

Enrolment for the academic year 2026/27

Dear students at SASS,

Please be informed that the registration **to enrol for the next year of studies, for the graduate status, for the retake status or for the extension of the status** will take place **from 27 July to 30 September 2026 via the Web Office**, which you can access using your username and password. **From 27 July 2026 onwards**, you will be able to fill in the **REGISTRATION SHEET** on the **REGISTRATION tab** (follow the steps provided by the system). Before filling in the registration form, you will be asked to fill in the ANONYMOUS STUDENT SURVEYS (general survey, survey for each subject...).

What are the stages of the registration process?

1. After you have finished entering your data in the Web Office, you can **mouse-sign** the registration form for the academic year 2026/27. The registration form will be saved electronically and does not need to be sent to the Students Office. **ATTENTION when choosing ELECTIVE subjects:**
 - Students who are required to select elective subjects during enrollment are advised to familiarize themselves with the content of the elective subject before making their choice. Curriculum plans can be found on our website www.fuds.si under the respective study program/chapter "CURRICULUM".
 - Students who are required to select elective subjects during enrollment and have already completed some of them in advance must still choose the offered subjects on the enrollment form (system setting). After completing the enrollment form, please inform us via e-mail¹ that you have completed the elective subjects in advance, and we will manually update your index.
2. In some days after fulfilling the registration form you will receive a confirmation on your e-mail that the enrollment process is completed.
3. From the academic year 2025/26 on, physical student ID cards are no longer issued, and **only digital student ID cards is be valid**. If you wish to continue using your student ID, you can download the mobile application to your phone. We will send you more information about this later.
4. We will email you the **invoices** for other study contributions²/tuition fee in PDF format. Please check your financial status also in the Web Office on the tab MY FINANCIAL STATUS.
5. Students paying tuition fees will be required to fill in and **mouse-sign** your **Education Contract** in addition to the registration form. The Contract will be saved electronically and does not need to be sent to the Students Office.
6. For the new academic year, you will have the option to order the **Study+ Support** package. If you order the package, a contract will be automatically created for you to fill in and **mouse-sign**. The Contract will be saved electronically and does not need to be sent to the Students Office. You will receive the invoice on your e-mail. After the payment you should send the payment confirmation via e-mail³ in order to enable you the service.
7. If you need a **certificate of registration**, you can print it from the Web Office. Note that you can only print your certificate of registration if you have paid other study contributions/tuition fee/1st instalment of the tuition fee. Printed certificates of registration are hardly used any more, as most social transfer services (e.g. ŠOS, MDDSZ, ZPIZ, ESS, etc.) check your student status in electronic records.

¹ Undergraduate students contact dodiplomski@fuds.si, Master students contact magistrski@fuds.si and PhD students contact doktorski@fuds.si

² In the study year 2026/27 the cost is 100,00 euro.

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RETAKE OPTION: Students who have the option of retake will only be charged the cost of other study contributions (both full and part time students). If you wish to retake a year and would like to know if you have the option to do so, please contact us via e-mail⁴.

PAYMENT OF TUITION: In the academic year 2026/27, tuition fees can be paid as a one-off payment, in 3 or in 8 instalments as follows:

Installments	Payment
1	Full amount at the time of enrollment
3	1 st at enrollment 2 nd in November (last day) 3 rd in December (last day)
8	1 st at enrollment 2 nd – 8 th monthly from November to May (last day)

You will indicate the number of instalments on your registration form.

IMPORTANT: In case you are paying in instalments⁵, an additional 30.00 EUR will be added to tuition fee instalments.

If your tuition fee is paid by a company or another payer, please indicate this on the registration form and attach into the Spletni referat/Web Office a completed **payer's declaration** (form in Spletni referat/Web Office under the menu "VPIS"/"ENROLLMENT").

WARNING: If you do not enrol by 30 September 2026, the faculty will register your status as a **gap-year student** and you will lose your student status. You become a gap-year student automatically, so you do not have to fill in a registration form.

A. What are the conditions for advancement to the next year?

Undergraduate studies:

The condition for advancement to the 2nd year of undergraduate study programmes is 45 ECTS. The condition for advancement to the 3rd year of study is the completion of all the obligations from the 1st year and 45 ECTS from the 2nd year. Advancement to the next year without fulfilling the conditions is possible if the student achieves at least 30 ECTS and submits a request (justified reasons, supporting documents), which is considered by the Student Affairs Committee and a decision on conditional advancement is issued. In order to advance to the next year, candidates must also have passed all differential exams.

