



At a meeting on 22nd May 2013 and 19th June 2013 the Senate of the Faculty of Administration of the University of Ljubljana, on the basis of the Statute of the University of Ljubljana and the Rules of the Faculty of Administration, issued the following

RULES ON THE RIGHTS AND OBLIGATIONS OF STUDENTS (consolidated text)

comprising:

- Rules on the Rights and Obligations of Students, adopted by the Senate of the Faculty of Administration at its 30th meeting on 22nd September 2010,
- Rules amending the Rules, adopted by the Senate of the Faculty of Administration at its 31st meeting on 27th October 2010,
- Rules amending the Rules, adopted by the Senate of the Faculty of Administration at its 2nd meeting on 23rd November 2011,
- Rules amending the Rules, adopted by the Senate of the Faculty of Administration at its 9th meeting on 21st June 2012,
- Rules amending the Rules, adopted by the Senate of the Faculty of Administration at its 11th meeting on 24th October 2012,
- Rules amending the Rules, adopted by the Senate of the Faculty of Administration at its 17th meeting on 24th April 2013,
- Rules amending the Rules, adopted by the Senate of the Faculty of Administration at its 18th meeting on 22nd May 2013

I. GENERAL PROVISIONS

Article 1

(purpose, content and scope of validity of the Rules)

- (1) These Rules regulate the rights and obligations of students of the Faculty of Administration (hereinafter: Faculty) of the University of Ljubljana (hereinafter: University) regarding the implementation of the 1st and 2nd cycle study programmes.

- (2) The purpose of these Rules is mainly the uniform and comprehensive regulation of the legal status of students of the Faculty at the 1st and 2nd study cycle and of all their rights and obligations, unless these rights and obligations are determined by other acts of the Faculty due to the specifics of the relationships.
- (3) These Rules also uniformly regulate the procedure of asserting the rights and obligations held by an individual student in administrative and other public law matters in the implementation of accredited study programmes by the Faculty.

Article 2

(rights and obligations, regulated by these Rules)

- (1) These Rules regulate above all the following rights and obligations of students of the Faculty, which are determined by the Higher Education Act, the Statute of the University and these Rules or the accredited study programmes of the Faculty:
 - obtainment, loss and extension of student status;
 - right to the continuation of studies after a suspension;
 - right to change orientation, to transfer or change the study programme or to receiving education in several programmes;
 - right and obligation of attending lectures, seminars and practical classes;
 - the binding choice and change of type of study and study centre;
 - advancement to a higher year with missing obligations;
 - right to faster advancement to a higher year;
 - right to retake a year;
 - right to change an elective course;
 - applying for an examination and withdrawing from an exam;
 - preventing and allowing the taking of an exam;
 - right to take an exam in advance;
 - right to take an exam outside the regular examination date;
 - right to take an exam orally or in writing or in a special way;
 - right to take an exam six times;
 - obligation of paying the costs of the fourth, fifth and sixth taking of an exam;
 - right to retake an exam to improve one's mark;
 - right to exams being recognised;
 - right to take a bridge exam;
 - right to inspect one's tests;
 - right to complain against a mark;
 - annulment of a mark;
 - disciplinary responsibility;
 - obtainment and rights deriving from the status of student athlete, student artist/cultural producer, student with special needs and meritorious student in extra-curricular activities, in bodies and committees of the Faculty, the Student Organisation of the Faculty and University, and in other specified cases;
 - right to apply for programmes and extension of international student exchange;
 - notification and change of notification of completing obligations abroad;
 - recognition of obligations completed abroad.

- (2) The rights and obligations of the previous Paragraph of this Article are the same for full-time and part-time students and for undergraduate and postgraduate students, unless the Rules specify otherwise.
- (3) These Rules are applied sensibly to students of non-Bologna study programmes, as well.
- (4) Special Faculty rules regulate the rights and obligations of students regarding:
 - tutorship,
 - diploma and master's thesis,
 - commendations and awards given to students.

II. IMPLEMENTATION OF THE PEDAGOGICAL PROCESS AND THE RIGHTS AND OBLIGATIONS OF STUDENTS IN THE IMPLEMENTATION OF THE STUDY PROGRAMMES

Article 3

(Basics of the Pedagogical Process)

- (1) The Faculty implements the pedagogical process in accordance with accredited study programmes. The study can be implemented as full-time or part-time, with the part-time study matching the full-time one in content and difficulty. The study is implemented at the seat of the Faculty and in study centres.
- (2) A student enrolls in a study programme and advances according to the conditions specified by the accredited study programmes, and the rules of the regulations on higher education and of the University. Within the scope of the study programme, a student obtains credit points of the ECTS system for completed study obligations in individual courses after he/she completes all the obligations prescribed by the curriculum, i.e. as a rule a total of 60 CP in one academic year.
- (3) The Faculty implements study programmes generally in the form of lectures, seminars and practical classes, and e-learning. With the annual action plan and within the scope of the curricula of the courses, the Senate of the Faculty specifies the forms of the implementation of study programmes and their scope (e.g. the number of groups, the share of e-contents) for an individual method of implementation of studies and for an individual study centre. The Senate also specifies the syllabus of the current year (the elective courses in particular).
- (4) Individual courses are implemented by:
 - holders of courses, who see to the development and implementation of the courses in a rounded expert field,
 - providers of the courses, who carry out the lectures and grade the course in the current year,
 - associates in courses (e.g. assistants as the providers of practical classes).

- (5) The holders, providers and associates for the current academic year are appointed by the Senate of the Faculty with the annual action plan. In doing so it must take into account the required habilitation titles in accordance with the Statute of the University (i.e. at the higher education 1st cycle study programme one must hold at least the title of lecturer, while at the university 1st and 2nd cycle study programmes one must hold at least the title of assistant professor or, in the case of language courses, foreign language teacher).
- (6) For every implementation of the course in the current academic year, the holder or provider of the course must prepare a weekly implementation plan for the course, prior to the start of the semester in which the course will be implemented, in which he/she defines the contents of individual forms of the implementation of the course. The weekly plan must also specify in greater detail the deadlines and methods of completing any potential partial obligations in the course. The plan is published on the Faculty's website.

Article 4

(obligatory attendance of full-time students at lectures, seminars and practical classes)

- (1) A full-time student must actively participate in each of the organised forms of the pedagogical process, in the scope determined by the Senate of the Faculty with the annual action plan.
- (2) Active participation under the previous Paragraph of this Article is a condition for taking an exam in a particular course. If this condition has not been met, a special written decision from the holders or providers of the courses or a note in the e-system for entering marks strips the student of the right to take the exam in the current and subsequent academic years. The student can make up for the missing obligations in subsequent years and thus regain the option of taking the exam.
- (3) In the event that a full-time student has not fulfilled 60% of active participation in lectures and practical classes or other organised forms of the pedagogical process for legitimate reasons (e.g. medical absence), the holders, providers or associates of the course determine one of the following substitute obligations:
- additional seminar paper or preparation of an expert article,
 - attendance at the Faculty's Research Forum, at lectures of visiting professors or at conferences and events organised by the Faculty,
 - participation in a student research group etc.
- (4) After a student passes the determined obligation under the previous Paragraph of this Article or the condition of the obligation under Paragraph 1 of this Article, the student is allowed to take the exam on the basis of a special written decision from the holders or providers of the courses or a note in the e-system for entering marks.

Article 5
(implementation, change and recognition of elective courses)

- (1) The Faculty implements elective courses in accordance with the accredited study programme.
- (2) Depending on the number of enrolled students, a course is either implemented or not in the current academic year in the form of consultations or lectures, practical classes or other organised forms in the planned number of hours, which is determined by the Senate of the Faculty with the annual action plan.
- (3) During the study in an individual programme a student can change one elective course but only if he/she has applied several obligations with overlapping schedules or has applied elective courses at other higher education institutions or abroad, with these obligations overlapping with those at the Faculty. A student can transfer only to those courses that still have available places, provided that the student has filed a request for the transfer no later than eight days after learning of the overlapping schedule. Upon filing the request, the student must prove the overlapping schedule and the timeliness of his/her request.
- (4) Regardless of the provisions of the previous Paragraph of this Article, a student who has enrolled in a study centre and chosen an elective course that is not implemented at the study centre, may request to be transferred to an elective course that will be implemented at the study centre in which he/she is enrolled within eight days after receiving notice of the non-implementation at the centre. A transfer is possible only to courses with places still available.
- (5) A student who has taken courses under the accredited study programme may request that these courses are recognised as elective courses if they were taken at the same cycle and level of the accredited programme as those applied at the Faculty. An elective course is recognised in the extent of the CP and not as a course for course. An elective course must not be similar or identical to a course the student has already completed at the Faculty.
- (6) In accordance with the accredited study programme and at the request of a student and based on a preliminary opinion by the holder of the course, a competent committee may recognise the contents of a professional examination passed outside the accredited study programmes for a course or part of a course, providing that the student took the professional examination at the same level of education as the course or part of the course for which he/she is asserting recognition.

The recognition is decided on by the Committee for Postgraduate Study or Master's Programmes upon a request of the student, with the preliminary opinion given by the holder of the course. A student can assert specific training or professional examination for an individual course only once under the same study programme. Both the holder and the Committee must cumulatively take the following into account when recognising examinations:

1. the contents of the passed examination, and
2. level and cycle of difficulty as compared to the course/s being recognised under the conditions of the accredited master's programme (e.g. the elective course Tax Procedure can be recognised only if the student has passed a professional examination in tax procedure with at least the education required for enrolment in the master's study, i.e. for instance with a concluded 1st cycle programme, not merely secondary school).

The CP recognised on the basis of the knowledge and skills obtained with an examination are recognised for a specific selected course only, not in the scope of the entire CP.

- (7) If a student has selected several elective courses and has a sufficient number of CP, according to the programme, without passing all the elective courses, then he/she may assert the erasure of the excess enrolled courses before a competent committee.
- (8) Students who attend an international summer school (co-)organised by the Faculty of Administration may be recognised 9 CP upon a filed request. Students can assert credit points for the recognition of elective courses.

Article 6 (compulsory student practice)

- (1) The Faculty implements compulsory student practice in accordance with the accredited 1st cycle study programmes implemented in the Republic of Slovenia and abroad.
- (2) The basic purposes of the practice are:
 - the content of the pedagogical process must be directed towards defining and measuring the competencies of graduates and their success in gaining employment,
 - the programmes of the courses must be formed and focused on contents that are important for solving tasks and problems in practice,
 - involving experts from practice into the pedagogical process,
 - motivating students for more successful study results and increasing their responsibility for obtaining knowledge and posts,
 - recognisability of the students of the Faculty of Administration for their diligence and responsibility.
- (3) The strategic objectives in the development of the practice derive from the objectives of the pedagogical process, in which practice is a factor that:
 - ensures the obtaining of useful competencies of the Faculty's graduates,
 - directs the development of Bologna study programmes and contributes to the development of administrative discipline,
 - increases the employment chances of the graduates,
 - increases the international exchange of students and graduates for gaining work experience.

