

Ljubljana, 26. 8. 2024

## **INSTRUCTIONS for the enrolment to the 4<sup>th</sup> year of the 3<sup>rd</sup> cycle doctoral study programme Built Environment in the academic year 2024/2025**

Dear student,

Doctoral students who completed the obligations for the enrolment to the 4<sup>th</sup> year of the doctoral study programme Built Environment are kindly asked to duly fill-in the enrolment form that we prepared for you in your Web pages for student affairs, and submit it with all other required documents to the Office of Doctoral study at UL FGG, Hajdrihova 28, 1000 Ljubljana.

You will receive the invoice for the enrolment fee to you e-mail address in a separate e-mail.

### **You need the following documents for the enrolment to the 4<sup>th</sup> year of the studies:**

1. Duly filled-in and signed enrolment form; you can access it according to the instructions using your user name and password; **which you do not have to send it**;
2. Two copies of the signed Education Contract (Pogodba o izobraževanju) at the doctoral study programme Built Environment in the academic year 2024/2025 and other attachments that you should print out when you finish the enrolment form (ENROLMENT > PRINT > ATTACHMENTS);
3. Copy of receipt of paid enrolment fee and the first instalment of tuition fee (you will receive the invoices to your e-mail address) that you can upload to VIS.

Only when the enrolment document is complete, the system will allow you to confirm it; otherwise it will inform you about the missing data. When the enrolment documentation is complete and the enrolment is finished, you can print the enrolment certificate from VIS (tab »my data« → »**Enrolment certificate**«).

You can upload **the receipt on paid enrolment fee and the first instalment of the tuition fee** to VIS.

Send by post or deliver in person two copies of the signed **Contract on Education** and one copy of the **Declaration on the Payment of Costs of the Doctoral Programme**.

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).

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).

If you have a valid digital certificate, you can sign all documents digitally and send them to the e-mail: [monika.golobar@fgg.uni-lj.si](mailto:monika.golobar@fgg.uni-lj.si).

**Enrolment in the 4<sup>th</sup> year of the doctoral study programme Built Environment  
will be from 2 to 23 September 2024.**

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

