

Pursuant to the Rules on Fees and Cost Assessment at the University of Ljubljana, adopted by the Governing Board of the University of Ljubljana (hereinafter: GB UL) at its meeting on 25 January 2024,  
UL, Faculty of Mechanical Engineering, Aškerčeva 6, 1000 Ljubljana (hereinafter: the member faculty)

and

DOCTORAL STUDENT

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First name and surname

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Street and house number and city of permanent residence

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Post code

Location of post office

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Country

(hereinafter: the contracting parties)

**hereby enter into the following**

**CONTRACT  
ON EDUCATION IN THE DOCTORAL STUDIES PROGRAMME MECHANICAL  
ENGINEERING in the 2024/2025 academic year**

1.

Through this Contract the contracting parties shall agree on mutual rights and obligations related to the doctoral studies. Those rights and obligations between contracting parties that are not covered in this Contract shall be governed by the Statutes of the University of Ljubljana (Official Gazette of the Republic of Slovenia, No 4/17 and following, hereinafter: UL Statutes), the rules of the member faculty/faculties providing the study programme and other general acts.

2.

The parties to this Contract hereby establish that in the 2024/2025 academic year the student has enrolled in the **2<sup>nd</sup> year** of the doctoral studies programme in MECHANICAL ENGINEERING, in the field (fill in)

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3.

Faculty of Mechanical Engineering undertakes to:

1. provide for organised forms of classes and research in an accredited study programme,
2. organise and provide testing,
3. notify students in a timely and appropriate manner of the time and place of lectures, practical exercises, seminars, consultations and other information important for studies,

4. ensure that the mentor and other providers of the study programme implement it in a timely manner and in accordance with the academic standards at the University of Ljubljana (hereinafter: UL).

4.

The student undertakes:

1. to regularly fulfil their study requirements and research, and consciously contribute to the quality of the study programme,
2. to report in writing to the Doctoral Studies Office of the member faculty at which they are enrolled:
  - a. any change of permanent address, address for notifications and e-mail (within eight days of such change),
  - b. any change of status in accordance with Article 70 of the Higher Education Act (Official Gazette of the Republic of Slovenia, No 32/12 and following, hereinafter: ZViS) and also if they gain the status of young researcher, within eight days of such change in status.
3. in accordance with the Rules on Fees and Cost Assessment at the University of Ljubljana and the provisions of this Contract, to pay the tuition fees for education in the doctoral programme,
4. in accordance with Article 133 of the UL Statutes, to relinquish for free, without exclusion and without limit in space and time the right to store original work in electronic form and to reproduce such work and the right to enable public access to original work on the worldwide web via the University of Ljubljana Repository.

The student is hereby informed that in the event of non-fulfilment of the obligation to notify in accordance with point 2 of the first paragraph of this article, the member faculty may withdraw from this Contract and demand reimbursement of damages.

5.

The student is informed that he/she will be enrolled in a doctoral study programme, for which the University of Ljubljana charges tuition pursuant the Rules on Fees and Cost Assessment at the University of Ljubljana. The member faculty shall issue an invoice to the student for the payment of tuition.

Tuition fees are specified in the UL price list and shall be charged for each academic year.

The tuition fee for the 2<sup>nd</sup> study year in the current academic year is EUR 4.200,00.

The student shall pay the tuition fees for the individual year in four instalments, on the basis of an issued invoice, as follows:

- a) the invoice for the first instalment in the amount of EUR 1.050,00 in accordance with the payment deadline, presumably by the end of the calendar year in which the student is enrolled in the individual year,
- b) the second instalment in the amount of EUR 1.050,00 by 31 March of the academic year,
- c) the third instalment in the amount of EUR 1.050,00 by 30 April of the academic year,
- d) the fourth instalment in the amount of EUR 1.050,00 by 31 May of the academic year, in which the student is enrolled in the individual year.

The basis for co-funding is a **statement**, signed by the student, **which is an annex to this Contract**.

In the event of the student being eligible for co-funding of tuition in the current academic year or following academic year pursuant to the Decree on the Co-funding of Doctoral Studies

(Official Gazette of the Republic of Slovenia, No 22/17 and 105/20) and the Criteria for selection of candidates for co-funding of tuition in doctoral studies, adopted by the UL Senate on 22 September 2020, as amended, regarding which the member faculty will notify the student after enrolment is closed, the student shall pay only the difference between the co-funding amount and the full tuition fees. In this case the amount stated in this notification shall be deemed to be the contractually agreed tuition fee.

If it is subsequently established that the student does not meet the conditions for co-funding tuition in the current academic year despite having signed a statement on meeting these conditions, the member faculty may require the student to pay the tuition amount, which they have received to co-fund their studies.

