Pursuant to Article 6 of the Higher Education Act (Official Gazette of the Republic of Slovenia, no. 67/1993, 13/1994, 39/1995, 18/1998, 35/1999, 99/1999, 64/2001, 100/2003, 63/2004, 94/2006, 59/2007, 15/2008, 64/2008, 86/2009, 34/2011, 78/2011, 62/2010, 40/2011, 40/2012,) and in accordance with the Statutes of the University of Ljubljana (Official Gazette no. 8/2005, 118/2005, 72/2006, 76/2006 - corr., 59/2007, 81/2007, 82/2007 - corr., 5/2008, 42/2008, 62/2008, 3/2009, 14/2009, 38/2009, 48/2009, 55/2009, 3/2010, 47/2010, 18/2011, 26/2011, 89/2011, 26/2012, 38/2012, 56/2012, 106/2012, 35/2013, 83/2013, 22/2014, 35/2014, 57/2014, 16/2015, 82/2015, 92/2015, 4/2016, 52/2016, hereinafter: UL Statutes) the Senate of the Faculty of Computer and Information Science adopted on 11 September 2012, 12 March 2013, 11 June 2013, 3 June 2014, 11 November 2014, 14 April 2015,8 September 2015, 8 March 2016 and 13 September 2016 the following

STUDY RULES AND REGULATIONS

FOR BOLOGNA STUDY PROGRAMMES

September 2016

I. General Provisions

Article 1

With these rules and regulations, the Faculty of Computer and Information Science (hereinafter: FRI) governs the selection and application of study programme courses, together with assessment and evaluation, progression through the programme and the completion of Bologna study programmes.

Article 2

These rules and regulations complete and set out precisely the provisions of the Statutes of the University of Ljubljana, the Higher Education Act and the Disciplinary Responsibility of Students Regulation of the University of Ljubljana. For matters not specified in these regulations the provisions of the UL Statutes and the Higher Education Act and the Disciplinary Responsibility of Students Regulation of the University of Ljubljana shall apply.

II. Choice of Curriculum and Successful Completion of Courses

Article 3

Choosing and enrolling in study courses

Courses at FRI are divided into:
- Mandatory courses
- Specialized elective courses chosen by the student from a list, forming an integral part of the accredited study programme, and
- General elective courses chosen by the student from the course list available on enrolment or, on the basis of a form submitted to the Student Affairs Office (hereinafter: Student Affairs) and approved by the Vice Dean for Education, from courses on other study programmes at the UL.

Students enrol in elective courses from their curriculum by selecting a course on enrolment in a higher study year or upon approval of their application for taking exams of a higher year in advance (Attachment 1).

As a rule, students are not allowed to select or enrol in courses from a higher level of the study programme. Any exceptions are approved by the Vice Dean for Education, based on the student's application.

Article 4

Changing courses

During their studies in a specific programme, students are permitted to change up to two elective courses in their curriculum (irrespective of their evaluation with credit points). Changing an elective module in the Computer and Information Science University Programme (hereinafter: BUN-RI) or the Computer Science and Mathematics University Programme (hereinafter: BUN-RM), which together constitute three courses, is considered a two-course change.
In addition to regular changes described in the preceding paragraph, students can also change their elective course in exceptional cases (for example an overlapping timetable).

It is possible to change an elective course only within 14 days of the start of the course, based on an application approved by the Vice Dean for Education.

2

Article 5

Recognition of individual completed courses from other study programmes

Students who have completed a course at a different higher education institution with a study content similar to one of the courses in their study programme, can at the time of enrolment or at the time of transfer from another institution fill out an application for recognition of the course and submit it to Student Affairs. The application must be submitted together with the course syllabus containing information on the credits of the course, or with a website address where this information can be found, along with the original copy of transcripts containing the information on the date and grade of the completed course.

As a rule, courses in specialized fields of computer science taken in study programmes from other fields of study are not recognized.

The application for course recognition (Attachment 3) is examined by the course lecturer, who must decide within thirty days if the course and its assessment can be recognized, partially recognized, or not recognized. If the course is partially recognized, the lecturer must also state the study content of the differential exam. The lecturer's decision must be based on content, proficiency level and course credits. If the course is fully recognized or if the candidate has successfully completed the differential exam, FRI Student Affairs registers the grade in its electronic records.

