

**ENROLMENT IN 2ND YEAR OF DOCTORAL STUDIES
 in the academic year 2025/2026 (from September 1 till September 30, 2025)**

When a student fulfill conditions for enrolment in the **2nd year of doctoral studies**, we prepare a **registration form for the academic year 2025/26** in your [Web Office MY FDV](#). A student needs to fill it and save it online (printing is not required).

Please **print and sign** (button »**PRINT CONTRACT ON EDUCATION**«) **contract on education and statement for co-funding** (if you fulfill requirements) and **send them by regular post** as soon as possible but not later than on **September 26, 2025** to:

FAKULTETA ZA DRUŽBENE VEDE / FACULTY OF SOCIAL SCIENCES
 Student Affairs Office – Doctoral study
 Kardeljeva ploščad 5
 SI – 1000 Ljubljana

The **invoice for registration fee** will be send to you via **university e-mail** after the enrolment and it will be available also in web office MY FDV (button "Other" - "Finance").

The **invoice for tuition fee** will be issued probably till the end of November when we receive the results of co-funding (please see the [requirements for co-funding](#)).

CERTIFICATE OF ENROLMENT

After we will receive a signed contract on education, we will finish enrolment and then you will be able to print out your **certificate of enrolment** from your account at "MY FDV" – **Web office – Other – Registration certificate**. Here you can also print out **a transcript of records**.

STUDENT CARD

You can obtain a new sticker for the 2025/26 academic year in a Student Affairs office (DS-06) during official hours or by appointment via e-mail doctoral.studies@fdv.uni-lj.si at any other time.

Curricula of the 2nd year of doctoral study

2nd year			
1.	External course	External elective course	10 ECTS
2.	Research work	Elaboration of the thesis proposal	15 ECTS
		Registration and public presentation of the doctoral thesis topic	15 ECTS
		Work on academic article	20 ECTS

EXTERNAL ELECTIVE COURSE

Students choose an external elective course in consultation with their supervisor when they enrol in the second year of doctoral studies. An external elective course can be:

1. A course from another study field within the Interdisciplinary doctoral study programme Humanities and Social Sciences ([Course Syllabuses Humanities and Social Sciences 2025/26](#));
2. A course that is accredited in other 3rd cycle study programmes at other faculties or universities - at home or abroad, e.g:
 - In the academic year 2025/2026, the Faculty of Computer and Information Science (UL FRI) will once again offer two elective subjects in the field of artificial intelligence for doctoral students: [Machine Learning and Artificial Intelligence](#) and [ChatGPT for Researchers](#);
3. A course from the UL generic knowledge set;
4. Course(s) from the summer schools for doctoral students, for which credit points are awarded, e.g:
 - [Summer school in survey methodology](#),
 - [ECPR Summer school](#),
 - [Summer schools UL](#).

An external elective course must have at least 10 credit points (ECTS). Students may also enrol in several courses with fewer credit points, but must achieve a total of 10 credit points (ECTS).

Please consult about the selection of an external course(s) with your supervisor and inform us about selected external course(s) till October 30, 2025 by e-mail: doctoral.studies@fdv.uni-lj.si.

PREPARATION AND REGISTRATION OF DOCTORAL DISSERTATION TOPIC

Your second obligation is **preparation and submission of doctoral thesis proposal**.

Prior to submission of the thesis proposal to the Commission for Doctoral Studies the **proposal needs to be approved by mentor (possible co-mentor) as well as by the coordinator of the study field**.

The process of submission proposal is defined by the [Rules on doctoral study program Humanities and Social Sciences](#) (please see Chapter VI. **REGISTRATION OF DOCTORAL DISSERTATION TOPIC**). Form for registration of doctoral dissertation topic is published [here](#). More instructions for the registration of doctoral dissertation topic are available here: [Registration of a doctoral dissertation topic](#).

The deadline for registration of doctoral dissertation topic is till the end of first semester.

External elective course and the approval of the doctoral thesis topic by the Commission of doctoral studies of the Faculty of Social Sciences are required for the enrolment in the 3rd year of the doctoral programme.

We wish you successful study!

Student affairs office

