

**Enrolment in 4<sup>th</sup> year of doctoral studies  
 in the academic year 2025/26 (from September 1 till September 30, 2025)**

When a student fulfill conditions for enrolment in the **4th year of doctoral studies**, we prepare a **registration form for 4<sup>th</sup> year study in the academic year 2025/26** in your [Web Office MY FDV](#). Please fill it online in and save it (printing is not needed).

Please **print out and send us signed contract on education and statement for co-funding** (button »PRINT CONTRACT ON EDUCATION«) by e-mail and also regular post as soon as possible - but not later than by **September 26, 2025**:

**FACULTY OF SOCIAL SCIENCES**  
 Student Affairs Office – Doctoral studies  
 Kardeljeva ploščad 5  
 SI – 1000 Ljubljana

The **invoice for registration** fee will be send to you via **university e-mail** and it will be available also in web office MY FDV (button "**Other**" / "**Finance**"). The **invoice for tuition fee** will be issued probably in November when we receive the information of co-funding.

**CERTIFICATE OF ENROLMENT**

After we will receive 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](mailto:doctoral.studies@fdv.uni-lj.si) at any other time.

**Curricula in the 4<sup>th</sup> year of doctoral studies:**

1.	<b>Research work</b>	<b>50 ECTS</b>
2.	<b>Presentation of the results of the research work before defending the doctoral dissertation in front of Committee to monitor the doctoral student</b>	<b>5 ECTS</b>
3.	<b>Public defence of the doctoral dissertation</b>	<b>5 ECTS</b>

After 4th year of study you will have the possibility of enrolment in **additional year of study**.

According to the [Rules and Regulations for Doctoral Studies at the University of Ljubljana](#) (Article 47) a doctoral student enrolled in a four-year doctoral study programme **submits a doctoral dissertation together with the consent of the mentor and co-mentor no later than two years after enrollment in the last year of the study program or in an additional year.**

Procedures and guidance for completing your doctoral studies can be found [here](#).

We wish you successful study!

Student Affairs Office

