

## Useful information:

# Admission procedure - enrolment in undergraduate and postgraduate study programmes at IBS

Enrolment in the undergraduate and postgraduate programmes is open to anyone who wants a degree in modern, practical and employable programmes.

Enrolment in a study programme follows a set process. First there is the application, which is for information purposes only (only enrolment becomes binding), then the admissions process, and only then enrolment. You are invited to enrol if we find that you meet the eligibility criteria.

**Step 1:** Choose your study programme.

**Step Two:** Check the application

deadlines. **Step 3:** Check the entry

requirements. **Step 4:** Fill in the

[application form](#).

**Step 5:** Wait for the results of the selection process.

**Step 6:** Enrol in a study programme.

**Step 7:** Start studying.

## Application and enrolment deadlines

Applicants for admission to undergraduate and postgraduate part-time and distance learning programmes have three application deadlines.

### APPLICATION DEADLINES FOR PART-TIME UNDERGRADUATE STUDY PROGRAMMES

1. Application deadline: 17 February 2023 to 30 June 2023
2. deadline for applications: 1 July 2023 to 10 September 2023
3. deadline for applications: 11 September 2023 to 20 September 2023

### APPLICATION DEADLINES FOR PART-TIME POSTGRADUATE PROGRAMMES

1. Application deadline: 17 February 2023 to 30 June 2023
2. deadline for applications: 1 July 2023 to 10 September 2023
3. deadline for applications: 11 September 2023 to 20 September 2023

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If you receive a positive answer based on the results of the selection procedure, please follow the IBS instructions for enrolment.



To enrol, you will need:

- Receipt for payment of tuition fees according to the invoice received,
- proof of payment of the registration fee according to the invoice received,
- a registration form, which you fill in and sign when you receive it,
- two signed copies of the agreement on mutual rights and obligations when studying at IBS (print both copies, enter your personal data and sign) or an electronically signed copy of the agreement,
- a recent photograph of 3.5 x 4.5 cm (as for an identity document),
- any missing documents that were included in the application for admission.

We do not need to send the enrolment certificate and contracts by post, as long as they can be signed electronically and sent to [referat@ibs.si](mailto:referat@ibs.si). The student also sends the confirmation of payment of the tuition and enrolment fees (and any other documents) to [referat@ibs.si](mailto:referat@ibs.si), on the basis of which the student's enrolment will be successfully completed by the Registrar's Office. If the student fails to submit the tuition fee and registration fee payment receipt or fails to pay the tuition fee and registration fee in accordance with the invoice or by 30 September at the latest for the academic year in which the student is enrolled, the enrolment procedure will be terminated and enrolment will not be possible. The student will receive notification of the successful completion of the enrolment process at his/her e-mail address. At that time, the student will also receive a signed contract and a Certificate of Enrolment.

## Entry requirements

### UNDERGRADUATE STUDY PROGRAMME:

Individuals who meet one of the following conditions can apply for a Bachelor's degree programme at IBS:

- pass the General Baccalaureate,
- pass the vocational baccalaureate,
- completed any 4-year secondary education programme before 01.06.1995.

You do not need to provide a certificate of secondary education at the time of application, unless you have completed your secondary education with a Leaving Certificate or abroad.

The above conditions also apply to candidates who have completed equivalent training abroad.

**In the case of foreign nationals enrolled in study programmes conducted in Slovenian, a certificate of Slovene language proficiency (B2) is also required.**

### POSTGRADUATE PROGRAMME:

Individuals who meet one of the following conditions can apply for a **postgraduate programme** at IBS:

- students who have completed a first cycle degree programme in a relevant field of study (social sciences) and have achieved a minimum of 180 ECTS credits
- students who have completed a higher professional degree in a relevant field (social sciences)
- students who have completed equivalent study programmes in other fields of study and have completed additional study requirements as determined by the IBS Senate.

The above conditions also apply to candidates who have completed equivalent training abroad.

**In the case of foreign nationals enrolled in study programmes in Slovene, a certificate of Slovene language proficiency (B2) is also required.**



## Enrolment in a higher year

Students who meet the conditions for advancement in accordance with an accredited publicly valid study programme may be promoted to a higher year of study. Those who fulfil the conditions for admission to the upper year may submit their admission form for admission to the upper year from the second half of August until 30 September. **After this date, enrolment is no longer possible.** Before enrolling, please check that you have paid all your financial obligations for the previous academic years, as this is one of the conditions for admission to the upper year.

