

On the basis of the Higher Education Act, the Statute of the University of Ljubljana and the Rules on the organization and operation of the Faculty of Social Sciences, the Senate of the Faculty of Social Sciences adopted the following rules at its meetings of 9 October 2017 and 12 November 2018:

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 as: the FSS) organizes education for obtaining a degree in university and professional higher education study programs (first cycle programs) and Master's study programs (second cycle programs) 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 a first cycle study, which takes place in university and professional higher education study programs in accordance with publicly valid study programs.

Postgraduate study, which is regulated by these Rules, is a second level study conducted by the FSS in publicly valid study programs (Master's study programs).

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 in the accredited study program with a curriculum.

Article 3 (use of terms)

The term 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 denomination used for both sexes.

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

II. ORGANIZATION 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 Senate of the Faculty of Social Sciences (hereinafter as: 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 program.

The student has the right to be informed about the organization 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 program implementation plan, weekly curriculum for the implementation of study units)

The annual plan for the implementation of the study program with 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 a large number of courses that are mandatory in several study programs, the heads of the chairs are obliged to coordinate the implementation of the learning process.

The adopted curriculum implementation plans for the next academic year will be coordinated and approved by the study commission, not 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 implemented. The weekly plan should also specify the possible deadlines and ways for the delivery of individual assignments which the student obtains credit points for and which are binding for the lecturer and the student. The implementation plan is published online together with study materials. The preparation of weekly implementation plan is mandatory.

Article 7

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

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

Article 8

The lecturer or other participants involved in the implementation of a study unit may not impose additional study obligations to students in addition to the ones envisaged the accredited study program and recorded in the curriculum.

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 the 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 program, 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 program, invite recognized experts without the appropriate title to participate in the discussion of particular individual problems or topics.

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

Article 14 (examiner)

The examiner or a member of the exam committee for the final examination and assessment may only 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 program. 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 a prolonged absence of the examiner and with his or her 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 programs. 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 recognizing 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 programs shall be subject to the provisions laid down in the program accreditation.

Article 18 (appeal against the refusal of entry)

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) Organization of enrolment

Article 19 (enrolment periods)

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

Article 20 (regular enrolment in a higher year)

A student can enrol in a higher year if, by the end of the academic year, he or she fulfils all the obligations specified in the accredited study program.

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

Passing to a higher year is possible with at least 50 credit points of the current year (without special application) and completed obligations from all previous years. 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 in a higher year.

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

- longer illness;
- exceptional family and social circumstances;
- recognized status of a person with special needs;
- parenthood;
- active participation in top professional, cultural and sporting events;
- active participation in the bodies of the university.

The student must explain and justify that reason(s) from the previous paragraph 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 his or her study program if the current study program allows this and if the total number of vacancies envisaged for elective study units is not yet 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 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 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 program and depending on the available enrolment quotas.

All applications received after the submission of 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, the student who has not completed all the obligations and requirements for enrolment in 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 must be granted on the basis of 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 a reasoned opinion of the Commission for Study Affairs.

The decision also determines the method of faster progression.

b) Transition between study programs

Article 26 (definition of transition between study programs)

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

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

The student submits an application for the transition between study programs 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 student's written request.

Article 29 (condition for submitting a request)

Student may submit a written request for change of type of study after his or her 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 studied on two separate study programs at the same time. A student who successfully completes the obligations under both study programs receives separate degrees for each of the parallel study programs.

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 the application within the deadlines specified in the call for enrolment at the University of Ljubljana, enclosing also:

- certificate of enrolment in 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 program or at another faculty)

A FSS student who wants to enrol in the second FSS study program or to another faculty must submit the 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 the 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 case 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 when 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, carry out his or her study obligations (taking exams, etc.), unless the program's accreditation expires.

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. Requests are resolved by professional services staff, in the following ways:

- applicants who have completed all the obligations of the enrolled (and still accredited) program, excluding the final thesis, complete the course in which the final thesis is planned and cover the costs in accordance with the valid price list;
- requests of students who have not yet completed all the obligations of the enrolled program, in addition to the final thesis, are considered as a continuation of the study.
- requests of students who have completed all the obligations (except the final thesis) of the enrolled program, but the program's accreditation has expired, are considered as continuation of the study.
- requests of students who have completed all the obligations (except the final thesis) of the enrolled program, but the program has since changed significantly, are considered as continuation of the 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)

If two years (or more) have passed since the loss of student status, the student may submit a written request for continuation of study, provided that the program's accreditation is still valid. Requests are resolved by professional services staff, in the following ways:

- each fully completed year is recognized if students continue their studies in the same program as the one they have interrupted;
- in the case of an unfinished year, students must complete the year according to the current study program;
- if the applicant asks for continuation of study in a program other than the one he or she has interrupted, he or she 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 organized study work include lectures, tutorials, 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 oral or written examination of knowledge.

