

INSTRUCTIONS FOR ENROLMENT in the academic year 2024/2025

in the 1st year of the doctoral study programme MECHANICAL ENGINEERING

Based on the list of candidates for enrolment in the academic year 2024/2025 provided to us by the Higher Education Application and Information Service of the University of Ljubljana, we would like to inform you that your name is on the list of accepted candidates for enrolment.

We are delighted that you have decided to pursue a doctoral degree in Mechanical Engineering at the Faculty of Mechanical Engineering, University of Ljubljana. **Enrolment in the first year will take place no later than Friday, 20 September 2024.**

ENROLMENT PROCEDURE

- **OBTAINING A DIGITAL IDENTITY**

To use the University of Ljubljana's information services, you need an UL-ID digital identity. Please obtain it and set a password on the ID Portal website:

<https://id.uni-lj.si> → Digital identity → [Collecting a digital identity](#)

Enter the information exactly as shown here:

Example:

First name:	Janez
Last name:	Novak
Registration number:	23243000
Name of member:	Faculty of Mechanical Engineering

Your digital identity will be activated **30 minutes after collection**.

Note: If you are experiencing problems obtaining your UL-ID digital identity, please report the error on the website <https://id.uni-lj.si> → [Reporting an error](#).

For information on the information services you can access with your username and password, please visit http://www.uni-lj.si/studij_na_univerzi/it_storitve.aspx.

- **ACTIVATION OF THE UNIVERSITY EMAIL ADDRESS**

You will receive notification of your successful enrolment (invoice for enrolment fee) and any other notifications from the faculty only to your registered university or student email address, so please activate it on the ID Portal website:

<https://id.uni-lj.si> → [Email](#)

- **E-REGISTRATION**

a) Preparing a photo for a student card:

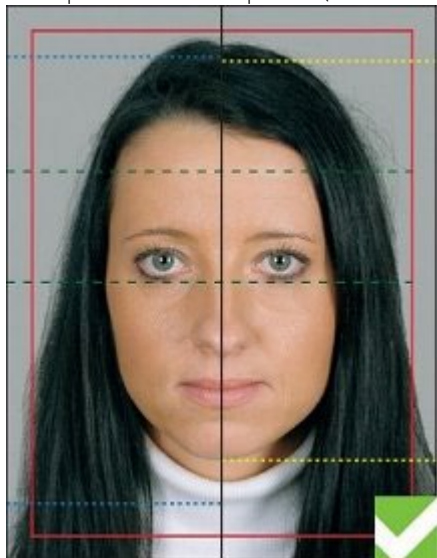
The Higher Education Act stipulates that student cards must include a photograph. A student card with a photograph will be issued to all students enrolling in UL for the first time in the 2023/2024 academic year or changing their course in the 2023/2024 academic year.

You will need to upload a photo of yourself when you fill in your registration form, so make sure you have your photo ready before you fill in your registration form. Just as the photo appears on the enrolment form when uploaded, it will also be printed on the student card. So please be meticulous when preparing and submitting your photo.

The photograph must be the one required for the identity card (see the [Ministry of the Interior website](#) for further instructions). Students must be photographed from the front, with the forehead and face

uncovered, without a hat, cap, or headscarf. There should be no items or objects in the background. The photo must be portrait, with no border or frame. **The image must be in JPG format and at least 400 pixels wide and 503 pixels high.** If your photo does not meet the minimum size and resolution requirements, you will not be able to submit your entry form and complete your enrolment.

Example of a correct photo (source Ministry of the Interior):



The student is solely responsible for the appropriateness of the photo. If the photo submitted on the enrolment form does not reflect your true image (e.g., you are not alone in the photo, the photo does not have a neutral background), we **will not** issue you with a student card. The cost of issuing a new card is borne by the student himself/herself, the card is calculated in accordance with the [Price List of the University of Ljubljana](#).

b) After 30 minutes have passed, log into the Higher Education Information System (VIS) via the UL FS website <https://visfs.uni-lj.si/>. Enter your username and password and confirm your entry.

Your username (example): aa1111@student.uni-lj.si

Your password: you set it when you obtained your digital identity

1. Once you have accessed your personal page in VIS, select **Registration form/Enrolment** from the menu on the left.
When filling in the registration form, please make sure that all the information you enter is correct (personal details and home address as on the identity document, name of the secondary school you graduated from – do not use the abbreviation of the secondary school, but the full name as it appears on the certificate, etc.). To make it easier and quicker for us to inform you of any changes to lectures, exam dates, etc., please enter your email address and mobile phone number.
2. If you would like to receive SMS notifications (exam results), please select the "SMS Notification" option on the registration form. **If you do not want to receive SMS notifications, leave the box blank.** Students are not obliged to subscribe to SMS notifications. The price of an SMS alert is € 5, according to the University of Ljubljana price list for the academic year 2024/25.
3. Once you have filled in all the required information on the registration form, confirm your entry by clicking the **Confirm** button.
4. The information you have entered will appear on the screen again for you to check. If the information you have entered is correct, you can submit your registration form by clicking **Confirm**.
5. When the enrolment form has been successfully submitted, you will see **REGISTRATION SUCCESSFULLY COMPLETED** on your screen.

DO NOT SEND your registration form, as it is automatically fed into the VIS system.

You MUST send/deliver the following documentation to the Faculty:

1. **Proof of payment of tuition fees** (not applicable for self-paying students – see *note 1*).
 - a. Young researchers must provide the FME with a statement from their mentor,
 - b. while assistants and employees of the FME submit a proposal for referral to professional education.
 - c. The applicant must submit a Debt Accession Agreement (2 copies) if a third party (e.g., a company) is paying the tuition fees.
2. **Contract on education (2 copies)**.
3. **Agreement to co-fund doctoral tuition fees** – anyone applying to co-fund a doctoral programme must also comply with this agreement – the terms and conditions are set out in the agreement. (THIS STATEMENT DOES NOT APPLY TO YOUNG RESEARCHERS).
4. **Researcher's declaration of commitment to the ethical principles of the UME**
5. **Statement that you are not also enrolled at another faculty.**

Once you have completed (confirmed) your enrolment (within a few working days of submitting your enrolment form), you will:

- receive an **invoice for the registration fee and tuition fees** by email (not applicable to FME staff) – see also *note 1*. You also have an archive of all issued invoices in the VIS.
- be able to print your **certificate of enrolment** (in Slovenian and English) **in the VIS system** (VIS: "My data > Certificate of enrolment / Certificate of examination results").
- receive **1x signed contract**
- received **1x Debt Accession Agreement** (*only in the case of tuition payment by a third party*)

(note: You will receive your student card at a joint induction meeting with your mentors in mid-October)

Note 1:

You will receive a **tuition payment slip** (applicable only to self-paying students) by **e-mail after enrolment**. If you are applying for co-funding, invoices for the unfunded portion of tuition fees will not be sent until the co-funded portion of tuition fees is known (in November).

You will receive an **enrolment fee slip** (valid for self-paying students and students whose fees are paid by a third party) by **e-mail after enrolment**. Do not send proof of payment.

There are several ways to deliver your **application documents**:

- **by post to:** Faculty of Mechanical Engineering, Aškerčeva 6, 1000 Ljubljana, marked "ENROLMENT– 3rd cycle".
- **drop it in the letterbox** opposite the Student Affairs Office **in the main corridor on the 1st floor or hand it in at the Student Affairs Office by 15:00** (there are no opening hours for 3rd cycle).
- If you have a digital signature, you can **digitally sign the requested documents and email them** to doktorski@fs.uni-lj.si.

The last day of enrolment to 2024/2025 academic year is 20 September 2024.