- (4) The subjects of the practice at the Faculty and in the organisation in which the student is performing the practice (hereinafter: organisation) are:
- students,
 - the Senate's committee, in charge of the development and implementation of compulsory student practice,
 - mentors of the practice in the organisation, as appointed by the organisation, as well as their work method and rewarding,
 - mentor-assessors at the Faculty as the holders or providers of the courses and other mentor-associates in the practice according to the Faculty's annual action plan, with each mentor-assessor or mentor-associate having at least 10 and a maximum of 30 mentorships per year,
 - tutor students and tutor teachers for student practice and other associates of the Faculty.
- (5) Practice is implemented in the third year of the higher education professional 1st cycle study programme in Administration and in the third year of the university professional 1st cycle study programme in Administration. Practice covers 240 hours, of which:
- 10 hours of organised work in a class,
 - up to 160 hours in the organisation,
 - 70 hours of the individual work of students.

Practice in the organisation, which encompasses the general part (becoming acquainted with the organisation) and the elaboration of a problem-solving paper, is performed by the student within the abovementioned hours. The topic of the problem-solving paper is either picked from the topics specified in the annual action plan or is specially agreed on with the mentor-assessor or mentor-associate and approved by the committee in charge of student practice.

Fourteen (14) days prior to the start of the practice the student must deliver a filled-out and approved form "Certificate of Acceptance to Compulsory Student Practice", which forms an annex to these Rules, to the Student Office. On the basis of this certificate a tripartite agreement is concluded between the Faculty of Administration, the organisation and the student about the implementation of the compulsory practice in the organisation, which specifies the rights and duties of the Faculty, the organisation and the student.

Full-time and part-time students who have been employed for at least 6 months in the last two years can request the recognition or practice in an organisation with the form "Request for Recognition of Compulsory Student Practice in an Organisation", which forms an annex to the Rules, and the employer's certificate about the period of employment and job description. If the Committee approves the request, the student elaborates only a problem-solving paper and a report on it under the mentorship of a mentor-assessor and mentor-associate at the Faculty. Within one month after the Committee's approval, the student must submit a filled-out form "Registering the Topic of the Problem-Solving Paper", which forms an annex to these Rules.

- (6) A student who wishes to perform compulsory practice abroad must abide by the provisions of these Rules that apply to performing practice in an organisation in Slovenia. The student must also consider the call conditions of individual international exchange programmes and submit to the Faculty the Certificate of Acceptance to Compulsory Student Practice and an assessment sheet from a mentor in the English language.
- (7) The procedure for acceptance to and implementation of practice is regulated in Chapter V of these Rules, whereas the student asserts the rights and obligations on the prescribed forms that are annexed to these Rules.
- (8) With the aim of quality student practice, the Faculty organises training for mentors in the organisations (Train-the-trainers). The Faculty also prepares general guidelines for the implementation of mentor work from the aspect of the obligations of the pedagogical process. At the end of the academic year the Faculty issues a certificate to the mentors in the organisations for mentorship in the student practice.

Article 7 **(international exchange)**

- (1) The Faculty organises an international exchange of students for the study programmes included in the call. A student can pass certain courses or a part of the study at a similar study programme abroad within the scope of the bilateral agreements concluded between the Faculty and foreign higher education institutions and upon return continue the studies at the parent Faculty.
- (2) A student can participate in an international exchange programme if the following conditions have been met:
 - at least the first year of studies has been completed,
 - student status,
 - other conditions specified by an individual call.

A call must include a list of foreign higher education institutions with a mention of the programme for which students can apply, the number of available places and the mention of the duration of the study and the call deadlines.

- (3) The general criteria for the selection of students are as follows:
 - study results,
 - knowledge of the language of the implementation of the pedagogical process at the foreign higher education institution applied for,
 - additional criteria: extracurricular activities and other achievements in the study and suitable references and mentions from a potential motivational letter from the candidate.

The weight of an individual criterion is defined in an individual call.

- (4) In accordance with the call conditions, the study at a foreign higher education institution generally lasts at least three months to twelve months at the most. The student may request an extension of the study abroad.
- (5) The student chosen in the call must notify of the compulsory courses from the Faculty's study programme that he/she will be taking abroad. The student must bear in mind that courses in which he/she has already taken an examination cannot be taken again abroad. The student must take into account the call conditions of an individual programme and collect a sufficient number of CP.
- (6) Each elective course taken abroad is recognised to the extent of its evaluation abroad. If a course is evaluated with a decimal CP number, it is rounded down to a whole number (e.g. 6.75 is recognised as 6 CP). As regards the selection of compulsory courses, the consent or signature of the holders of the courses denotes that the notification of the compulsory courses has already been approved; however, only the number of points equalling the evaluation of the course at the Faculty is recognised.
- (7) The procedure of international exchange is regulated in Chapter V of these Rules, whereas the student asserts the rights and obligations on the prescribed forms that are annexed to these Rules.

Article 8

(obligations completed outside the institutionalised student exchange)

For other types of exchange, which do not belong to the institutionalised types of exchange, such as summer schools, conferences, seminars abroad and other activities in which a specific number of CP is obtained by attendance, the provisions of these Rules are applied sensibly.

Article 9

(change of study programme or mode of study or study centres)

- (1) A student can request a change of study programme under the conditions of the accredited programmes.
- (2) A student can request a change of the mode of study (full-time/part-time). The mode of study can be changed only when advancing to a higher year. A transfer from part-time to full-time study can be permitted if the student has fulfilled all the obligations of the enrolled year and if the year in which he/she wishes to enrol still has available places. A transfer from full-time to part-time study is permitted if the student meets the conditions for advancement to a higher year that apply to part-time students. The number of places in a higher year is limited by the number of available places for enrolment in the 1st year. During the studies in a programme the student may change the type of study only once.
- (3) A change of study centres can be asserted by students for legitimate reasons.

- (4) The procedure of change is regulated in Chapter V of these Rules, whereas the student asserts the rights and obligations on the prescribed forms that are annexed to these Rules.

Article 10

(advancement to a higher year with missing obligations)

- (1) Under the conditions of the Statute of the University a student may request advancement to a higher year with missing obligations, when he/she has legitimate reasons for it, such as: motherhood, longer illness, exceptional family and social circumstances, recognised status of person with special needs, active participation in the top expert, cultural and sports events, active participation in the bodies of the University.
- (2) In making a decision on advancement to a higher year on the grounds of a longer illness only those certificates that have been submitted to the Student Office by the student no later than 14 days after the termination of the grounds are considered. A request for advancement to a higher year with missing obligations must be submitted by the student no later than 25th September of the current academic year.
- (3) The advancement is granted if it is deemed, based on the study results and other personal circumstances, that the student will be able to complete the obligations of the current and previous year in the following academic year.

Article 11

(continuation of studies after a suspension)

- (4) If more than two years have passed since the student has lost student status, he/she may request the continuation of studies after a suspension on the prescribed form that is annexed to these Rules.
- (5) In the event that the study programme has been changed during the suspension of studies, the student may be ordered to take bridge examinations or other additional or changed obligations as a condition for completing the studies.

Article 12

(extension of student status)

- (1) A student can request the extension of student status under the conditions determined by the Higher Education Act, the Statute of the University and the conditions of the accredited study programmes of the Faculty; the request must be submitted no sooner than 45 days prior to the expiration of the right and no later than on the last day of the validity of the right.
- (2) Student status may be extended for legitimate reasons only (parenthood, longer illness, exceptional family and social circumstances, recognised status of person with special needs) for no more than one year under the study programme.

- (3) The procedure of extension is regulated in Chapter V of these Rules, whereas the student asserts the rights and obligations on the prescribed forms that are annexed to these Rules.

III. SPECIAL REGULATION OF INDIVIDUAL RIGHTS AND OBLIGATIONS WITH REGARD TO THE EXAM RULES AND DISCIPLINARY RESPONSIBILITY

Article 13 (taking examinations)

- (1) An examination is the regular form of testing knowledge. An examination can be taken for an individual course or for several courses combined (group examination), as specified by the study programme.
- (2) Examinations are: written, oral, and written and oral; they may also be carried out on a computer, via the Internet. The method is determined for an individual examination date by the holder or provider of the course in accordance with the accredited study programme. The course Administrative Practicum is also taken in the form of a seminar paper, with an application and evaluation on a form prescribed by these Rules.

If determined by the study programme, an exam can be taken with partial obligations and may also have a practical part. A student can fulfil examination obligations with preliminary exams in the academic year in which he/she has enrolled in the course and not retroactively. Regardless of the method determined with the accredited study programme, a student can request a competent committee to take the exam orally or otherwise.

- (3) An oral exam is carried out as a personal discussion between the examiner and the students. The oral exam lasts no longer than 30 minutes per individual student. The oral exam may be taken individually or together with a group of students. The mark of the oral exam is revealed on the day the exam is taken.
- (4) A written exam is taken in the form of an essay or problem-solving paper, different types of questions etc. The written exam lasts at least one school lesson (45 minutes) and no more than four school lessons.
- (5) If an exam is taken as oral and written, the schedule of oral defences is prepared no later than on the tenth working day after the written part of the exam. The date of the oral defence is published no later than two working days before the exam. If an exam is taken as oral and written, the oral defence/part is published together with the mark of the written part of the exam. One cannot withdraw from an oral defence; if a student fails to attend the oral part without legitimate reasons, it is deemed that he/she had not taken the exam at all.

- (6) The list of candidates and their exam mark must be published no later than on the seventh working day after the exam was taken; if more than 220 students took exams within three consecutive days with the same holder or provider of the course, the deadline is 14 days after the exam was taken. This applies sensibly to preliminary exams and other forms of knowledge testing, too.
- (7) A student is entitled to inspect the marked written product and get an explanation regarding the obtained result. The right to the inspection of a written product lasts for 30 days after the exam mark was announced, during office hours of the holder or provider of the course with whom the student has taken the exam, or on a date separately announced or agreed on. The assessor must announce office hours at least two days or at the most thirty days after the results of the exam were published. The exam papers of the written exam are kept by the holder or provider of the course as the assessor for the previous and current academic year.

Article 14

(conditions for taking an exam)

- (1) A full-time student gains the right to take exams in the courses of the enrolled year when he/she has completed all the prescribed obligations in individual courses.
- (2) A part-time student can take exams after the conclusion of the lectures in the courses for which lectures are carried out for individual academic years at the study centre in which the student is enrolled, at the seat of the Faculty (in Ljubljana) or at another study centre, within the announced exam dates for a particular study programme.
- (3) A student enrolled in a non-Bologna study programme is allowed to take exams at a study centre if this centre has announced an exam date for a course of the same holder or provider for a different study programme on the same level.

Article 15

(conditions for taking a bridge exam)

A bridge exam is structured as stated in the course's curriculum. The method of implementing several bridge courses together is determined by the Senate of the Faculty. As preparation for the bridge exam, the Faculty may organise consultations.