Article 40 (excursions)

If study excursion is foreseen within a particular course, the excursion organizer must submit a detailed program at least one month before the excursion and obtain a 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 fulfilment of the obligations with lecturers of all the courses that will take place during this time, and that their participation in the excursion is voluntarily and at 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 determined as expected learning outcomes in the curricula of individual study units of the study program and determined by the study program 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 the exam or can contribute to the common assessment of each study unit, if so defined by the curriculum.

A negative assessment of the exam does not invalidate the results of other, partial forms of examinations and assessments 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 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 for an alternate way in order to obtain a final assessment two years after 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 every year in a row, absence from study, absence due to parental leave, etc.).

Article 43 (obligation to check written work)

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

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 enrolled program and year.

A student is liable to take the exam if the exam is an exclusive form or one of the methods of examining knowledge from a particular study unit after he or she fulfils 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 in this particular year of the study program, 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 a negative assessment of an individual obligation that is considered as the final grade or part of it, and at least one possibility of improving the negative assessment in the current academic year must be given, which may also take place together with another predetermined obligation.

Article 45 (grades)

Exams, written tests of knowledge and other forms of knowledge assessment are assessed 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 disadvantages), 7 (good knowledge with several disadvantages), 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 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 the president of the exam committee to each student immediately after the exam. The examiner must submit signed results of the exams to the professional services staff immediately after the exam, or at the latest within 5 working days after the exam.

The examiner must submit the results of the 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 the negative grade is only recorded in the exam record. The grades are accessible through the faculty's online system.

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

Within seven days of the publication of the exam results, students have the right to see their corrected and assessed written exam. Evaluation of answers to individual questions must be clearly marked and evident. 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 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 for each study unit are kept 30 days after the publication of results if the student does not object to the grade, otherwise until the end of the assessment objection procedure.

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

Article 47 (publishing grades in other forms of knowledge testing)

If other forms of knowledge testing are envisaged within a study unit, the main lecturer of the study unit must enter grades in the online system within 7 working days of the completion of the course or after the student obtains a final grade.

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

Article 48 (protection of personal data)

The publication of the results of the 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 an exclusive or one of the forms of knowledge evaluation.

Article 51 (individual or group exam)

The exam is, as a rule, taken individually, but it can also be organized in groups when several students participate in it 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)

The exam examines the knowledge of the entire content of each study unit. If so determined by the study program or the curriculum, the exam also includes a practical part. Other forms of knowledge testing are used for evaluating the knowledge of the part of the content (not the whole).

Article 53 (assessor - examiner or exam committee and the examination process)

The exam is assessed by an individual examiner or examination committee.

The exam is conducted in front of the examination committee when it is so determined by the UL Statute or these Rules.

The 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 on the basis of a request.

The examiner is responsible for the organization 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 with another member of the teaching staff and provide him/her 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 during 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, who are informed in writing, are appointed. Those who are justifiably unable to attend supervision must provide for a replacement with another co-worker. The unjustified absence which causes disturbance in the performance of a written exam constitutes a violation of work obligations.

Article 54 (oral exam)

Oral exam is a form of examination of knowledge and is carried out as a personal interview of the examiner with the student.

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)

Oral exam is public.

The public nature of 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 examination and assessment of knowledge.

The examiner informs the student about the grade of the oral exam immediately after the exam has passed.

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

Article 56 (duration of exam)

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

Written exam is carried out 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 not 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 student's answers, students must return 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 written examination.

Teachers who are justifiably unable to attend written exams must provide for a replacement with another higher education teacher or higher education assistant.

The examiner is obliged to acquaint the present students with the approved aids in 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)

The violations of examination rules are dealt with in accordance with the rules governing the disciplinary responsibility of UL students.

The examiner may prohibit any student who violates examination rules to continue with the exam. In case of a written exam, the examiner may take away the test or other form of written product and evaluate it immediately with a negative grade. This is done as a pedagogic measure which does not constitute a disciplinary sanction.

Against this pedagogical measure, the student can file an objection to 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 involving examination in their curriculum.