Article 6

Recognition of study requirements completed during semesters abroad

Students who have participated in various exchange programmes at foreign universities or higher education institutions where they completed a part of their study programme are, in accordance with the UL regulations and the FRI exchange programme regulations, subject to the recognition process of study requirements corresponding to the ECTS credit system of the specialized courses taken on their exchange programme.
The recognition is approved by the Committee for Study Affairs (hereinafter: Study Committee) upon the proposal of the international exchange programme coordinator.

Article 7

Recognition of general elective courses

Study requirements completed in different study programmes that do not correspond to the specialized courses of the study programme in which the student is enrolled at FRI can be recognized as general elective courses within the quota of general elective courses in the student's study programme.

Article 8

Tutorials and weekly requirements

In accordance with the rules of the study programmes, tutorials, including regular weekly work (homework, seminars and tests), are a mandatory part of study. The validity of the completed tutorials and other continuing requirements expires at the end of the academic year. This means that students who do not complete a course in full must repeat the tutorials the following year and once again regularly submit all coursework. An exception can be made (due to absence caused by reasons beyond one's control, such as medical reasons) by the course lecturer, who can propose the recognition of tutorials and continuing coursework on the basis

of the student's work done in his/her previous years of study. In this case, the recognition of study requirements in the first and second cycles must be confirmed by the Vice Dean for Education, and in the third cycle by the Vice Dean for Research.

Repeating students pass the subject under the same conditions as students who progress normally.

Students who in a given academic year are not enrolled as regular students, but wish to be able to complete the study requirements for some of their individual courses, must report to FRI the courses they intend to complete before the start of each academic year. The completion of study requirements (tutorials and exams) is duly charged according to the valid price list.

<center>Article 9</center>

Taking exams in advance

Students in the first and second cycles of Computer and Information Science who meet the criteria for repeating a study year, are allowed in the following academic year to attend and complete a certain number of courses from the higher year. The deadline for submission of applications for taking exams in advance is no later than 7 days after the start of the academic year (Attachment 4).

Students repeating Year 1 of second-cycle studies are permitted to complete:
- courses worth 43 ECTS from Year 2, if they completed 54 ECTS in Year 1.

Students repeating Year 1 of first and second-cycle studies are permitted to complete:
- courses worth 30 ECTS from Year 2, if they completed 48 ECTS in Year 1;
- courses worth 18 ECTS from Year 2, if they completed 42 ECTS n Year 1;
- courses worth 6 ECTS from Year 2, if they completed 36 ECTS in Year 1.

Students repeating Year 2 of the professional study programme of Computer and Information Science (hereinafter: VS-RI) are permitted to complete:
- courses worth 18 ECTS from Year 3, if they completed a total of 102 ECTS in Years 1 and 2;
- courses worth 6 ECTS from Year 3, if they completed a total of 96 ECTS in Years 1 and 2.

Students repeating Year 2 of the UN-RI programme are permitted to complete:
- courses from one module, if they completed a total of at least 96 ECTS in Years 1 and 2;
- courses from two modules, if they completed a total of at least 108 ECTS in Years 1 and 2.

Students repeating years in interdisciplinary study programmes may be permitted to complete exams in advance, subject to an individual application, which should be submitted to the faculty's study course coordinator.

The number of applications for individual courses for a given academic year may be limited according to the space and staff constraints of the faculty.

III.   Assessment and Evaluations

<center>Article 10</center>

<center>4</center>

Course assessment at FRI is in the form of continuing work (homework, projects, presentations, seminars, tutorials, tests) and exams (course exams, final diploma and Master's exams, differential exams).

In all forms of assessment, the candidate must use only the tools explicitly allowed by the course coordinator. Plagiarism in course assessments can be verified by electronic and technical means.

The final course grade is composed of continuing course assessment and the course exam grade as defined by the study programme. Student obligations for individual courses should be set in advance, while the course lecturer should ensure that they are known to students at the start of the course.

<div align="center">Article 11</div>

Plagiarism and disciplinary responsibility

All forms of cheating in exams or coursework are a serious breach of study obligations and are dealt with according to the procedure established by the Disciplinary Responsibility of Students Regulation of the University of Ljubljana (hereinafter: UL disciplinary rules).

