



**BERLIN SCHOOL OF
SUSTAINABLE FUTURES**
UNIVERSITY OF APPLIED SCIENCES

APPLYING FOR PHD PROGRAMME

INSTRUCTIONS GUIDE

August 2019

1. Access [Enrolment application](#)

We suggest enrolling with a username and password – if you have a digital certificate you can do that as well.

2. Please, choose the following:

- I already have Slovenian personal registration number (EMŠO): **NO** (this number is later provided by Alma Mater)
- Study programme level:
Third level - Doctoral study programme (third cycle study programme)
- **Private higher education institutions**
- Call for enrollment:

Phd in Humanities: Alma Mater Europaea – Institutum Studiourum Humanitatis

PhD in Strategic Communication Management: Alma Mater Europaea – Evropski center Maribor (European Center Maribor)

3. Enter your personal information

Personal information

Enter personal information as stated in your identity document.

Name:	<input type="text"/>	Surname:	<input type="text" value="Liss"/>
Sex:	<input type="radio"/> Male <input type="radio"/> Female	Maiden name:	<input type="text"/>
Date of birth:	<input type="text" value="Enter date"/>	Place of birth:	<input type="text" value="Type in place of birth"/>
Country of birth:	<input type="text" value="Germany"/>	Country of citizenship:	<input type="text" value="Germany"/>
Contact phone No.:	<input type="text"/>	E-mail:	<input type="text" value="study@sustainable-futures.berlin"/>

Permanent residence

Country:	<input type="text" value="Germany"/>
Address:	<input type="text"/>
Postal code:	<input type="text"/>
City:	<input type="text"/>

Address for notices

☐ Same as permanent residence

Name:	<input type="text" value="Caroline"/>	Surname:	<input type="text" value="Liss"/>
Country:	<input type="text" value="Germany"/>		
Address:	<input type="text"/>		
Postal code:	<input type="text"/>		
City:	<input type="text"/>		

4. Enter your highest education qualifications

The highest level of prior education completed

KLASIUS-SRV:

[Diagram in pdf](#)

If you have not yet graduated, enter KLASIUS-SRV of education, you will obtain and are applying for eligibility for enrollment.

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[Continue](#)

The highest level of

KLASIUS-SRV:

[Diagram in pdf](#)

If you have not yet graduated, enter


- Select One -
- 17001 - Specialization after professional higher education (former)/Specialization after professional higher education (former)
- 17002 - Academic higher education (former)/Academic higher education (former)
- ✓ 17003 - Master's education (second Bologna cycle)/Master (second Bologna cycle)
- 18101 - Specialization after academic higher education (former)/Specialization after academic higher education (former)
- 18102 - Education leading to magisterij of science (former)/Magisterij of science (former)
- 18201 - Education leading to doctorate of science (former)/Doctorate of science (former)
- 18202 - Education leading to doctorate of science (third Bologna cycle)/Doctorate of science (third Bologna cycle)

5. Enter details of achieved higher education qualifications


Enter details of achieved higher education qualifications

Enter details of achieved higher education qualifications. Date of graduation is left blank, if you have not yet completed your study.


Details of achieved higher education qualifications


Country:  Cancel


Along with the enrolment application I apply for recognition for access to education at higher education institutions in the Republic of Slovenia.
Write all data in original language or in Latin script (do not translate).
For information on recognition procedures, contact higher education institution you wish to enrol.


Higher education institution: 


Higher education institution website address:


Field of education: 



Study programme: 


Academic title or degree obtained: 


Level and type of study programme: 


Field of study/module: 


Method of study: 



Date of graduation:  

Place of actual carrying out of education: 




Official duration of education in years: 

Scope of study programme in credit points: 

Name of the certificate or diploma – proving completed education: 

Date of issue (of the certificate or diploma):  


Place of issue (of the certificate or diploma):

 Back  Add qualification  Continue


6. Enrol for the Phd programme


In line with the call for enrolment, I hereby apply for study


Choice details


 Cancel


Study


Higher education institution: 


Study programme: 



Field of study/module: 

Place of study: 

Language of instruction: 

Choose qualification you are applying with: 

Method of study: 

 Back  Continue

Important information:

- Study programme: Please make sure you have chosen the correct institution (Step 2) , then choose your desired programme.
- Language of instruction: Despite of the language given in the drop down, delivery will be in english language.
- Place of study: Programme will take place in Berlin, despite the location given.

7. Supplemental documents

Supplemental documents				
Listed below are all the supplemental documents that are required for enrolment. For attachments that are already marked with a tick, the application on the basis of your entered data determined that they are mandatory. If you must also attach other listed supplemental documents, check in the call for enrolment and on the websites of higher education institutions.				
Attachments	Description	Method of transmission	File	
<input type="checkbox"/>	Original or the duplicate of the final certificate(s)	By registered post		
<input type="checkbox"/>	Photocopy of the original certificate(s)	By registered post		
<input type="checkbox"/>	Certified Slovene translation of the certificate(s)	By registered post		
<input type="checkbox"/>	Certified translation of evidence on the contents and duration of education	By registered post		
<input checked="" type="checkbox"/>	Short chronological description of the entire education	By registered post		

8. Review and submit your documents. Application must be sent electronically and via post.

Submit

Review and submission of application

Before sending your application, review the information entered on the application form. Button to submit the application or to return to the application form to print the application, signed it and submit it to the website. On the next step you will need to print the application, signed it and submit it to the website.

Warning:

ATTENTION! Application must be sent electronically by clicking on button SUBMIT. Then it must be PRINTED, SIGNED, and together with its supplemental documents (if required) SENT by registered post within the deadline set by the call for enrolment to the address shown in the upper left corner of the application.

OK

ADDRESS FOR APPLICATION: ALMA MATER EUROPAEA Maribor, "PRUJAVNA ZA VPIS SLOVENSKE ULICE 17, M. ENROLMENT APPLICATION FOR RECO" APPLICATION FOR RECO Call for enrolment of the AL postgraduate study program Application deadline: Second application deadline for Doctoral study programme

Type of application: Enrolment in first year of study
Study programme: Third level
Number: 2019-297124
Date: 17.08.2019

PERSONAL DETAILS

Name and surname: Margaret Kropp
Maiden name:
Personal registration: 4000000087537 Sex: Ž
Date of birth: 01.08.1988 Place of birth: Cyprus, Paphos
Contact phone No.: E-mail: your@email.berlin

9. For reference please print, fill out and include the following note to your application

	
REGISTRATION FORM	
Applicant name:	
Applying for the Phd programme :	
Phd in Strategic Communication Management	
Phd in Humanities	
Date:	Signature:

After completing the application process you must print out the application form, sign and send it to our cooperation partner:

Alma Mater Europaea
Slovenska ulica 17
2000 Maribor
SLOVENIJA

Relevant proof of prior education acquired must be attached together with the application. Based on the sent documentation the commission will check if you meet the requirements for enrollment. In case of positive decision you will be invited to enroll via e-mail.