### THE CONDITIONS FOR PROMOTION:

Programme	Conditions for promotion
Undergraduate studies: International business with foreign languages	The conditions for entry to the second year are: 45 ECTS out of 60 ECTS of the first year study programme  The conditions for entry to the third year are: 45 ECTS from the second year and at least 50 ECTS from the first year
Undergraduate studies: Direction: International Business with Sustainable Development	The conditions for entry to the second year are: 45 ECTS out of 60 ECTS of the first year study programme  The conditions for entry to the third year are: 45 ECTS from the second year and at least 50 ECTS from the first year
Undergraduate studies: International Business and Public Administration	The conditions for entry to the second year are: 45 ECTS out of 60 ECTS of the first year study programme  The conditions for entry to the third year are: 45 ECTS from the second year and at least 50 ECTS from the first year
Postgraduate studies: International business and sustainable development	The conditions for entry to the second year are: 45 ECTS out of 60 ECTS of the first-year study programme

### HOW TO ENROL IN A HIGHER YEAR:

To enrol in a higher year, you will need:

- Receipt for payment of tuition fees according to the invoice received,
- proof of payment of the registration fee according to the invoice received,
- a completed registration form, which you print and sign,
- two signed copies of the agreement on mutual rights and obligations when studying at IBS (print both copies, enter your personal data and sign) or an electronically signed copy of the agreement.

You do not need to send us your enrolment certificate and contracts by post, as long as you can sign them electronically and send them to [referat@ibs.si](mailto:referat@ibs.si) The student also sends the tuition fee payment receipt to [referat@ibs.si](mailto:referat@ibs.si).



the registration fee (and any other documents), on the basis of which the student's enrolment in the upper year will be successfully completed by the registrar's office. If the student fails to submit a receipt for the tuition fee and registration fee or fails to pay the tuition fee and registration fee in accordance with the invoice or by 30 September at the latest for the academic year in which the student is enrolled, the enrolment process will be terminated and enrolment will not be possible. The student will receive notification of the successful completion of the enrolment in the higher year of study at his/her e-mail address. At that time, the student will also receive a signed contract and a Certificate of Enrolment.

## Repeating a year

Students may repeat a year if they have never changed their study programme before and if they have not yet used the option to repeat a year at IBS. Students wishing to re-enrol must submit an application to the Registrar's Office at the following e-mail address: [referat@ibs.si](mailto:referat@ibs.si) The application must be accompanied by a SIGNED declaration that during the period of study the student has not changed the study programme or course of study, or repeated a year at any higher education institution in the Republic of Slovenia. By signing the declaration, the student assumes criminal and material responsibility and authorises IBS to verify the accuracy of the declaration and, where necessary, to obtain information from official records.

The student should send the application for repeating the year together with the relevant supporting documents to IBS, Dunajska cesta 158, 1000 Ljubljana or send the electronically signed application to [referat@ibs.si](mailto:referat@ibs.si).

When the IBS Registrar's Office receives a Repeat Application Form, the Registrar's Office prepares the appropriate enrolment form, which is forwarded by the student.

### THE COST OF REPEATING A YEAR:

The tuition fee for repeating a year and the amount of the enrolment fee are published in the IBS price list, which is available on the IBS website at the link [Price list of tuition fees and contributions for studies at IBS](#) The tuition fee for repeating a year and the enrolment fee must be paid together by the time of enrolment. The tuition fee for repeating a year and the enrolment fee must be paid together by the time of enrolment.

Before enrolling, please check that you have paid all your financial obligations for the previous academic years, which is one of the requirements for enrolment.

The student **retains his/her student status** during the period of repetition.

**Important note: Students cannot repeat the 3rd year, in case of failure to complete their studies, they must apply for a graduate traineeship.**

## Conditional entry

Exceptionally, a student may enrol in a higher year even if he/she has not fulfilled all the requirements and conditions for promotion to a higher year and if he/she has **valid reasons** for doing so, as set out below.

### THE REASONS AND SUPPORTING DOCUMENTS REQUIRED:

**Maternity during studies** - proof: extract from birth register. Student mothers who give birth during the current academic year have the right to extend their student status for one year for each live birth, provided they have student status during the current academic year.