Master studies:

The condition for advancement to the 2nd year of master study programmes is 45 ECTS. Advancement to the next year without fulfilling the conditions is possible if the student achieves at least 30 ECTS and submits a request (justified

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⁵ Payment by instalments is available to citizens of Slovenia and other EU and EEA countries. Foreign students from non-EU and non-EEA countries are required to pay their tuition fee as a one-off payment.

reasons, supporting documents), which is considered by the Student Affairs Committee and a decision on conditional advancement is issued.

PhD studies:

Advancement to the 2nd year

In the postgraduate PhD study program, a student must achieve at least 30 ECTS from the first year in order to advance from the first to the second year, submit an application for registering the doctoral dissertation topic approved by the Commission for Science and Research Work, and submit the disposition of the doctoral dissertation signed by the mentor and co-mentor.

Advancement to the 3rd year

The condition for advancing from the second to the third year is the fulfillment of all obligations of the first year in the amount of 60 ECTS and the completed individual work of the second year in the scope of 60 ECTS. Completed obligations of the second year are determined on the basis of the filled-out form Assessment of individual work of the doctoral student (OBR-09), prepared for an individual student by his mentor (please remind your mentor to send the filled-out form no later than September 30th, 2026) and on the basis of the confirmed disposition at the Senate of SASS!!! Advancement to the third year is not possible without passing all the exams from the 1st year.

Registration for the graduate status – an extra year to complete your studies free of charge

WARNING: You can apply for the graduate status if you have not retaken a year or changed the study programme at the level where you are registered. The **graduate status** lasts for 1 year. There are no other conditions (the number of ECTS achieved) for registering for the graduate status.

A registration form must be filled in and other study contributions of 100,00 EUR must be paid.

B. Frequently asked questions

1. Can I advance to the next year if I don't meet the conditions for enrolment in the next year? Students who do not meet the conditions for enrolment in the next year can apply for enrolment in the next year with missing credits - Application for conditional advancement to the next year is submitted in "spletni referat/Web Office".

For justified reasons, such as prolonged illness, exceptional family and social circumstances, special student status, maternity and paternity, etc., your student status can also be extended – this means that you can re-enrol in the same year (your graduate status can also be extended), paying only other study contributions. Your status can be extended for a maximum of one year – Application for status extension is submitted in "spletni referat/Web Office".

WARNING: Please do not submit **applications for conditional advancement and status extension** before the end of the 2025/26 fall exam period (11 September 2026), as these applications will not be considered.

The deadline for submission of applications and requests is three working days before the date of the Committee meeting. Applications and requests received after this date will automatically be included in the next meeting. Incomplete applications will be rejected.

2. When do the committees that consider student applications meet?

The deadline for submission of applications and requests is **3 working days** before the date of the Committee meeting; they should be submitted in **"spletni referat/Web Office"**. Applications and requests received after this date will automatically be included in the next meeting. Incomplete applications will be rejected.

Session dates of the Committee for Academic and Student Affairs – consideration of applications for conditional advancement and extension of status:

21st September 2026.

Session dates of the Committee for Scientific Research Work – confirmation of the topic of the doctoral dissertation, appointment of the committee to assess the disposition of the doctoral dissertation and appointment of the committee for the dissertation seminar.

17th August 2026, 31st August 2026 and 14th September 2026.

Session dates of the Senate – confirmation of the disposition of the doctoral dissertation

End of August and End of September 2026.

More information regarding the submission of applications: ana.mohorc@fuds.si

3. Who can retake a year?

Only students who have not already retaken a year or changed the programme of study at the level at which they are enrolled may retake. You can check with the Students Office whether you have the retake option. Students intending to retake the year should contact the Students Office⁶ before filling in the registration form so that we can prepare the registration form for you. In this case, you will only need to pay the cost of other study contributions⁷.

4. What happens when you lose the student status (when you are no longer eligible for advancement to a higher year, retake option, extension status or graduate status)?

In the case of taking a gap year, the student's obligations (exams, internship, diploma) are **subject to a fee!** The Pricelist SASS is available at <https://www.fuds.si/en/price-list/>

In the case of taking a gap year, the student's obligations may change due to study programme changes/renovations.

We wish you a pleasant summer and we will see you in the fall!

Office for Student and Academic Affairs

⁶ Undergraduate students contact dodiplomski@fuds.si, Master students contact magistrski@fuds.si and PhD students contact doktorski@fuds.si

⁷ Re-enrollment in the same academic year or extension of student status for a foreign student who is a citizen of a third country that does not have a bilateral agreement with Slovenia in the field of higher education costs 1.950,00 EUR.