

On June 20, 2017, and July 11, 2019, the Commission for Academic Affairs adopted the following based on the Statute of the University of Ljubljana (Official Gazette of the Republic of Slovenia, No. 4/2017)

## **RULES FOR ENROLMENT IN A HIGHER STUDY YEAR, REPEATING A STUDY YEAR AND EXTENDING STUDENT STATUS IN EXCEPTIONAL CASES FOR BOLOGNA STUDY PROGRAMMES**

### **1. LEGAL BASIS**

In accordance with Article 124 of the Statute of the University of Ljubljana, a student may enrol in a higher year if, by the end of the academic year, they have completed all the requirements specified by the study program for enrolment in a higher year, whereby, prior to enrolling in the third or higher year, they must also complete all the obligations of the year preceding the year in which they are currently enrolled.

In accordance with Article 125 of the UL Statute, a student who has not completed all the obligations specified by the study program for enrolment in a higher year may repeat the year in accordance with the law if they have fulfilled the conditions for repeating the year as prescribed by the study program. Exceptionally, a student may apply for enrolment in a higher year if they have completed the compulsory content in accordance with the study program and the minimum number of credit points for the current year and have demonstrated justified reasons.

In accordance with Article 126 of the UL Statute, a student who has not completed the requirements for enrolment in a higher year may, for justifiable reasons, have their student status extended for one academic year, provided that the conditions laid down by law and this statute are met.

### **2. INTRODUCTORY PROVISIONS**

The Commission for Academic Affairs of the FRI shall decide on exceptional enrolment, repetition, or extension of student status.

The purpose of these guidelines is to establish framework criteria for enrolment in a higher year, repeating a year, and exceptional extension of student status in accordance with the provisions of the UL Statute. These guidelines are not binding on faculty bodies in their decision-making and are intended to assist students in writing applications. The Commission has the discretionary right to decide on the validity of the reasons for approving an application on a case-by-case basis, and in doing so is not exclusively bound by various professional (e.g., medical) opinions.

### 3. JUSTIFIABLE REASONS AND EVIDENCE

Pursuant to the second paragraph of Article 125 of the UL Statute, the following reasons are considered justifiable reasons for extraordinary enrolment in a higher year, extraordinary repetition of a year, and extraordinary extension of status. Justifiable reasons may be demonstrated based on the evidence specified in the individual indents.

The student must demonstrate that the reason given directly affected the fulfilment of their study obligations, which is assessed by the FRI Study Affairs Committee. Valid reasons are:

- **parenthood;** evidence = extract from the birth register.
- **prolonged illness of the student (this also includes prolonged treatment after an injury);** evidence = proof of hospital treatment or specialist's opinion (a certificate from a personal physician is not sufficient). The opinion must clearly show that the inability to study lasted at least three consecutive months in the last year or that the student has permanent health problems that significantly affect their ability to study.
- **exceptional family and social circumstances;** evidence = proof from the Social Work Centre describing the circumstances affecting the student's ability to study.
- **recognized status as a person with special needs;** evidence = for students who have recognized status as students with special needs, no special certificates are required.
- **active participation in top professional, cultural, and sporting events;** evidence = certificates or awards from cultural, professional, or sporting organizations (at the national level) for outstanding achievements at the national level (the status of student-athlete or student-artist alone is not sufficient). Proof of professional achievements also includes certificates of recognition or awards at the university level.
- **active participation in university bodies;** evidence = written certificates of participation in UL bodies (according to Article 31 of the Statute, these are: the UL Senate, the UL Administrative Board, the UL Student Council) stating the function and work performed by the student and proof of attendance.

Each student may exercise the right to enrol in a higher year, repeat a year, or extend their student status for the above reasons only once during their studies. The only exception is parenthood, where student status may be extended for one year for each live birth.

### 4. CONTENT OF THE APPLICATION AND GUIDELINES FOR RESOLUTION

The application must contain a clearly defined subject of the application (application for extraordinary enrolment in a higher year, extraordinary repetition, or extraordinary extension of status). The reasons and evidence justifying the application must also be provided.

The approximate guidelines for resolving applications are:

- for extraordinary repetition of the 1st year, 21 ECTS credits from exams taken in the 1st year are sufficient,

- for exceptional advancement to the second year, 45 ECTS credits from exams taken in the first year are sufficient,
- for exceptional repetition of the second year, the student must pass all exams in the first year and at least 21 ECTS credits from exams taken in the second year,
- for extraordinary advancement to the 3rd year, the student must pass all 1st year exams and 45 ECTS completed exams from the 2nd year,
- extension of student status is only possible for the entire academic year.

## **5. DEADLINES, SUBMISSION METHOD, AND RESOLUTION**

Applications must be submitted on time. The deadline for submitting applications is the first working day after the end of the fall exam period of the current academic year. Applications submitted after the deadline will not be considered.

The application is addressed to the Commission for Academic Affairs. It must be submitted via the study information system (or, in exceptional cases, via the form available on the faculty website and at the Student Office, which accepts and records applications).

Applications are decided upon by the Commission for Academic Affairs, which is required to decide on all applications by October 7 at the latest. Students who disagree with the decision of the Commission for Academic Affairs may appeal to the FRI Senate.

Commission for Academic Affairs,

July 11, 2019