

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 6th meeting on 29 January 2026, UL Faculty of Mechanical Engineering (Aškerčeva ul. 6, Ljubljana) (hereinafter: the member faculty)

and

DOCTORAL STUDENT

First name and surname

Street and house number and city of permanent residence

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Post code

Location of post office

Country

(hereinafter: the contracting parties)

hereby enter into the following

**CONTRACT
ON EDUCATION IN THE DOCTORAL DEGREE PROGRAMME MECHANICAL
ENGINEERING in the 2026/2027 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 degree programme and other general acts.

2.

The parties to this Contract hereby establish that in the 2026/2027 academic year the student has enrolled in the **4th year** of the doctoral degree programme in MECHANICAL ENGINEERING, in the field _____

3.

UL Faculty of Mechanical Engineering undertakes to:

1. provide for organised forms of classes and research in an accredited degree 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 supervisor and other providers of the degree 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 to:

1. regularly fulfil their study obligations, carry out research work, and contribute to the quality of the degree programme,
2. notify in writing the Doctoral Studies Office of the member faculty or academy at which they are enrolled of:
 - a. any change of permanent address, address for service and notices and e-mail address, within eight days of such change,
 - b. any change or termination of student status in accordance with the law governing higher education, as well as acquisition of the status of a young researcher, within eight days of such change.
3. Pay the tuition fee for the doctoral degree programme in accordance with the Rules on Fees and Cost Assessment at the University of Ljubljana and the provisions of this Contract,
4. in accordance with the Statutes of the UL, grant to the UL, free of charge, on a non-exclusive basis and without territorial or time limitation the right to store the final work in electronic form, the right of reproduction, and the right to make the final work available to the public on the World Wide Web through the Repository of the UL.

The student is informed that failure to comply with the notification obligation referred to in point 2 of the first paragraph of this Article may constitute grounds for the UL to terminate this Contract and claim compensation for any resulting damages.

5.

The student is informed that he/she will be enrolled in a doctoral degree 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 **4th study year** in the current academic year is EUR **4.000,00**.

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 1.000,00 in accordance with the payment deadline, presumably by the end of the calendar year in which the student enrolled in the individual year,
- b) the second instalment in the amount of EUR 1.000,00 by 31 March of the academic year in which the student is enrolled in the individual year,
- c) the third instalment in the amount of EUR 1.000,00 by 30 April of the academic year in which the student is enrolled in the individual year,
- d) the fourth instalment in the amount of EUR 1.000,00 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 degree 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 degree 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

Prof. Dr. Jernej Klemenc,
Dean

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

Your personal data will be processed by the University of Ljubljana (UL), Kongresni trg 12, 1000 Ljubljana, Slovenia, as the data controller. For any questions regarding the protection of personal data, you may contact the Data Protection Officer of the University of Ljubljana at dpo@uni-lj.si.

The UL will process your personal data for enrolment, implementation of the doctoral study programme, maintenance of study records, fulfilment of obligations arising from the doctoral education agreement, calculation and payment of tuition fees, exercise of rights and obligations arising from the study or contractual relationship, and fulfilment of the University's statutory obligations.

The legal basis for processing personal data is the performance of the doctoral education agreement or steps taken prior to entering into such an agreement, where applicable, and the fulfilment of statutory obligations of the University under regulations governing higher education, record-keeping, accounting documentation, and documentary and archival material.

For the purposes of conducting studies, maintaining study records and issuing public documents, personal data are retained permanently or in accordance with applicable regulations governing higher education and the retention of documentary and archival material. Data processed for accounting, contractual or other related purposes are retained in accordance with applicable regulations and retention periods for the relevant type of documentation.

Your personal data may be disclosed to users, where provided by law, in particular to the competent ministry, the National and University Library, and other competent authorities or institutions where a legal basis exists. Data may also be disclosed to the member faculty or academy of the UL at which you will pursue your doctoral studies, and to contractual processors with whom the UL has concluded appropriate agreements in accordance with personal data protection regulations, such as providers or maintainers of information systems.

In relation to the processing of your personal data, you may exercise, under the conditions laid down by personal data protection regulations, the rights of access, rectification, restriction of processing, erasure, data portability and objection. To exercise your rights, you may contact the student affairs office of the member faculty or academy of the UL at which you are enrolled, or the University of Ljubljana.

If you do not provide the personal data necessary for enrolment, implementation of studies, fulfilment of contractual obligations or fulfilment of the University's statutory obligations, enrolment in or implementation of the selected doctoral study programme will not be possible.

For assistance or advice in exercising your rights, you may contact the Data Protection Officer at dpo@uni-lj.si. If you believe that your personal data are being processed in breach of applicable regulations, you may lodge a complaint with the Information Commissioner of the Republic of Slovenia.