

On the basis of the Higher Education Act, the Statute of the University of Ljubljana and the rules on the organisation and operation of the Faculty of Social Sciences, the Senate of the Faculty of Social Sciences adopted the following rules at its meeting of 9 October 2017, and amended them at its meetings on 12 November 2018, 7 October 2019, 10 January 2022, and 9 January 2023:

R U L E S

ON FIRST AND SECOND CYCLE STUDY

I. GENERAL PROVISIONS

Article 1 (scope of rules)

The Faculty of Social Sciences (hereinafter the FSS) organises education for obtaining a university degree, professional higher education study programmes (first cycle programmes), and master's study programmes (second cycle programmes) in accordance with the provisions of the Higher Education Act, the Statute of the University of Ljubljana and other legal acts.

Article 2 (definition of terms)

Undergraduate study is first cycle study which takes place at university and through professional higher education study programmes in accordance with publicly valid study programmes.

Postgraduate study, which is regulated by these rules, is second cycle study conducted by the FSS in publicly valid study programmes (master's study programmes).

For the purposes of these rules, the term "study unit" applies to all courses, practical training, graduate or master's thesis and its defence, seminar work, and other forms of work that contain learning objectives and obligations, and are defined by a curriculum in the accredited study programme.

Article 3 (use of terms)

The terms student, applicant, candidate, graduate, associate, assistant, lecturer, teacher, examiner, assessor, head, administrative manager, president, vice dean, and dean are written in male form and are understood as a neutral denominations used for both sexes.

The term 'vice dean' is used for a person who, in accordance with the organisational rules of the FSS, is responsible for undergraduate and/or postgraduate studies.

II. ORGANISATION OF STUDY

Article 4 (equivalence of full-time and part-time study)

Study is conducted as either full-time or part-time study. Part-time study is equal to full-time study in terms of content, complexity, and quality level.

Article 5 (curriculum)

The curriculum for the current academic year is adopted by the FSS Senate. In preparing the curriculum, and possible annual changes to the components of the curriculum, the FSS Senate follows all applicable rules and instructions of the University of Ljubljana regarding the validation and acceptance of changes to the mandatory and optional components of the programme.

The student has the right to be informed about the organisation and the implementation of the study process. For this purpose, the vice dean, in cooperation with heads of chairs and departments and with Professional Services, determines:

- the date by which the curricula for all study units must be made available to students;
- the exact contents of the curriculum, which must contain information on the content of the study unit, the manner of meeting requirements, the method of obtaining credit points, the method of assessment, and obligatory literature.

Article 6 (curriculum, annual programme implementation plan, weekly curriculum for the implementation of study units)

The main lecturer is obliged to prepare a curriculum in accordance with Article 6 of these rules for each course they teach.

The annual plan for the implementation of the study programme with the pedagogical loads and the obligations of the students shall be adopted by the chair at the latest by 15 April for the following academic year. Due to the large number of courses that are mandatory in several study programmes, the heads of the chairs are obliged to coordinate the implementation of the learning process.

The curriculum implementation plans adopted for the next academic year will be coordinated and approved by the study commission no later than 15 May.

For each study unit in the current academic year, the main lecturer of the study unit is obliged to prepare a weekly implementation plan for the study unit in which the contents and the implementation of the study unit are determined. This should be done by the beginning of the semester in which the study unit is to be implemented. The weekly plan should also specify the possible deadlines and methods for the delivery of individual assignments for which the student obtains credit points, and which are binding for the lecturer and the student. The implementation plan is published online, together with study materials. Preparation of the weekly implementation plan is mandatory.

Article 7

Each academic year, prior to the beginning of the implementation of the study unit or, at the latest, at the introductory lecture, the lecturer of the study unit is obliged to inform the students about:

- the content, objectives, and implementation plan of the study unit,
- predicted learning outcomes (knowledge, understanding, skills, etc.),
- basic study resources,
- study obligations,
- requirements to be met before taking exam(s),
- forms and methods of examining and assessing knowledge,

- assessment criteria and the share that individual components of knowledge evaluation and assessment contribute to the final assessment,
- other important information necessary for completing study obligations (deadlines for fulfilling individual obligations, etc.).

Article 8

In the implementation of a study unit, the lecturer or provider, and other participants, may require students to undertake only the study obligations envisaged in the accredited study programme.

Article 9

For study units that are not being implemented in the current academic year, the following should be determined:

- three examination dates in the first academic year after the completion of the unit,
- at least one examination date in the second academic year after the completion of the unit,
- at least one examination date at the written request of at least one student in the third and following academic years, after the completion of the unit.

Article 10 (credit points)

The credit points acquired by the student upon fulfilling obligation(s) are determined for each individual unit on the basis of the estimated student load with credit points according to the ECTS system. By final examination and assessment, the student obtains an assessment grade and credit points for each study unit of the study programme, and thus obtains feedback on the level of achieved learning outcomes of the study unit.

Article 11 (forms of teaching)

Forms of teaching within each study unit are determined by curricula.

Article 12 (lecturers)

Lecturers are higher education teachers with the appropriate professional title.

Article 13 (participation in the pedagogical process)

Higher education associates can also participate in the pedagogical process of undergraduate studies.

Retired university teachers with the appropriate title may also participate in the pedagogical process, in accordance with applicable regulations.

The lecturer may, in accordance with the needs of the study programme, invite recognised experts without the appropriate title to participate in the discussion of particular individual problems or topics.

If the study programme involves compulsory practice or practicum, unqualified professionals who are regularly employed by the organisation in which the practice is carried out may participate in its implementation.

Article 14 (examiner)

The examiner or member of the exam committee for final examination and assessment may be a higher education teacher or lecturer for this study unit; or may be another higher education teacher with a valid habilitation for a scientific field (discipline) that includes the contents of the study unit; or a visiting teacher who is included in the implementation of the study programme. Partial examination and evaluation may be carried out by a higher education teacher or a college assistant who is habilitated for the relevant field and participates in the implementation of the study unit.