The Student Disciplinary Committee at FRI conducts the disciplinary action process and imposes relevant measures. Any employee or student at FRI can initiate a process with the Dean or Vice Dean for Education. The process for establishing liability is then initiated at the request of the Dean or Vice Dean for Education.

Penalties for serious misconduct in the form of exclusions shall be imposed by way of prohibiting the student from taking an exam for a period of time determined by the Student Disciplinary Committee, which in accordance with the UL Statutes is no longer than five years.

<div align="center">Article 12</div>

Continuing assessments

Continuing assignments for individual courses must be distributed throughout the semester and must be completed at the latest by the end of lectures and tutorials, and before the examination period.

Coursework must be evaluated duly and the results must be posted on time. The final continuing assessment grades must be conveyed as a rule before the end of lectures and tutorials and no later than two days before the deadline for registration for the exam in the study information system.

<div align="center">Article 13</div>

Final examination

The final examination is carried out in the form of individual exams. Exams are of the following types:
- Course exam
- Differential exam
- Diploma exam
- Master's exam

<div align="center">Article 14</div>

The course exam may be written and/or oral. Only students who have completed all course requirements for a particular course and have registered for the exam in time may take the course exam.

The differential exam is taken by students who have a partially recognised course on the basis of completed study requirements in a different study programme.

The diploma exam is the final form of assessment for students in first-cycle study programmes. The form and manner of taking the exam is specified by the Regulations on the Diploma thesis in first-cycle study programmes at the UL Faculty of Computer and Information Science.

The Master's exam is the final form of assessment for students in the second cycle of their studies. The form and manner of the exam at FRI is provided by the Regulations on the Master's thesis in second-cycle study programmes at the UL Faculty of Computer and Information Science.

Article 15

Examination periods and the issuing of exam dates

The regular exam dates are provided along with the academic calendar for the academic year in progress and they are divided into three examination periods:
- the winter examination period: at the end of the autumn semester lectures and tutorials
- spring period: at the end of the spring semester lectures and tutorials
- autumn period: before the start of following academic year.

Three regular exam dates are issued for each course in one academic year. For each course in the autumn semester, two exam dates are issued in the winter examination period and one date in the fall examination period. For every course of the spring semester and the perennial courses, two exam dates are issued in the spring period and one exam date in the autumn period. The exam dates are an integral part of the yearly academic calendar and are issued before the start of the academic year.

Article 16

For course exams of Bologna study programmes there are as a rule no additional exam dates. Additional exam dates can be issued exceptionally for courses carried out in a block or outside of semester dates. Additional exam dates are issued by Student Affairs and students are duly informed.

There are no special exam dates for differential exams; these are carried out on regular exam dates.

Article 17

Timetable for regular exam dates

The timetable for regular exam dates must be formulated so that students have the option of taking one exam in the study year they are enrolled in per day. The exam timetable is set so that:

- there is a gap of at least 14 days between the first and second exam date for one course
- the exam dates of two mandatory courses in a given study year cannot be on the same day.

The exam timetable is mandatory for students as well as for course coordinators. The exam date can be changed only in justified cases, for example the teacher's absence, and only by postponing the date with pre-notification of the postponement. Students must be informed of every such amendment at least 10 days before the original exam date.

<div align="center">Article 18</div>

Taking exams at an earlier date may be allowed at the request of the student by the Vice Dean for Education with the lecturer's consent in justified circumstances (leaving for study or placement abroad, hospitalization at the time of the exam period, participation at a professional or cultural event or a professional sports competition, etc.), and if the applicant's study achievements in previous study years are deemed satisfactory for such an authorization to be appropriate.

<div align="center">Article 19</div>

Registration and deregistration from exams

Students must register for every course exam online within the prescribed registration period. The deadline for registration is 01:00 AM on the day before the day of the exam. After this deadline, registration for the exam is no longer possible. If the study information system does not work on the last day when registration is open the deadline is extended. The teacher may accept only candidates from the registered list.

Online deregistration from an exam expires at 01:00 AM on the day before the day of the exam. Afterwards students can only withdraw from an exam by contacting the teaching assistant or the course coordinator before the exam, and only if the student has not seen the exam questions yet, or for oral exams, before it is the student's turn for the oral exam. The course coordinator or the teaching assistant is required to enter the withdrawal information in the electronic information system or send it in written form to Student Affairs at the latest one working day after the written exam or the written part of the course exam, or the day after the posting of the list of students for an oral exam, if the only form of the exam is oral.