Article 16

(evaluating exams)

- (1) The testing and evaluation of knowledge determines the success of a student in fulfilling the obligations defined in individual study programmes. The forms of the testing and evaluation of knowledge are preliminary exams, tests, exams, seminar papers, attendance at practical classes and seminars, reports on expert practice, diploma papers and theses, specialist thesis, master's thesis, doctoral dissertation and other forms, as defined by the study programme.
- (2) The final mark in a course is given by the holder or provider of the course.
- (3) Success in an exam is evaluated with marks according to the scale:

Mark	ECTS mark		Description and range of marks (%)
excellent	10	A	outstanding knowledge without or with negligible errors 95-100
very good	9	B	above-average knowledge with minor errors 85-94
good	8	C	solid results 75-84
satisfactory	7	D	deficient knowledge with notable errors 65-74
sufficient	6	E	knowledge meets the minimum criteria 55-64
fail	5	F	knowledge does not meet the minimum criteria 45-54
fail	4	F	knowledge does not meet the minimum criteria 35-44
fail	3	F	knowledge does not meet the minimum criteria 25-34
fail	2	F	knowledge does not meet the minimum criteria 15-24
fail	1	F	knowledge does not meet the minimum criteria 0-14

- (4) A candidate passes an exam successfully when receiving a mark from sufficient (6) to excellent (10).

Article 17

(exam dates and taking exams early)

- (1) A student takes exams on the regular and special exam dates. The regular dates are dates during the exam periods: autumn, winter and spring exam period, and are specified in the Faculty's annual action plan. The special exam dates are exam dates set outside the exam periods.
- (2) Exam dates are announced via the student information system.

In the case of courses that are implemented modularly, after the modularly implemented lectures are concluded, an individual course announces two special exam dates. The first exam date is announced prior to the start of the lectures of the next course, generally from 14 to 30 days after the conclusion of the lectures, while the second exam date is generally announced from 14 to 30 days after the first exam date.

- (3) A special date is announced by the holder or provider of the course. The right to take an exam on the special date can also be asserted by a student who cannot attend the regular dates for legitimate reasons, a student with special status if he/she is recognised this right, and a student who only has one obligation left before completing the study programme, upon agreement with the provider; however, each student has the right to take an exam in an individual course in the current academic year three times at the most. A student is not granted to take an exam outside the regular exam dates if he/she is taking the exam for the fifth or sixth time.

- (4) A student may also take an exam early. Early taking of exams can be permitted if legitimate reasons have been provided (all the obligations for the current enrolled year have been completed, departing for study or student practice abroad, hospitalisation during the exam period, childbirth, active participation at an expert or cultural event or top sports events etc.), and if it is deemed sensible in light of the student's study results. A student may also be permitted to take a commission exam early if he/she is taking the exam for the 4th time.

Article 18
(retaking an exam)

- (1) A student can take an individual exam five times at the most; exceptionally, an exam can be taken for the sixth time based on an application and on special grounds (on the prescribed form "Application for Taking an Exam for the Sixth Time", which forms an annex to the Rules). Students are granted to take an exam for the sixth time under the condition that they have turned to a student tutor or teacher tutor or the manager of the programme or the holder of the course for help and have obtained a certificate of this (can be in the form of an electronic message). In one exam period a student may take only one exam for the sixth time.
- (2) In the same academic year a student can take an exam for a particular course three times at the most.
- (3) A student may retake an exam in the same exam period if more than 14 days have passed between the unsuccessfully taken exam and its retaking. The retaking of an exam based on a complaint over the exam mark or the oral defence of the written part of the exam is not considered a retake.
- (4) If a student has enrolled in the same year again, it is considered that he/she is taking individual exams from that year for the first time, regardless of whether he/she had already taken that exam during his/her first enrolment in that year.
- (5) The fourth, fifth and sixth taking of an exam is done before a commission. Commission exams are carried out only at the seat of the Faculty and during exam periods. The taking of a commission exam may be permitted outside the exam period only if it is the final obligation of that student in the enrolled programme and at least 30 days have passed since that exam had been taken last.
- (6) The application is decided on by the commission with regard to the cycle of the study programme in which the student is enrolled.
- (7) The Commission for Holding a Commission Exam is structured so that it has two members (holder or provider of the course and one member) at the fourth, fifth and sixth taking of the exam. Commission exams are implemented in a written and oral form. The minutes of the taking of the exam are signed by all the members of the committee. The written product is enclosed with the minutes of the taking of the exam.

- (8) The costs of the taking of exams have to be settled by the student in accordance with the valid price list of the University.

Article 19

(retaking an exam to improve a mark)

- (1) A student who has already successfully taken an exam in a specific course and wishes to demonstrate higher quality knowledge and attain a higher mark can exceptionally, upon a special request on a form that is an annex to these Rules, retake the exam but no more than once in the current or next academic year. A student can improve the final mark in no more than five courses in the enrolled programme. The exams can be taken on the regular exam dates.
- (2) The retaking of an exam is granted only to a student who passed the exam on his/her first, second or third try and not if he/she passed it before a commission.
- (3) If the student attains a lower mark at the retaking of the exam than on his/her first try, then the mark attained at the first taking of the exam applies.

Article 20

(applying for an exam)

- (1) Students apply to all announced exam dates via the student information system.
- (2) The conditions, instructions and application forms for students who must fulfil special conditions in order to take an exam are published via the student information system.
- (3) The Faculty enables students access to the student information system on computers intended for student use at the Faculty and at the study centres.
- (4) The deadline for applying for an exam is 7 days before the announced date for taking the exam. In the event of a failure of the computerised student information system during the final 7-day application deadline, the deadline is extended by as many days as the malfunction or computer failure lasted.
- (5) The day, hour and room of the written exam must be announced via the student information system at least 2 days before the exam.
- (6) If a student does not meet all the requirements for taking the exam, he/she is not included in the schedule for the taking of an individual exam.
- (7) A student who is included in the schedule for the taking of an individual exam must recheck in which group he/she has been placed and the date and hour of the taking of the exam prior to the exam itself.
- (8) If a student has applied for a particular exam on time and has not been included in the schedule, the Student Office examines to see why he/she is not in the schedule. If the Student Office discovers an error, the student is placed on the schedule subsequently and the person carrying out the exam is notified of the additional students.

Article 21

(recognition of completed study obligations at another institution or programme)

- (1) A student who previously studied at another higher education institution or in another study programme of the Faculty of Administration may after enrolment request the recognition of completed obligations, which fully or partially correspond with the study programme enrolled by the student, thus corresponding with the level of the programme and the principal content of the programme or course (in the case of obligations completed abroad, students fill out the prescribed form that is an annex to these Rules).
- (2) The following is considered when deciding on the recognition: the contents of the course, the level of difficulty, determined by the credit points, the envisaged literature and scope of the course in light of the number of hours of the organised forms of work (lectures, seminars, practical classes etc.) and the year the exam was taken. If an exam is recognised partially, the contents in which the students must take a partial (bridge) exam are also specified.
- (3) Exams passed under programmes with a lower level of difficulty and at a lower cycle than the programmes in which the student is enrolled are not recognised (e.g. the university programme does not recognise an exam passed in a higher education programme; the higher education programme does not recognise an exam passed in a university programme; the postgraduate programme does not recognise an exam passed in an undergraduate programme), even if the programmes are of the same faculty or school and the exam or course of the lower cycle bears the same title.
- (4) A student at an international exchange can assert the obligations completed at a foreign higher education institution; compulsory courses are asserted in accordance with the notification under these Rules and elective courses outside the scope of the notification.
- (5) If a student at a foreign higher education institution does not complete all the obligations of the enrolled year, as defined by the form for the notification of completing study obligations at foreign higher education institutions (the prescribed form is an annex to these Rules), he/she may advance to a higher year in the following academic year under the conditions that apply to advancement to a higher year. If said student does not meet the conditions for advancement, he/she may enrol in the same year again (if he/she has not yet exercised that right during the studies) or decide to be a student without status. In both cases the record of completed obligations (index) of the student is arranged so that the obligations the student has completed at the foreign higher education institution are recorded in it, on the basis of the notification of completing study obligations at foreign higher education institutions or the request for recognition of study obligations completed abroad.

Article 22
(withdrawing an application for an exam)

- (1) The deadline for withdrawing an application for an exam is 3 days before the announced date for taking the exam. A student can withdraw from an exam via the student information system. In the event of a failure of the computerised student information system during the final three-day application deadline, the deadline for the withdrawal is extended by as many days as the malfunction or computer failure lasted.
- (2) In the event that a student does not attend the exam and has not withdrawn within the defined deadline, the exam date remains valid and a 0 or / (not taken) is entered in the minutes of the taking of the exam.
- (3) If a student does not take the exam due to force majeure (e.g. illness, urgent work-related absence during the withdrawal deadline) and does not withdraw from it on time, the student must submit a request for subsequent withdrawal and written proof (e.g. medical certificate, certificate from employer) to the Student Office no later than 3 days after the reason for absence is terminated or else it is considered that he/she did not attend the exam.

Article 23
(course of the exam)

- (1) The lecture hall in which the exam will take place is locked prior to the start of the exam. An authorised person makes sure that the lecture hall is opened when the person carrying out the exam arrives. After the exam starts it is no longer possible to attend the exam.
- (2) A student who has not been included in the list for taking the exam cannot take the exam, unless he/she believes a mistake has been made when the list was compiled and that he/she has a right to take the exam; in that case the student is allowed to take the exam but is warned that his/her right to take the exam will be determined subsequently.
- (3) Students must have personal documents with a photograph on them when taking an exam, so that the person carrying out the exam can verify their identities. A student without an appropriate document and whom the person carrying out the exam does not know personally is not allowed to take the exam.
- (4) At a written exam the student is generally given exam questions in written form. After a student finishes the taking of the exam, he/she hands in the exam paper to the person carrying out the exam and leaves the lecture hall. The student must hand in the exam paper even if he/she did not answer the posed questions.

Article 24
(annulment of an exam or mark)

- (1) If a student has taken an exam which he/she did not have a right to take, the exam mark is annulled. The exam mark is annulled by the holder of the course or the provider as the assessor for a specific exam date with a written note; in their absence it is annulled by another holder or provider of the course.
- (2) A student whose exam has been annulled can retake the exam after fulfilling the conditions for taking an exam under the provisions of these Rules.

Article 25
(complaint over a mark)

- (1) A student who believes that he/she was unfairly marked at the testing of knowledge can file a complaint over the mark with the Dean in three working days after the result was announced.

Article 26
(prohibition of violation of exam rules)

- (1) With the exception of the study material explicitly allowed by the person carrying out the exam, a student must not have anything on him/her when taking the exam. The student must take the exam independently; it is forbidden to copy from others, to communicate with fellow students in any way, to refer to any kind of cheat sheets, notebooks, books, folios; it is forbidden to use mobile phones and other gadgets; it is forbidden for someone else to take the exam instead of the student who has applied for it; it is forbidden for a student to take an exam with the help of an assistant.
- (2) A student is in violation of the exam rules if he/she disturbs the course of the exam during a written exam or acts contrary to the provisions of these Rules. Violations of exam rules are deemed minor or serious violations in accordance with the Rules on Disciplinary Responsibility of the University.
- (3) The person carrying out the exam fills out and signs a violation form describing the established violation by a student violating the exam rules and submits it to the Dean, and to the holder or provider of the exam, for information, within seven days after the exam was taken. The Dean initiates a procedure before a Disciplinary Committee. At the same time the Dean informs the Student Office of the initiation of the procedure, which then prevents the student from applying to the future exam dates in the course for which the disciplinary procedure has been initiated, until this procedure is concluded. The holder or provider of the course enters the mark 1 in the minutes of the taking of the exam, regardless of whether there was merely an attempt or an actual violation. It is considered that the student has thus used up one taking of the exam.