Article 61 (regular and extraordinary examination periods)

Exam dates are regular and 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, leaving to study or professional practice abroad, longer hospitalization during the examination period, childbirth, active participation in top professional, cultural or sporting events, etc.) and if this is possible with regard to staff and spatial conditions of the faculty.

Taking the exam outside the prescribed exam dates must be approved by the vice dean based on a student's written request and the attached supporting documents.

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 in 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 a way that only one exam among exams of obligatory study units of a particular year is set on a particular date. If possible, there should be at least ten days between the 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 is related to extraordinary material costs or is related to 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 for the exam through the online system no later than 3 days before the exam date.

The student is responsible for the correct and complete registration for the exam.

The student can take the exam if he or she has applied for it on time.

Article 64 (withdrawing from the exam)

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

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

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

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

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

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

For study units that require a 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 to correct the negative assessment of such obligations.

For other written forms of knowledge testing (except for exams and mid-term tests, e.g. seminar papers), the lecturer must provide at least one possibility for improving grades of negatively assessed products. This is not necessary in the case of short written products 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, he or she can only perform the study unit obligations in 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 the opportunity to perform such obligations in this way twice by enrolling in the course. 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 the study on this particular study program. A written decision is issued to the student.

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

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

If the student could not sit the exam for a justifiable reason and has submitted appropriate evidence within 3 working days of the examination or immediately after the expiration of the

existence of 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. A student must have a proof-of-identity document when taking the exam. If the identity cannot be verified, the student may not take the exam.

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

If in the examiner finds that that another person has taken the exam in place of the 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 the university regulations, which stipulate the disciplinary responsibility of students.

Article 69 (retaking the exam)

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

The exam can be retaken in the same examination period, if possible.

If the student is repeating the year, it is considered that he or she is taking the exam of a particular study unit for the first time after re-enrolment.

A student who did not pass the 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 retaking are conducted in front of the 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 taking before the commission. The grade given by the exam committee is final.

The student is obliged to pay the costs of the fourth and fifth exam retaking in accordance with the valid price list of the university/faculty.

The commission is appointed by the vice dean.

Exam committee members are higher education teachers with or visiting teachers involved in the implementation of the study program. 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 the 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 retaking 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 enrolled, the rule for a maximum of five repetitions of the exam applies (for the sixth retaking 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)

Fifth retaking of the exam is in the form of 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.

The withdrawal from the exam is possible in accordance with the Article 64 of these Rules, with a request submitted through the online system. If the 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 the exam the fifth time, cannot, in accordance with the UL Statute, complete his or her study in this study program, but may perform other study obligations according to the program 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 program again, nor can he or she advance to the higher year in this program.

An official 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:

- that not more than 6 months have passed since the last taking of this exam;
- that the main lecturer of the study unit agrees, which is confirmed by his or her signature.

If both conditions are fulfilled, the professional services staff enables 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 the professional services staff who verify the terms and conditions for applying.

The improving of the grade is possible in the same academic year when the student has obtained a positive grade at the exam and only up to the end of his or her study. On the day of graduation, the student does not have the possibility to improve the grade in the courses that are part of the program that has been completed.

The student does not have the opportunity to improve a positive grade in the exam that he or she has previously failed twice or more.

Article 75 (final grade in case of grade improvement)

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

Article 76 (recognition of exams conducted at another faculty)

A FSS student who has passed certain exams during his studies at another faculty may apply for their recognition, 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, until 30th September. Applications that are not completed by this date will end with the entry "withdrawal".

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

c) Completion of study

Article 78 (conditions for completion of study)

The conditions for completion of study are determined by the study program. On the basis of successful completion of the obligations stipulated by the study program, the student acquires the appropriate professional title. The condition for completing the study is the completion of the final thesis, however, the study program 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 Programs.

VI. PART-TIME STUDY

a) Organization of part-time study

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

Part-time students are equated with full-time FSS students by their rights and duties.

Article 80 (organization of part-time study)

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

Article 81 (special conditions for taking the exam)

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

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

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

b) Study process

Article 83 (organization of the study process)

As a rule, study is organized according to the sequence order system. At the same time lectures can be held at up to 6 study units. 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 in the first, second or third cycle study program.

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

The student status is recognized by university student card, which is a public document. The contents and format of the student card are governed by the rules. Upon enrolment, an electronic grade book is created for the student in 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 the student status, the student acquires all the rights guaranteed by the Higher Education Act. In order to exercise these rights, the 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)

The student has the right and the duty to participate in the teaching process and other rights and obligations deriving from the law, the UL Statute, these Rules and the enrolled study program.

