnih ved (VS)

- **University Study Programme in ADMINISTRATIVE INFORMATION SYSTEMS**
  - Duration of Study: 3 years (6 semesters), 180 ECTS
  - Professional Title: diplomirani inženir/diplomirana inženirka upravne informatike (UN)

Special note: All 1st Cycle Study Programs are held in Slovenian Language
APPLICATION PERIODS for Bachelor’s Programmes

Candidates of EU Member States

- **The first application period:** from February 16 to March 19
- **The second application period:** from August 20 to August 27
- **The application period for still-available enrolment slots:** from September 23 to September 24 (available enrolment slots only for part-time study)

Candidates of non EU Countries and Slovenian without Slovenian Citizenship

- **The first application period:** from February 16 to April 20
- **The second application period:** from September 6 to September 7 at the University of Ljubljana members which will announce available enrolment slots
Enrolment Slots for Bachelor’s Programmes

### Candidates of EU Member States

<table>
<thead>
<tr>
<th>STUDY PROGRAM</th>
<th>FULL TIME</th>
<th>PART TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Study Programme Public Sector Governance</td>
<td>120</td>
<td>/</td>
</tr>
<tr>
<td>University Study Programme in Administrative Information Systems</td>
<td>25</td>
<td>/</td>
</tr>
<tr>
<td>Professional Study Programme in Administration</td>
<td>200</td>
<td>50</td>
</tr>
</tbody>
</table>

### Candidates of non EU Countries and Slovenians without Slovenian Citizenship

<table>
<thead>
<tr>
<th>STUDY PROGRAM</th>
<th>FULL TIME</th>
<th>PART TIME</th>
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</thead>
<tbody>
<tr>
<td>University Study Programme Public Sector Governance</td>
<td>12</td>
<td>/</td>
</tr>
<tr>
<td>University Study Programme in Administrative Information Systems</td>
<td>1</td>
<td>/</td>
</tr>
<tr>
<td>Professional Study Programme in Administration</td>
<td>12</td>
<td>12</td>
</tr>
</tbody>
</table>
ENROLMENT CONDITIONS for University Study Programme Public Sector Governance

1. Whoever has completed secondary school and has passed the secondary school examination (matura)*

2. Whoever has passed the vocational secondary school examination under any secondary school programme and an exam in one of the secondary school examination subjects: History, Psychology, Philosophy, Sociology or Economy; the chosen subject must not be the subject the candidate has already passed in the vocational secondary school examination


*Matura or diploma is not required for applying, but it is required for enrolling.

Special note: All bachelor’s Programmes are held only in Slovenian Language
ENROLMENT CONDITIONS for Professional Study Programme in Administration

- Whoever has completed secondary school and passed a final exam in any secondary school programme, a vocational secondary school examination or secondary school examination.

All candidates must demonstrate Slovenian language competences at level B2 of the CEFR. The relevant evidence is one of the following:

- certificate of examination in Slovenian language at level B2, or certificate of equivalent level
- certificate of completed primary school in Slovenia or certificate of completed foreign primary school with Slovenian language as the language of instruction
- certificate of completed matura examination or evidence of passing the Slovenian language course in the last year of professional secondary education
- certificate of completed bilingual (in Slovenian and foreign language) secondary education or certificate of completed foreign secondary education with Slovenian language as the language of instruction
- diploma of completed higher education programme in one of the Slovenian higher education institutions and a certificate (statement) that the study programme was taught in Slovenian language
ENROLMENT CONDITIONS for University Study Programme in Administrative Information Systems

- completed general matura or
- completed vocational matura in any secondary school programme and a completed examination in one matura subject (computer science, mathematics, or physics); the chosen subject may not be the same as an already completed subject of vocational matura
- completed any four-year secondary school programme before June 1, 1995

Special note: All bachelor’s Programmes are held only in Slovenian Language
Who DOES NOT PAY TUITION FEE? 
(for bachelor & master study)

- Slovenians and students from EU countries, Switzerland, Iceland, Liechtenstein and Norway
- Students from countries with which the RS has concluded bilateral agreement (*Bosnia and Herzegovina, North Macedonia, Montenegro, Kosovo and Serbia*)
- Students with permanent residence in the RS who themselves or their parents/guardians are taxpayers of the RS and persons granted international protection, applicants for international protection
- Scholarship holders of the RS (*CMEPIUS, Public Scholarship, Development, Disability and Maintenance Fund RS*)
- Exchange students (*included also PhD students*)
Who NEED TO PAY TUITION FEE?