- (4) In establishing the responsibility of the student for the violation of exam rules, the Disciplinary Committee may take into account any mitigating or aggravating circumstances. In the event that this is the student's first serious violation of exam rules, the Committee may issue a warning or reprimand as a sanction for the violation. For a serious violation under aggravating circumstances, the Disciplinary Committee may impose the sanction of expulsion from the Faculty for up to two years. If this is the second or more time the student has committed a serious violation of exam rules in any of the study obligations, the Disciplinary Committee may impose the sanction of expulsion from the Faculty for up to two years.
- (5) It is also considered a violation of exam rules if a student of the Faculty takes or tries to take an exam in the place of the student who has applied for it. For this violation the Disciplinary Committee may impose the sanction of temporary expulsion from the Faculty for up to two years.
- (6) The following is also considered a violation of exam rules: plagiarism of seminar papers, reports on performed student practice, diploma, master's and other theses, for which the provisions of the Rules of the University and of these Rules are applied sensibly.

Article 27

(publication of violations of exam rules)

Twice a year (after the exam period has ended, as a rule in March and September for the previous semester) the Disciplinary Committee publishes the number of violations of exam rules and the forms of imposed measures for minor or serious violations of disciplinary responsibility on the noticeboard and on the FA website.

IV. REGULATION OF INDIVIDUAL RIGHTS AND OBLIGATIONS OF STUDENTS WITH SPECIAL STATUS

Article 28

(criteria for asserting the status of student athlete)

- (1) Candidates who can assert special education conditions under student athlete are:
 - categorised athletes,
 - students who have been officially appointed coaches of a national team or of an individual categorised athlete by an individual national sports federation.
- (2) A categorised athlete from the first indent of the previous paragraph is an athlete that has earned one of the following titles, based on the categorisation of the Olympic Committee of Slovenia – Association of Sports Federations (hereinafter OCS-ASF) and the Paralympic Committee of Slovenia: world class athlete, international athlete, prospective athlete, national athlete, youth athlete. The proof of categorisation is the official certificate of status, issued by the Committee for Elite Sports at OCS-ASF.

- (3) Rights under the status of student athlete can also be asserted by a student who has been officially appointed a coach of a national team or of an individual categorised athlete by an individual national sports federation and is directly involved in the preparation and realisation of programmes of categorised athletes. The proof of meeting these obligations is the certificate issued by OCS-ASF for the current academic year.
- (4) The status of student athlete lasts one academic year with the option of extending.

Article 29

(criteria for asserting the status of student artist/cultural provider)

- (1) A candidate who can assert the rights under student artist/cultural provider is:
 - a member of a national or international art society or association of art societies,
 - a student with a certificate of the status of cultural worker,
 - a student with publicly recognised artworks.
- (2) The member of a national or international art society or association of art societies from the first indent of the previous Article is the artist/cultural provider who meets the criteria of the mentioned institutions and is already a member of a society or association of the following artistic activities: music, fine arts, film, theatre, literature, photography or other artistic activities. The proof of membership is the official certificate of membership issued by an individual national or international art society or association of art societies. Certificate of the status of cultural worker is issued by the Ministry of Culture.
- (3) A candidate who asserts the recognition of the status of artist/cultural provider under publicly recognised artworks must submit a CV and a list of the works done by years, in accordance with the activity he/she is engaged in.
- (4) The two criteria for the public recognition of artworks are:
 - a publicly published expert critique of an artwork,
 - rewarded artwork/artistic achievement among national or international competition in the previous or current academic year.

The candidate submits the following evidence of the public recognition of an artwork/artistic achievement:

- copy of the publicly published critique of an artwork/artistic achievement or
 - photocopy of a national or international commendation or award at an artistic talent competition or
 - official certificate of artistic achievement issued by the Ministry of Culture.
- (5) The status of student artist/cultural provider lasts one academic year with the option of extending.

Article 30

(criteria for asserting the status of student with special needs)

- (1) The categories of candidates who can assert special education conditions under student with special needs are persons with special needs according to the provisions of acts of the University.
- (2) The status of student with special needs is granted for a part or the entire duration of the study, bearing in mind the type of problems and the conditions for student status.

Article 31

(criteria for asserting the status of meritorious student)

- (1) The categories of candidates who can assert rights under meritorious student in extracurricular activities, in bodies and committees of the Faculty, the Student Organisation of the Faculty and University and in other specified cases are those that actively participate in:
 - sports activities,
 - cultural activities,
 - intellectual activities,
 - in bodies and committees of the Faculty, the Student Organisation of the Faculty and University etc.
- (2) Special status is also granted to students who demonstrate above-average, beneficial activity and engagement:
 - for the benefit of the University,
 - for the benefit of the local community in which the student has permanent residence or of the local community of the University,
 - on a national level.

Above-average, beneficial activity is above all the active involvement in charity organisations for humanitarian purposes and for the purposes of protecting the environment and cultural heritage. Membership and activity in a political party is not grounds for asserting the special status under this Article.
- (3) The status of meritorious student lasts one academic year with the option of extending.

Article 32

(certificates)

- (1) A student demonstrates active participation in the activities from the previous Articles of this Chapter of the Rules by submitting a certificate from the competent or relevant body, chairman, coordinator, head or coach of the activity.
- (2) In addition to the certificate and opinion, the student must also enclose a description and presentation of the activity in which he/she is engaged, the work done so far, the frequency of the activity and a substantiation of the grounds for awarding him/her the status with regard to the five categories:

- a student active in the sports activities of the Faculty of Administration: attendance at trainings, attendance at competitions, the leading player, achievements at competitions,
- a student active in the cultural activities of the Faculty of Administration: number of published publications, number of exhibitions, attendance at rehearsals, number of performances,
- a student active in the intellectual activities of the Faculty of Administration: attendance, scope and difficulty of the activity, participation and achievements at competitions,
- a student active in the bodies and committees of the Faculty of Administration, the Student Organisation of the Faculty of Administration, the University of Ljubljana and the Student Organisation of the University of Ljubljana: providing assistance to the leaders, attendance at meetings, writing up-to-date reports, managing or helping to organise or implement activities,
- a student active in other specified cases, as defined in these Rules: managing or helping to organise or implement activities.

Article 33

(rights and obligations of students with special status)

- (1) A student who has been granted status and consequently special education conditions, may assert the following rights:
- right to reduced compulsory attendance and to justified absence from study obligations upon agreement with the holder or provider of the course,
 - right to take an exam outside the set date and in a specific way,
 - right to subsequent presentation of a seminar paper and to subsequent taking of a preliminary exam and exam in the event of participation in competitions at home or abroad,
 - right to enrolment in a higher year or the finishing year and to the extension of the finishing year up to one year under the special conditions of the Statute of the University,
 - entry of achievements from extracurricular activities, bodies and committees of the Faculty of Administration etc. in the annex to the diploma.

A student who has been granted status and fails to fulfil his/her duties or abuses his/her rights loses the right to the special education conditions under these Rules.

- (2) Obligations of a student with special education conditions on the grounds of status are:
- fulfilling all other obligations foreseen in the study programme,
 - responsibility towards the granted status,
 - conduct in accordance with the code of ethic conduct in sports or other fields,
 - participation in events and competitions organised by the Faculty of Administration covered by the status, and writing reports on one's activity in bodies and committees etc.

V. PROCEDURE OF ASSERTING RIGHTS AND OBLIGATIONS

Article 34

(initiating the procedure)

- (1) The rights defined in these Rules are asserted by a student upon his/her own request or application before a competent Faculty body. In the request or application the student must define which right/s he/she is asserting and enclose the required and other certificates.
- (2) Applications, requests and other petitions are filed on prescribed forms if such are defined by these Rules (in the annexes).
- (3) The procedures initiated ex officio commence with the first act of the competent Faculty body.

Article 35

(competence)

- (1) The claim for obtaining rights or asserting the obligations of students at the 1st cycle of the study programmes is decided on at the first level by the Committee for Undergraduate Study or another suitable body if so demanded by the sectoral regulations and rules of the University or Faculty. The claim for obtaining rights or asserting the obligations of students at the 2nd cycle of the study programmes is decided on at the first level by the Committee for Postgraduate Study Programmes or another suitable body if so demanded by the sectoral regulations and rules of the University or Faculty.
- (2) The holder or provider of a course prohibits a student from taking an exam in the current academic year due to a lack of attendance and allows the student to take the exam after completing substitute obligations.
- (3) Early taking of exams may be allowed by the Dean upon a written request of a student if legitimate reasons, as specified in these Rules, are provided. The Dean also initiates the procedure of a complaint over a mark.
- (4) Study at a foreign higher education institution is decided on by the University International Cooperation Service in compliance with the Rules of the University. The Faculty Committee for International Cooperation participates in procedures regarding international exchange under these Rules.
- (5) As regards the disciplinary responsibility of students at all cycles of study programmes, the Dean proposes the initiation of a procedure based on a report from the holder or provider of the course; this procedure is conducted and decided on at the first level by the Faculty Disciplinary Committee, whereas the University Disciplinary Committee conducts and decides on the procedure in the event of a complaint.

- (6) A complaint over the decision of the bodies of the Faculty at the first level is decided on by the Senate of the Faculty if the sectoral regulations and rules of the University or Faculty do not specify otherwise.
- (7) A student can, if special rules of the University do not specify otherwise, initiate an administrative dispute before the Constitutional Court over the decisions of the Faculty after their finality.
- (8) A student can, if special rules of the University do not specify otherwise, initiate a complaint over the first-level decisions of the University and seek elimination and annulment under the right of scrutiny and annulment of the decisions of the Faculty before the University's Committee for Student Complaints.

Article 36 (procedure)

In procedures of determining the rights and obligations of individual students the provisions of the act regulating the general administrative procedure are applied sensibly if not otherwise specified by the sectoral regulations.

Article 37 (procedures regarding compulsory student practice)

- (1) The mentor-assessors and mentor-associates in student practice annually propose topics for problem-solving papers. The mentor-assessors, mentor-associates and the topics of problem-solving papers are approved by the Senate in the annual action plan. The number of available places and the topics of problem-solving papers are determined separately for each academic year.
- (2) The Faculty's website publishes the available places for performing practice. The student then agrees on the date of performing the practice and the selection of the problem-solving paper with the organisation. When the student has arranged for performing the practice in the organisation, the latter issues a certificate of acceptance to the practice.
- (3) The student must submit the "Certificate of Acceptance to the Compulsory Student Practice", which forms an annex to these Rules, to the Student Office. On the basis of this certificate the Faculty prepares a tripartite agreement on the implementation of the compulsory practice in the organisation. This agreement specifies the mutual relations, rights and duties between the student, the organisation and the Faculty in the implementation of the compulsory practice.
- (4) When carrying out the practice the student must honour the general rules of operation in the organisation (working hours, manner of communication etc.), take into account the instructions of the mentor, protect and develop the reputation of the Faculty and strive to obtain as much practical knowledge as possible.
- (5) The student agrees on the problem-solving paper with the organisation; the paper is then approved by the mentor; the student submits the topic on a form that is an annex to these Rules, in agreement with the mentor. If the proposed topic is not included in

the topics approved by the annual action plan, the topic must also be approved by the Committee in Charge of Student Practice.

