



Ljubljana, 26. 8. 2024

INSTRUCTIONS for the enrolment to the 1st year of the 3rd cycle doctoral study programme **Built Environment** in the academic year 2024/2025

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 2024/2025.

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. 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.
4. Consent for the use of the photo, which you also print from the ATTACHMENTS in VIS;
5. Signed Statement Of Commitment To Respect UI Codes Of Ethics.

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.

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 (<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 (**the option of a student card without a picture is not possible**).

When the system asks you to enter the elective courses (for the 1st 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/>).

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**, one copy of the **Declaration on the Payment of Costs of the Doctoral Programme** and, if applicable, the **Form – Enrolment of external elective course**.

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.

Enrolment in the 1st year of the doctoral study programme Built Environment will be from 9 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
- telephone number: 01/4768532

We wish you great study success!

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

M. Golobar

