



Ljubljana, 20. 6. 2022

## INSTRUCTIONS for the enrolment to the 1<sup>st</sup> year of the 3<sup>rd</sup> cycle doctoral study programme **Built Environment** in the academic year 2022/2023

Dear student,

We wish to inform you that you have been placed to the list of accepted candidates for the enrolment in the 1<sup>st</sup> year of the 3<sup>rd</sup> cycle doctoral study programme **Built Environment** at the Faculty of Civil and Geodetic Engineering in the academic year 2022/2023.

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](https://www.uni-lj.si/). For the instructions see below.

### To enrol to the 1<sup>st</sup> 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); you are not required to send it physically.
2. Two signed copies of the Education Contract (Pogodba o izobraževanju) at doctoral study programme Built Environment in the academic year 2022/2023; print them out when you finish the enrolment form (ENROLMENT > PRINT > ATTACHMENTS).
3. Copy of receipts of paid enrolment fee and the first instalment of the tuition fee (you will receive the invoices to your e-mail address) that you can upload in VIS.
4. Consent to use your photo, also to be printed out from ATTACHMENTS in VIS.

### IMPORTANT!

- **Please write your mobile phone number or stationary phone number in VIS**, where you will be available in case your enrolment documentation is not complete.
- The money order form for the enrolment fee and the first instalment of the tuition fee will be sent to you in a separate e-mail to your e-mail address. They must be paid before the enrolment. If you do not attach the payment receipts in the enrolment documentation or do not present them in case of enrolment in person, you will not receive the enrolment confirmation.
- When the enrolment documentation is complete, you will be enrolled and you can print the confirmation of enrolment from VIS by yourself.

### ENROLMENT INSTRUCTIONS:

1. 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.

2. At the UL FGG web site (<http://www.fgg.uni-lj.si/>, Students – Web page for student affairs) login to your study information system by using your user name and password you received with this letter. Bottom left click **ENROLMENT**, which will guide you to a custom made 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.
3. When the system asks you to enter the elective courses (for the 1<sup>st</sup> year: Civil Engineering 25 ECTS, Geodesy 15 ECTS, Spatial Planning 25 ECTS, Geology 30 ECTS), 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 - Enrolment of an external elective course (<https://www.fgg.uni-lj.si/studij/obrazci-3-stopnja/>).
4. Only when the enrolment form is complete, the system will allow you to confirm it. Otherwise you will be informed about the missing data. The receipts of paid enrolment fee and first instalment of the tuition fee can be uploaded to VIS. Send the signed Consent to use the photo, printed from the annex in VIS, two signed copies of the Education Contract and related annexes as well as the Form - Enrolment of an external elective course, if relevant. If you have a valid digital certificate, you can sign the documents digitally and send them to the e-mail [monika.golobar@fgg.uni-lj.si](mailto:monika.golobar@fgg.uni-lj.si).
5. If you decide for the co-financing by the Ministry of Education, Science and Sport, add your co-financing statement (created automatically in VIS as part of the contract).
6. If a company will pay your tuition fee, add two copies of the Contract on Acceding to Debt (created automatically in VIS as part of the contract).

**Enrolment in the 1<sup>st</sup> year of the doctoral study programme Built Environment  
will be from 5 to 28 September 2022.**

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](mailto:monika.golobar@fgg.uni-lj.si)
- telephone number: 01/4768532

We wish you great study success!

**Monika Golobar, univ. dipl. var.**  
UL FGG Office of Student Affairs

*M. Golobar*