- (6) The student prepares a report on the practice, which consists of a general part and the problem-solving paper. The report must be prepared in accordance with the instructions for preparing a report on the practice that are published on the Faculty's website, and elaborated under the guidance of the mentor in the organisation and under the guidance of the mentor-associate and student tutors at the Faculty.
- (7) The report on the practice is handed by the student to the mentor in the organisation, who reviews it, evaluates it and fills out and signs an evaluation sheet on the prescribed form, which is an annex to these Rules. The report on the practice and the evaluation sheet are then submitted by the student to the Student Office. Reports submitted by the 5th of the month will be reviewed and evaluated by the end of the month or no later than the 15th of the following month during holidays (July, August). The report must be submitted to the Student Office no later than six months after the practice in an organisation was concluded, otherwise the mentor is not obliged to review and evaluate the report – in such cases the student must perform the practice again.
- (8) Based on the evaluation by the mentor in the organisation, the mentor at the Faculty gives a joint evaluation of the practice according to the criteria of these Rules. If a student's practice in an organisation is recognised, the report on the practice is evaluated by the mentor at the Faculty alone. The student must submit the report on the practice within six months after submitting the topic of the problem-solving paper. The mentor at the Faculty enters the mark of the practice in the minutes. The mentor delivers the minutes to the Student Office, which enters the mark in the record of completed obligations of students. The problem-solving paper with the evaluation sheet/s is kept by the mentor-assessor or mentor-associate at the Faculty under the same rules that apply to exam papers under these Rules.

Article 38

(procedure of recognising exams)

- (1) A request for the recognition of exams must unambiguously state the course for which the student is seeking recognition. The application, which is an annex to these Rules, must be enclosed with an approved curriculum of the course under which the student took the exam at another institution and an academic transcript issued by the higher education institution where the exam was taken.
- (2) A competent committee studies the request within 30 days and decides on the recognition of the exam. Prior to its decision it must obtain a written opinion from the holder of the course for which the request for the recognition of the exam taken at another higher education institution was submitted. In the decision, the committee must state whether the exam in the course is recognised in full or in part – in the latter case it must state the learning contents that the student must pass as a bridge exam, or whether the exam is not recognised.

- (3) In the event that students must enrol in a new study programme due to the cancellation of the old programme, students' already completed individual obligations are recognised in full or in part, depending on the opinions of the holders of the courses, without having to file requests.
- (4) The recognition is entered in the record of completed obligations of a student and in the electronic record of completed obligations of a student.
- (5) The procedure for the annulment of a mark or exam is conducted on the same terms.

Article 39

(procedure regarding a complaint over a mark)

- (1) Within three working days after receiving a complaint, the Dean appoints a three-member committee. The examiner is not a member of the committee.
- (2) If a complaint has been filed over a mark given at an oral exam, then within seven working days after the appointment of the committee, the holder or provider of the course tests and evaluates the student again, in the presence of the appointed committee. If a complaint has been filed over a mark given at a written exam, then on the first working day after its appointment, the committee reviews and re-evaluates the student's written product.
- (3) The president of the committee runs the procedure for solving a complaint and prepares minutes on the procedure, which are signed by all the members of the committee. If an individual member of the committee disagrees with the decision proposed by the other members, this is recorded in the minutes separately, along with the reasons for the disagreement. The decision by the committee is final.

Article 40

(procedure for the recognition of special status)

- (1) Upon enrolment in an individual year or additional year of study, the candidate must fill out an application for obtaining special student status on the prescribed form, which is an annex to these rules. If in accordance with Article 30 of these Rules the student's status and adjustments were recognised for a period longer than one academic year, the student files a new application within one month prior to the expiration of that period.
- (2) The candidate submits the application no later than 15th October of the current academic year unless reasons for the status present themselves during the year, in which case the application is submitted at that time. The application is enclosed with the appropriate certificates.
- (3) All students with recognised status who are receiving their education under special conditions receive a note in the electronic record of completed obligations and the student's personal folder, which clearly specifies the type of problem or the reason for being awarded the status and the type of recognised adjustments (e.g. permitted

absence from organised forms of the pedagogical process, a specific way of taking exams).

- (4) At the beginning of the academic year, the Student Office informs all the providers of courses in the current year of the students who are enrolled in individual courses in that year and who have been awarded special status, including the type of the recognised adjustments to the study process.
- (5) The procedure for the revocation of status is run equally as the procedure for its obtainment.

Article 41

(procedure for inclusion in international exchange)

- (1) A student who wishes to go on an international exchange applies to the calls published on the Faculty's website.
- (2) The selection of students or interviews in a foreign language for individual higher education institutions abroad is performed by a committee, appointed by the Faculty's Committee for International Cooperation. If more students have applied for the same institution and level of education than there are available places, the order of the applied students is determined on the basis of the criteria published in the call.

All students who have not been chosen at the institution listed as their first choice are informed of available places by the Committee for the Selection of Students and in the event of their application are again invited on an interview in a foreign language.

- (3) All students who have applied to the call are informed of the results of the call by electronic mail, within five working days after the interviews were carried out.
- (4) A student who has been chosen in the call for international exchange fills out a notification of completing study obligations at foreign higher education institutions, on the prescribed form that is an annex to these Rules. The content of the form is coordinated with the holders of the courses which the student wishes to be recognised as compulsory courses after being successfully taken at a higher education institution.
- (5) In accordance with the decision of the Committee for the study cycle in which the student is enrolled, the student prepares a "Learning Agreement" and submits it to the Faculty's Committee for International Cooperation for approval. The student submits the coordinated and signed "Learning Agreement" to the foreign higher education institution to which he/she is leaving on an exchange by the deadline set at the particular higher education institution (usually 30th May for the first semester and 30th October for the second semester). The student must complete this procedure before going abroad.

- (6) In the event that after the "Learning Agreement" form has been signed a change occurs to the range of courses the student intended to take at a foreign higher education institution, the student must inform the Faculty's Committee for International Cooperation of the changes no later than one month after going abroad; in the event that the student is taking compulsory subjects he/she must also provide a change of the notification of completing study obligations at foreign higher education institutions, on the prescribed form that is an annex to these Rules, which is deemed as accepted when confirmed by the Committee for International Cooperation and the changed document is forwarded to the student abroad.
- (7) If a student wishes to assert the extension of study exchange abroad, he/she must request it from the Committee for the study cycle in which the student is enrolled, stating valid reasons and submitting the appropriate certificates. Before making a decision on allowing the extension, the Committee for International Cooperation gives a reasoned opinion.
- (8) After completing the obligations at a foreign higher education institution, the student files a request for recognition of study obligations completed abroad on the prescribed form, which is an annex to these Rules. In the application the student provides a list of the completed courses, the marks and CP obtained and encloses a certificate of completed obligations, either in English or in the language of the foreign higher education institution, and an official translation of the titles of courses listed in the certificate in the Slovene and English language if the foreign higher education institution had not issued the certificate in the English language.

Article 42

(decision of the competent committee)

The student is informed of the decision of the competent committee via the student information system, with the decision or notice comprising the operative part, the legal base for the decision and the instruction on legal remedy. The information system must enable the traceability of the date the decision or notice was delivered to the student. In the event that the decision of the committee is not does not grant the request, a written decision or resolution is issued.

VI. FINAL PROVISIONS

Article 43

The Rules amending the Rules on the Rights and Obligations of Students of the Faculty of Administration of 23rd November 2011 contain the following final provision:

- (1) These Rules, adopted on 23rd November 2011, are published on the intranet of the Faculty of Administration on 25th November 2011 and enter into force on 20th February 2012.
- (2) On the day these Rules enter into force, the following shall cease to be valid:

- Rules on Testing and Evaluating Knowledge and Exam Rules, adopted by the Senate of the Faculty on 11th February 2009,
 - Rules on Students with Special Status, adopted by the Senate of the Faculty on 30th June 2008,
 - Rules on the International Exchange of Students of the Faculty of Administration, adopted by the Senate of the Faculty on 3rd June 2008,
 - Rules on Performing Compulsory Student Practice and their amendments, adopted by the Senate of the Faculty on 13th March 2004, 19th December 2007, 7th January 2008 and 30th June 2008, and
 - Rules on the Rights and Obligations of Students of 27th October 2010.
- (3) Procedures initiated prior to these Rules entering into force are continued and completed under these Rules. If these Rules cannot be directly applied, they are applied sensibly, with the previously valid rules considered subordinately.

The Rules amending the Rules on the Rights and Obligations of Students of the Faculty of Administration of 21st June 2012 contain the following final provision:

- (1) These Rules, adopted on 21st June 2012, are published on the intranet of the Faculty of Administration on 3rd July 2012 and enter into force on 3rd July 2012.
- (2) On the day these Rules enter into force, the Rules on the Rights and Obligations of Students of the Faculty of Administration of 23rd November 2011 shall cease to be valid.

The Rules amending the Rules on the Rights and Obligations of Students of the Faculty of Administration of 24th October 2012 contain the following final provision:

- (3) These Rules, adopted on 24th October 2012, are published on the information portal for employees on 30th October 2012 and enter into force on 2nd November 2012.
- (4) On the day these Rules enter into force, the Rules on the Rights and Obligations of Students of the Faculty of Administration of 21st June 2012 shall cease to be valid.

The Rules amending the Rules on the Rights and Obligations of Students of the Faculty of Administration of 24th April 2013 contain the following final provision:

- (5) These Rules, adopted on 24th April 2013, are published on the information portal for employees on 26th April 2013 and enter into force on 27th April 2013.
- (6) On the day these Rules enter into force, the Rules on the Rights and Obligations of Students of the Faculty of Administration of 24th October 2012 shall cease to be valid.

The Rules amending the Rules on the Rights and Obligations of Students of the Faculty of Administration of 22nd May 2013 contain the following final provision:

- (7) These Rules, adopted on 22nd May 2013 and 19th June 2013, are published on the Internet (web) and on the information portal for employees on 26th June 2013 and enter into force on 1st July 2013.
- (8) On the day these Rules enter into force, the Rules on the Rights and Obligations of Students of the Faculty of Administration of 24th April 2013 shall cease to be valid.