**Risky pregnancy during the current academic year, regardless of the expiry date** - proof: certificate



from a gynaecologist.

**Paternity in the first year of the child's life, if the father lives in the same household as the child and is entitled to childcare leave** - birth registration certificate, certificate of sharing a household, certificate of taking childcare leave.



**Illness of at least three months' duration at the time of the lectures** - a numbered medical certificate from a personal doctor describing the illness and the duration of treatment, or an inventory of the illness from a specialist, or a hospital discharge certificate. The medical certificate must state the date of absence. During the period of absence, the student may not take examinations and other obligations, as evidenced by the official records of the VIS.

**Death of a student's family members (mother, father, brother, sister, husband, wife, child) during the examination periods of the current academic year** - proof by an extract from the register of deceased persons, birth registers showing the relationship, in the case of members of a joint household - a certificate of joint household.

**Difficult social situation of the student's family, registered at the Centre for Social Work, which has hindered the student's academic engagement during the examination periods of the current academic year** - proof: a certificate from the Centre for Social Work showing the occurrence of the social situation in the period of at least one month prior to the examination period.....

**Outstanding activity in the artistic, cultural, humanitarian, sporting and research fields during the examination periods** - proof: certificate of outstanding activity issued by the relevant umbrella organisation.

**Education on two or more study programmes** - proof: enrolment certificate.

**At least 3 months' education abroad** - proof: proof of education abroad.

The interpretation and criteria for the above reasons are the responsibility of the Student Affairs Committee.

Students who wish to enrol in a higher year in the following academic year on an exceptional (conditional) basis must submit an application to the Student Affairs Committee. The completed application form together with the relevant supporting documents should be sent by registered post to IBS, Dunajska cesta 158, Ljubljana or electronically signed to [referat@ibs.si](mailto:referat@ibs.si).

#### THE COST OF CONDITIONAL ENROLMENT:

The CONDITIONAL ENTRY application fee is EUR 100, plus an enrolment fee of EUR 250 at the time of enrolment. There are no other costs. When filling in the UPN payment order, please indicate S100 and the enrolment number in the reference, the name and surname of the student and the CONDITIONAL ENTRY in the purpose of payment.

Students who are granted conditional enrolment by the Commission must comply with the following: After the decision of the Academic Affairs Committee has been notified to you, we will prepare an enrolment form for you, which you must fill in and send signed to [referat@ibs.si](mailto:referat@ibs.si).

Before enrolling, please check that you have paid all your financial obligations for the previous academic year, which is a condition for conditional enrolment.

## Graduate traineeship

If a student has not completed all the requirements and the final thesis in the final year and has not yet repeated the year or changed study programme, he/she may apply for a graduate traineeship.

Students wishing to take up a graduate traineeship in the following academic year must submit an application. The application must be accompanied by a SIGNED DECLARATION that the student has not changed his/her study programme or course or repeated a year at any higher education institution in the Republic of Slovenia during his/her studies. By signing the declaration, the student assumes criminal and



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material responsibility and authorises IBS to verify the accuracy of the declaration and, where necessary, to obtain information from official records.

The student should send the application together with the relevant supporting documents to IBS, Dunajska cesta 158, 1000 Ljubljana or send the signed application electronically to [referat@ibs.si](mailto:referat@ibs.si).





## HOW TO ENROL IN A GRADUATE TRAINEESHIP:

If the IBS approves your Extension of Studies (Graduate) Application, we will prepare an enrolment letter and contract for you and send them to you for signature. We do not need to send you the enrolment letter and contracts by post, as long as you can sign them electronically and send them to [referat@ibs.si](mailto:referat@ibs.si) together with a receipt for payment of tuition and registration fees (and any other documents such as a Payer's Declaration, etc.), on the basis of which the student's enrolment will be successfully completed by the Registrar's Office. If the student fails to submit the tuition fee and registration fee payment receipt or fails to pay the tuition fee and registration fee in accordance with the invoice or by 30 September at the latest for the academic year in which the student is enrolled, the enrolment process will be terminated and enrolment will not be possible. The student will receive notification of the successful completion of the enrolment process at his/her e-mail address. At that time, the student will also receive a signed contract and a Certificate of Enrolment.