In case of the prolonged absence of the examiner, and with their consent, the dean of the FSS, on the proposal of the head of the chair, may appoint another teacher with a valid habilitation from the same or comparable area or study unit.

III. ENROLMENT

Article 15 (entry requirements)

Entry requirements are determined in the accreditation of the FSS study programmes.

The requirements for enrolling in master's studies are also met by those who have completed equivalent education abroad. The equivalence of education previously acquired abroad is established in the process of recognising foreign education for continuing education in accordance with the law governing procedures and criteria for the recognition and evaluation of foreign education.

Article 16 (number of available places for enrolment)

The number of enrolment places for undergraduate and master's studies is determined by the Senate of the University on the proposal of the FSS Senate for the annual tender for undergraduate and master's studies.

Article 17 (limited enrolment)

In the event of limited enrolment, the selection of candidates for enrolment in undergraduate and master's study programmes shall be subject to the provisions laid down in the programme accreditation.

Article 17a. (competitive examination)

If the selection procedure includes a grade obtained in a competitive examination in the field to which the study programme belongs, the programme is obliged to communicate information on the content of the examination in the field of study to the professional service, which informs applicants for enrolment one week, at the latest, after the end of the application period each year.

Article 17b. (exam committee)

The product (written and/or oral) referred to in the previous Article shall be examined/assessed by an exam committee composed of at least 3 members.

The members of the exam committee are higher education teachers with a valid habilitation at the University of Ljubljana, or guest teachers who are involved in the implementation of the study programme. The committee is appointed by the vice dean on the proposal of the programme coordinator.

The committee shall submit the signed examination results to the professional service immediately after the examination, or no later than 5 working days after the examination.

Article 17c. (selection procedure)

The selection procedure must be completed by the deadlines set in the annual admissions timetable for each academic year, and must allow applicants to complete the enrolment procedure in good time.

Article 18 (appeal against denied applications)

An applicant who has not been included in the list of accepted candidates may lodge a complaint to the Commission for Student Affairs within eight days of receipt of the notice. Based on the proposal of the commission, the FSS Senate shall decide on the complaint.

The senate's decision is final.

a) Organisation of enrolment

Article 19 (enrolment periods)

All types of enrolment (to the first year, higher year, re-entry) are held in August or September. Enrolment will usually end by 30 September of the current year.

Article 20 (regular enrolment in a higher year)

A student can enrol to a higher year if, by the end of the academic year, they fulfil all the obligations specified in the accredited study programme.

Article 21 (exceptional enrolment to a higher year, extension of status for justified reasons)

Passing to a higher year is possible in accordance with the study programme. In the case of exceptional circumstances, and on the basis of an approved application, students who have completed at least 45 credit points in the current year, and who have fulfilled all the obligations from previous years, may also be enrolled to a higher year.

Among the reasons that should be proved by means of appropriate documentation are:

- prolonged illness of the student;
- exceptional family or social circumstances;
- recognised status as a person with special needs and/or special status;
- parenthood;

- active participation in top professional, cultural, or sporting events;
- Active participation in the bodies of the university.

The student must explain and justify how the reason(s) outlined above directly influenced the fulfilment of study obligations. The vice dean decides on enrolment or the extension of status.

Article 22 (enrolment of elective study units)

The student has the right to choose study units outside their study programme if the current study programme allows this, and if the total number of vacancies envisaged for elective study units has not yet been reached.

The student chooses elective study units upon enrolment in the study year. The change of elective study units is possible on the basis of an approved application made no later than 5 working days after the beginning of the first semester for the study units that are carried out in the first and second semester (the whole year), and no later than 5 working days after the start of the second semester for study units that are carried out in the second semester.

Enrolment and change of elective study units is possible only in accordance with the number of study units/credit points determined by the study programme, and depending on the available enrolment quotas.

All applications received after the submission deadline shall be discarded.

Article 23 (schedule)

The schedule must be published prior to enrolment.

Article 24 (repetition of the year)

In accordance with the law, a student who has not completed all the obligations and requirements for enrolment to a higher year can repeat the year once in the course of his or her studies.

Article 25 (faster progression)

Provided that a student shows exceptional results during his or her studies, he or she can progress faster. This is possible if it is in accordance with the study process, and can only be granted on the basis of the student's written request.

The decision on this is taken by the dean of the FSS on the basis of the student's request, and of the reasoned opinion of the Commission for Study Affairs.

The decision also determines the method of faster progression.

b) Transition between study programmes

Article 26 (definition of transition between study programmes)

Transition between study programmes is possible under the conditions laid down in the valid rules for transitions between study programmes and in accordance with the criteria set out in the study programmes.

The candidate must fulfil the conditions for enrolment in the initial year of the study programme.

The student submits an application for the transition between study programmes based on annual call for enrolment, where the deadlines, number of transitions and the procedure are specified.

c) Change in type of study

Article 27 (change from part-time to full-time study)

The enrolment of part-time students to higher year full-time study is possible under the same conditions as apply for the progression of full-time students. The number of enrolment places for transition from part-time to full-time study is limited by the number of enrolment places for full-time study in the first year, with the starting point of the number of enrolled students on 30 September of the current academic year. In the event of too many applications, students with better academic achievement have priority, in accordance with the criteria adopted by the FSS Senate.

Article 28 (change from full-time to part-time study)

A full-time undergraduate student may change to part-time study if the faculty provides this option. Such change may be approved on the basis of a student's written request.

Article 29 (condition for submitting a request)

A student may submit a written request for change of type of study after their first year's obligations have been fulfilled.

Article 30 (time period for submitting a request)

Students can submit their requests by the end of the autumn exam period of the current academic year.

d) Parallel study

Article 31 (definition of term parallel study)

Parallel study is studying on two separate study programmes at the same time. A student who successfully completes the obligations under both study programmes receives separate degrees for each of the parallel study programmes.