Number: 01300-11/2010-13

Date: 26th June 2013

Annexes:

1. Request for Continuation of Studies following a Suspension – Form POŠ 1/2011
2. Request for Extending Student Status – Form POŠ 2/2011
3. Request for Change of Study Programme – Form POŠ 3/2011
4. Request for Change of Mode of Study – Form POŠ 4/2011
5. Request for Obtaining the Status of Student with Special Status – Form POŠ 5/2011
6. Request for Retaking an Exam to Improve a Mark – Form POŠ 6/2011
7. Request for Taking an Exam for the Sixth Time – Form POŠ 7/2011
8. Application for Seminar Paper Administrative Practicum I and II – Form POŠ 8/2011
9. Request for Recognition of Exams – Form POŠ 9/2011
10. Application of the Topic of the Problem-Solving Paper of the Compulsory Student Practice – Form POŠ 10/2011
11. Certificate of Acceptance to Compulsory Student Practice – Form POŠ 11/2011
12. Request for Recognition of Compulsory Student Practice – Form POŠ 12/2011
13. Evaluation Sheet for a Mentor at the Faculty of Administration – Form POŠ 14/2011
14. Evaluation Sheet for a Mentor at the Faculty of Administration (Report on the Problem-Solving Paper) – Form POŠ 15/2011
15. Evaluation Sheet for a Mentor in the Organisation – Form POŠ 16/2011
16. Certificate of Acceptance to Compulsory Student Practice Abroad – Form POŠ 17/2011
17. Evaluation Sheet in the English Language for a Mentor in Compulsory Student Practice Abroad – Form POŠ 18/2011
18. Notification of Completing Study Obligations at Foreign Higher Education Institutions – Form POŠ 19/2011
19. Change of Notification of Completing Study Obligations – Form POŠ 20/2011
20. Request for Recognition of Study Obligations Completed Abroad – Form POŠ 21/2011

Date of publication on the information portal for employees: 1st July 2013

**REQUEST FOR CONTINUATION OF STUDIES
FOLLOWING A SUSPENSION**

- ☐ Professional Study Programme in Administration 1st cycle
☐ University Study Programme in Administration 1st Cycle
☐ University Study Programme in Administrative Informatics 1st Cycle
☐ Master's Study Programme in Administration 2nd Cycle
☐ Master's Study Programme in Administration Management 2nd Cycle
☐ other _____

(Tick the appropriate programme!)

1. INFORMATION ON STUDENT (filled out by student)

Last and first name: _____ Enrolment number: _____
 Address: _____
 Mobile: _____ e-mail: _____

2. ACADEMIC YEAR OF FIRST ENROLMENT INTO THE STUDY PROGRAMME

(filled out by student)

(Enter academic year)

3. REQUEST

- ☐ I request the Committee for Undergraduate Study Programmes to continue my studies following a suspension
☐ I request the Committee for Postgraduate Study Programmes to continue my studies following a suspension

Date: _____ Signature of student: _____

4. NOTE: On the basis of the Statute of the University of Ljubljana a student who has suspended studies for more than two years must file an application with the relevant body for the continuation of studies. In the event that the study programme has changed during the suspension of studies, the Committee specifies bridge exams or other additional obligations as an obligation for the continuation. In the event that the knowledge that was demanded in individual exams prior to the suspension of the studies has become unsuitable due to the advancement of the discipline, the Committee may, in addition to specifying the bridge exams, decide that the student must retake individual exams or other obligations that he/she had already completed prior to the suspension.

5. NOTE: The Faculty issues an invoice for the processing of the request according to the price list of the University of Ljubljana that applies to the current academic year!

Send the request and certificates to the address:

Fakulteta za upravo

Komisija za dodiplomski študij or Komisija za podiplomski študij

Gosarjeva 5

1000 Ljubljana

REQUEST FOR EXTENDING STUDENT STATUS

- ☐ Professional Study Programme in Administration 1st cycle
☐ University Study Programme in Administration 1st Cycle
☐ University Study Programme in Administrative Informatics 1st Cycle
☐ Master's Study Programme in Administration 2nd Cycle
☐ Master's Study Programme in Administration Management 2nd Cycle
☐ other _____

(Tick the appropriate programme!)

1. INFORMATION ON STUDENT (filled out by student)

Last and first name: _____ Enrolment number: _____
 Address: _____
 Mobile: _____ e-mail: _____

2. EXPLANATION OF REQUEST

(filled out by student)

I request the Committee for Undergraduate Study or Committee for Postgraduate Study to extend my student status until _____.

I held the status of finishing year student from _____ to _____.

Reasons: (tick the appropriate reason)**Note:**
☐ 1. Maternity

Enclose a photocopy of the child's birth certificate!

☐ 2. Longer illness, which lasted
from ____ to ____ 20____.

Enclose an original certificate from a specialist that shows when you were incapable of studying!

☐ 3. Exceptional family and social circumstances.

Enclose a certificate of a relevant organisation that substantiates the exceptional circumstances (Centre for Social Work)!

☐ 4. Recognised status of person with special needs.

.....

☐ 5. Active participation at/in:

- top sports, cultural, expert events (state which):

Enclose a certificate of participation or state the name of the body!

- bodies of the University (state the name of the body):

Date: _____ Signature of student _____

5. NOTE: Student status can be extended by no more than one year for legitimate reasons under Paragraph 1 of Article 153 of the Statute of the University.

Send the request and certificates to the address:

Fakulteta za upravo
 Komisija za dodiplomski študij or Komisija za podiplomski študij
 Gosarjeva 5
 1000 Ljubljana

REQUEST FOR CHANGE OF STUDY PROGRAMME

- ☐ Professional Study Programme in Administration 1st cycle
☐ University Study Programme in Administration 1st Cycle
☐ University Study Programme in Administrative Informatics 1st Cycle
☐ Master's Study Programme in Administration 2nd Cycle
☐ Master's Study Programme in Administration Management 2nd Cycle
☐ other _____

(Tick the appropriate programme!)

1. INFORMATION ON STUDENT (filled out by student)

Last and first name: _____ Enrolment number: _____
 Address: _____
 Mobile: _____ e-mail: _____

2. EXPLANATION OF REQUEST

I request the Committee for Undergraduate Study or Committee for Postgraduate Study to be transferred to:

- ☐ Professional Study Programme in Administration 1st cycle
☐ University Study Programme in Administration 1st Cycle
☐ University Study Programme in Administrative Informatics 1st Cycle
☐ other _____

I was last enrolled in _____ in the academic year _____.

Date: _____ Signature: _____

5. NOTE: The Faculty issues an invoice for the processing of the request according to the price list of the University of Ljubljana that applies to the current academic year!

Send the request and certificates to the address:

Fakulteta za upravo
 Komisija za dodiplomski študij or Komisija za podiplomski študij
 Gosarjeva 5
 1000 Ljubljana

**REQUEST FOR CHANGE OF MODE OF STUDY**

- ☐ Professional Study Programme in Administration 1st cycle
☐ University Study Programme in Administration 1st Cycle
☐ University Study Programme in Administrative Informatics 1st Cycle
☐ Master's Study Programme in Administration 2nd Cycle
☐ Master's Study Programme in Administration Management 2nd Cycle
☐ other _____

*(Tick the appropriate programme!)***1. INFORMATION ON STUDENT** *(filled out by student)*

Last and first name: _____ Enrolment number: _____
 Address: _____
 Mobile: _____ e-mail: _____

2. EXPLANATION OF REQUEST*(filled out by student)*

I request the Committee for Undergraduate Study or Committee for Postgraduate Study to be transferred to:

- ☐ Professional Study Programme in Administration 1st cycle
☐ University Study Programme in Administration 1st Cycle
☐ University Study Programme in Administrative Informatics 1st Cycle
☐ Master's Study Programme in Administration 2nd Cycle
☐ Master's Study Programme in Administration Management 2nd Cycle
☐ other _____

(Tick the appropriate programme!)

I was last enrolled in _____ in the academic year _____.

DATE:

Signature of student:

4. NOTE: The Faculty issues an invoice for the processing of the request according to the price list of the University of Ljubljana that applies to the current academic year!

Send the request and certificates to the address:

Fakulteta za upravo
 Komisija za dodiplomski študij or Komisija za podiplomski študij
 Gosarjeva 5
 1000 Ljubljana



REQUEST FOR OBTAINING THE STATUS OF STUDENT WITH SPECIAL STATUS

- ☐ Professional Study Programme in Administration 1st cycle
☐ University Study Programme in Administration 1st Cycle
☐ University Study Programme in Administrative Informatics 1st Cycle
☐ Master's Study Programme in Administration 2nd Cycle
☐ Master's Study Programme in Administration Management 2nd Cycle
☐ other _____

(Tick the appropriate programme!)

1. INFORMATION ON STUDENT (filled out by student)

Last and first name: _____ Enrolment number: _____
Address: _____
Mobile: _____ e-mail: _____

2. INFORMATION ON ENROLMENT (filled out by student)

Academic year of first enrolment into the study programme:
Year of study:

3. AREA OF ASSERTING THE STATUS (Circle!)

I request the Senate of the Faculty or the Committee for Undergraduate Study/Committee for Postgraduate Study to be awarded the status of:

1. student athlete (within the competence of CUS)
2. student artist/cultural provider (within the competence of the Senate of the Faculty)
3. student active in the field of (underline!) extracurricular activities, in bodies/committees of the Faculty of Administration, in the Student Organisation of the Faculty of Administration, in bodies/committees of the University of Ljubljana, in the Student Organisation of the University of Ljubljana (within the competence of CUS)
4. student with special needs (due to problems) (within the competence of CUS) _____

4. ADDITIONAL EXPLANATION (enter):

Ad 1: Sports discipline and name of the club in which you are active:

Ad 2: Artistic area and name of the organisation or association in which you are active:

Ad 3: Extracurricular area of activity / name of the organisation in which you are active :

Ad 4: Area of student with special needs (Circle the type of disorder or problem!)

- a) Partial or complete loss of vision
- b) Partial or complete hearing loss
- c) Speech-language problems (communication problems)
- d) Mobility impairment

- e) Lasting or chronic illness
- f) deficiencies in individual learning fields
- g) emotional and behavioural problems (e.g. psychological problems)

5. I AM ASSERTING SPECIAL ADJUSTMENTS TO THE STUDY PROCESS (Circle!)

5.1 In the implementation of lectures, practical classes, seminars, student practice etc.:

- ☐ use of special aids (State which!):
- ☐ presence of an assistant (reader, writer, interpreter, ...)
- ☐ adapted method of completing obligations (regarding attendance, substitute assignments, work in practical classes etc.)
- ☐ in deadlines
- ☐ in the forms and methods of submitting written products
- ☐ in presentations and performances

5.2 In the delivery of study material:

- ☐ access to the material or study literature (e.g. time available for borrowing from the library)
- ☐ form of the material or study literature (e.g. conversion of material)

5.3 In the testing and evaluation method:

- ☐ special exam dates, determined in agreement with the provider of the course,
- ☐ modification of the form of the testing and evaluation of knowledge (Please explain further!)
- ☐ extension of the time for taking an oral or written exam,
- ☐ provision of a special room for taking an exam and adjustments to the room,
- ☐ taking an exam with the use of a portable computer, adapted hardware and software,
- ☐ taking an exam with the help of an assistant (reader, writer, interpreter, ...),
- ☐ adapting the form of the exam material

Additional explanation (Add!):

6. ANNEXES (Must be enclosed!)

- a) Opinion from the Committee for the Categorisation of Children and Adolescents with Impaired Mental and Physical Development,
- b) Opinion from the Disability Committee,
- c) Other (Add!):

DATE:

SIGNATURE:

Send the request and original certificates to the address:

Fakulteta za upravo
Senat fakultete or Komisija za dodiplomski študij / Komisija za podiplomski študij
Gosarjeva 5
1000 Ljubljana

University of Ljubljana
Faculty of Administration



REQUEST FOR RETAKING AN EXAM TO IMPROVE A MARK

- ☐ Professional Study Programme in Administration 1st cycle
☐ University Study Programme in Administration 1st Cycle
☐ University Study Programme in Administrative Informatics 1st Cycle
☐ Master's Study Programme in Administration 2nd Cycle
☐ Master's Study Programme in Administration Management 2nd Cycle
☐ other _____

(Tick the appropriate programme!)