Before enrolling, please check that you have paid all your financial obligations for the previous academic years, as this is one of the requirements for enrolment.

## GRADUATE TRAINEESHIP COSTS:

The tuition fees and registration fees for the graduate internship are published in the IBS price list, which is available on the IBS website at the link [Price list of tuition fees and fees for studies at IBS](#). The tuition fees for the graduate internship and the registration fees must be paid by the time of enrolment, otherwise enrolment in the graduate internship will not be possible. The IBS price list is available on the IBS website at the link [Price list of tuition fees and fees for studies at IBS](#).

# Extension of student status

According to the Higher Education Act, which stipulates that "in the event that a student fails to enrol in the next year or semester during the course of his/her studies, the student's student status may be extended for justified reasons, but not for more than one year", the student's student status may be extended if:

- the student does not graduate from the first- or second-level study programme within 12 months of the end of the last semester, if the student has not repeated a year of study or changed the study programme or course during the period of study;
- the student does not graduate from the first- or second-level study programme at the end of the last semester if, during the period of study, the student repeated a year or changed the study programme or course of study;
- the student does not enrol in the next year or semester during the course of the course;
- the student does not complete the second cycle of the single master's degree programme within 12 months of the end of the last semester.

Students on first- or second-level programmes can only extend their status once, for a maximum of one academic year, without losing the right to an additional year after the final year of study.

The interpretation and criteria for the above reasons are the responsibility of the Student Affairs Committee.

## HOW TO EXTEND YOUR STUDENT STATUS

A student who has valid reasons for failing to complete his/her studies must submit an application for an extension of his/her student status to the Student Affairs Committee. The student must send the application for extension of student status to the following e-mail address: [referat@ibs.si](mailto:referat@ibs.si). The student must also attach to the application a receipt for payment of the application for extension of student status.



### THE COST OF EXTENDING YOUR STUDENT STATUS:

There is an application fee of EUR 100 to renew your student status, plus an enrolment fee of EUR 250 at the time of enrolment. There are no other fees. When filling in the UPN payment order, please indicate SI00 and the enrolment number in the reference, the name and surname of the student and the EXTENSION OF STATUS in the purpose of payment.



Students who are granted an extension of their student status by the Commission must comply with the following: After the decision of the Student Affairs Commission has been notified to you, we will prepare an enrolment form for you, which you should fill in and send signed to [referat@ibs.si](mailto:referat@ibs.si).

Before enrolling, please check that you have paid all your financial obligations for the previous academic year, as this is a condition for renewing your student status.

## Price list for student services

The current price list of tuition fees and fees for studies at IBS is available at the link [Price list of tuition fees and fees for studies at IBS](#) . Tuition fees and fees must be paid together by the time of enrolment, otherwise enrolment at IBS is not possible and the enrolment process is terminated.

## Recognition of skills

After enrolment in a study programme, a student may submit a complete application to the Registrar's Office for the recognition of study requirements completed in the framework of other study programmes at another faculty by completing the form: Application for Recognition of Study Requirements published on the website (2\_IBS\_Application for Recognition of Study Requirements) and sending it to [referat@ibs.si](mailto:referat@ibs.si)  
The following must be attached to the application:

- Certificate of passing the exam(s);
- The approved course syllabus (curriculum) of the course you wish to have recognised;
- Applicants for admission to study at IBS who wish to receive a decision of the Commission for Academic Affairs on the recognition of examinations passed at other faculties before admission must also attach to their application a receipt for the costs of the decision in the amount of EUR 300.

### Payment details:

IBS International Business School Ljubljana, Dunajska cesta 158, 1000 Ljubljana  
Transaction account: SI56 0202 7025 3515 326 opened with NLB d.d.,  
Amount: 300,00 EUR  
SWIFT: LJBASI2X  
Purpose of payment: application for recognition of study requirements

### RECOGNITION OF FORMAL AND INFORMAL KNOWLEDGE

Students can apply for recognition of formal and informal knowledge at the Student Affairs Commission. Applicants submit a request for recognition for ALL the subjects they wish to have recognised in the course of their studies (not just the subjects for the year in which they are enrolled or registered). We will only consider a student's request once, unless he/she acquires new formal knowledge in the course of his/her studies.