The consent for parallel studies at the FSS and other faculties is granted to students after successful completion of the first year, provided the student fulfils the conditions for enrolment in parallel studies.

Article 32 (entry to FSS)

The student must meet entry requirements and submit an application within the deadlines specified in the call for enrolment at the University of Ljubljana, enclosing also:

- certificate of enrolment to a higher year in the next academic year;
- certificate of fulfilled obligations that shows that the average grade in the last completed year is at least 8;
- consent of the parent faculty.

Article 33 (consent for parallel study at another FSS programme or at another faculty)

A FSS student who wants to enrol in a second FSS study programme, or in a study programme at another faculty, must submit an application within the deadlines set by the call for enrolment at the University of Ljubljana. The information on the fulfilment of the requirements for enrolment in accordance with Article 32 is obtained by Professional Services on the basis of its own records.

Article 34 (number of available places for enrolment)

The number of available places is determined by the call for enrolment at the University of Ljubljana.

In the event of a greater number of applications, the selection of candidates is based on the average grade of the last completed year.

IV. CONTINUATION AND COMPLETION OF STUDY AFTER INTERRUPTION

Article 35 (definition of term interruption of study)

Interruption of study is counted from the day the person lost their student status.

Article 36 (interruption of study for less than two years)

Within two years from the loss of student status the student may, upon payment, continue their study obligations (taking exams, etc.), unless the programme's accreditation has expired.

Article 37 (completion of study)

If two years (or more) have passed since the loss of student status, the student must submit a written request for continuation and/or completion of study. Students of FSS programmes who have not graduated, and for whom more than two years have elapsed since the loss of their status, but who have passed all examination requirements from the first to the last year, can apply to complete their studies. Requests are resolved by Professional Services staff, and in the following ways:

- applicants who have completed all the obligations of the enrolled (and still accredited) programme, excluding the final thesis, complete the course within which the final thesis is planned, and cover the costs in accordance with the valid price list;
- requests from students who have not yet completed all the obligations of the enrolled programme, nor the final thesis, are considered to be for continuation of study.

- requests from students who have completed all the obligations (except the final thesis) of the enrolled programme, but where the programme's accreditation has expired, are considered to be for continuation of study.
- requests from students who have completed all the obligations (except the final thesis) of the enrolled programme, but where the programme has since changed significantly, are considered to be for continuation of study.

Requests can be submitted all year round, and the decision is valid until the end of the academic year, until September 30th.

Article 38 (continuation of study)

Students who were previously enrolled in one of the programmes and years of study at the FSS, and who have interrupted their studies for more than two years, and whose programme accreditation has not yet expired, may submit a written request for continuation of study. Requests shall be considered by the head of the chair following a review of the documentation by Professional Services staff, and in the following ways:

- each fully completed year is recognised if students continue their studies in the same programme as the one they have interrupted;
- in the case of an unfinished year, students must complete the year according to the current study programme;
- if the applicant asks for continuation of study in a programme other than the one they have interrupted, they must apply for enrolment according to the criteria for transitions, in accordance with the annual call.

Requests for continuation of study are to be submitted from 1 December to the end of February of the current academic year. At the time of enrolment in the next academic year, the applicant will enter the obligations stipulated by the decision on study continuation.

V. STUDY REGULATIONS

a) General

Article 39 (forms of study work)

Forms of organised study work include lectures, practical classes, seminars, study groups, individual consultations, fieldwork, study excursions and similar events, practical training, practicums, etc.

The forms of individual and group study work are the preparation of written work, visual presentations, oral presentations, class observations, seminar work, project tasks, research tasks, and preparation for the oral or written examination of knowledge.

Article 40 (excursions)

If a study excursion is foreseen within a particular course, the excursion organiser must submit a detailed programme at least one month before the excursion, and obtain written consent from the department where the course is compulsory. Prior to the excursion, students who intend to attend

must submit a statement to the main lecturer confirming that they have agreed on the absence and on fulfilment of all obligations with the lecturers of all the courses that will take place during this time, and that their participation in the excursion is voluntary and their own responsibility. The excursion must be envisaged in the curriculum, which should also offer an alternative form of work for students not attending the excursion. An excursion can take up to 5 working days. The costs are foreseen and described in the price list.

Article 41

The achievements that are determined as expected learning outcomes in the curricula of the individual study units of a study programme, and that are determined by the study programme, are examined and evaluated.

Other study obligations (such as practical tasks, project or seminar work, midterm tests, exams, performances, presentations of artistic and other works, etc.) can be a prerequisite for taking an exam or can contribute to the common assessment of each study unit, if so defined by the curriculum.

A negative assessment on an exam does not invalidate the results of other partial forms of examination and assessment, or other obligations that have been successfully completed in the current or previous two years of study, when these constitute a precondition for admission to the exam.

The level of achievement of an individual student at the final examination and assessment for a particular study unit is assessed by grades, which are defined in the UL Statute.

Article 42 (forms of assessment)

The forms of knowledge examination and assessment are written exams, or various forms of continuous knowledge testing. The latter can also be considered as the final positive grade for a particular study unit.

If various forms of continuous knowledge testing are considered as the final positive grade for a particular study unit, the lecturer of the study unit must provide a way to perform such continuous formats of assessment, or provide an alternative way to obtain a final assessment within two years of the end of the academic year in which the study unit was carried out, even if the study unit is not carried out in that time period, for various objective reasons (an optional study unit that is not carried out in consecutive years, absence from study, absence due to parental leave, etc.).

Article 43 (obligation to check written work)

At the lecturer's request, the students must enter it into a programme for checking the similarity of the content of their written work before submitting it.

Article 44 (the right to carry out study obligations)

Students who enrolled in FSS study unit(s) are entitled to the right to study. They can carry out obligations within the study units that are a part of the programme and year to which they are enrolled.

