

Procedure for recognition of prior education

Candidates who have completed undergraduate or graduate study programme abroad (not Slovenia) may enrol in the first year of doctoral study programme if they complete the procedure of recognition of foreign education. The recognition procedure is a part of the enrolment procedure. The candidate submits the recognition application together with the study enrolment application (on the web portal eVŠ: <https://portal.evs.gov.si/prijava/?locale=en>).

Candidates are required to upload the following documents on the Evš portal together with the application form:

- Scan/photo of your Master diploma or certificate of completion of your Master study,
- Scan/photo of your Bachelor diploma,
- Scan/photo of your transcripts of records of your Bachelor and Master study,
- Scan/photo of English or Slovene official translation of your diplomas and transcripts of records,
- Signed short chronological description of your entire education (see the sample below),
- Copy of your passport.

The electronic versions of documents shall be verified by the issuing institution at our request.

The process lasts approximately **two months** from submitting a complete application.

Further information regarding recognition procedure:

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A short chronological description of entire education

Name and Surname

Primary School

Name of School: S.R.J.K. (C) Ave Maria Convent, Ipoh (Malaysia)

Duration of education: 6 years (1992 – 1998)

Title acquired: Completed Standard 1 to Standard 6, passed UPSR (Primary School Evaluation Test)

Secondary School

Name of School: S.M.J.K. Ave Maria Convent, Ipoh (Malaysia)

Duration of education: 5 years (1998 – 2003)

Title acquired: Completed Form 1 to Form 5, passed PMR (Lower Secondary Assessment Test) and SPM (Malaysian Certificate of Education)

Pre-university Studies (High School)

Name of School: S.M.J.K. Sam Tet, Ipoh (Malaysia)

Duration of education: 2 years (2003 – 2005)

Title acquired: Completed Form 6, passed STPM (Malaysian Higher School Certificate)

Graduate Studies - Bachelor

Name of School: Northern University of Malaysia – UUM (Malaysia)

Duration of education: 4 years/8 semesters (2005 – 2009)

Title acquired: Bachelor in Hospitality Management (with Honours)

University website address: _____

Contact at the University (for verification of authenticity of Diploma/Certificate):

Name: _____

-mail: _____

Graduate Studies - Master

Name of School: Northern University of Malaysia – UUM (Malaysia)

Duration of education: 2 years/4 semesters (2010 – 2012)

Title acquired: Master in Hospitality Management (with Honours)

University website address: _____

Contact at the University (for verification of authenticity of Diploma/Certificate):

Name: _____

-mail: _____