- Citizens of non-EU countries, excluding persons with international protection, applicants for international protection and persons from countries with which the RS has concluded bilateral agreement
- All students with already acquired equivalent degree of education
- All PhD students (*co-financing scheme*)
- All part-time students

<table>
<thead>
<tr>
<th>STUDY PROGRAM FEES</th>
<th>FEE FULL TIME</th>
<th>PART TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Study Programme Public Sector Governance</td>
<td>3.000 EUR</td>
<td>/</td>
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<tr>
<td>University Study Programme in Administrative Information Systems</td>
<td>5.500 EUR</td>
<td>/</td>
</tr>
<tr>
<td>Professional Study Programme in Administration</td>
<td>3.000 EUR</td>
<td>2.200 EUR</td>
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www.uni-lj.si/study/information/tuition
SCHOLARSHIPS

- OPEN CALLS
  
  Scholarship for Karstology study: 2 doctoral scholarships
  
  Scholarships for citizens of Jordan: 2 master scholarships, 1 doctoral scholarship
  
  Scholarship for citizens of Palestina: 1 master or 1 doctoral study

- EXPECTED CALL
  
  Scholarships for Slovenians abroad for bachelor and master studies: Call is expected to be published in August, 204,80 € / month, accommodation in Student Dormitory (depends on situation)

www.srips-rs.si/en
# Documents for recognition of foreign secondary education

<table>
<thead>
<tr>
<th>Documents</th>
<th>Legalization</th>
<th>Legalization not required</th>
<th>Apostille</th>
<th>Long legalization</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Copy/scan</strong> of the final certificate, representing general requirement for access to higher education in the country of issue without legalization. The copy shall be verified by the issuing institution at the request of the University of Ljubljana.</td>
<td>Republic of Austria, Republic of Bulgaria, Bosnia and Herzegovina, Czech republic, France, Greece, Republic of Croatia, Republic of Hungary, Republic of Northern Macedonia, Republic of Romania, Republic of Serbia</td>
<td>States Parties to the 1961 Hague Convention: <a href="www.hcch.net/en/instruments/conventions/status-table/?cid=41">www.hcch.net/en/instruments/conventions/status-table/?cid=41</a></td>
<td>All other countries</td>
<td></td>
</tr>
</tbody>
</table>

**OR**

**Original of the final (upper secondary school) certificate(s)** legalized according to the system of legalization in the country of issue

Legalization required as noted for individual countries:

2. **Copy/scan of translation of the final certificate(s)** into Slovene or English language (only for certificates which are not composed in latin script or they are hand written). Please consult [recognition@uni-lj.si](mailto:recognition@uni-lj.si) regarding the need for translations.

3. **Copies/scans of annual report cards, transcripts, diploma supplement or other evidence on the contents and duration of education** (for all years of pre-university education) and translation into Slovene or English language for the last two years of education (only for certificates not composed in latin script or hand written). Please consult [recognition@uni-lj.si](mailto:recognition@uni-lj.si) regarding the need for translations.

4. **Copy/scan of short chronological description** of the entire education (statement by the applicant).


6. **Scan of a personal document:**
   - **EU Member state citizens** a copy/scan of personal identity card or the passport page with personal data,
   - **non-EU Member state citizens** a copy/scan of the passport page with personal data.
Enroll in YEAR PLUS – WHAT IS IT?