A student is liable to take the exam, if the exam is an exclusive form or is one of the methods of examining knowledge from a particular study unit, after they fulfil the obligations that the curriculum prescribes as a condition for taking the exam for this study unit.

The student can take exams from the study units of the year on the basis of enrolment to this particular year of the study programme, on the basis of an exchange contract, or on the basis of a decision by the competent body of the faculty.

The method of assessment and the number of repetitions are determined by the main lecturer in the weekly plan, while the weekly plan must be in line with the curriculum of the study unit in the event of the negative assessment of an individual obligation that is considered the final grade, or part of it, and at least one opportunity to improve upon the negative assessment during the current academic year must be given, and this opportunity may take place alongside another predetermined obligation.

Article 45 (grades)

Exams, written tests of knowledge, and other forms of knowledge assessment are graded in accordance with the curriculum syllabus. The final grade is recorded with the following grades: 10 (exceptional knowledge without or with negligible errors), 9 (very good knowledge with minor errors), 8 (good knowledge with individual flaws), 7 (good knowledge with several flaws), 6 (knowledge only meets the minimum criteria), 5 (knowledge does not meet the minimum criteria). The student passes the examination or other form of study obligation if he or she receives a grade from 6 to 10.

Obligations in practical training (practice and practicums) can also be assessed by the terms “pass” or “fail”.

Article 46 (publication, preservation and access to the results of oral or written examinations)

Grades based on oral interviews are reported by the examiner or by the president of the exam committee to each student immediately after the exam. The examiner must submit the signed results of exams to the Professional Services staff immediately after the exams, or at the latest within 5 working days of the exams.

The examiner must submit the results of written exams to the Professional Services staff no later than the 7th day after the exam. The results must be signed.

A positive grade is recorded in the exam record and the electronic grade book, while a negative grade is only recorded in the exam record. The grades are accessible via the faculty’s online system.

The date on which the grade is entered into the official record is considered as the date of obligation fulfilment.

Within seven days of the publication of exam results, students have the right to see their corrected and assessed written exams. Evaluation of answers to individual questions must be evident and clearly marked. The assessor is obliged to show corrected written exams to students.

This is usually carried out during the regular contact hours of the assessor. The assessor may also determine an additional time and place where this is possible. If the student and the assessor find out

that errors in the evaluation (e.g. the wrong sum of points) have occurred, the assessor changes the grade if necessary.

Exam sheets for each student on each study unit are kept according to the Classification Plan of the University of Ljubljana.

Examiners who fail to comply with all of the above deadlines are considered to be seriously violating work discipline, unless there are reasonable grounds for doing so.

Article 47 (publishing grades based on other forms of knowledge testing)

If the student is able to complete the study unit obligations by other forms of knowledge testing, the main lecturer of the study unit is obliged to publish their grades by entering them into the online system, and to deliver the signed grades to Professional Services within 7 working days of the completion of the course, or within 7 days of the student obtaining their final grade.

Lecturers who fail to comply with the provisions in the preceding paragraph are considered to be seriously violating work discipline.

Article 48 (protection of personal data)

The publication of the results of exams should be subject to the rules on the protection of personal data.

Article 49 (disciplinary responsibility of students)

Violations of study rules and regulations are dealt with in accordance with the rules governing the disciplinary responsibility of UL students.

b) Exams

Article 50 (definition of term exam)

An exam is either an exclusive form, or one of various forms, of knowledge evaluation.

Article 51 (individual or group exam)

An exam is, as a rule, taken individually, but it can also be organised in groups whereby several students participate at the same time (for example, the production of the same product, participation in the same project). In this case the criteria for determining the contribution of each group member to the overall assessment must be defined in the curriculum.

Article 52 (exam content)

An exam examines students' knowledge of all content specified as examination material in the curriculum for each study unit. If so determined by the study programme or the curriculum, the exam also includes a practical part. Other forms of knowledge testing are used for evaluating students' knowledge of part of the content (not the whole).

Article 53 (assessor – examiner or exam committee and the examination process) An exam is assessed by an individual examiner or examination committee.

An exam is conducted in front of the examination committee when determined by the UL Statute or by these rules. An exam is carried out and assessed by the examiner or the examination committee.

Students cannot independently choose who will examine and evaluate their knowledge. However, the vice dean may decide on such matters in the event of a request.

The examiner is responsible for the organisation of the exam. In the case of illness, the examiner must ensure that the written part of the exam is carried out by another teacher. The examiner and other lecturers of the course must be present at the exam. If, for objective reasons, they cannot supervise the exam, they must arrange for a replacement (another member of the teaching staff) and provide them with all the instructions regarding the exam, as well as any important details regarding the exam process (permitted items, required administrative material, etc.).

For supervision of exams taken by a large number of students at the same time (if more than 80 students have applied for a particular exam date), assistants or younger researchers, informed in writing, are appointed. Those who are justifiably unable to attend supervision must provide a co-worker as a replacement. Any unjustified absence which causes disturbance in the performance of a written exam constitutes a violation of work obligations.

Article 54 (oral exam)

An oral exam is a form of examination of knowledge, and is carried out in the form of the personal interview of a student by an examiner.

The method of asking questions (written or oral) is determined by the examiner and recorded in the course's weekly plan.

Article 55 (public nature of exam)

The oral exam is public.

The public nature of the evaluation and assessment of knowledge is ensured by publicly announcing exam dates, enabling insight into the assessed written products and the right of students and other persons to attend individual examinations and assessments of knowledge.

The examiner informs the student about the grade of the oral exam immediately after the exam is completed.

The informing of the grade is not public.

The examiner is responsible for the correct implementation of the oral examination.

Article 56 (duration of exam)

An individual student takes an oral exam for up to 90 minutes. An oral exam can be conducted individually or with a group of students.

A written exam is carried out in the form of a written product. It can take up to 180 minutes.

Students who have taken a written exam must be notified about the exam grades no later than the seventh working day after the examination, in accordance with the rules on the protection of personal data.

