

Univerza
v Ljubljani

Fakulteta
za gradbeništvo
in geodezijo



REFERAT ZA ŠTUDIJSKE ZADEVE UL FGG
Doktorski študij III. stopnja
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Ljubljana, 14. 7. 2020

INSTRUCTIONS for the enrolment to the 1st year of the 3rd cycle doctoral study programme Built Environment in the academic year 2020/2021

Dear student,

We wish to inform you that you have been placed to the list of accepted candidates for the enrolment in the 1st year of the 3rd cycle doctoral study programme **Built Environment** at the Faculty of Civil and Geodetic Engineering in the academic year 2020/2021.

The enrolment at the Faculty of Civil and Geodetic Engineering is available online through the **Faculty's Study Information system** (VIS <https://www.en.fgg.uni-lj.si/students/>). You can enter the system with **your user name and personal password** that you activate at the [ID portal of the University of Ljubljana](#). For the instructions see below.

To enrol to the 1st year of the study you need the following documents:

1. Enrolment form completed online through Study Information System (to login enter with your user name and password, according to the instructions below).
2. Two signed copies of the Education Contract (Pogodba o izobraževanju) at doctoral study programme Built Environment in the academic year 2020/2021; print them out when you finish the enrolment form (ENROLMENT > PRINT > ATTACHMENTS).
3. Consent to use your photo, also to be printed out from ATTACHMENTS in VIS.
4. Copy of receipt of paid enrolment fee.

IMPORTANT!

- **Please write your mobile phone number or stationary phone number on the first page of the enrolment form (top right corner)**, where you will be available in case your enrolment formation is not complete.
- The money order form for the enrolment fee will be sent to you in a separate e-mail to your e-mail address. It must be paid before the enrolment. If you do not attach the payment receipt in the enrolment formation or do not present it in case of enrolment in person, you will not receive the enrolment confirmation.
- When the enrolment formation is complete, you will be enrolled and we will send you the confirmation of enrolment to your address.

ENROLMENT INSTRUCTIONS:

- If you wish to have student card with your photo, prepare your personal photo in electronic form before you start completing the enrolment form. The photo shall be saved in JPG format with the size of at least 400 x 503 pixels.
- At the UL FGG web site (Students – Web page for students affair`s) login to your study information system by using your user name and password you received with this letter. Bottom left click **ENROLMENT**, an enrolment form where you shall fill in the missing data in the available sections, as guided by the system. If you select the option of the student card with personal photo, upload also your photo prepared in advance in e-form.
- When the system asks you to enter the elective courses, you can select them from the list of elective courses at the doctoral study programme Built Environment, offered by the system. You can also choose courses outside the doctoral study Built Environment (during the study you must choose at least one course outside UL FGG, in the scope of at least 5 ECTS). In this case, attach the curriculum of the course and fill in the attached Form - Enrollment of an external elective course (<https://www.fgg.uni-lj.si/studij/obrazci-3-stopnja/>).
- Only when the enrolment form is complete, the system will allow you to print it out. Otherwise you will be informed about the missing data. Then **print the enrolment form, sign and send it by regular mail (or submit it in person)** together with the receipt of paid enrolment fee and Consent to use the photo, printed from the annex in VIS, two signed copies of the Education Contract and related annexes (and Form - Enrollment of an external elective course).

**Enrolment in the 1st year of the doctoral study programme Built Environment
will be from 7 to 25 September 2020.**

You can enrol in person in the office hours at the address UL FGG, Hajdrihova 28, 1000 Ljubljana, or you can send the documents with registered mail to the address:


**Faculty of Civil and Geodetic Engineering
Office of Doctoral Study
Monika Golobar
Hajdrihova 28
1000 LJUBLJANA**

Please complete the enrolment forms as soon as you have received the enrolment documentation.

For any further questions please contact us at:

- e-mail: monika.golobar@fgg.uni-lj.si
- telephone number: 01/4264 288.

We wish you great study success!


Monika Golobar
UL FGG Office of Student Affairs

Annex:

- Instructions for creating digital identity.