- **Learning Slovene for free** to help international students to adapt to the Slovenian system and culture
- In addition to learning Slovene, the module also offers other types of subject and content
- **Extension of student status possible** when meeting certain requirements
- **Learning Slovene and full-filing the study obligations in your degree programme parallelly**

All information: [https://www.uni-lj.si/study/year-plus/](https://www.uni-lj.si/study/year-plus/)
MASTER’S DEGREE PROGRAMMES (2nd cycle)

- Master’s Study Programme – also in English
  ADMINISTRATION – PUBLIC SECTOR GOVERNANCE
  - Duration of Study: 2 years (4 semesters), 120 ECTS
  - Professional Title: magister/magistrica upravnih ved (mag. upr. ved)

- Master’s Study Programme MANAGEMENT IN ADMINISTRATION
  - Duration of Study: 2 years (4 semesters), 120 ECTS
  - Professional Title: magister/magistrica managementa v upravi (mag. manag.)
Why study Master's Degree Programme Administration - Public Sector Governance

- **In-depth knowledge in interdisciplinary and multidisciplinary administrative science** (economics, law, organisation, management, politics, sociology, informatics).
- Enables you **to work in EU institutions, local public or business administration or non-profit organisations.**
- **Individual approach** between professors, staff and students.

**Accreditations**

- Accredited by EAPAA
- A member of EMPA NETWORK
- Ranked **among top 150 in the field of Social Sciences - subject: Public Administration**, by the Shanghai ARWU in 2019.
APPLICATION PROCEDURE for MASTER’S PROGRAMMES

APPLICATION PERIOD: Candidates are required to submit their applications via the eVŠ online portal no later than by September 15 2021. For foreigners outside the EU and Slovenes without Slovene citizenship: no later than by July 31 2021

INFORMATION DAY: June 1 2021 at 4 p.m.

START TIME: October 1 2021

LOCATION: Ljubljana, Slovenia

ECTS + DURATION: 60 ECTS (1st year), 60 ECTS (2nd year)

TUITION FEE: no fee for EU citizens, for candidates of non-EU countries: 3.000 EUR/academic year

ENROLMENT CONDITIONS: graduates of bachelor’s 1st cycle study programmes (180 ECTS); Candidates who have completed equivalent education abroad.

All information: podiplomski@fu.uni-lj.si
1 min VIDEO on Master's degree in Administration - Public Sector Governance

https://www.youtube.com/watch?v=2c3Tu9fwly4&feature=youtu.be
Enrolment Slots

- Candidates of EU Member States

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</tr>
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* The study program will be implemented in English language if there is at least 5 candidates will be enrolled.

- Candidates of non EU Countries and Slovenians without Slovenian Citizenship

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<td>MANAGEMENT IN ADMINISTRATION</td>
<td>12</td>
<td>5</td>
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</table>
Programme Structure

Master’s Study Programme Administration - Public Sector Governance

1st year
- Research Methods in Social Sciences
- Contemporary Public Administration
- Economic Analysis in Public Administration
- Compulsory Elective Course (double)*
- Leadership in Public Administration
- Information Technologies in Public Administration
- Administrative Procedure Law

*Compulsory elective courses (double)
- Management of Investment Projects in Public Sector & Change and Risk Management in Government
- Human Resources Management in Public Administration & Information Governance
- EU Law and Administration & Local and Regional Governance

2nd year
- Personal Development Seminar
- Master Thesis

Module: Public Governance and the European Union
- Public Policy Analysis
- Sustainable Development
- European Public Finance
- Methods, Techniques & Information Tools for Usiness Process Reengineering
- Elective Course 1
- Elective Course 2
Impressions

"The faculty will offer you opportunities to learn from the best in the field, to go on multiple exchanges abroad and gain international experiences. During your studies you learn all the things you need to find a job after you finish with your master studies. The faculty offers you mentorship and support along the way. I would highly recommend it!" (Grega Rudolf, student of Master’s programme Administration – Public Sector Governance)

If you have a business idea, our state-of-the-art knowledge can help you upgrade it into something big. Dare to do more.
JOINT DOCTORAL PROGRAMME
GOVERNANCE AND ECONOMICS IN THE PUBLIC SECTOR (3rd cycle)

- Duration of Study: 3 years, 180 ECTS

- Academic Title: doktor/doktorica znanosti (in Slovenia)
doktor/doktorica znanosti s področja družboslovja (in Croatia)

- No. of enrolment places: 20 – in total for citizens of the Republic of Slovenia, citizens of EU Member States, Slovenians without Slovenian citizenship and foreign citizens

- The programme is organised by the University of Ljubljana and provided by Faculty of Public Administration and University of Rijeka, Faculty of Economics and Bussines