In accordance with the UL Statute, students have the right to see their corrected and assessed written exam and the right to be informed about the scoring of answers to individual questions.

In written exams, exam questions are generally given to students in written form. Even if the questions are written on a separate sheet, other than the one with the student's answers, students must return the written exam questions together with their answer sheet. If a student does not do this despite the explicit request of the supervisor, the student is treated in accordance with the rules governing the disciplinary responsibility of UL students.

Article 57

The examiner is responsible for the correct implementation of the written examination.

Teachers who are justifiably unable to attend written exams must arrange another higher education teacher or higher education assistant as a replacement.

The examiner is obliged to acquaint the students present with the aids approved for the exam prior to the beginning of the exam.

During the course of the written exam, students are not permitted to leave the room without the approval of the examiner.

Article 58 (violations of examination rules)

Violations of study rules and regulations are dealt with in accordance with the rules governing the disciplinary responsibility of UL students.

The examiner shall prohibit a student who collaborates in an unauthorised manner with others, or uses unauthorised aids, or otherwise violates the exam rules, from continuing with the oral exam, or shall withdraw the written work of the student if it is a written examination. A student who is prohibited from continuing with the oral exam or whose written work is withdrawn from the examination shall be deemed to have failed the examination, and shall be placed on an equal footing with a student who receives a negative grade in the examination in terms of legal consequences.

A student referred to in paragraph 2 of this Article may lodge an objection against the prohibition to continue the oral examination or the withdrawal of the written product with the dean within three working days. The dean's decision is final.

The implemented pedagogical measure does not exclude liability for disciplinary violation.

Article 59 (examination periods)

There are three examination periods in each academic year: winter, spring, and autumn.

Article 60 (fixing examination periods)

Exam dates are set for all study units which include examinations in their curriculum.

Article 61 (regular and extraordinary examination periods)

Exam dates can be either regular or extraordinary.

Regular exam dates are set by the faculty during the examination periods set out in the study calendar. Regular exam dates are published at the beginning of the academic year.

Extraordinary exam dates are those set outside regular exam dates. They are determined for all students, or for certain groups of students. An extra exam date must be published at least 14 days in advance.

The student can take the exam outside the specified exam dates if there are justified reasons for this (students with a special status and/or special needs, students leaving for study or professional practice abroad, longer hospitalisation during the examination period, childbirth, active participation in top professional, cultural, or sporting events, etc.), and if this is possible with regard to the staff and spatial conditions of the faculty.

Article 62 (distribution of regular exam dates)

Exam dates for each study unit must be arranged so that at least three exam dates are set within the period from the end of the contact forms of the study process at this study unit until the deadline for enrolment in the next year. Exam dates must be distributed in such a way that only one exam among the exams of the obligatory study units of a particular year is set on a particular date. If possible, there should be at least ten days between two consecutive exam dates of the same study unit.

If, depending on the nature of the study unit, the exam can be taken only once or twice in the academic year, or if the examination requires extraordinary material costs, or requires the participation of third parties, the curriculum may stipulate that the examination is conducted only once or twice in the academic year.

The schedule of exam dates is compulsory for students and examiners.

Article 63 (taking the exam)

Students can apply to take an exam through the online system no later than 3 days before the exam date.

The student is responsible for correct and complete registration for the exam. The student can take the exam if they have applied for it on time.

Article 64 (withdrawing from the exam)

The student can withdraw from the exam no later than the afternoon before the exam through the online system.

A student who fails to sit an exam which he or she applied for but did not withdraw from or give any justifiable reason for absence is considered to have taken it.

Late withdrawal from an exam does not exempt the student from payment of the costs of the exam, if they are provided for by these rules, by university regulations, and by a valid price list.

Article 65 (mid-term tests and other written forms of examination)

Deadlines for mid-term tests and other written forms of examination of knowledge are set by the lecturer. The lecturer publishes them in the weekly plan.

For study units which can only be completed with a test, the lecturer must provide at least two options for improving the grades of negatively assessed tests.

For study units that require successful completion of colloquium(s), seminar paper(s), or other written forms of examination as a prerequisite for taking the final exam, one option must be provided for correcting the negative assessment of such obligations.

For written forms of knowledge testing other than exams and mid-term tests (e.g. seminar papers), the lecturer must provide at least one opportunity for improving the grades of negatively assessed assignments. This is not necessary in the case of short written assignments submitted during the course.

Article 66 (performance of obligations that make up the final grade)

If the student fails to fulfil the obligations that make up the final grade, they can only perform the study unit obligations for the next academic year in accordance with Article 44, whereby at the beginning of the academic year, by 15 October at the latest, the student is obliged to contact the lecturer, who then determines the manner in which these obligations are to be performed.

The student has two opportunities to perform such obligations by enrolling in the course in this way. The enrolment is valid when the student enrolls and obtains student status, or when the student is approved the right to continue and complete the studies after more than two years of interruption. After attempting to fulfil such obligations three times and failing, in accordance with Article 44 of these rules and the previous sentence, the student can no longer continue study on this particular study programme. A written decision is issued to the student.

The last possible opportunity to fulfil the obligations that make up the final grade is handled in accordance with Article 71 of these rules (the fifth taking of the exam).

Article 67 (failing to sit an exam due to force majeure)

If the student cannot sit an exam for a justifiable reason and submits appropriate evidence within 3 working days of the examination, or else immediately following the occurrence justifiable reason, the student is deemed to have withdrawn from the exam in due time. The request is submitted through the online system. The vice dean decides on the request.

Article 68 (list of students and admission to the exam)

The list of students who have applied for a particular exam date is directly available to examiners. They may admit only those students who are on the list.

The examiner must check the presence and identity of the applicants. Each student must have a proof-of-identity document when taking the exam. If their identity cannot be verified, a student may not take the exam.