The parties to this Contract hereby agree that co-funding of tuition is tied to the budget funds of the ministry, responsible for higher education. In the event of any change in the ministry's budget that directly affects co-funding, the parties to this Contract concur that the level of co-funding may be changed, regarding which the student will be notified.

The invoice for tuition shall as a rule be presented in the student's name, but may also be presented to a third person in the event of concluding a Contract on Acceding to Debt, which is concluded for each study year separately.

In the event of a change of payer, the actual fact of the change shall take effect from the day of concluding the Contract on Acceding to Debt. In the event of the invoice not being settled by the person acceding to debt, UL shall claim payment of the invoice from the student.

For late payments, late-payment interest will be charged in accordance with the law. In the event of non-payment of tuition fees, the member faculty shall initiate the procedure of execution for recovery after the reminder procedure has failed.

The member faculty may entirely or partly waive the payment of tuition fees or reduce the fees for a student for justified reasons.

## 6.

Upon enrolment the student shall pay the contributions separately. The contributions are determined in the UL price list for the individual academic year and are not included in the tuition fees.

## 7.

The student is informed that a separate contract on education in MECHANICAL ENGINEERING shall be concluded for each academic year of doctoral studies.

## 8.

Students who conduct research as part of their study programme (work in laboratories, fieldwork, excursions etc.) must have compulsory health insurance pursuant to the regulations governing compulsory health and pension insurance in the Republic of Slovenia. Failing this, the member faculty will not be able to insure them against injury at work and occupational disease.

Students without compulsory health and pension insurance may not conduct research, for which the member faculty is obliged to insure them, as stated in the first paragraph of this article, against the risk of occupational injury and occupational disease.

9.

Students must also pay a part of their tuition fees for the individual year when they withdraw from the study programme before the end of the academic year, based on a written statement, as follows:

- 10% of the tuition fees for the year in which they are enrolled if they withdraw by 31 October of the current year or within 15 days of concluding the Contract,
- 55% of the tuition fees for the year in which they are enrolled if they withdraw by the end of the first semester.

If a student withdraws after the end of the first semester, they shall pay the entire tuition for the year in which they are enrolled. If a student withdraws before the end of the first semester, and up to the time of withdrawal has paid a larger portion of the tuition fee than that set in the first paragraph, the member faculty shall pursuant to the first paragraph of this Article reimburse them for the corresponding proportion of the tuition fee.

10.

If a student fails to complete their studies within the legally provided time limit, the completion of the remaining study requirements shall be charged according to the current UL price list and in accordance with the Rules on Fees and Cost Assessment at the University of Ljubljana for the academic year in which they are completed.

11.

Any amendments to this Contract shall be regulated by the contracting parties in mutual agreement by means of an annex to the Contract.

12.

The contracting parties shall resolve all disputes amicably, and if agreement is not possible such dispute shall be resolved by the court of subject-matter jurisdiction in Ljubljana.

13.

This Contract is drawn up and physically signed in two (2) identical copies, of which each contracting party shall receive one (1) copy.

If the contract is concluded in the form of an electronic document electronically signed with a secure electronic signature by both signatories, each signatory shall receive an identical copy of the signed electronic document.

14.

This Contract is concluded on the day it is signed by both parties.

Ljubljana, on \_\_\_\_\_

Ljubljana, on \_\_\_\_\_

Student  
of doctoral studies

Dean  
Prof. dr. Mihael Sekavčnik

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**Enclosures:**

- Information for doctoral students on the processing of personal data
- Statement on eligibility for co-funding of the tuition fee

### **Information for doctoral students on the processing of personal data**

The University of Ljubljana, Kongresni trg 12, Ljubljana (Data Protection Officer: dpo@uni-lj.si), will process your personal data for the purpose of your studies pursuant to implementation of the Agreement on Education in the Doctoral Studies Programme (legal basis Article 6 (b) GDPR). For the purpose of your studies, your data will be stored permanently. Your personal data will be shared to: users as defined by Higher Education Act (e.g. the Ministry of Higher Education, Science and Innovation, the National and University Library) and to the providers of services with which we have a relevant agreement in compliance with the GDPR (for instance software maintenance providers) and the UL member faculty at which you will pursue your doctoral studies. At the relevant office of the UL member faculty, you can exercise your rights at any time: to access personal data, correct it, restrict its processing and portability. If you do not wish to provide your personal data, which we need for implementation of the study programme, or which are required by law, we will not be able to enrol you. If you think that your rights are not being exercised properly, you can complain to the Information Commissioner (ip-rs.si).