1. INFORMATION ON STUDENT (filled out by student)

Last and first name: _____ Enrolment number: _____

Address: _____

Mobile: _____ e-mail: _____

2. INFORMATION ON THE COURSE

I request the Committee for Undergraduate Study or Committee for Postgraduate Study to retake an exam/s in the following course/s:
(filled out by student)

Title of the course:

1. _____

2. _____

3. _____

4. _____

5. _____

Course code:

0			
---	--	--	--

0			
---	--	--	--

0			
---	--	--	--

0			
---	--	--	--

0			
---	--	--	--

- Note: in the entire study career a student may retake an exam in no more than five courses.

Date: _____ Signature of the student: _____

Send the request and certificates to the address:

Fakulteta za upravo
Komisija za dodiplomski študij or Komisija za podiplomski študij
Gosarjeva 5
1000 Ljubljana

**REQUEST FOR TAKING AN EXAM FOR THE SIXTH TIME**

- ☐ Professional Study Programme in Administration 1st cycle
☐ University Study Programme in Administration 1st Cycle
☐ University Study Programme in Administrative Informatics 1st Cycle
☐ Master's Study Programme in Administration 2nd Cycle
☐ Master's Study Programme in Administration Management 2nd Cycle
☐ other _____

(Tick the appropriate programme!)

1. INFORMATION ON STUDENT (filled out by student)

Last and first name: _____ Enrolment number: _____
 Address: _____
 Mobile: _____ e-mail: _____

2. INFORMATION ON THE COURSE

(filled out by student)

I request the Committee for Undergraduate Study or Committee for Postgraduate Study to take an exam for the 6th time in the following course:

Title of course: _____

Course code: _____

0

3. LEGITIMATE REASONS FOR TAKING AN EXAM FOR THE 6TH TIME

Date: _____ Signature of student: _____

4. OBLIGATORY ANNEXES

- a) medical certificate;
 b) other certificate _____.

Send the request and certificates to the address:

Fakulteta za upravo
 Komisija za dodiplomski študij or Komisija za podiplomski študij
 Gosarjeva 5
 1000 Ljubljana



**APPLICATION
for Seminar Paper
ADMINISTRATIVE PRACTICUM I and II**

filled out by student

filled out by student

1. INFORMATION ON STUDENT

2. INFORMATION ON THE TEST AND SEMINAR PAPER

Enrolment
number:

0	4	0					
---	---	---	--	--	--	--	--

Tick

accordingly! ☐ AP I

☐ AP II

Name: _____

Test AP I taken on: _____

Surname: _____

Title of the
topic: _____

Address: _____

Mentor: _____

Academic year of enrolment into:

Filled out by mentor:

1st year _____ / _____

repeated or pro
forma enrolment _____ / _____

2nd year _____

3rd year _____ / _____

finishing year

student _____ / _____

Study centre: _____

Signature of the
student: _____

seminar paper
completed with the
mark: _____

on: _____ 20____
 day month year

Signature or the
mentor: _____

Date: _____

Signature of the
associate: _____

Univerza v Ljubljani
Fakulteta za upravo



REQUEST FOR RECOGNITION OF EXAMS

- ☐ Professional Study Programme in Administration 1st cycle
☐ University Study Programme in Administration 1st Cycle
☐ University Study Programme in Administrative Informatics 1st Cycle
☐ Master's Study Programme in Administration 2nd Cycle
☐ Master's Study Programme in Administration Management 2nd Cycle
☐ other _____

(Tick the appropriate programme!)

1. INFORMATION ON STUDENT

Enrolment number:

0	4	0				
---	---	---	--	--	--	--

Mode of study: ☐ full-time ☐ part-time

Last and first name: _____

Address: _____

Phone: _____ Mobile: _____ e-mail: _____

2. INFORMATION FOR THE RECOGNITION OF EXAMS

I request the Committee for Undergraduate Study or Committee for Postgraduate Study to recognise the following exams:

Course at the Faculty of Administration					Information on Courses Completed in Other Study Programmes or at Other Higher Education Institutions			
Course Code		Title of Course			Title of Completed Course	Institution/Programme	Date of Exam	Mark in the Course
0								
0								
0								
0								
0								
0								
0								
0								
0								

Date: _____

Signature: _____

OBLIGATORY ATTACHMENTS:

1. Academic transcript
2. Curriculum/curricula of the course/s

Send the request and certificates to the address:

Fakulteta za upravo
 Komisija za dodiplomski študij or Komisija za podiplomski študij
 Gosarjeva 5
 1000 Ljubljana

University of Ljubljana
Faculty of
Administration



APPLICATION OF THE TOPIC OF THE PROBLEM-SOLVING PAPER OF COMPULSORY STUDENT PRACTICE

- ☐ Professional Study Programme in Administration 1st cycle
☐ University Study Programme in Administration 1st Cycle
☐ University Study Programme in Administrative Informatics 1st Cycle
☐ other _____

(Tick the appropriate programme!)

1. INFORMATION ON STUDENT (filled out by student)

Enrolment number:

0	4	0					
---	---	---	--	--	--	--	--

Last and first name: _____

Address: _____

Location: _____

Phone: _____

Mobile: _____

e-mail: _____

2. INFORMATION ON THE TOPIC OF THE PROBLEM-SOLVING PAPER OF COMPULSORY STUDENT PRACTICE (filled out by student)

Title of topic: _____

Mentor-assessor at the

FA: _____

Mentor-associate at the

FA: _____

Date: _____

Signature of the student: _____

NOTE: Students who choose a topic of the problem-solving paper among those listed need not obtain consent from the mentor at the Faculty (Item 3 Consent from Mentor at the FA).

Students who propose a topic of the problem-solving paper that is not among those listed on the website (e.g. at the suggestion of the organisation) find a mentor at the Faculty on their own and obtain his/her consent (must fill out Item 3 Consent from Mentor at the FA).

3. CONSENT FROM MENTOR at the FA (filled out by mentor – solely for topics of problem-solving papers that are not among the listed topics)

Signature of mentor-assessor: _____

Date: _____

4. COMMITTEE FOR STUDENT PRACTICE (filled out by the Committee for Student Practice in the event that Item 3 is filled out.)

The Committee on its _____ meeting, on _____ 201_ approved/rejected the proposed topic and appointed

for mentor at the FA: _____

Date: _____

Signature of the president of the committee: _____

Send the application to the address:

Fakulteta za upravo
Komisija za študijsko prakso
Gosarjeva 5
1000 Ljubljana



**CERTIFICATE OF ACCEPTANCE TO COMPULSORY STUDENT
PRACTICE**

(filled out by the organisation providing the placement)

1. INFORMATION ON STUDENT

Enrolment number:

0	4	0					
---	---	---	--	--	--	--	--

Mode of study: ☐ full-time ☐ part-time

Study programme: ☐ Administration HE–1st cycle ☐ Administration UNI–1st cycle

Year of study: ☐ 1st year ☐ 1st year pro forma ☐ 2nd year ☐ 3rd year

Last and first name: _____

Address: _____ Location: _____

Telephone: _____ Mobile: _____ e-mail: _____

2. TAX NUMBER

Tax number:

--	--	--	--	--	--	--	--

I certify that my compulsory health insurance is in order.

Date: _____

Signature of student: _____

Note: For the needs of the tax and health care legislation the student must mandatorily fill out the sections: "tax number" and "statement on insurance".

3. INFORMATION ON ORGANISATION

Title of organisation: _____

Address: _____ Location: _____

Mentor in organisation: _____

Phone: _____ Mobile: _____ e-mail: _____

Topic of problem-solving paper: _____

Duration of placement: _____ From: _____ To: _____

Date: _____

Signature of responsible person: _____

stamp



**REQUEST FOR RECOGNITION OF COMPULSORY STUDENT
PRACTICE IN AN ORGANISATION**

1. INFORMATION ON STUDENT

Enrolment number:

0	4	0					
---	---	---	--	--	--	--	--

Mode of study: ☐ full-time ☐ part-time

Study programme: ☐ Administration HE–1st cycle ☐ Administration UNI–1st cycle

Year of study: ☐ 1st year ☐ 1st year pro forma ☐ 2nd year ☐ 3rd year

Last and first name: _____

Address: _____ Location: _____

Phone: _____ Mobile: _____ e-mail: _____

2. INFORMATION ON ORGANISATION

Title and seat of organisation: _____

Description of jobs and tasks: _____

Period of employment: _____

Date: _____ Signature: _____

**OBLIGATORY
ATTACHMENTS:**

**CERTIFICATE OF EMPLOYER OF PERIOD OF EMPLOYMENT or PHOTOCOPY OF
EMPLOYMENT BOOKLET**

NOTE:

Part-time and full-time students who were employed for at least six months in the last two years can request the Committee for Undergraduate Study to recognise the practice in an organisation on the basis of a certificate from the employer about their period of employment and a description of the jobs and tasks. If the Committee grants this request, the student elaborates only a problem-solving paper and a report on it under the mentorship of a mentor at the Faculty.

Send the request and certificates to the address:

Fakulteta za upravo
Komisija za dodiplomski študij
Gosarjeva 5
1000 Ljubljana



PRACTICE

Evaluation Sheet for a Mentor at the Faculty of Administration for Completed Practice and Problem-Solving Paper

1. INFORMATION ON STUDENT

Enrolment number:

Last and first name:

2. MENTOR-ASSESSOR

Last and first name:

3. MENTOR-ASSOCIATE

Last and first name:

4. EVALUATION OF COMPLETED PRACTICE AND PROBLEM-SOLVING PAPER

A CONDITION FOR A POSITIVE MARK IS THAT THE REPORT CONTAINS ALL THE FOLLOWING ELEMENTS	75 points possible	Evaluated
– general part (15P in total)		
– general description of the organisation	2P	P
– legal aspect	2P	P
– financial aspect	2P	P
– organisational aspect (obligatory organisational chart)	2P	P
– personnel aspect	2P	P
– general characteristics of the course of the practice and the reason for selecting the problem-solving paper	5P	P
– problem-solving paper (50P in total)		
– definition of the problem	5P	P
– methodology of the elaboration of the paper	5P	P
– presentation of results	15P	P
– interpretation of results	20P	P
– conclusion (concluding findings)	5P	P
– form of the report (10P in total)		
– cover, form, borders and font	3P	P
– division into chapters	2P	P
– quoting and citing sources	5P	P

Points for problem-solving paper	75P (min. 41P)	P
Points for evaluation of mentor in the organisation	25P (min. 14P)	P
TOTAL OF POINTS		P

Note: The total mark is positive only if both parts are positive!