Based on the decisions on the recognition of formal or informal knowledge, students can apply for a reduction in tuition fees for the current academic year. Only fully recognised study requirements will be taken into account for the reduction of tuition fees. A copy of the decision must be attached to the application for a reduction in tuition fees. The application for a reduction in tuition fees may be submitted no later than 8 days after receipt of the decision granting the reduction, otherwise the application will not be granted.



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The IBS Board of Student Affairs will recognise candidates/students for the acquisition of knowledge, skills or competences which, in terms of content and complexity, correspond in whole or in part to the general and/or subject-specific competences defined by the study programme, where the knowledge is acquired through formal learning and evaluated by means of an appropriate certificate, all on the basis of the criteria laid down by law (as defined in the Higher Education Act).



67/1993 with amendments and the Criteria for Transitions between Study Programmes, Official Gazette of the Republic of Slovenia, No. 95/2010 with amendments).

The basic criterion for recognition or non-recognition is the comparability of knowledge acquired elsewhere with the units of learning, skills and competences on the programme of study to which the candidate will be enrolled.

### INFORMAL RECOGNITION OF SKILLS

Recognition of non-formally acquired knowledge and skills is open to applicants who wish to have their non-formally acquired knowledge and skills taken into account as a condition for entry or as part of the requirements of a study programme in which they are already enrolled. The applicant must provide all the supporting documents necessary for the evaluation of the non-formally acquired knowledge and experience. The process of evaluation and recognition of non-formally acquired knowledge and skills may be subject to a fee based on a price list adopted by the IBS Governing Board.

The process of recognition of non-formally acquired knowledge and skills is initiated at the request of the candidate, who submits to the Rector's Office a written Application for Recognition of Non-Formal Knowledge and Skills, available on the IBS website (Application 3\_IBS Form\_Application for Recognition of Non-Formal Knowledge and Skills) A list of supporting documents is a compulsory part of the application.

### RECOGNITION OF FOREIGN EDUCATION FOR THE PURPOSE OF FURTHER EDUCATION AT THE IBS

Anyone who holds a foreign education certificate and wishes to continue their education in the Republic of Slovenia must obtain a decision on the recognition of foreign education in order to continue their education in the Republic of Slovenia. The process of recognition of foreign education starts with the eVŠ application. The procedure is managed by the authorised person where the candidate has applied to study.

The time limit for issuing a decision is two months from the date of receipt of the complete application.

For the process of recognition of foreign education for the purpose of further education at IBS, the following documents must be submitted upon enrolment:

- a copy of the certificate of completion of secondary education,
- copies of certificates from at least the last two years of secondary school, or evidence of the content and duration of the course and the obligations fulfilled during the course,
- Certified translations of your school leaving certificate and the last two years of secondary school into Slovenian, English or German,
- a chronological description of the training, prepared and signed by the charter holder.

## Performing study requirements without status

### PAVZERJI

Persons whose student status has expired and who have not completed the prescribed study requirements during the academic year will be granted the status of a pause-taker.

Students who do not meet the conditions for promotion to a higher year or repetition of a year by 30 September of the current academic year will be given a provisional enrolment list. This means that the person does not have the status of a student, but if he/she wishes, he/she can still take the missing requirements, according to the IBS guidelines.



Once a person without student status has passed the missing exams, he or she can apply to continue his or her studies in the following academic year, enroll in a higher year and regain student status. The examination fees for the person without status are charged in accordance with the IBS price list available on the IBS website at the link [Price list for tuition fees and fees for studies at IBS](#) (examination fees for non-enrolled students).



## CITIZENS

Persons who have not yet been enrolled at IBS may take individual courses as citizens. In this case, they must complete the registration process. By registering, the student does not acquire the status of a student, but he/she does acquire the right of access to the study environments and information support.

The registration is done by filling in the Application Form for Studying without Enrolment at IBS published on the IBS website (4\_Form IBS\_Application Form for Studying without Enrolment). The completed form is to be submitted to the Registrar's Office at the e-mail address [referat@ibs.si](mailto:referat@ibs.si) or sent by registered mail to IBS, Dunajska cesta 158, 1000 Ljubljana. The completed form must be accompanied by a Confirmation of Payment of Enrolment Fee. The tuition fees are paid in accordance with the IBS price list available on the IBS website at the link [Price list of tuition fees and fees for studies at IBS](#) (examination fee for students who are not enrolled).