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

Students submit applications, requests and complaints through an online system to which they access with designated username and password known only to them. Students must attach all necessary documentation to the 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 in the online system. The online system allows traceability of the decision-making and decision-issuing date.

Article 90 (appeal against the assessment)

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

The dean or the person authorized 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.

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

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

If the student appeals against the assessment of other study obligations within the study unit, he or she can do so within 10 days after the assessment is published to the dean or to a person authorized by the dean for this purpose.

The dean or the person authorized 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 proofs of the obligations fulfilled within the study unit, which 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 the student's application. In the application, the student must clearly state the purpose of application and enclose the supporting documents supporting his or her 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 other obligations of the faculty and university under these Rules, university rules, UL Statute and other applicable regulations.

In all procedures regarding exercising rights or obligations of students, communication between the 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 in 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 call, the application is rejected.

The student can withdraw his or her request 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 in the online system.

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

The body or working body conducting the procedure may, at its discretion, invite the student to explain in writing the statements he or she 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 the notice 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 in the online system. The date of dispatch and service shall be marked with an official notice in the documents of the case or in the online system.

A student may challenge a decision rejecting his or her 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, an infringement of substantive law and 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 in case of their elimination.

Unless otherwise stipulated by the statute, in case of an appeal against a decision of other bodies or working bodies of the member faculty at 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 which is 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. In the appeal, the student can give new facts and new evidence, but he or she must explain why he or she 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 authorized 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 have all the elements prescribed, or is filed for illicit reasons,

- dismiss the appeal as unfounded, thereby confirming the contested decision; or
- adopt 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 the 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 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 a special status and the status of a mother or father

Article 92 (obtaining a special status)

A student with a special status is a student who has the status of a student athlete, the status of a recognized artist, or the status of a student with special needs. The student acquires the status with the decision of the commission for Student Affairs on the basis of an application and on the basis of university regulations adopted by the university senate.

The status of an athlete, the status of a recognized artist and the status of a student with special needs is regulated by the rules of the University of Ljubljana.

The status of an athlete, the status of a recognized artist and the status of a student with special needs is approved by the commission for Student Affairs on the basis of student's request and on the basis of the evidence required by the rules of the University of Ljubljana.

Article 93 (status of mother, father)

The status of mother or father is acquired by a student who submits an extract from the Central Register of the birth of a child who is under 3 years of age. The following students also have the right to acquire the status of a mother or father: parents who care for a child up to three years old, if a person is single parent, or if he or she has a child under seven years of age who is seriously ill, or a child with disabilities in physical or mental development. Rights and obligations brought about by the status of a mother or father are the same as those valid for the status of an athlete, artist or student with special needs.

Article 94 (exceptional social reasons for determining the status of a student with special needs)

Among the exceptional social reasons for determining the status of a student with special needs are extremely poor financial conditions or situation and particularly grave family situation. When submitting the application, the reasons must be duly substantiated and enclosed with supporting documents (for example, one of the parents or guardians is the recipient of social assistance or care allowance, etc.)

Article 95 (duration of a special status)

The status of a student athlete, the status of a recognized artist, or the status of a student mother, father or the status of a student with special needs shall be awarded until the end of the academic year in which the condition is met.

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 the student mother or father to the extension of student status)

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

f) Protection of students' rights**Article 98 (right to appeal against a decision)**

A student has the right to appeal against decisions taken by FSS authorities on his or her rights, obligations and responsibilities.

Unless otherwise provided in these Rules, the student may lodge an appeal from the first paragraph of this article within 8 days of the day on which the decision was served to him or her.

Article 99 (procedure of appeal against decisions)

The student's appeal referred to in the preceding Article shall be decided by the FSS Senate on the basis of the opinion of the Commission for Student Affairs of the FSS, unless otherwise specified by the UL rules or 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, in the procedures for exercising the rights of students or persons without status when the decision was taken 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 the decision under the supervisory right and on the invalidity of the decision in accordance with the provisions of the UL statute.

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

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 in which students/candidates must prove the conditions provided for in the UL Statute shall be submitted to the professional services. The student must show the 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 awarding of Prešeren Awards to UL students)

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

XI. TRANSITIONAL AND FINAL PROVISIONS

Article 104 (the commencement and termination of 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 Rules on second cycle study, adopted by the FSS Senate on its sessions of 7. 9. 2009, 9. 11. 2009, 12. 4. 2010, 4 Apr 2011, 2 Apr 2012, 4. 6. 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

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

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