- Contacts: podiplomski@fu.uni-lj.si

Surround YOURSELF WITH
THE BEST RESEARCHERS IN
THE FIELD
Why study Joint Doctoral Programme Governance & Economics in the Public Sector

- **Organised by** the University of Ljubljana, Faculty of Public Administration and University of Rijeka, Faculty of Economics
- Highly **inter- and multidisciplinary oriented**.
- Designed to provide a candidate with all the necessary **deep theoretical, scientific and methodological administrative-legal, organizational, economic, managerial and IT skills**.
- Intended for candidates who work or intend to work in **workplaces that require scientific-research work in the field of administration and business sciences in the public sector**.
1 min VIDEO on Joint doctoral study programme of the 3rd degree Governance and Economics in the Public Sector

https://www.youtube.com/watch?v=OlaKg9MYig&feature=youtu.be
APPLICATION PROCEDURE for DOCTORAL PROGRAMME

- **Application Period:** Candidates are required to submit their applications via the eVŠ online portal no later than by **September 10 2021**

- **Information Day:** June 1 2021 at 5:30 p.m.

- **TUITION FEE:** Tuition fee: 11,000 EUR (1st year: €3,670, 2nd year: €3,670, 3rd year: 3,660 EUR) - **Possibility of co-financing of tuition fees.**

- **All information:** [podiplomski@fu.uni-lj.si](mailto:podiplomski@fu.uni-lj.si)
Programme Structure
Doctoral Study Programme Governance and Economics in Public Sector

1st year
- Development of Public Administration
- Philosophy of Economic Sciences and Application of Micro and Macroeconomics
- Elective methodological course (student selects one subject): Social Statistics or Optimization Modelling in Public Sector
- Individual Research Work 1 and 2
- Doctoral Seminar

2nd year
- Students select one module

PUBLIC GOVERNANCE MODULE
- Comparative Human Rights Policies for the Public Administration
- Organizational Learning and Knowledge Management
- Elective Course 1 and 2
- Individual Research Work 3 and 4
- Doctoral Seminar 2

ECONOMIC MODULE
- Economic Development
- Public Policy Analysis
- Elective Course 1 and 2
- Individual Research Work 3 and 4
- Doctoral Seminar 2
Programme Structure
Doctoral Study Programme Governance and Economics in Public Sector

3rd year

- Individual Research Work 5 and 6
- Final Doctoral Seminar
- Defence of Doctoral Thesis

Application Procedure:
Open for graduates of second-cycle study programmes (Master’s programmes). Candidates with foreign degree qualifications are obliged to acquire a decision on the recognition of foreign education which is a part of the enrolment procedure (it can take up to two months). Candidates need to prepare a work plan or research plan and get the consent of the mentor prior to procedure.

Elective Courses
- Theory of Information Systems – Selected Topics
- Comparative Administrative Procedural Law
- Fiscal Policy
- The System of the Legal Regulation of the Position of Civil Servants
- The Political System of the European Union
- Economics and Management of the Liberalisation and Regulation of Markets
- Economics of Non-profit Organisations
- Comparative Social Policy
- Strategic Management in the Public Sector 3
- Openness and Transparency of Public Administration
- Integrity in the Public Sector
- Governance and Management of IT
- Academic English in the Governance and Economics of the Public Sector
- International Business
- Economic Integrations
- Theory of the Firm
- Analysis of the Social Responsibility Performance in the Public Sector
- Intellectual Capital and Knowledge Economy
- Regional vs. Global Trade Policy
- New Economic Reality
- Strategic Marketing in the Public Sector
- Scientific Approach in ICT Project Management
- Macroeconomic Theories and Policies in a Global Economy
- Contemporary Financial Markets and Institutions
- Risk Management
- Financial Reporting in the Public Sector
- Microeconomics: Theory and Application
- Energy Economics
- Managing Organizational Complexity
- Valuation of Projects in the Public Sector
- Governance of the European Union
THANK YOU
for your attention 😊
ANY QUESTIONS?

WELCOME

Please contact us:

For bachelor: podiplomski@fu.uni-lj.si
For master and PhD: dodiplomski@fu.uni-lj.si