

Admission to the Doctoral Programme is a four-step process:

- call for admission/applications;
- candidate's application;
- ranking and pre-selection of candidates by the Academic Board;
- final selection of doctoral students by the respective faculties.

- **Call for admission**

Students who wish to apply to the INDOSOW programme have to provide the required documents and submit their application to INDOSOW Central Office at the Faculty of social work in Ljubljana by the deadline announced. All the application documents listed [here](#) must be submitted.

Basic requirements for admission:

The Doctoral Programme is open to all students who fulfil the following formal requirements:

1. have proficiency in the English language (B2 level according to the European Framework of Reference).

2. have finished the following study programmes:

- second-level study programmes or study programmes providing education for occupation regulated by Directives of the European Union evaluated with at least 300 credits;
- existing study programmes leading to specialisation, provided that candidates have previously completed a higher education professional programme in social work or related sciences. The Academic Board will specify additional study obligations for candidates in individual fields amounting from 30 to 60 credits;
- existing study programmes leading to a master of science or to specialisation after completing a 4-year university study programme with 240 ECTS in social and applied sciences, art and humanities, exceptionally in other sciences. Students enrolled in the Slovenian University shall have 60 credits of study obligations recognized. Other partner institutions will settle this question according to their institutional admission requirements for doctoral studies;
- existing university study programmes in disciplines related to social work, social and applied sciences, art and humanities evaluated with at least 300 ECTS;

- **Pre-selection and final selection of candidates**

The students will send the applications and the needed supporting documentation to the Indosow Central Office at the Faculty of social work in Ljubljana. The Indosow central office will prepare and present to the academic board all the application packages received. The first "pre-selection process" will include the assessment and ranking of the candidates and will be held in Ljubljana, during the Intensive Academic Board meeting on Saturday, 27th May 2011 by the INDOSOW Selection Committee. Selected applicants will be invited for an interview (telephone or personal). Applicants will be advised of the first pre-selection outcome within two weeks after the interviews.

After the first pre-selection of candidates, the selected candidates will be asked to apply to the particular home institution chosen by the student in the section 3 of the application form (preferred area of studies/universities). The final selection of students will be done by the relevant authorities at each partner institution in accordance with national and institutional regulations before **September 2011**.

The candidates will be informed about the results of the final selection before **end of September 2011**.

The University at which the student will enrol/register for the Doctoral Programme will be considered to be the home university.

- **Number of students**

The **number of students** is limited by decision of the Academic Board. If the number of candidates exceeds the number of places available, the Academic Board can restrict enrolment and proceed with the selection process. The Academic Board has jointly developed the criteria for ranking and selecting candidates for the INDOSOW programme. The criteria include the grade-point average of the second level studies and the grade of the master's thesis.

- **Restricted enrolment - Admission Criteria**

In case of restricted enrolment, the candidates with the highest total number of points according to the joint selection criteria will be admitted. If a large number of candidates earn the same number of points according to the above-mentioned criteria, the Academic Board will also consider the following criteria: previous scientific research work; published scientific work; professional training; suitable work experience.