TOTAL MARK OF PRACTICE					
Mark		ECTS mark		Mark range	
10	excellent	A	excellent	95-100 P	
9	very good	B	very good	85-94 P	
8	good	C	good	75-84 P	
7	satisfactory	D	satisfactory	65-74 P	
6	sufficient	E	sufficient	55-64 P	
1-5	fail	F	fail	45-54 P: F (5), 35-44 P: F (4), 25-34 P: F (3), 15-24 P: F (2), 0-14 P: F (1)	

Date: _____

Signature of mentor-assessor: _____

Signature of mentor-associate: _____

PRACTICE

**Evaluation Sheet for a Mentor at the Faculty of Administration
(Only the Report on the Problem-Solving Paper)**



1. INFORMATION ON STUDENT

Enrolment
number:

Last and first
name:

2. MENTOR-ASSESSOR

3. MENTOR-ASSOCIATE

Last and first
name:

Last and first
name:

4. MARK OF PROBLEM-SOLVING PAPER

A CONDITION FOR A POSITIVE MARK IS THAT THE REPORT CONTAINS ALL THE FOLLOWING ELEMENTS				75 points possible	Evaluated
– general part (15P in total)					
– general description of the organisation				2P	P
– legal aspect				2P	P
– financial aspect				2P	P
– organisational aspect (obligatory organisational chart)				2P	P
– personnel aspect				2P	P
– general characteristics of the course of the practice and the reason for selecting the problem-solving paper				5P	P
– problem-solving paper (50P in total)					
– definition of the problem				5P	P
– methodology of the elaboration of the paper				5P	P
– presentation of results				15P	P
– interpretation of results				20P	P
– conclusion (concluding findings)				5P	P
– form of the report (10P in total)					
– cover, form, borders and font				3P	P
– division into chapters				2P	P
– quoting and citing sources				5P	P
TOTAL OF POINTS FOR PROBLEM-SOLVING PAPER					P
TOTAL MARK OF PRACTICE					
BY ECTS (see bottom grading), FROM 1 to 10					
Mark		ECTS mark		Mark range	
10	excellent	A	excellent	71–75 P	
9	very good	B	very good	64–70 P	
8	good	C	good	56–63 P	
7	satisfactory	D	satisfactory	49–55 P	
6	sufficient	E	sufficient	41–48 P	
1-5	fail	F	fail	34–40 P: F (5), 26–33 P: F (4), 19–25 P: F (3), 11–18 P: F (2), 0–10 P: F (1)	

Date: _____

Signature of mentor-assessor: _____

Signature of mentor-associate: _____



PRACTICE

Evaluation Sheet for a Mentor in an Organisation

1. GENERAL INFORMATION ON STUDENT AND THE PERFORMING OF PRACTICE (Filled out by student)

Enrolment number: _____

Last and first name: _____

Address: _____ Post Code: _____

Phone: _____ Mobile: _____ e-mail: _____

Duration of placement: _____ from _____ to _____

Main tasks of the student during placement: _____

2. EVALUATION SHEET - A (Filled out by mentor in the organisation)

Name and address of the organisation: _____

Last and first name of mentor: _____

Phone: _____ e-mail: _____

Please provide an assessment (circle), bearing in mind the content/nature of the student's work:

1. The student is familiar with the operation of the organisation:

– administrative-legal aspect	well	satisfactorily	poorly
– organisational aspect	well	satisfactorily	poorly
– financial aspect	well	satisfactorily	poorly
– personnel aspect	well	satisfactorily	poorly

2.a The student's character traits (honesty, orderliness, punctuality...)	demonstrates	warnings needed	does not demonstrate
2.b Social qualities (in relation to colleagues (politeness, cooperation, communicativeness...))	demonstrates	warnings needed	does not demonstrate
2.c Attitude towards clients (receiving them and establishing contact at an appropriate cultural level)	demonstrates	warnings needed	does not demonstrate
2.d Social responsibility	demonstrates	warnings needed	does not demonstrate

3. Preparation of problem-solving paper			
– considers the instructions of the mentor	considers	partially considers	ignores
– initiative and creativity	demonstrated	partially demonstrated	not demonstrated
– ability to search for data	demonstrated	partially demonstrated	not demonstrated
– ability to use and interpret data	demonstrated	partially demonstrated	not demonstrated

4. Other strengths and weaknesses in the student's work:			

Date: _____

Stamp:

Signature of mentor: _____



**ACCEPTANCE CONFIRMATION FOR THE PLACEMENT
PROGRAMME**

(Filled out by the organisation)

1. INFORMATION ON STUDENT

Enrolment number:

0	4	0					
---	---	---	--	--	--	--	--

Last and first
name: _____

Address: _____ Location: _____

Phone: _____ Mobile: _____ e-mail: _____

2. DETAILS OF THE ORGANISATION PROVIDING TRAINING

Name of the organisation: _____

Address: _____

Mentor in the organisation: _____

Phone: _____ Mobile: _____ e-mail: _____

Topic of the problem-solving paper: _____

Duration of placement:

From: _____ To: _____

Date: _____

Signature of responsible
person: _____

Stamp

University of Ljubljana
Faculty of Administration



PLACEMENT PROGRAMME

Confirmation Letter of Mentor in the Organisation

1. INFORMATION ON THE STUDENT AND PLACEMENT PROGRAMME (Filled out by student)

Enrolment number:

Last and first name:

Address:

Post Code:

Phone:

Mobile:

e-mail:

Duration of the placement:

From:

To:

Main tasks of the trainee:

Other activities beside preparing the topic of the problem-solving paper:

2. EVALUATION SHEET - A (Filled out by the mentor in the organisation)

Name of the organisation:

Last and first name of the mentor:

Phone:

e-mail:

Please, consider the contents/nature of the student's work:

1. The student is familiar with the operation of the organisation:

2 Points

1 Point

0 Points

- administrative-legal aspect
- organisational aspect
- financial aspect
- personnel aspect

well

satisfactorily

poorly

well

satisfactorily

poorly

well

satisfactorily

poorly

well

satisfactorily

poorly

2.a The student's character traits (honesty, orderliness, punctuality...)	demonstrates	warnings needed	does not demonstrate
2.b Social qualities (in relation to colleagues (politeness, cooperation, communicativeness...))	demonstrates	warnings needed	does not demonstrate
2.c Attitude towards clients (receiving them and establishing contact at an appropriate cultural level)	demonstrates	warnings needed	does not demonstrate
2.d Social responsibility	demonstrates	warnings needed	does not demonstrate
3. Preparation of problem-solving paper			
– considers the instructions of the mentor	considers	partially considers	ignores
– initiative and creativity	demonstrated	partially demonstrated	not demonstrated
– ability to search for data	demonstrated	partially demonstrated	not demonstrated
– ability to use and interpret data	demonstrated	partially demonstrated	not demonstrated

Date:

Signature of mentor in the
organisation:

Stamp:



NOTIFICATION OF COMPLETING STUDY OBLIGATIONS AT FOREIGN HIGHER EDUCATION INSTITUTIONS

- ☐ Professional Study Programme in Administration 1st cycle
☐ University Study Programme in Administration 1st Cycle
☐ University Study Programme in Administrative Informatics 1st Cycle
☐ Master's Study Programme in Administration 2nd Cycle
☐ Master's Study Programme in Administration Management 2nd Cycle
☐ other _____

*(Tick the appropriate programme –
fill out the form electronically and only for the compulsory courses!)*

1. INFORMATION ON STUDENT

Last and first name: _____ Enrolment number: _____

Address: _____

Phone: _____ Mobile: _____ e-mail: _____

2. INFORMATION ON STUDY OBLIGATIONS

At (enter the full name of the faculty and university abroad where you wish to take study obligations):

_____ in the period from _____ to _____.

I would like to take the following study obligations which will be recognised as **COMPULSORY** courses:

Title of Course and Website of the Course at a Foreign Faculty	CP	Course Code	Title of Obligatory Course at the Faculty of Administration	CP	Signature or Consent of the Holder of the Course at the FA

Date: _____

Signature: _____

OBLIGATORY ATTACHMENTS: 1. Curriculum/curricula of the course/s

Send the application and certificates to the address:

Fakulteta za upravo
 Komisija za dodiplomski študij or Komisija za podiplomski študij
 Gosarjeva 5
 1000 Ljubljana



CHANGE OF NOTIFICATION OF COMPLETING STUDY OBLIGATIONS AT FOREIGN HIGHER EDUCATION INSTITUTIONS

- ☐ higher education professional 1st cycle programme Administration
☐ university 1st cycle programme Administration
☐ university 1st cycle programme Administrative Informatics
☐ master's 2nd cycle programme Administration
☐ master's 2nd cycle programme Management in Administration
☐ other _____

*(Tick the appropriate programme –
fill out the form electronically and only for the compulsory courses; add lines if necessary!)*

1. INFORMATION ON STUDENT

Last and first name: _____ Enrolment number: _____

Address: _____

Phone: _____ Mobile _____ e-mail: _____

2. INFORMATION ON STUDY OBLIGATIONS

At (enter the full name of the faculty and university abroad where you wish to take study obligations):

_____ in the period from _____ to _____.

I would like to take the following study obligations which will be recognised as **COMPULSORY** courses:

Title of Course and Website of the Course at a Foreign Faculty	CP	Course Code	Title of Obligatory Course at the Faculty of Administration	Change
				announced course erased
				course added/ signature or consent of holder _____
				announced course erased
				course added/ signature or consent of holder _____
				announced course erased
				course added/ signature or consent of holder _____

Date: _____

Signature: _____

OBLIGATORY ATTACHMENTS: 1. Curriculum/curricula of the course/s

Send the application and certificates to the address:

Fakulteta za upravo
 Komisija za dodiplomski študij or Komisija za podiplomski študij
 Gosarjeva 5
 1000 Ljubljana

**REQUEST FOR RECOGNITION OF STUDY OBLIGATIONS COMPLETED
ABROAD**

- ☐ higher education professional 1st cycle programme Administration
☐ university 1st cycle programme Administration
☐ university 1st cycle programme Administrative Informatics
☐ master's 2nd cycle programme Administration
☐ master's 2nd cycle programme Management in Administration
☐ other _____

(Tick the appropriate programme –
fill out the form electronically; add lines for courses if need be!)

1. INFORMATION ON STUDENT

Last and first name: _____ Enrolment number: _____

Address: _____

Mobile: _____ e-mail: _____

2. INFORMATION FOR RECOGNITION OF EXAMS

I request the recognition of the exams listed below, which I have passed at **(enter full name of faculty and university abroad)**:

I was at the foreign university from _____ to _____.

Information on the Course Taken at a Foreign Higher Education Institution**Course at the Faculty of Administration**

Title of Course Taken	CP	Elective/ Compulsory	Date of Exam	Mark	Course Code	Title of Course	ECTS
					0		
					0		
					0		
					0		
					0		
					0		
					0		

Date:

Signature:

**OBLIGATORY
ATTACHMENTS:****Academic Transcript****Send the application and certificates to the address:**

Fakulteta za upravo

Komisija za dodiplomski študij or Komisija za podiplomski študij