If the examiner subsequently finds that a student has unjustly taken the exam, the examiner will give a negative grade to the student. An examiner who allows a student to take an exam contrary to the provision of the previous paragraph is considered to have committed a serious disciplinary offense.

If an examiner finds that another person has taken an exam in place of a registered student, the examiner gives a negative grade to the registered student. In this case, the examiner proposes a disciplinary procedure for the students involved, in accordance with university regulations, which stipulate the disciplinary responsibility of students.

Article 69 (retaking the exam)

A student who fails to pass an exam can retake the exam in accordance with the provisions of the UL Statute.

The exam may be retaken within the same examination period, provided that the implementation of the examination and the applications for the examination allow this.

If the student is repeating a year, they are considered to be taking the exam of a particular study unit for the first time after re-enrolment.

A student who did not pass an exam can retake the exam three times.

Retaking the exam on the basis of a successful appeal against an exam grade is not considered as retaking.

Article 70 (exam involving exam commission)

The fourth and fifth exam retakes are conducted in front of an exam commission, which consists of at least three members. At the request of the student, the vice dean may also approve the second and third exam retakes being taken before a commission. The grade given by the exam committee is final.

The student is obliged to pay the costs of the fourth and fifth exam retakes in accordance with the valid price list of the university/faculty. Exam commissions are appointed by the vice dean.

The members of the exam committee are higher education teachers with a valid habilitation at the University of Ljubljana, or guest teachers who are involved in the implementation of the study programme. At least one member of the exam committee must be a higher education teacher habilitated in the field in which the study unit belongs.

Article 71 (fifth retaking of the exam)

The Commission for Student Affairs may, exceptionally, allow a student to retake the exam five times on the basis of the student's reasoned request.

The exam committee and the date of the exam are appointed by the vice dean at the latest within thirty days of the approval of the Commission for Student Affairs. The student is obliged to pay the costs of the fifth exam retake in accordance with the valid price list. The exam can be conducted at any time during the academic year.

For students who enrolled up to the academic year 2016/17, and who have already fulfilled their obligations in the courses to which they enrolled, the rule for a maximum of five repetitions of an exam applies (for a sixth retake it is necessary to apply in accordance with the provisions of the previous article), in accordance with the previous UL Statute.

Article 72 (implementation of the fifth retaking of the exam)

A fifth retake of an exam is in the form of an oral exam, or in the form of oral defence of the written product. The commission shall keep a record containing the exam questions of the lecturer and, if necessary, the members of the commission.

In accordance with Article 56 of these rules, the oral examination can last up to 90 minutes.

The decision on the final grade shall be taken by the commission by a majority of votes.

Withdrawal from the exam is possible in accordance with Article 64 of these rules, with a request submitted through the online system. If a student withdraws, the procedure for granting the fifth retaking of the exam will be carried out again in accordance with the first paragraph of the previous article.

Article 73 (consequences of failure to pass the fifth examination)

A student who fails to pass an exam for a fifth time cannot, in accordance with the UL Statute, complete his or her study in this study programme, but may perform other study obligations according to the programme in which he or she is enrolled until the end of the current academic year. In subsequent years, the student cannot enrol in the same year of this programme again, nor can they advance to the next year in this programme.

A written decision is issued to the student.

Article 74 (improving the grade)

A student who has already passed the exam for a particular study unit, but wants a better grade may retake the exam once if two conditions are fulfilled:

- no more than 6 months have passed since the last taking of this exam;
- the main lecturer of the study unit agrees, as confirmed by his or her signature.

If both conditions are fulfilled, Professional Services staff enable the student to apply for the desired exam date. A request for grade improving can only be submitted once for a particular exam. It should

be submitted through the online system. It is handled by Professional Services staff, who verify the terms and conditions for applying.

Improving of a grade is possible during the same academic year in which the student has obtained a positive grade in the exam, and only up to the end of their study. From the day of graduation, a student no longer has the opportunity to improve their grades in the courses that are part of the programme that has been completed.

A student does not have the opportunity to improve a positive grade in any exam that they have previously failed twice or more.

Article 75 (final grade in case of grade improvement)

In a case of retaking an exam as referred to in the previous paragraph, a higher grade is valid, and the records of both exams are entered into the register.

Article 76 (recognition of exams conducted at another faculty)

An FSS student who has passed certain exams during their studies at another faculty may apply for these exams to be recognised, and must provide all relevant evidence.

The main lecturer of the study unit decides on recognition.

Article 77 (completion of applications by the end of the academic year)

Lecturers are obliged to complete all open applications at the latest by the end of the academic year on 30th September. Applications that are not completed by this date will end with the entry "withdrawal".

Lecturers are also obliged to enter all positive final grades from courses by the end of the academic year.

c) Completion of study

78. Article 78 (conditions for completion of study)

The conditions for completion of study are determined by the study programme. On the basis of successful completion of the obligations stipulated by the study programme, a student acquires the appropriate professional title. The condition

for completing the study is completion of the final thesis. However, the study programme may also envisage different study completion conditions.

Production of the final thesis is governed by the rules on Final Thesis in First and Second Cycle Programmes.

VI. PART-TIME STUDY

a) Organisation of part-time study

Article 79 (equality of part-time and full-time students)

Part-time students are equal to full-time FSS students in terms of their rights and duties.

Article 80 (organisation of part-time study)

Whenever the staffing and spatial possibilities of the faculty allow, study can also be carried out as part-time study. This can be determined in the study programme and the annual call for enrolment.

Article 81 (special conditions for taking an exam)

If special conditions to take an exam or for thesis defence are required for full-time study, this also applies for part-time study of the same study programme, unless the main lecturer of the study unit specifies otherwise in the curriculum. In this case, the main lecturer must specify an alternative form envisaged for part-time study.

Article 82 (conditions for enrolment to a higher year or re-enrolment)

The same conditions for enrolment to a higher year and re-enrolment to the same year apply for both part-time and full-time students.

b) Study process

Article 83 (organisation of the study process)

As a rule, study is organised according to the sequence order system. Lectures from up to 6 study units can run at the same time. Upon agreement with the students, the main lecturer can set an extra exam date after the lectures have finished.