If, due to force majeure, students cannot attend the exam or for the same reason have not been able to withdraw from it, they shall be considered to have withdrawn from the exam on time.

Students who do not deregister from an exam and do not show up for any part of the course exam without justifiable reasons receive a failing grade.

<div align="center">Article 20</div>

Publication of exam results

Written exam results must be published no later than one week after the day of the exam. Students have the right of access to their graded examination papers.

The results of the oral exam are announced at the end of the oral exam.

Article 21

Students with special needs can apply for special dispensations for taking exams, depending on the type and level of their disability. Students who wish to obtain the status of a student with special needs must apply upon enrolment for approval of such status. The application must include a statement from the committee for the guidance of children, minors and young adults with special needs, or the opinion of a disability committee. The student's disabilities and special needs must be clear from the statement.

The request (Attachment 5) is approved by the Committee for Study Affairs (hereinafter: Study Committee). According to the student's specific needs and in consultation with the student, the Study Committee determines the conditions and special dispensations for exams and other study requirements.

Possible special criteria for exams are:
- exceptional dates for exams, fixed in agreement with the course coordinator, if the student cannot attend a regular scheduled exam
- extended time for written examinations
- taking the oral part of the examination in written form (in the case of a student's hearing impairment)
- taking the written part of the exam in oral form for courses where appropriate
- taking written exams using a computer or other suitable and available device
- taking written exams with the assistance of others (writing)
- special dispensations for deadlines for handing in work for tutorials, seminars, and homework, in agreement with the course coordinator, etc.,
- any other appropriate special dispensations

.
Student Affairs informs the course coordinators about the enrolled students who have, by decision of the Study Committee, the status of a student with special needs, as well as about the special conditions and dispensations granted to them.

Article 22

The status of a student-sportsman can be granted to students who have through the Slovenian Olympics Committee – Association of Sports Federations (OKS) acquired one of the following titles: outstanding athlete, world-class athlete, international class athlete, promising athlete, national class athlete or young athlete.

In order to obtain the status of student-sportsman the student must submit upon enrolment, or no later than 1 February of the academic year in progress if the status was granted in the period between the time of enrolment and 31 December of the previous calendar year, their request to the Study Committee and include evidence of categorization (Olympic Committee of Slovenia notifications holding a list of categorized athletes by names or a Certificate of the Committee) (Attachment 6).

The Study Committee decides on the submitted request and approves the special conditions of study. The possible special conditions are:

- excusable absences from mandatory seminars and lectures, which the student is not able to attend due to his/her sports commitments or competitions
- exceptional oral exam dates in agreement with the course coordinator
- exceptional written exam dates determined in agreement with the course coordinator, only in special circumstances, i.e. when the student cannot attend at least half of all available regular exam dates due to sports commitments or competitions
- taking exams in advance, if possible
- assistance with the coordination of study and sports commitments and competitions timetable (attending a different group for tutorials, mitigating circumstances for deadlines for coursework and homework, etc.)

Based on the conclusion of the Study Committee, Student Affairs ensures that the course coordinators are aware of those students with student-sportsman status and the special dispensations they have been granted.

Article 23

Assessment

Courses are assessed as stated in the course description, which is an integral part of the accredited study programme.

The teacher must enter the grades for individual candidates in the electronic system no later than three weeks after the date of the final course exam. In extreme circumstances, when the teacher does not have access to the electronic records, grades can be submitted in the form of a printed and signed list by the same deadline to Student Affairs. Student Affairs files the list of exam grades in paper form or in electronic form in an electronic filing space for permanent storage.

The teacher can agree with the candidate on a deadline extension for coursework. In this case, the teacher enters ''UI'' in the "GRADE" section, which means that the candidate will complete the assignment at a later date. The teacher must assess all students who attended the course in the academic year in progress and complete the grades no later than 30 days after the examination date.

Written exam results must be entered into the electronic system no later than seven working days after the exam.

Article 24

Any candidate who leaves in the middle of the exam will receive a failing grade. The teacher or the teaching assistant present at the written or oral examination for the course must verify the identity of the students. Candidates must provide an official ID with a photograph (a student card for example).

After the exam, candidates must hand in the exam paper, even if they are persuaded they will receive a failing grade. If candidates do not hand in their exam paper, they are deemed to have resigned from the exam.

Article 25

Appealing the examination process

Students who believe that an examination was not evaluated in a fair way, may file an appeal against the evaluation in writing with the Dean within three working days of the publication of the results.

Article 26

Retaking an exam

Students who have failed to pass exams may repeat them. Unless otherwise provided in the UL Statutes, students may retake an exam four times. Repeating an exam on the grounds of a successful appeal against the exam grade does not count as retaking the exam. It is possible to retake an exam in the same examination term, only if more than 14 days elapse between the unsuccessful exam and the retaking.

In special cases, where students have a legitimate reason, they can ask the Study Committee for a fifth repetition (sixth attempt) of the course exam.

If the student is repeating a study year, it is considered that each exam in that year is taken for the first time, regardless of whether the exam has already been taken in previous years.

The fourth, fifth, and sixth retakes of the exam are reviewed by a committee consisting of at least two members. With a written exam the committee grades the paper, while the oral exam is conducted before a committee. The committee is designated by the Vice Dean for Education. The course coordinator must deliver a signed record of the exam, signed by both present members of the committee (or all of the members if more than two) no later than a week after the committee exam.

The cost of such exams is to be paid by the student according to the valid price list.

Article 27

Improving an exam grade

A student that has passed an exam with a positive grade can refuse to accept the grade within 7 days of publication of the results. In this case, the exam grade is not recorded.

Students who have passed an exam but would prefer to improve their grade, can request the course coordinator for a retake of the exam. The course coordinator decides according to the circumstances.

IV. Advancing to a Higher Year and Repetition

Article 28

Students may enrol in a higher study year once they have completed the set study programme requirements for the preceding study years.

Article 29

In accordance with the UL Statutes and the Rules for enrolling in a higher year and repeating a year in exceptional circumstances, FRI students can enrol in a higher year or repeat the

same year under exceptional circumstances (Attachment 7). These matters are decided by the Study Committee.

Article 30

Students who have not completed all study programme requirements for advancing and enrolling in a higher year may repeat the year, if they meet the study programme requirements and the Higher Education Act's specific conditions for repeating a year. Students who have never repeated a year can enrol in an additional year at the end of their studies.

V. Completing Studies

Article 31

The final requirement for students in the first cycle of the FRI study programme is the diploma exam. The form and mode of the exam are regulated by the Regulations on the Diploma thesis in first-cycle study programmes of the UL Faculty of Computer and Information Science.
The final requirement for students in the second cycle of the FRI study programme is the Master's exam. The form and mode of the exam is regulated by the Regulations on the Master's thesis for second-cycle students of the Faculty of Computer and Information Science.

Article 32

The formulation of the written final study assignment, which in accordance with Article 127 of the UL Statutes, students submit in printed and electronic form together with a statement, is defined by the member institution in the study programme.

Students submit the printed version of the written final study assignment at the member institution's office, and the electronic version of the written final study assignment in the study information system of the UL member institution.

Each written final UL study assignment in electronic form will be checked, in terms of similarity of content to other works, using the plagiarism software linked to the study information system of the UL member institution. Upon submitting their written final study assignment, students consent to the use of the electronic form of the written final study assignment to check for plagiarism.

In accordance with the Rules on checking for plagiarism of the electronic form of the written final study assignment and the conditions for temporary inaccessibility of the content of the written final study assignment, the content of the printed and electronic form of the written final study assignment may in exceptions be inaccessible for a certain period of time.

Article 33

In first and second-cycle Bologna study programmes, students are assessed as follows:

- an average assessment for all subjects, which are graded on a scale of 1 - 10, for which the ordinary average is used, first for the individual subject (if the subject has more than one grade), then for all subjects; the average grade is rounded to one decimal point;
- the overall grade of the final thesis and its defence on a scale of 6–10.

The diploma grade is not used in the average of the grades attained for the diploma supplement.

Article 34

Students who complete all requirements for the first and second cycle as well as the diploma or Master's exam receive a graduation certificate from FRI. The certificate has an embossed University of Ljubljana stamp. The certificate date is the date the certificate was awarded for the undergraduate or master's degree. The certificate is signed by the Rector and the Dean. The design and the publication of the graduation certificate are regulated by specific rules and regulations of the University of Ljubljana.