VII. STUDY ABROAD

Article 84

Study abroad is governed by the FSS rules governing the international exchange of students.

VIII. RIGHTS AND OBLIGATIONS OF STUDENTS

a) Students

Article 85 (definition of term student)

A student is a person enrolled in university who is studying on a first, second, or third cycle study programme.

Article 86 (student card, electronic grade book, and certificate of fulfilled obligations)

Student status is recognised by a university student card, which is a public document. The contents and format of a student card are governed by the rules. Upon enrolment, an electronic grade book is created for the student within the online system.

The electronic grade book provides a record of students' obligations, and their authenticity is demonstrated by a certificate of completed obligations, issued and certified by Professional Services upon the student's request.

The status of a student is terminated in accordance with the law.

Article 87 (certificate of student status)

With student status, a student acquires all the rights guaranteed by the Higher Education Act. In order to exercise these rights, a student may receive appropriate certificates from the Professional Services at the faculty.

b) Rights and obligations of students

Article 88 (the right to enrolment and education)

A student has the right and the duty to participate in the teaching process, as well as other rights and obligations deriving from the law, from the UL Statute, from these rules, and from the study programme they are enrolled in.

Article 89 (submission of applications, requests, complaints, and notifications of the decision of the competent authority)

Students submit applications, requests, and complaints through an online system they access using a designated username and password known only to them. Students must attach all necessary documentation to applications, requests, and complaints upon submission. If necessary, and at the request of the faculty, students are obliged to provide original copies of documents. The decision of the competent authority (vice dean, dean, commission, etc.) is only entered in the online system. The student is considered to have been informed about the decision on the second working day after the date of the notice on the online system. The online system allows traceability of the decision-making and decision-issuing date.

Article 90 (appeal against assessment)

A student who believes that they were unfairly assessed at an exam, or that an exam was conducted in a manner that is not in accordance with the university's rules, may request a re-evaluation of the written exam or request to be further orally examined. Such a request may be submitted the first day following the end of an oral examination, or three working days after a written exam. It should be addressed to the dean, or to the person authorised by the dean for this purpose.

The dean, or the person authorised by the dean for this purpose, appoints a three-member commission on the first working day following receipt of the request. The commission cannot be run by the examiner whose grade the student has appealed against.

If a request for oral examination is submitted, the commission shall additionally question and assess the student on the first working day after its appointment.

If a request for re-evaluation of a written exam is submitted, the commission shall review and re-evaluate the exam on the first working day after its appointment.

Where an exam is both written and oral, the student can only appeal against the assessment of either the written or the oral part of the exam.

There is no appeal against the assessment given by the commission.

If a student appeals against the assessment of other study obligations within the study unit, they can do so to the dean, or to a person authorised by the dean for this purpose, within 10 days of the date on which the assessment is published.

The dean, or the person authorised by the dean for this purpose, appoints a three-member commission on the first working day following receipt of the request. The commission cannot be run by the examiner whose grade the student has appealed against.

On the first working day following its appointment, the commission shall review and re-evaluate all contributions and proof of the obligations fulfilled within the study unit that were previously assessed by the lecturer in accordance with the curriculum.

There is no appeal against the assessment given by the commission.

Article 91 (procedure for exercising the rights of students)

The procedure for exercising the rights of students begins with the receipt of a student's application. In the application, the student must clearly state the purpose of their application, and enclose documents supporting their statements.

The deadlines for filing applications shall be determined by the faculty in such a way as to allow timely execution of the enrolment procedures and the other obligations of the faculty and university under these rules, under university rules, under the UL Statute, and under other applicable regulations.

In all procedures regarding the exercising of student rights or obligations, communication between students and other participants in the procedure is carried out through the online system. A document is deemed to be served to the addressee on the second working day following the day of the notice on the online system.

In the case of filing an incomplete or otherwise defective application (for example, the application does not contain all the prescribed components), the student is called upon to complete it, with a deadline not shorter than 3 working days.

If the student does not complete the application in accordance with the request, the application is rejected.

The student can withdraw their application at any time during the procedure. In such a case, the procedure shall be deemed to have been suspended from the date of withdrawal, on which a formal notice shall be made in the file or on the online system.

The competent authorities, or working bodies of the faculty or university, decide on the basis of the facts and evidence that the student has indicated in their application, and on the basis of records kept by the faculty or university in accordance with regulations.

The body or working body conducting the procedure may, at its discretion, invite the student to explain in writing the statements made in the application if they differ from official records. The competent body or working body decides on the application by an official decision.

The student is informed through a notice on the online system. The student is considered to have been informed about the decision on the second working day after the date of the notice on the online system. The date of dispatch and service shall be marked with an official notice in the documents of the case, or on the online system.

A student may challenge a decision rejecting their application by lodging an appeal within eight working days of service of the decision by the body issuing the decision.

An appeal may be filed due to an incomplete or incorrectly established factual situation existing at the time of the decision, to an infringement of substantive law, and to material breaches of the rules of procedure.

Substantial violations of the rules of procedure are:

- breach of the provisions of the statute of the university or the rules of the faculty on jurisdiction to decide,
- violations of the rules of the law on representing the client,
- the participation of persons who should, according to the law, be excluded from deciding or running the procedure,
- breaches of the provisions on the procedure that could lead to a different decision on the application were they eliminated.

Unless otherwise stipulated by the statute, in the case of an appeal against a decision made by other bodies or working bodies of the member faculty at the first instance, the decision on the student's appeal is made by the senate of the member faculty. The decision of a university body at first instance is decided by the commission of the university deemed competent to decide on student appeals. If at first instance the senate of the member faculty adopted the decision, the senate of the university shall decide on the appeal.

In assessing the merits of the appeal, the body decides only in the context of a student's statements. Within the appeal, the student can provide new facts and new evidence, but they must explain why they did not mention them at first instance. New facts and new evidence can be considered as grounds for appeal only if they existed at the time of the decision at first instance, and if the student was not legally able to present them or indicate them in the first instance procedure.

The authorised body may, by written decision:

- reject the complaint if it is late, if it was filed by a person who did not have the right to file it, if it does not include all the required elements, or if it is filed for illicit reasons;
- may dismiss the appeal as unfounded, thereby confirming the contested decision; or
- accept the appeal and alter the contested decision.

If the body rejects the appeal, it may refer to the reasons set out in the contested decision, or state new or additional grounds on the basis of which it considers that the contested decision was correct and in accordance with regulations.

The decision on the appeal must be issued and served to the student within one month of its filing. The body's decision on the appeal is final and cannot be challenged by opposition or by other regular legal remedies.

The same rules apply to the process of decision-making on the basis of the appeal as when deciding on the student's appeal.

c) The right to special status and to the status of a student with special needs

Article 92 (obtaining special status and the status of a student with special needs)

A student with special status or a student with special needs is a student who has the status of a categorised student athlete/coach, the status of a recognised student artist/culturalist, the status of a student participating in (regional) international competitions, the status of a student parent, and/or the status of a student with special needs.

Special student statuses are regulated in more detail by the rules on Students with Special Needs and Special Status at the University of Ljubljana (hereinafter: UL rules).

The status is approved by the Commission for Student Affairs on the basis of a student's request and based on the UL rules.

Article 93 (status of parent or status of a mother, father)

The status of mother or father is acquired by a student who has a child/children who are not yet enrolled in compulsory education, and/or has a child during the course of their studies and submits the birth certificate of the child. Rights and obligations brought about by the status of mother or father are the same as those valid for the status of an athlete/coach, artist/culturalist, student participating in (regional) international competitions, or student with special needs.

Article 94

deleted

Article 95 (duration of special status)

The special status and/or the status of a student with special needs is granted until the end of the academic year in which the fulfilment of conditions expires.

d) Cessation of student status

Article 96 (cessation of student status)

The status of a student is terminated in accordance with the law and the Statute of the UL.

Article 97 (the right of a student mother or father to an extension of student status)

Students who give birth and students who become fathers during their study have the right to extend their student status for one year for each child born.

f) Protection of students' rights

Article 98 (right to appeal against a decision)

A student has the right to appeal against decisions the FSS authorities take regarding their rights, obligations, and responsibilities.

Unless otherwise provided in these rules, a student may lodge an appeal such as that referred to in the first paragraph of this article within 8 days of the day on which the decision was served to them.

Article 99 (procedure of appeal against decisions)

An appeal such as that referred to in the preceding Article shall be decided on by the FSS Senate on the basis of the opinion of the Commission for Student Affairs of the FSS, unless otherwise specified by UL rules or by these rules.

The decision of the FSS Senate is final.

Article 100 (appeal to the UL appeals committee)

The university's appeals committee decides, in accordance with the provisions of the UL Statute, on the procedures for exercising the rights of students or persons without status at the time the decision is made at the first instance by the senate of the member faculty, the dean of the member faculty, or the rector.

It shall also decide in cases of annulment of a decision under the supervisory right, and on the invalidity of a decision in accordance with the provisions of the UL statute.

g) Disciplinary responsibility of students

Article 101 (rules on the disciplinary responsibility of students of the University of Ljubljana)

The disciplinary responsibility of students of the UL is regulated by the rules on disciplinary responsibility of students of the UL.

IX. TUITION

Article 102

Tuition fees and persons subject to tuition fees are determined by the Higher Education Act and the rules governing contributions and evaluated costs at the UL.

Applications for a possible exemption from tuition fees, along with which students/candidates must prove the conditions provided for in the UL Statute, shall be submitted to Professional Services. The student must show a link between the established reasons and the ability to pay. Applications are resolved by the vice dean as the first-instance body, and the FSS Senate in the second instance, after obtaining the opinion of the FSS Administrative Board.

X. STUDENT RECOGNITIONS AND AWARDS

Article 103 (rules on the awarding of Prešeren Awards to UL students)

Awards and recognitions for special achievements in study and research work are regulated by the rules on the awarding of Prešeren Awards to students of the University of Ljubljana, and by the rules on the awards and recognitions of the FSS. The FSS Senate may also define other ways of rewarding students.

XI. TRANSITIONAL AND FINAL PROVISIONS

Article 104 (the commencement and termination of the validity of the rules)

These rules shall enter into force on the day they are adopted by the FSS Senate. On the day these rules enter into force, the rules on Undergraduate Studies adopted by the FSS Senate on its sessions of 11 July 2005, 7 Nov 2005, 9 Jan 2006, 13 Feb 2006, 6 March 2006, 4 Dec 2006, 22 Jan 2007, 14 May 2007, 2 July 2007, 14 Jan 2008, 4 Feb 2008, 9 June 2008, 9 Feb 2009, 8 June 2009, 4 Apr 2011, 4 June 2012, 3 Sept 2012, 3 March 2014, 7 Apr 2014, 5 May 2014, 1 Sept 2014, 2 Feb 2015 in 12 Sept 2016, and the rules on second cycle study adopted by the FSS Senate on its sessions of 7 Sept 2009, 9 Nov 2009, 12 Apr 2010, 4 Apr 2011, 2 Apr 2012, 4 June 2012, 3 Sept 2012, 6 Jan 2014, 3 March 2014 7 Apr 2014, 5 May 2014, 1 Sept 2014, 2 Feb 2015, 11 May 2015 and 7 Sept 2015 are considered null and void.

Article 105 (application of terms and criteria for the implementation of renewed undergraduate programmes)

Unless otherwise provided in these rules, the applicable rules and criteria for the implementation of renewed study programmes shall be taken into account.