Article 35

Doctoral studies are completed with the submission of a doctoral dissertation and its defence after completing all other requirements of the study programme. The application procedure for the topic, the form and design, the submission and defence of the doctoral dissertation are regulated by the Regulations on doctoral studies at FRI.

VIII. Transitional and Final Provisions

Transitional provisions

Article 36

Students who were enrolled in the second or third year in the 2011/2012 academic year in the UN RI and VSP RI programmes, or in the first year of the MAG RI programme may, during the course of study, change a maximum of three courses of the study programme.

The calculation of the regular GPA, in accordance with Article 32 of these Rules, becomes effective on 1 October 2014. Until this date, an ECTS weighted average grade is used.

Final provisions

Article 37

These rules enter into force once they have been adopted by the FRI Senate and published on the FRI website. They shall begin to apply seven days after publication.

Prof. Nikolaj Zimic, PhD
Dean

List of Appendices:
- Attachment 1, application form for enrolling in a general elective course
- Attachment 2, application form for changing an elective course
- Attachment 3, application form for the recognition of a course
- Attachment 4, application form for taking exams for a higher year in advance
- Attachment 5, application form for special needs student status
- Attachment 6, application form for student-sportsman status
- Attachment 7, application form for enrolling in a higher year or for repeating the same year in special circumstances

University *of Ljubljana*
Faculty *of Computer and*
Information Science

ENROLMENT APPLICATION FOR A GENERAL ELECTIVE COURSE

Student _____, permanent address _____
        (first and last name)

_____ and student ref. number_____,

in the ____academic year enrolled in year ___ of (please circle the correct programme):
- Post-reform University study programme Computer and Information Science
- Post-reform Professional study programme Computer and Information Science
- Post-reform Interdisciplinary university study programme Computer Science and Mathematics
- other_____,

telephone number, e-mail, mobile: _____,

_____

requests to enrol in the following general elective courses:

Title of general elective course	Study programme	Institution of Higher Education	Course coordinator	ECTS

Note: Provide an approved course study plan in Slovenian and the title of the course in English (not necessary for FRI courses).

Submitted on (date): _____   Signature: _____

To be completed by FRI

Date of receipt of application:

Date the application was processed:

Decision:

University of Ljubljana
Faculty of Computer and
Information Science

APPLICATION FOR CHANGING AN ELECTIVE COURSE

Student _____, permanent address _____
           (first and last name)

_____ and student ref. number_____,

in the ___academic year enrolled in year ___ of (please circle the correct programme):
- Post-reform University study programme Computer and Information Science
- Post-reform Professional study programme Computer and Information Science
- Post-reform Interdisciplinary university study programme Computer Science and Mathematics
- other_____,

telephone number, e-mail, mobile:_____,

requests to change the elective course_____

_____

for a new elective course:_____

Title of elective course	Study programme	Institution of Higher Education	Course coordinator	ECTS

Note: Provide an approved course study plan in Slovenian and the title of the course in English (not necessary for FRI courses).

Submitted on (date): _____   Signature:_____

To be completed by FRI

Date of receipt of application:

Date the application was processed:

Decision:

University *of Ljubljana*
Faculty *of Computer and*
Information Science

APPLICATION FOR COURSE RECOGNITION

Student _____, permanent address _____
                    (first and last name)

_____ and student ref. number_____,

in the ____academic year enrolled in year ____ of (please circle the correct programme):
- Post-reform University study programme Computer and Information Science
- Post-reform Professional study programme Computer and Information Science
- Post-reform Interdisciplinary university study programme Computer Science and Mathematics
- other_____,

telephone number, e-mail, mobile:_____,

requests recognition of the exam for the course _____

_____

by the course coordinator _____

Title of course taken at different institution	Higher Education Institution where course was taken*	Course coordinator	Date of course exam

Note: * Payment for the issuing of recognition of examinations taken outside of the University of Ljubljana (UL) should be made into the FRI account upon receipt of invoice (at the current UL rates).

Enclosed documents:
- original transcript of completed exams
- approved study plan for the course

Application submitted (date): _____   Signature: _____

To be completed by the course coordinator

Student _____ has taken the course _____

- which is fully recognized,
  grade:_____,

- which is partially recognized (indicated below are the sections to be taken in the (differential) exam

- which is not recognized:
  a) due to incompatible course study plans
  b) due to other reasons (stated in the reasons below)

The exam is partially recognized; the student must take an exam for the following sections:

_____

_____

_____

_____

_____

The exam is not recognized, reasons why:

_____

_____

_____

_____

Date: _____ Signature of course coordinator: _____

APPLICATION FOR TAKING EXAMS IN ADVANCE

Student _____, permanent address _____
            (first and last name)

_____ and student ref. number_____,

in the ___academic year enrolled in year ___ of (please circle the correct programme):
- Post-reform University study programme Computer and Information Science
- Post-reform Professional study programme Computer and Information Science
- Post-reform Interdisciplinary university study programme Computer Science and Mathematics
- other_____,

telephone number, e-mail, mobile:_____,

_____.

Requests to take the following exams in advance:

Course title	Study programme	Course coordinator	ECTS

Submitted on (date): _____   Signature: _____

To be completed by FRI

Date of receipt of application:

Date the application was processed:

Decision:

REQUEST FOR SPECIAL NEEDS STUDENT STATUS

Student _____, permanent address _____
         (first and last name)

_____, and student ref. number _____,

e-mail _____,

in the _____academic year enrolled in year ____of (please circle the correct programme):

   BUN-RI   BVS-RI   BM-RI   BUN-RM   BM-PRI   BDR-RI

requests the Committee for Study Affairs to grant him/her the status of a student with special needs.

Difficulties, physical disabilities or special needs**:**

Documents enclosed (circle):
- Opinion of the committee for the guidance of children, minors and younger adults with special needs
- Opinion of a disability committee
- Other:_____

Submitted on (date): _____

Signature: _____

To be completed by FRI

Date of receipt of application:

Date the application was processed:

Decision:

University *of Ljubljana*
Faculty *of Computer and*
Information Science

REQUEST FOR GRANTING STUDENT-SPORTSMAN STATUS

Student _____, permanent address _____
               (first and last name)

_____ and student ref. number_____,

in the ___academic year enrolled in year ___ of (please circle the correct programme):
- Post-reform University study programme Computer and Information Science
- Post-reform Professional study programme Computer and Information Science
- Post-reform Interdisciplinary university study programme Computer Science and Mathematics
- other_____,

telephone number, e-mail, mobile:_____,

_____

requests the Committee for Study Affairs to grant him/her the status of a student-sportsman**.**

Documents enclosed:
(circle)
- Olympic Committee of Slovenia certificate of categorisation
  Other:_____

Submitted on (date): _____   Signature: _____

To be completed by FRI

Date of receipt of application:

Date the application was processed:

Decision:

APPLICATION FORM FOR ENROLLING IN A HIGHER YEAR OR REPEATING THE SAME YEAR IN SPECIAL CIRCUMSTANCES

REGISTRATION NUMBER:_____

Student _____ (first and last name), primary address (house number, street, postcode, city):_____

Tel.no.,e-mail, mobile:_____

Enrolled in _____ in Year ___ of (please circle the correct programme):
- Post-reform University study programme Computer and Information Science
- Post-reform Professional study programme Computer and Information Science
- Post-reform Interdisciplinary university study programme Computer Science and Mathematics
- Pre-reform University study programme Computer and Information Science,
- Post-reform Master`s study programme Computer and Information Science,
- other_____.

requests the FRI Committee for Study Affairs to:
(please circle)

a) grant advancement to Year ___ of the _____ programme in exceptional circumstances
b) repetition
c) grant him/her an additional year
c) transfer to a higher education institution for professional studies – change of programme
d) transfer to a study programme leading to a university degree in BUN-RI / BUN-RM (circle) – change of programme
other: _____

My request is based on the following:
(please circle)
- motherhood,
- extended illness,
- exceptional family or social circumstances,
- active participation at top scientific events,
- active participation at top cultural events,
- active participation at top sports events,
- active participation in the bodies of the University.

Justification:

Enclosures:
_____
_____

8

Statement

I guarantee that all information in this application is true and complete; I agree that the granted privilege ceases if it is found that the information I have given is false.

Date: _____ 　　　Student's signature _____

Deadline for application is 20 September
(The Committee will not consider incomplete or late applications)

To be completed by FRI

Date of receipt of application: _____

Date application was processed: _____

Committee's decision: