



The Senate of the Faculty of Public Administration of the University of Ljubljana, on the basis of Article 111 of the Statute of the University of Ljubljana and Article 28 of the Rules of the Faculty of Public Administration, at its 11th session on 28.10.2020, adopted the following

RULES ON STUDENT RIGHTS AND RESPONSIBILITIES

I. GENERAL INFORMATION

Article 1

(purpose, content and scope of the policy)

- (1) These Rules regulate the rights and obligations of students of the Faculty of Public Administration (hereinafter: the Faculty) of the University of Ljubljana (hereinafter: the University) in connection with the implementation of study programs of the 1st and 2nd level.
- (2) The purpose of the rules is to create a uniform and comprehensive regulation of the legal status of students of the Faculty, with all rights and obligations, unless due to specifics of the relationship these rights and obligations are determined by other acts of the Faculty.
- (3) The Rules also uniformly regulate the procedure for exercising rights and obligations, the holder of which is an individual student in administrative and other public law matters in the implementation of accredited study programs by the Faculty.

Article 2

(rights and obligations regulated by the rules)

- (1) These rules in particular regulate the following rights and obligations of students of the Faculty, which are determined by the law governing higher education, the Statute of the University, the rules of the University and these rules including accredited study programs of the Faculty:
 - acquisition, loss and renewal of student status;
 - the right to continue studies after termination;
 - the right and obligation to attend lectures, seminars and exercises;
 - changing the method of study;
 - promotion to a higher year with missing obligations;
 - the right to repeat;
 - the right to change an elective subject;
 - registration for and de-registration from an exam;
 - disabling access and allowing access to an exam;
 - the right to early examinations;
 - the right to take an exam outside the regular examination period;

- the right to an oral or written examination;
 - the right to take an examination for the fifth time;
 - the right to repeat the examination in order to improve grades;
 - the right to recognition of examinations;
 - the right to take a differential exam;
 - the right to inspect an exam and other assessed works;
 - the right to object to an assessment;
 - annulment of an assessment;
 - the procedure for recognizing compulsory study internship;
 - the right to apply to and extend international study exchanges;
 - announcement and altering of the announcement of performing obligations abroad.
- (2) The rights and obligations referred to in the preceding paragraph of this Article shall equally apply to full-time and part-time students and likewise to undergraduate and postgraduate students, unless the rules provide otherwise.

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

Article 3

(fundamentally on the pedagogical process)

- (1) The faculty conducts the pedagogical process in accordance with accredited study programs. The study process can be conducted full-time or part-time, while the part-time method of study must be equal to the full-time method in terms of content and complexity. The study process is carried out at the Faculty headquarters and at partner institutions when interdisciplinary and joint study programs are conducted. Part-time studies can also be conducted as remote e-studies.
- (2) The student enrolls in the study program under the conditions determined by the accredited study program and other normative regulations. Within the study program, the student obtains credit points for their completed study obligations in an individual subject according to the ECTS system (hereinafter: CP). The student completes the year when they complete all the obligations prescribed by the curriculum, resulting in a total of 60 CP in one year.
- (3) As a rule, the faculty implements study programs in the form of lectures, seminars exercises and e-learning. With the annual work plan (hereinafter AWP), the Faculty Senate determines the forms of implementation of study programs and their scope (e.g. number of groups, proportion of e-content) within the curriculum for individual courses of study. The Senate also determines the syllabus of the current academic year.
- (4) In the first week of the academic year, a 1st year undergraduate student gets acquainted with the process of e-study and work in the e-classroom. Students enrol in all e-classrooms for all enrolled subjects. Access to e-classroom content depends on the status of the student.
- (5) Individual subjects are taught by:

- course holders who take care of the development and implementation of courses in a complete professional field,
 - course conductors who conduct lectures and seminars and assess the course in the current year,
 - subject collaborators (e.g. assistants as tutors).
- (6) Holders, conductors and associates for the current academic year are determined by the senate of the Faculty within the AWP. In doing so, it must take into account the required habilitation titles in accordance with the University Statute (i.e. in the first-cycle higher education study program, at least the title of a lecturer is required, in the first-cycle university study program and in the second-cycle master's program, at least the title of an assistant professor is required, while in language subjects, the title can be a lecturer).
- (7) The holder or course conductor is obliged to prepare a weekly course implementation plan for each course implemented in the current academic year by the beginning of the semester in which the course is conducted, in which they define the content, goals and learning outcomes of individual forms of course implementation. The weekly plan must also specify the deadlines and methods of performing any partial obligations within the course and must be available to students online (e.g. in the online classroom).

Article 4

(compulsory attendance of full-time students at lectures, seminars, tutorials)

- (1) A full-time student is obliged to actively participate in each of the organized forms of the pedagogical process to the extent determined by the senate of the Faculty with the AWP for an individual academic year.
- (2) Active participation under the previous paragraph of this article is one of the conditions for taking the exam for a certain subject. If the condition is not met, the student is denied the right to take the exam in the current and subsequent academic years. The student can also make up for missing obligations in the following years and retrieve the opportunity to take the exam.
- (3) Holders, conductors and associates may impose alternative obligations if the student does not meet the conditions for taking the exam for justified reasons (e.g. medical absence, special status student, international study exchange). If a student is unable to attend organized forms of the pedagogical process due to health reasons, they are obliged to inform the course conductor and the Office for Academic Affairs and submit a medical certificate no later than 14 days after the reason for absence.
- (4) When a student completes the condition for taking the exam, they are allowed to do so.
- (5) A negative exam grade does not invalidate the results of current forms of testing and assessing knowledge and other obligations that have been successfully completed in the current or previous two academic years, when these are a condition for taking the exam.

Article 5

(implementation, exchange and recognition of electives)

- (1) The faculty conducts elective courses in accordance with the accredited study program.
- (2) The set of elective courses, the conditions of implementation and the scope of implementation of the course for an individual academic year are determined by the Senate within the AWP.
- (3) A student may change an elective course during an individual program, but only if their obligations overlap according to the schedule or they have enrolled in elective courses at other higher education institutions or abroad and the latter overlap with the obligations at the Faculty. The alteration is possible for subjects with vacancies in the number of enrolments, under the condition that the student submits an application for the change no later than eight days after being informed of the overlapping schedule. When submitting an application, the student must indicate the overlap of the schedule and the timeliness of their application. The competent commission may also approve the change of elective courses chosen by the student at other higher education institutions on the basis of other justified objective circumstances (e.g. the course is no longer taught). Exceptionally, it is also possible to replace compulsory professional-elective subjects when there are justified reasons for this.
- (4) A student who has completed courses within a comparable accredited study program may apply for recognition of these courses as elective courses if they have been completed at the same level and accredited program level as those enrolled at the Faculty. The elective course may not be similar or identical to the course that the student has already completed at the Faculty.
- (5) A student may be recognized for tutoring with 3 CP per academic year, which they can apply for instead of taking an elective subject, provided the number of CP is sufficient and that they have not previously taken the exam in the elective course.
- (6) If a student has chosen several elective courses, while already having a sufficient number of CP according to the program without completing obligations within these courses, they can apply for the deletion of the excess of enrolled elective courses to the competent commission.
- (7) Students attending an international summer school organized by the Faculty of Public Administration may, on the basis of a submitted application, be accredited with an obligation within the study program at the first and second level by the decision of the competent commission or the Senate.

Article 6
(compulsory student internship)

- (1) The faculty conducts compulsory study internships in accordance with accredited first-cycle study programs carried out in the Republic of Slovenia and abroad.
- (2) Subjects of internships at the Faculty and in the organization where the student performs the practice (hereinafter: the organization) are:
 - students,
 - an employee of the Faculty responsible for the development and implementation of compulsory study internships,

- internship mentors in the organization, determined by the organization, as well as their manner of work and their rewarding,
 - mentors at the Faculty as holders or course conductors of internships according to the Annual Work Plan of the Faculty,
 - student tutors and tutor teachers for the field of internships and other associates of the Faculty.
- (3) The topic of the problem task is determined from among the topics set out in the Annual Work Plan or by special agreement with the mentor.
- (4) Before starting the internship, the student must submit the "Certificate of admission to compulsory internship" together with the obligatory annex "Application for the topic of the problem assignment" as completed forms, which are annexes to these Rules, to the Student Office. On the form "Topic application of the problem assignment", a mentor within the Faculty is appointed, who cannot be replaced by the student (even if they change their topic). On the basis of both forms, a tripartite agreement on the implementation of the mandatory internship in the organization is concluded between the Faculty, the organization and the student that determines the rights and duties of the Faculty, the organization and the student.
- (5) A student who has been employed for at least six months in the past two years may apply for recognition of an internship by completing the form "Application for recognition of compulsory study internship in the organization", which is attached to these rules, including the employer's certificate of employment with stated job descriptions. The latter recognition is decided by the Commission following the prior opinion of the internships administrator. If the commission accepts the request, the student only prepares the problem task under the mentoring of the mentor at the Faculty. After the approval of the commission, the student submits the completed form "Topic application of the problem task of compulsory study internship", which is an annex to these rules, to the Student Office within one month.
- (6) A student can also apply for recognition of an internship if they work through the student service, if the work they perform in the organization is related to the study program for which they are enrolled.
- (7) A student who wishes to perform a compulsory internship abroad must comply with the provisions that apply to the rules of internships in an organization in Slovenia. In doing so, the student must also comply with the tender conditions of individual international exchange programs and submit a certificate of admission to the internship to the Faculty, together with an evaluation sheet of the mentor in English.
- (8) With the aim of quality internships, the faculty organizes trainings for mentors in organizations (Train-the-trainers). For internship mentoring, the Faculty issues a certificate to mentors in organizations.

Article 7
(international mobility)

- (1) The faculty organizes international student exchanges in all first and second cycle study programs. A student may complete certain subjects or part of their studies in a related study program abroad within the framework of student mobility programs and continue their studies at their home Faculty upon return.
- (2) A student may participate in an international exchange program if the following conditions are met:
 - completed at least the first year of studies at the first level,
 - valid student status for the duration of the exchange, except as provided in the tender,
 - other conditions determined by the individual tender.
- (3) The general criteria for student selection are as follows:
 - study success,
 - knowledge of the language of implementation of the pedagogical process at a registered foreign higher education institution,
 - motivational letter,
 - as additional criteria, extracurricular activities and other achievements in the field of study can be taken into account as well as relevant references and the success of the candidate's interview.

The weight of each criterion is defined in each tender.

- (4) In accordance with the tender conditions, studies at a foreign higher education institution generally last for a minimum of two months and a maximum of twelve months. The student can also apply for an extension of studies abroad.
- (5) The student selected for the exchange must announce the subjects they will enrol for in the study program of the faculty abroad. The student must take into account that the subjects in which they have already taken the exam cannot be taken abroad again. At the same time, they must comply with the tender conditions of each program and collect a sufficient number of CPs.
- (6) A student who is on a study exchange abroad is excused from mandatory attendance at courses taught at their home faculty during their mobility. Before commencement of a course, the student must agree on the manner and deadline for submitting other obligations for the course with the course conductor, which are determined by the curriculum (e.g. seminar assignments, quizzes, etc.).
- (7) The procedure of international exchanges is regulated in the IV. chapter of these rules, while the student exercises their rights and obligations on the prescribed forms, which are annexes to these rules.

Article 8

(obligations performed outside the institutionalized student exchange)

- (1) For other exchanges that do not fall within the framework of institutionalized exchanges, such as summer schools, conferences, seminars abroad or other activities where a certain number of

CPs are obtained on the basis of participation, the provisions of these rules shall apply accordingly.

Article 9

(change of study program or method of study)

- (1) Transitions between study programs are possible under the conditions determined by the applicable regulations for transitions between study programs and in accordance with the criteria set out in the study programs.
- (2) A student can apply for a change in the study method (full-time/part-time). Changing the method of study is possible only when advancing to a higher year. A transfer from part-time to full-time study may be permitted if the student has completed all the obligations of the enrolled year and if there are vacancies left in the year in which they wish to enrol. A transfer from full-time to part-time study is permitted if the student meets the conditions for promotion to a higher year that apply to part-time students. The number of vacancies in a higher year is limited to the number of places set out for enrolment in the 1st year. A student may change their method of study only once in the program. The student must submit an application for the change of study method in the period from 1.8. to 25.9. of the current academic year for the following academic year.
- (3) These procedures are regulated in the IV. chapter of these rules, while the student exercises their rights and obligations on the prescribed forms, which are annexes to these rules.

Article 10

(promotion to a higher year with missing obligations)

- (1) According to the terms of the University Statute, a student can apply for promotion to a higher year with missing obligations when they fulfil justified reasons, such as: parenthood, prolonged student illness, exceptional family and social circumstances, recognized special needs status, active participation in top professional, cultural and sports events, active participation in the planned activities, events and extracurricular activities of the faculty and active participation within university bodies.
- (2) When deciding on a student's promotion to a higher year with missing obligations and on the extension of a student's status due to a longer illness, evidence submitted to Student Office by the student no later than 14 days after the end of the reason is considered. When deciding on promotion to a higher year due to active participation in activities, events and extracurricular activities of the Faculty, the scope of participation is taken into account, as evidenced by the reports of conductors or coordinators of individual activities. The student must have demonstrated participation of 30 hours or more in an academic year. An application for promotion to a higher year with missing obligations must be submitted by the student in the period from 1.8. to 25.9. of the current academic year for the next academic year.
- (3) Promotion is approved if, in view of academic success and other personal circumstances, the applicant is judged to be able to fulfil the obligations of the current and previous year in the next academic year.

Article 11
(continuation of studies after termination)

- (1) If more than two years have passed since the loss of student status, the student must apply to continue their studies after the termination on the prescribed form, which is an annex to these rules. The competent commission decides on the right to continuation or completion of studies.
- (2) In the case of a positive decision, the year in which the student can continue their education or the obligations they must complete in order to complete their studies is determined. At the same time, the student is provided with conditions and obligations to fulfil additionally, if during the time of their absence the accredited study program in which they are enrolled has changed.

Article 12
(extension of student status)

- (1) A student may apply for an extension of student status under the conditions set by the Higher Education Act, the University Statute and the conditions of accredited study programs of the Faculty, whereby the application must be submitted in the period from 1.8. to 25.9 of the current academic year for the next academic year.
- (2) Student status can be extended for justified reasons (e.g.: parenthood, prolonged illness, exceptional family and social circumstances, recognized special needs status, active participation in top professional, cultural and sports events and active participation within university bodies) for a maximum of one year within the study program.
- (3) The procedure of international exchanges is regulated in the IV. chapter of these rules, while the student exercises their rights and obligations on the prescribed forms, which are annexes to these rules.

**III. SPECIAL ARRANGEMENT OF INDIVIDUAL RIGHTS AND OBLIGATIONS
RELATING TO EXAMINATION SCHEDULE AND DISCIPLINARY RESPONSIBILITY**

Article 13
(taking exams)

- (1) The exam is a regular form of knowledge assessment. The exam can be taken for an individual subject or for several subjects together (group exam) in accordance with the provisions of the study program.
- (2) The exams are: written, oral and written and oral. The manner of conducting the examination for an individual examination period is determined by the holder or course conductor in accordance with the accredited study program. If so determined by the study program, the examination may be taken with partial obligations and may also have a practical part. The student can take the exam obligations with colloquia in the academic year in which they enrolled in the course, but not retrospectively. The examination is conducted at the seat of the Faculty but may also be carried out remotely if conditions that prevent the violation of the examination order are provided.

- (3) The oral exam is conducted in the form of a personal conversation between the examiner and the student. The oral exam lasts a maximum of 2 school hours per individual student. The oral exam can be held individually or jointly for a group of students. The grade of the oral exam is announced on the day of the exam.
- (4) The written exam is taken in the form of an essay or problem assignment, questions of various types, etc. The written examination lasts a minimum of one school hour and a maximum of four school hours.
- (5) If the examination is conducted as an oral and written part, the oral examination shall be conducted no later than ten working days after the written part of the examination. The date of the oral part of the examination shall be published no later than one working day before the oral examination. It is not possible to de-register from the oral exam; if the student unjustifiably does not participate in the oral exam, it is considered that they have not taken the entire exam.
- (6) The student has the right to inspect their assessed written product and receive an explanation of the achieved result. They have the right to inspect their written product within one week of the publication of the examination grade, during the consultation hours of the holder or conductor of the subject in which the examination was taken or within a period published or agreed upon separately. In this case, the date, time and location of the exam insight is published together with the results of the written exams. Exam poles of the written exam are kept by the holder or the course conductor as an assessor for one year after the exam.

Article 14

(conditions for taking the exam)

- (1) The student acquires the right to take exams in the subjects of the enrolled year when they have completed all the prescribed obligations in an individual subject.

Article 15

(conditions for taking the differential exam)

- (1) The differential exam is composed as arising from the subject curriculum. The method of conducting several differential courses is determined jointly by the senate of the Faculty. The faculty can organize consultations to prepare for the differential exam.

Article 16

(exam assessment)

- (1) By testing and assessing knowledge, the student's success in fulfilling the obligations set out in an individual study program is determined.
- (2) The final grade for the course is assigned by the lecturer or conductor of the course.
- (3) Success in the exam is assessed by grades on a scale:

Grade	ECTS grade	Description
excellent 10	A	excellent exceptional knowledge without or with negligible errors 91-100
very good 9	B	very good very good knowledge with minor errors 81-90
very good 8	C	good good knowledge with individual shortcomings 71-80
good 7	D	satisfactory good knowledge with several shortcomings 61-70
sufficient 6	E	sufficient knowledge meets only minimum criteria 51-60
fail 5	F	fail knowledge does not meet the minimum criteria 0-50

- (4) A student successfully passes the exam if they receive a grade ranging from sufficient (6) to excellent (10).

Article 17

(exam deadlines and early exams)

- (1) The student takes the exams in regular and irregular exam periods. Regular deadlines are dates in the examination periods: autumn, winter and spring examination periods. They are determined by the AWP of the Faculty. Irregular examination deadlines are examination dates set outside the regular examination periods. Exam dates are arranged in such a way that only one exam date for a compulsory course conducted in the current semester is scheduled on the same day, and if conditions allow, the interval between two consecutive dates for each course is at least 10 days.
- (2) Exam dates are published via the student information system. For subjects that are taught modularly, one irregular exam date is announced for individual subjects after the final lecture, usually from 14 to 30 days after the final lecture.
- (3) Exceptionally, a student may take the exam outside the scheduled exam date, upon a written request with the prior approval of the competent commission. The exam date is carried out in the time-frame determined by the course administrator or conductor. Taking the exam outside the scheduled exam date can be claimed by a student who for justified reasons cannot attend regular dates (study or professional internship abroad, longer hospitalization during the exam period, childbirth, active participation in elite professional, cultural or sports events), a student with special status if this right is recognized and a student who has one obligation left until the completion of the study program, however each student may take the exam no more than three times in an individual subject in the current academic year. A student is not allowed to take the exam outside the regular date if it is their fourth or fifth approach to the exam. Exceptions are special needs students for which it is their last exam before graduation as well as students for whom the Commission considers, based on their previous academic achievements, that this is possible taking into account the opinion of the course provider.

- (4) A student can also take the exam early. Early examinations may be allowed if justified reasons are given (fulfilment of all obligations for the current enrolled year, leaving for studies or internships abroad, hospitalization during the examination period, childbirth, active participation in professional or cultural events or elite sports events, etc.) and if it is judged to be expedient according to the student's academic achievements.

Article 18

(repeating an exam)

- (1) A student at the 1st and 2nd level may take an individual exam no more than four times, exceptionally at the request for special reasons also a fifth time (on the prescribed form "Application to an exam for the fifth time", which is an annex to these rules). A 1st and 2nd level student is granted the 5th approach to the exam upon presentation of a certificate of sufficient knowledge, which is signed by the subject holder (can also be an e-mail message). A student may only take one exam for the fifth time within one examination period. The competent commission decides on the application.
- (2) A student can take the exam for an individual subject a maximum of three times in the same academic year.
- (3) If a student is re-enrolled in the same year, it is considered that they are taking an individual exam from that year for the first time.
- (4) The fourth and fifth approaches to a 1st and 2nd level exam are taken before the commission. Commission examinations are conducted at the Faculty headquarters during examination periods. The fourth and fifth approaches are conducted in writing and orally.
- (5) The commission for conducting the commission examination consists of at least three members. The minutes of the exam are signed by all members of the commission. The written product is attached to the minutes of the exam.

Article 19

(re-taking the exam for grade improvement)

- (1) A student who has already passed the exam in a particular subject and wants to improve the grade may, with a special request on the form attached to these rules, apply to the competent commission to retake the exam, but not more than once for each subject before graduation. A student can improve their final grade in a maximum of five subjects of the enrolled program. They can take the exams within the regular exam period.
- (2) Only a student who has taken the exam for the first or second time is allowed to retake the exam.
- (3) If a student achieves a lower grade in the re-taking of the exam than in the previous one, the grade achieved in the first exam is valid.

Article 20

(registration for the exam)

- (1) The student registers for all announced exam deadlines via the student information system.
- (2) The deadline for registration for the exam is 5 days before the announced date of the exam (e.g. if the exam is on 15.8., the last day for registration is 10.8. before 23:59). In case of non-functioning of the student information system, the Student Office may, at the request of the student, given up to 4 days before the exam, subsequently register the student for the exam.
- (3) The day, time and place of the exam must be published via the student information system at least one day before the exam.
- (4) Before the exam, the student must check the time and place of the exam.

Article 21

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

- (1) A student who has previously studied at another higher education institution or at another study program of the Faculty may, after enrolment in the study program, apply for recognition of completed obligations that are fully or partially consistent with the study program enrolled by the student, so that they correspond to the level of the program and the predominant content of the program or subject.
- (2) When deciding on the recognition of obligations, the content of the course, the level of difficulty defined by credit points, the envisaged literature and the scope of the course according to the number of hours of organized forms of work (lectures, seminars, tutorials, etc.) and the year of the exam are considered. If the exam is partially recognized, the contents from which the student must pass the partial exam are also determined.
- (3) Exams taken in programs that are defined at a lower level than those in which the student is enrolled are not recognized (an exam passed in the higher education program is not recognized in the university education program; an exam passed in the postgraduate program is not recognized in the undergraduate program), even though these are programs of the same faculty or school and have the same exam or subject title in a lower level program.
- (4) A student on an international exchange may assert the obligations performed at a foreign higher education institution in accordance with the announcement and the study agreement under these Rules.
- (5) If a student at a foreign higher education institution does not complete all the announced obligations, they may be promoted to a higher year under the conditions that apply to promotion to a higher year. Records of a student's completed obligations are arranged by including the obligations they completed at a foreign higher education institution.
- (6) Individually recognized obligations are entered in the records of the student's completed obligations with the name of the obligation in the original, English or Slovenian language, with an indication of the recognized credit points and the recognized grade. Where an exact grade

cannot be determined, the obligation shall be entered as recognized in the records instead of the grade.

Article 22
(de-registering for an exam)

- (1) The student can de-register from the exam no later than at noon the day before the exam date. The student arranges the de-registration via the student information system. In the event of a malfunction of the student information system, the Student Office may arrange a de-registration at the student's request.
- (2) In the event that the student does attend the exam and does not de-register within the prescribed period, the examination date is considered attended, and "non-access" is entered in the minutes of the examination.
- (3) If the student does not attend the exam due to force majeure (e.g. illness) and does not de-register on time, they must, no later than three working days after the exam or immediately after the completion of the reason for absence, submit a request for subsequent de-registration together with relevant written evidence to the Student Office, otherwise it is considered that they have attended the exam.

Article 23
(exam process)

- (1) The lecture hall where the exam will be held is locked before the exam commences. After commencement of the exam, attendance to the exam is no longer possible.
- (2) A student who is not listed in the list of applicants for the exam cannot take the exam.
- (3) The student must bring an identity document with their picture to the exam so that the examiner can verify their identity. A student who does not have a relevant document or with whom the examiner is not acquainted is not allowed to take the exam.
- (4) At a written exam, the exam questions are usually submitted to the student in writing. When the student completes the exam, they submit the exam paper to the exam conductor. The examination paper must be submitted even if they have not answered the questions in the exam.

Article 24
(revocation of the exam or grade)

- (1) If a student has taken an examination to which they did not have the right of access, the examination grade is revoked.
- (2) A student whose examination has been revoked may retake the examination when they meet the conditions for admission in accordance with the provisions of these rules.

Article 25

(appeal against grade achieved)

- (1) A student who does not agree with their grade may, on the first day after the end of the oral exam or three working days after the deadline for insights of the written exam, submit a request to the dean for re-evaluation of their written exam or request an additional examination.

Article 26

(violations of the exam order)

- (1) The disciplinary procedure is conducted in accordance with the rules governing the disciplinary responsibility of students at the University of Ljubljana.

Article 27

(rights of students with special status)

- (1) In accordance with the law and the Statute of the University of Ljubljana, a student may acquire the status of a student with a special status. The provisions of the Rules on Students with Special Status at the University apply to the regulation of the rights and obligations of students with special status.

IV. PROCEDURE FOR EXERCISING RIGHTS AND OBLIGATIONS

Article 28

(initiation of proceedings)

- (1) Students exercise their rights defined in these rules at their own request or application to the competent body of the Faculty. In their request, students must specify which rights they are exercising in the application and enclose the required and other relevant evidence.
- (2) Applications, requests and other claims shall be submitted on the prescribed forms, if these are specified in these Rules (in the annexes).
- (3) Procedures that are initiated ex officio commence with the first act of the competent body of the Faculty.

Article 29

(jurisdiction)

- (1) Requests for acquisition of rights and the implementation of the obligations of students in undergraduate study programs at the first level are decided by the commission for undergraduate studies or other appropriate body, if required by the sectoral regulations and rules of the University or the Faculty. Requests for acquisition of rights and the implementation of the obligations of students in postgraduate study programs at the first level are decided by the commission for postgraduate studies or other appropriate body, if required by the sectoral regulations and rules of the University or the Faculty.
- (2) The holder or the course conductor prohibits a student from taking an exam in the current academic year due to missing prescribed attendance or other obligations determined by the curriculum of an individual subject and may allow access after performing alternative obligations, if possible.

- (3) Upon request, the dean initiates the procedure of objection against a grade and the objection against the prohibition to continue the examination in case of violation of the examination order.
- (4) According to the rules of the University, the coordinator of international exchanges at the University of Ljubljana or the coordinator of international exchanges at the Faculty decides on studying at a foreign higher education institution. The undergraduate or postgraduate commission participates in procedures related to international exchange according to these rules.
- (5) The disciplinary commission of the Faculty conducts the procedure and decides on the disciplinary responsibility of students at all levels of study, while the disciplinary commission of the University conducts the procedure and decides on the appeal against the decision of the disciplinary commission of the Faculty.
- (6) An appeal against the decision of the Faculty bodies is decided by the Faculty Senate, unless the sectoral regulations and rules of the University or the Faculty provide otherwise.
- (7) Unless otherwise determined by the special rules of the University, the student may initiate an administrative dispute before the Administrative Court against the final decisions of the Faculty.
- (8) A student may, unless otherwise specified by the special rules of the University, file an appeal against the first-instance decisions of the University and the revocation and annulment under the supervisory right and annulment of the Faculty's decisions at the University Student Appeals Commission.

Article 30

(process)

- (1) The provisions of the law governing the general administrative procedure shall apply simultaneously in the procedures for deciding on the rights and obligations of individual students, unless the sectoral regulations provide otherwise.

Article 31

(procedures related to compulsory study internships)

- (1) Mentors annually suggest topics for problem assignments within internships. Mentors and topics of problem tasks are approved by the senate in the Annual Work Plan. A mentor can accept a maximum of ~~30~~ to 20 mentorships in an academic year.
- (2) The faculty provides insight into the tendered places for internships. The student chooses the organization where they want to do the internship and with which they agree to do the internship. When a student has agreed to do an internship in an organization, the organization confirms their admission to the internship on a special form, namely the Certificate of admission to the internship, which is attached to these rules.
- (3) When performing the internship, the student must respect the general rules of operation in the organization (working hours, method of communication, etc.), follow the instructions of the

mentor, protect and develop the reputation of the Faculty and strive to gain as much practical knowledge and experience as possible.

- (4) The student himself/herself agrees on the topic of the problem task with the organization, which must also be approved by the mentor at the Faculty.
- (5) Based on the chosen topic of the problem task, the student prepares an internship report, which consists of the general part and the problem task. The report must be prepared in accordance with the instructions for preparing the report of the problem task, which are published on the Faculty's website, with the support of the mentor in the organization and with guidance from the mentor and student tutors at the Faculty.
- (6) The student hands the internship report and the mentor evaluation sheet to the mentor in the organization, who reviews the internship report and completes and signs the evaluation sheet. The reviewed report, which is also assessed by the Turnitin system, is uploaded by the student to the Internship e-classroom together with the internship diary. After submitting the internship report to the e-classroom, the student delivers the evaluation sheet of the mentor in the organization to the Student Office. When all the obligations of the student in the e-classroom have been fulfilled, the Student Office sends the evaluation sheet of the mentor in the organization and the internship diary to the mentor at the Faculty.
- (7) The student uploads the internship report to the internship e-classroom no later than four months after the internship in the organization, otherwise the mentor is not obliged to review and evaluate the report. In case the mentor refuses to continue mentoring the student, the student is obliged to find a new mentor at the faculty who is professionally related to the problem task and complete the task within two months after the confirmation by the new mentor.
- (8) Based on the evaluation of the mentor in the organization, the mentor at the Faculty gives a joint evaluation of the internship according to the criteria of these rules. If a student internship in an organization is recognized, the internship report is evaluated only by the mentor at the Faculty. A student with a recognized internship in an organization must upload the internship report to the internship e-classroom within four months of applying for a problem task topic. The Student Office makes sure the student has completed all activities within the Internship e-classroom. On the basis of all completed activities, the Student Office hands over the documentation of the internship to the mentor at the Faculty.
- (9) The mentor then hands it back to the Student Office, who then enters the achieved grade in the records of completed student obligations.

Article 32

(examination recognition procedure)

- (1) In the application for recognition of examinations, the student must unambiguously state the subject which they want recognized. The application, which is an appendix to these rules, must be accompanied by a certified curriculum of the subject according to which they took the exam

at another institution and a certificate of the passed exam issued by the higher education institution where they passed the exam.

- (2) Before making a decision, the commission must obtain a written opinion from the holder of the subject for which a request for the recognition of an examination taken at another higher education institution has been made. The holder must state in their decision whether they recognize the exam in their subject completely or partially - in this case they must state the learning contents that the student must complete, and if not, they do not recognize the exam.
- (3) In the event that enrolment in a new study program is necessary due to the abolition of an old program, obligations are either fully or partially recognized according to the opinions of course holders, without individual applications.
- (4) The recognition of exams is recorded in an electronic record of completed student obligations.
- (5) The procedure for revocation of an assessment or examination shall be conducted in the same sense.

Article 33

(objection proceedings against an assessment)

- (1) On the first working day after receiving an objection, the dean appoints a three-member commission, which cannot be chaired by the examiner against whose assessment the candidate has appealed.
- (2) If an objection is lodged against the grade in an oral examination, the commission re-examines and evaluates the student on the first working day after its appointment. If an objection is lodged against the grade in a written examination, the commission shall review and re-evaluate the student's written product on the first working day after its appointment. When the exam is both written and oral, the student may file an objection separately against the assessment of the written or oral exam as well.
- (3) The head of the commission conducts the procedure for resolving the objection and prepares a record of this procedure, which is signed by all members of the commission. If an individual member of the commission does not agree with the decision proposed by the other members, this shall be recorded separately in the minutes, together with the reasons for disagreement. The decision of the commission is final.

Article 34

(procedure for recognition of special status)

- (1) Upon enrolment in an individual year of study or in an additional year, the candidate must fill in an application for obtaining special student status on the prescribed form, which is an annex to these rules.
- (2) As a rule, the candidate submits such an application by 15.10. of the current academic year, however if reasons for such status arise during the academic year it is submitted accordingly. The application shall be accompanied by appropriate supporting documents.

- (3) All students who have a recognized status and are educated under special conditions receive a note in the student information system, which indicates the type of problems or the reason for granting the status and the type of recognized adjustments (e.g. absence in organized forms of pedagogical process, a certain way of taking the exam).
- (4) The procedure for revoking the status shall be conducted in the same way as the procedure for obtaining it.

Article 35

(procedure for inclusion in an international exchange)

- (1) A student wanting to go on an international exchange applies to current study exchange tenders.
- (2) Interviews in a foreign language and the selection of students for study exchanges abroad are conducted by the international office of the faculty. If more students are registered for the same institution than the number of available places, the order of the registered students is determined on the basis of the criteria published in the invitation.
- (3) Students who were not selected for the institution they listed first are informed by the international office of the Faculty about the vacancies at other institutions and it allows them to change the institution.
- (4) All students who apply to the tender are notified of its outcome by e-mail, usually within five working days after the performed interviews.
- (5) A student who is selected for an international exchange completes the announcement for the performance of study obligations at foreign higher education institutions on the prescribed form, which is an annex to these Rules. The content of the form is coordinated with the administrator of the study program to which they are enrolled. Compulsory courses are announced on a subject to subject basis, while electives can also be announced on the same principle. The subject at a foreign higher education institution must be at least indirectly related to the compulsory subject for which the student is claiming recognition. In the case of announcing an elective course, the course abroad must be at least in an indirect content connection with the study program. The announcement is considered by the commission for undergraduate or postgraduate studies.
- (6) A course completed abroad may be recognized as a course at the Faculty if it is evaluated with the same scope of CP or 1 CP less than a course in the enrolled study program, whereby the total volume of CP of courses taken abroad may not be less than the total scope CP of recognized subjects at the Faculty, while a negative difference of up to 1 CP is acceptable. A subject completed abroad that is valued with a decimal CP number is rounded down to a lower integer (e.g. 6.75 CP is recognized as 6 CP). With regard to the selection of compulsory courses, the consent or signature of the program administrator is considered that the announcement regarding compulsory courses has already been approved, but only for as many points as the course is evaluated for at the Faculty.

- (7) In accordance with the decision of the competent commission by announcement, the student prepares a study agreement and submits it for undersigning to the international office. The student submits the coordinated and signed study agreement to the foreign higher education institution, where they will be going on an exchange, by the deadline set out at the individual foreign higher education institution (usually 30.5. for the first semester and 30.10. for the second semester). The student must complete the procedure before going abroad.
- (8) In the event of a change in the set of subjects that the student intended to complete at a foreign higher education institution after the signing of the study agreement, the student must notify the International Office of the changes no later than one week after the reason for the change arises on the prescribed form, which is an annex to these rules, and is considered accepted if it is confirmed by the administrator of the study program to which the student is enrolled.
- (9) If a student applies for an extension of a study exchange abroad, they must apply for the extension at the international office, stating the valid reasons and submitting the relevant evidence.
- (10) After completing the obligations at a foreign higher education institution, the student submits a certificate of completed obligations abroad and a certificate of the duration of the exchange to the Student Office. On the basis of the announcement and the submitted certificates, the student receives the grades obtained at a foreign higher education institution. In case of doubt on the conversion of the assessment from abroad and in the case of recognition of the scope of the CP from the elective subjects, the Student Office consults with the administrator of the program.

Article 36

(decision of the competent commission)

- (1) The student is informed about the decision of the competent body of the Faculty via the student information system, whereby the decision or notification contains an operative part. The information system must enable the traceability of the date of the decision or notification to the student. It is considered that the document is delivered to the student on the second working day after the day of entry in the student information system or on the fifth working day after it is sent via regular post.
- (2) If the student's application is rejected or discarded, the student may request a written explanation of the decision within 3 working days. The student may request an explanation exclusively in writing by e-mail, usually to the e-mail address of the Student Office or in writing by post.
- (3) If the student's application is incomplete, the student is summoned to complete it within a set deadline, which may not be shorter than three working days. Due to the faster management of the procedure, the student may also be asked to complete the application by e-mail, telephone or orally. In this case, an official note is made.

VI. FINAL PROVISIONS

Article 37

The Rules on the Rights and Obligations of Students of the Faculty of Administration, dated 28.10.2020, contain the following final provision:

- (1) These rules, adopted at the 11th regular session of the Senate of the Faculty of Public Administration, dated 28.10.2020, are published on the information portal for employees and on the website of the Faculty of Public Administration on 2.11.2020 and enter into force on 3.11.2020.
- (2) The Rules on the Rights and Obligations of Students of 26.9.2018 shall cease to be valid on the day these Rules enter into force.

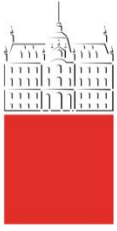
Prof. dr. Janez Stare
Dean

Number:

Date: 2.11.2020

Annexes:

1. Request for the continuation of studies after termination - Obr. POŠ 1
2. Request for the extension of student status - Obr. POŠ 2
3. Request for promotion to a higher year with missing obligations - Obr. POŠ 3
4. Request for the change of study method - Obr. POŠ 4
5. Request for obtaining special student status - Obr. POŠ 5
6. Request for obtaining athlete status, artist status, status of a student participating in international competitions or parental status - Obr. POŠ 5a
7. Request for retaking an exam for grade improvement - Obr. POŠ 6
8. Request for exam application for the fifth time - Obr. POŠ 7
9. Request for the accreditation of exams - Obr. POŠ 8
10. Topic application for the problem task within the compulsory student internship - Obr. POŠ 9
11. Certificate of admission to compulsory student internship - Obr. POŠ 10
12. Request for the recognition of a compulsory study internship - Obr. POŠ 11
13. Evaluation sheet for the mentor at the Faculty of Public Administration for completed student internship and problem task - Obr. POŠ 12
14. Evaluation sheet for the mentor in the organization - Obr. POŠ 13
15. Certificate of admission for internship abroad - Obr. POŠ 14
16. Mentor's evaluation sheet in English for an internship abroad - Obr. POŠ 15
17. Announcement for the performance of study obligations at foreign higher education institutions - Obr. POŠ 16
18. Alteration to the announcement for the performance of study obligations - Obr. POŠ 17
19. Request for replacement of an elective subject - Obr. POŠ 18
20. Request for taking an exam outside the regular exam period - Obr. POŠ 19
21. Examination Violation Form - Obr. POŠ 20



REQUEST FOR THE CONTINUATION OF STUDIES AFTER TERMINATION

- higher professional study program Public Administration 1st level
 university study program Public Sector Governance 1st level
 interdisciplinary university study program Public Administrative Informatics 1st level
 master's degree study program Public Administration - Public Sector Governance 2nd level
 master's degree study program Governance in Public Administration 2nd level

(Mark the program accordingly!)

1. STUDENT INFORMATION *(to be filled in by the student)*

Surname and name: _____ Registration number: _____
Address: _____
GSM: _____ e-mail: _____

2. STUDY YEAR OF THE LAST ENROLMENT IN THE STUDY PROGRAM *(to be filled in by the student)*

(Enter academic year)

3. REQUEST

- I request the Undergraduate Study Committee to approve the continuation of my studies after termination
 I request the Postgraduate Study Committee to approve the continuation of my studies after termination

Date: _____ Student's Signature: _____

4. NOTE Pursuant to the Statute of the University of Ljubljana, a student who has terminated their studies for more than two years must submit an application to the appropriate body for the continuation of studies. In the event that the study program has changed during the termination of studies, the commission determines differential exams or other additional obligations as a condition for the continuation. In the event that the knowledge required in an individual exam before the termination of studies has become inadequate due to progression within the field of the profession, the commission may, in addition to determining differential obligations, decide that the student must retake individual exams or other obligations previously completed.

5. NOTE: The faculty issues an invoice according to the price list of the University of Ljubljana, which is valid for the current academic year before commencing the consideration process for approval of the request!

6. NOTE: You will receive a response from the Undergraduate or Postgraduate Commission in your Studis student information systems.

7. NOTE: According to the UL Statute, it is considered that the decision was delivered on the second day after its publication in Studis. If you wish to appeal the decision of the commission, you must request an explanation of the decision within three working days from its publication via e-mail to referat@fu.uni-lj.si (1st level) or to podiplomski@fu.uni-lj.si (2nd level). You can then submit a complaint within the prescribed time limit after the explanation has been provided. If you do not submit a request for an explanation of the decision, it is considered that you have waived the right to appeal.

Send the request to:

Faculty of Public Administration
Commission for Undergraduate and Postgraduate Studies
Gosarjeva 5
1000 Ljubljana



REQUEST FOR THE EXTENSION OF STUDENT STATUS

- higher professional study program Public Administration -1st level
 university study program Public Sector Governance 1st level
 interdisciplinary university study program Public Administrative Informatics 1st level
 master's degree study program Public Administration - Public Sector Governance 2nd level
 master's degree study program Governance in Public Administration 2nd level

(Mark the program accordingly!)

1. STUDENT INFORMATION (to be filled in by the student)

Surname and name: _____ Registration number: _____
Address: _____
GSM: _____ e-mail: _____

2. REQUEST EXPLANATION (to be filled in by the student)

I request the Commission for Postgraduate or Undergraduate Studies to approve the extension of my student status.

I had student status in the academic year of ____ / ____.

Reason: (tick the appropriate reason)

1. Parenthood
2. Prolonged illness lasting from ____ to ____ 20__ or lasting from _____.
3. Exceptional family and social circumstances
4. Recognized status of a person with special needs
5. Active participation in:
- top sports, cultural, professional events (specify which):

 - in university bodies (indicate the name of the body):

Note:

Attach a photocopy of the birth certificate!

Attach the original certificate from a specialist doctor, indicating the time of inability to study!

Attach a certificate from the relevant institution justifying exceptional circumstances (eg. CSD)

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

Date: _____ Student's Signature: _____

3. NOTE: Student statuses may be extended for a maximum of one year for justified reasons according to Article 126 of the University Statute.

4. NOTE: You will receive a response from the Undergraduate or Postgraduate Commission in your Studis student information systems.

5. NOTE: According to the UL Statute, it is considered that the decision was delivered on the second day after its publication in Studis. If you wish to appeal the decision of the commission, you must request an explanation of the decision within three working days from its publication via e-mail to referat@fu.uni-lj.si (1st level) or to podiplomski@fu.uni-lj.si (2nd level). You can then submit a complaint within the prescribed time limit after the explanation has been provided. If you do not submit a request for an explanation of the decision, it is considered that you have waived the right to appeal.

Send the request with supporting documents to:

Faculty of Public Administration
Commission for Undergraduate and Postgraduate Studies
Gosarjeva 5
1000 Ljubljana



REQUEST FOR THE PROMOTION TO A HIGHER YEAR WITH MISSING OBLIGATIONS

- higher professional study program Public Administration -1st level
 university study program Public Sector Governance 1st level
 interdisciplinary university study program Public Administrative Informatics 1st level
 master's degree study program Public Administration - Public Sector Governance 2nd level
 master's degree study program Governance in Public Administration 2nd level (*Mark the program accordingly!*)

1. STUDENT INFORMATION (to be filled in by the student)

Surname and name: _____ Registration number: _____
Address: _____
GSM: _____ e-mail: _____

2. REQUEST EXPLANATION (to be filled in by the student)

I request the Commission for Postgraduate or Undergraduate Studies to approve the promotion into the _____ (higher) year with missing obligations.

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

Reason: (tick the appropriate reason)

1. Parenthood
2. Prolonged illness lasting from ___ to ___ 20__
3. Exceptional family and social circumstances
4. Recognized status of a person with special needs
5. Active participation in:
- top sports, cultural, professional events (specify which):

 - in university bodies (indicate the name of the body):

Note:

Attach a photocopy of the birth certificate!

Attach the original certificate from a specialist doctor, indicating the time of inability to study!

Attach a certificate from the relevant institution justifying exceptional circumstances (e.g. CSD)

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

Date: _____ Student's Signature: _____

3. NOTE: A student may enrol in a higher year with missing obligations in cases when the competent commission decides so, taking into account the provisions of Article 125 of the UL Statute.

4. NOTE: You will receive a response from the Undergraduate or Postgraduate Commission in your Studis student information systems.

5. NOTE: According to the UL Statute, it is considered that the decision was delivered on the second day after its publication in Studis. If you wish to appeal the decision of the commission, you must request an explanation of the decision within three working days from its publication via e-mail to referat@fu.uni-lj.si (1st level) or to podiplomski@fu.uni-lj.si (2nd level). You can then submit a complaint within the prescribed time limit after the explanation has been provided. If you do not submit a request for an explanation of the decision, it is considered that you have waived the right to appeal.

Send the request with supporting documents to:

Faculty of Public Administration
Commission for Undergraduate and Postgraduate Studies
Gosarjeva 5
1000 Ljubljana

REQUEST FOR THE CHANGE OF STUDY METHOD



- higher professional study program Public Administration -1st level
 master's degree study program Public Administration - Public Sector Governance 2nd level
 master's degree study program Governance in Public Administration 2nd level
(Mark the program accordingly!)

1. STUDENT INFORMATION (to be filled in by the student)

Surname and name: _____ Registration number: _____
Address: _____
GSM: _____ e-mail: _____

2. REQUEST EXPLANATION

(to be filled in by the student)

I request the Commission for Postgraduate or Undergraduate Studies to approve the change of study method:

- part-time studies **to full-time studies**
 full-time studies **to part-time studies**
(Mark the method of study accordingly!)

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

Date: _____ Student's Signature: _____

3. NOTE: You will receive a response from the Undergraduate or Postgraduate Commission in your Studis student information systems.

4. NOTE: According to the UL Statute, it is considered that the decision was delivered on the second day after its publication in Studis. If you wish to appeal the decision of the commission, you must request an explanation of the decision within three working days from its publication via e-mail to referat@fu.uni-lj.si (1st level) or to podiplomski@fu.uni-lj.si (2nd level). You can then submit a complaint within the prescribed time limit after the explanation has been provided. If you do not submit a request for an explanation of the decision, it is considered that you have waived the right to appeal.

Send the request with supporting documents to:
Faculty of Public Administration
Commission for Undergraduate and Postgraduate Studies
Gosarjeva 5
1000 Ljubljana



REQUEST FOR OBTAINING SPECIAL STUDENT STATUS

- higher professional study program Public Administration -1st level
 university study program Public Sector Governance 1st level
 interdisciplinary university study program Public Administrative Informatics 1st level
 master's degree study program Public Administration - Public Sector Governance 2nd level
 master's degree study program Governance in Public Administration 2nd level
(Mark the program accordingly!)

1. STUDENT INFORMATION *(to be filled in by the student)*

Surname and name:	_____	Registration number:	_____
Address:	_____		_____
GSM:	_____	e-mail:	_____

2. CRITERIA FOR CLAIMING STUDENT STATUS *(enter):*

I request the Commission for Postgraduate or Undergraduate Studies to approve my request for obtaining special student status.

Criteria for students with special needs *(Circle the type of deficits, disorders or problems!)*

- a) partial or complete loss of vision
- b) partial or complete hearing loss
- c) speech and language problems (communication problems)
- d) mobility impairment
- e) long-term or chronic illness
- f) deficits in individual areas of learning
- g) autism spectrum disorders
- h) bodily injuries and/or long-term rehabilitation
- i) physical and mental health disorders
- j) emotional and behavioural disorders (e.g. psychological problems)

3. DEFINITION OF THE TYPE OF DEFICIT, DISORDER OR PROBLEM AND ITS IMPACT ON STUDIES *(Describe your deficit, problem or disorder and how it affects your studies!)*

4. I AM APPLYING FOR SPECIAL ADJUSTMENTS TO THE STUDY PROCESS *(Circle!)*

5.1 When conducting lectures, exercises, seminars, practice, etc.:

- use of special devices. Indicate which: _____
 presence of an assistant (*reader, writer, interpreter, ...*): _____
 adapted way of performing obligations regarding attendance, alternative tasks, deadlines for submitting written products and presentation of seminar assignments, ongoing assessment of knowledge, work during exercises, etc.

adapted forms of transmission of written products. Indicate how:

adapted presentations and performances. Indicate how:

other. Indicate how:

5.2 When submitting study materials:

availability of materials and study literature - borrowing time in the library

borrowing material that is only available in the reading room.

other. Indicate how:

5.3 In the method of assessment and grading:

exceptional examination deadlines set in agreement with the course provider

the manner of conducting examinations in agreement with the course conductor, e.g. partial examination, oral examination, written examination. Indicate how:

extension of the time for taking the oral or written exam.

providing a special space for taking the exam and adjusting the space accordingly. Indicate what kind of space adaptation you would need:

taking the exam with the help of a laptop, adjusting the hardware and software. Indicate what kind of adaptation you would need:

taking the exam with the help of an assistant (reader, writer, interpreter, ...):

adjustment of the form of examination material. Indicate what kind of adaptation you would need:

5. OTHER ADJUSTMENTS OF THE STUDY PROGRAM REGARDING THE DEFICIT, DISABILITY OR DISORDER (Indicate!)

Date: _____ Student's Signature: _____

6. ANNEXES (attachments are mandatory!)

- a) Opinion of the Commission for the categorization of children and minors with mental and physical disabilities,
- b) Opinion of the Disability Commission,
- c) Other (Indicate!):

7. NOTE: You will receive a response from the Undergraduate or Postgraduate Commission in your Studis student information system.

8 NOTE: According to the UL Statute, it is considered that the decision was delivered on the second day after its publication in Studis. If you wish to appeal the decision of the commission, you must request an explanation of the decision within three working days from its publication via e-mail to referat@fu.uni-lj.si (1st level) or to podiplomski@fu.uni-lj.si (2nd level). You can then submit a complaint within the prescribed time limit after the explanation has been provided. If you do not submit a request for an explanation of the decision, it is considered that you have waived the right to appeal.

Send the request with supporting documents to:

Faculty of Public Administration

Commission for Undergraduate and Postgraduate Studies

Gosarjeva 5

1000 Ljubljana



REQUEST FOR OBTAINING

ATHLETE STATUS, **ARTIST STATUS**, **STATUS OF A STUDENT PARTICIPATING IN INTERNATIONAL COMPETITIONS** OR **PARENTAL STATUS**

- higher professional study program Public Administration -1st level
 university study program Public Sector Governance 1st level
 interdisciplinary university study program Public Administrative Informatics 1st level
 master's degree study program Public Administration - Public Sector Governance 2nd level
 master's degree study program Governance in Public Administration 2nd level

(Mark the program accordingly!)

1. STUDENT INFORMATION *(to be filled in by the student)*

Surname and name: _____ Registration number: _____
Address: _____
GSM: _____ e-mail: _____

2. CRITERIA FOR CLAIMING STATUS *(Circle!)*

I request the Commission for Postgraduate or Undergraduate Studies to approve my request for the status of:

1. athlete student
2. artist student
3. student participating in international competitions
4. parent

3. ADDITIONAL EXPLANATION *(indicate):*

- Sports industry and name of the club in which you perform:
 Art field and name of the organization or association in which you perform:
 List at least two international competitions in the field of study in which you participated or in which you are registered for at the time of submitting this application:

4. I AM APPLYING FOR SPECIAL ADJUSTMENTS TO THE STUDY PROCESS *(Circle!)*

- reduction of compulsory attendance and excused absence for study obligations in agreement with the course conductor
 adjusted deadlines for exercises, submission and presentation of seminar papers, ongoing assessment of knowledge in agreement with the course conductor
 exceptional examination deadlines set in agreement with the course provider

Date: _____ **Student's Signature:** _____

5. ANNEXES *(attachments are mandatory!)*

- a) OKS certificate or national sports federation certificate,
- b) Certificate of membership of a national or international art society or association of art society
- c) Certificate of participation in an international competition or entry form for an international competition
- d) Extract from the birth register
- e) Other *(Indicate!)*:

6. NOTE: You will receive a response from the Undergraduate or Postgraduate Commission in your Studis student information system.

7. NOTE: According to the UL Statute, it is considered that the decision was delivered on the second day after its publication in Studis. If you wish to appeal the decision of the commission, you must request an explanation of the decision within three working days from its publication via e-mail to referat@fu.uni-lj.si (1st level) or to podiplomski@fu.uni-lj.si (2nd level). You can then submit a complaint within the prescribed time limit after the explanation has been provided. If you do not submit a request for an explanation of the decision, it is considered that you have waived the right to appeal.

Send the request with supporting documents to:
Faculty of Public Administration
Commission for Undergraduate and Postgraduate Studies

Gosarjeva 5
1000 Ljubljana



REQUEST FOR RETAKING AN EXAM FOR GRADE IMPROVEMENT

- higher professional study program Public Administration -1st level
 university study program Public Sector Governance 1st level
 interdisciplinary university study program Public Administrative Informatics 1st level
 master's degree study program Public Administration - Public Sector Governance 2nd level
 master's degree study program Governance in Public Administration 2nd level

(Mark the program accordingly!)

1. STUDENT INFORMATION (to be filled in by the student)

Surname and name: _____ Registration number: _____
Address: _____
GSM: _____ e-mail: _____

2. SUBJECT INFORMATION

(to be filled in by the student)

I request the Commission for Postgraduate or Undergraduate Studies to approve my request for the retake of the exam(s) in the following subject(s):

Subject title:

1. _____
2. _____
3. _____
4. _____
5. _____

Subject code:

Date: _____ Student's Signature: _____

3. NOTE: A student may retake an exam for a maximum of five subjects during their studies.

4. NOTE: You will receive a response from the Undergraduate or Postgraduate Commission in your Studis student information systems.

5. NOTE: According to the UL Statute, it is considered that the decision was delivered on the second day after its publication in Studis. If you wish to appeal the decision of the commission, you must request an explanation of the decision within three working days from its publication via e-mail to referat@fu.uni-lj.si (1st level) or to podiplomski@fu.uni-lj.si (2nd level). You can then submit a complaint within the prescribed time limit after the explanation has been provided. If you do not submit a request for an explanation of the decision, it is considered that you have waived the right to appeal.

Send the request to:

Faculty of Public Administration
Commission for Undergraduate and Postgraduate Studies
Gosarjeva 5
1000 Ljubljana

REQUEST FOR EXAM APPLICATION FOR THE FIFTH TIME



- higher professional study program Public Administration -1st level
 university study program Public Sector Governance 1st level
 interdisciplinary university study program Public Administrative Informatics 1st level
 master's degree study program Public Administration - Public Sector Governance 2nd level
 master's degree study program Governance in Public Administration 2nd level
(Mark the program accordingly!)

1. STUDENT INFORMATION (to be filled in by the student)

Surname and name: _____ Registration number: _____
Address: _____
GSM: _____ e-mail: _____

2. SUBJECT INFORMATION (to be filled in by the student)

I request the Commission for Postgraduate or Undergraduate Studies to approve my request to take the exam in the following subject for the 5th time:

Subject title: _____ Subject code:

3. REASON FOR THE 5TH EXAM APPLICATION

Date: _____ Student's Signature: _____

4. NOTE: In accordance with Article 18 of the Rules on the Rights and Obligations of FU Students, a 1st and 2nd level student is granted the 5th approach to the exam upon presentation of a certificate of sufficient knowledge, which is signed by the subject holder (can also be an e-mail message)
A student may only take one exam for the fifth time within one examination period.

5. NOTE: You will receive a response from the Undergraduate or Postgraduate Commission in your Studis student information systems.

6. NOTE: According to the UL Statute, it is considered that the decision was delivered on the second day after its publication in Studis. If you wish to appeal the decision of the commission, you must request an explanation of the decision within three working days from its publication via e-mail to referat@fu.uni-lj.si (1st level) or to podiplomski@fu.uni-lj.si (2nd level). You can then submit a complaint within the prescribed time limit after the explanation has been provided. If you do not submit a request for an explanation of the decision, it is considered that you have waived the right to appeal.

7. MANDATORY ATTACHMENTS:

- a) Endorsement from a tutor or educator or program administrator

Send the request to:
Faculty of Public Administration
Commission for Undergraduate and Postgraduate Studies
Gosarjeva 5
1000 Ljubljana

REQUEST FOR THE ACCREDITATION OF EXAMS

- higher professional study program Public Administration -1st level
 university study program Public Sector Governance 1st level
 interdisciplinary university study program Public Administrative Informatics 1st level
 master's degree study program Public Administration - Public Sector Governance 2nd level
 master's degree study program Governance in Public Administration 2nd level
(Mark the program accordingly!)

1. STUDENT INFORMATION *(to be filled in by the student)*

Surname and name: _____ Registration number: _____
 Address: _____
 GSM: _____ e-mail: _____

2. INFORMATION FOR THE ACCREDITATION OF EXAMS*(to be filled in by the student)*

I request the Commission for Postgraduate or Undergraduate Studies to approve my request for the accreditation of the following subject:

Subject at the Faculty of Public Administration		Information on the completed course at another study program or higher education institution			
Subject code	Subject title	Completed subject title	Institution/program	Date of examination	Subject grade

Date: _____ Student's Signature: _____

3. NOTE: You will receive a response from the Undergraduate or Postgraduate Commission in your Studis student information systems.

4. NOTE: According to the UL Statute, it is considered that the decision was delivered on the second day after its publication in Studis. If you wish to appeal the decision of the commission, you must request an explanation of the decision within three working days from its publication via e-mail to referat@fu.uni-lj.si (1st level) or to podiplomski@fu.uni-lj.si (2nd level). You can then submit a complaint within the prescribed time limit after the explanation has been provided. If you do not submit a request for an explanation of the decision, it is considered that you have waived the right to appeal.

5. MANDATORY ATTACHMENTS:

- Certificate of passed examinations
- Approved curriculum(s) of the subject(s)

Send the request with supporting documents to:
 Faculty of Public Administration
 Commission for Undergraduate and Postgraduate Studies

Gosarjeva 5
1000 Ljubljana



**TOPIC APPLICATION
FOR THE PROBLEM TASK WITHIN THE COMPULSORY STUDENT
INTERNSHIP**

- university study program Public Sector Governance 1st level
 higher professional study program Public Administration -1st level
(Mark the program accordingly!)

1. STUDENT INFORMATION (to be filled in by the student)

Name and surname _____ Registration number _____

2. INFORMATION ON THE PROBLEM TASK WITHIN THE COMPULSORY STUDENT INTERNSHIP (to be filled in by the student together with their mentor)

Topic title: _____

Research question: _____

Work methodology _____

Date: _____ Signature of the student: _____

* E.g.: What influences greater customer satisfaction? How does the legal basis x affect the administrative obstacles to procedure y?

** E.g.: Comparison of existing solutions, survey questionnaire, statistical data analysis

3. CONSENT OF THE MENTOR at FU

Mentor: _____

Signature of mentor: _____ Date: _____

Submit the application in person at the student office or send it to:

Faculty of Public Administration
Student Office for Academic Affairs
Gosarjeva 5
1000 Ljubljana

CERTIFICATE OF ADMISSION TO COMPULSORY STUDENT INTERNSHIP

(to be completed by the organization providing the place for the internship)

1. STUDENT INFORMATION (to be filled in by the student)

Surname and name: _____ Registration number: _____
 Address: _____
 GSM: _____ e-mail: _____

2. TAX NUMBER (to be filled in by the student)Tax number

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

I declare that I have compulsory health insurance.

Date: _____ Student's Signature: _____

NOTE: Note: Due to the needs of tax and health legislation, the student must fill in the sections: "tax number" and "insurance statement".**3. INFORMATION ABOUT ORGANIZATION**

Name of organization: _____
 Tax number: _____
 Address: _____
 Place: _____
 Mentor in the organization: _____
 Telephone: _____ e-mail (REQUIRED and READABLE): _____
 Internship time from: _____ to: _____
 Date: _____ Signatur e: _____

Sta
m
p**4. ANNEXES: Application for the topic of the problem assignment, signed by the mentor at FU.****Send the application to:**

Faculty of Public Administration

Student Office for Academic Affairs - student internship, Gosarjeva 5, 1000 Ljubljana



REQUEST FOR THE RECOGNITION OF A COMPULSORY STUDY INTERNSHIP WITHIN AN ORGANIZATION

- higher professional study program Public Administration -1st level
 university study program Public Sector Governance 1st level

(Mark the program accordingly!)

1. STUDENT INFORMATION *(to be filled in by the student)*

Surname and name: _____	Registration number: _____
Address: _____	
GSM: _____	e-mail: _____

2. INFORMATION ABOUT THE ORGANIZATION

Name and registered office of the organization: _____

Description of work and tasks: _____

Years of service: _____

Date: _____ Signatu re: _____

3. NOTE: Part-time and full-time students who have been employed for at least six months in the past two years may apply to the Undergraduate Commission for recognition of an internship in an organization on the basis of an employer's certificate of employment and a description of work and tasks. If the commission accepts the request, the student only prepares the problem task and its report under the mentorship of a mentor at the faculty.

4. NOTE: You will receive a response from the Undergraduate or Postgraduate Commission in your Studis student information systems.

5. NOTE: According to the UL Statute, it is considered that the decision was delivered on the second day after its publication in Studis. If you wish to appeal the decision of the commission, you must request an explanation of the decision within three working days from its publication via e-mail to referat@fu.uni-lj.si. You can then submit a complaint within the prescribed time limit after the explanation has been provided. If you do not submit a request for an explanation of the decision, it is considered that you have waived the right to appeal.

6. MANDATORY ATTACHMENTS: Employer's certificate of service period

Send the request with supporting documents to:

Faculty of Public Administration
Undergraduate Studies Commission
Gosarjeva 5
1000 Ljubljana



INTERNSHIP

Evaluation sheet for the mentor at the Faculty of Public Administration for completed student internship and problem task

1. STUDENT INFORMATION

Registration number:

Surname and name:

2. MENTOR:

Surname and name:

4. EVALUATION OF THE INTERNSHIP AND PROBLEM TASK

The conditions for starting the assessment by the mentor at FU are:

- correct citation;
 - correctly formatted title page, text format, edges and font and automatic index, captions of figures and tables and references to them, page numbering, etc.
- If the conditions are not met, the Problem Task Report is returned for correction!

– internship diary ¹	0PT	1PT	2PT	3PT	4PT
– Timeliness and language (collective language, spelling, etc.) of the diary	The diary is incomplete, descriptions for individual working days and tasks are missing, is linguistically inadequate	The diary covers the entire period of the internship, the job descriptions are incomplete, is linguistically appropriate	The diary covers the entire period of the internship, clearly describes the tasks performed, is linguistically appropriate	X	X
– Applied knowledge related to studying at the faculty	The diary only formally states the faculty knowledge used with a weak connection to the described tasks	On a daily basis, the acquired faculty knowledge is listed but is not sufficiently related to the completed tasks	The diary accurately states the used faculty knowledge and connects it in a meaningful way with the completed tasks	X	X

¹ Students with a recognized internship are not assessed.

– New insights and experiences	Indications of new knowledge and experience are deficient and not related to the tasks performed	Findings and experience are listed, but the connection with the tasks performed is deficient	The findings and experiences are detailed and are related to the student's tasks.	X	X
– general part (approx. 30% of the text in the report)	0PT	1PT	2PT	3PT	4PT
– general description of the organization	The organization is poorly described and not included in the structure of the public sector. The purpose, tasks and functions of the organization are not defined.	The organization is described and placed in the structure of the public sector. The purpose, tasks and functions of the organization are insufficiently defined.	The organization is described and placed in the structure of the public sector. The purpose, tasks and functions of the organization are precisely and clearly defined.	X	X
– legal aspect	The set of listed acts is deficient and/or out of date. The set does not cover all areas of the organization.	The set of acts is complete but out of date (years, novelties). The set only partially covers the areas of operation of the organization and partially the area of work that the student performed.	The set of acts is complete and up-to-date (years, novelties). The set covers all areas of the organization's operation, especially the area of work performed by the student.	X	X
– financial aspect (revenue, expenditure, types/categories, growth indices,)	The financial aspect is poorly defined, descriptively and graphically poorly presented or not at all.	The financial aspect is exemplary, includes a descriptive and graphical comparison by year, without calculated indices of change in individual items and without identifying the reasons for the observed changes.	The financial aspect is precisely and comprehensively defined, including a descriptive and graphical comparison by year with calculated indices of change in individual items and identification of the reasons for the observed changes.	X	X
– organizational aspect	The organization chart is incomplete or non-existent, the functions and tasks of individual units are only listed or not at all.	The organization chart is complete and the functions and tasks of some individual units are listed.	The organization chart is complete and the functions and tasks of all the individual units are listed and further described.	X	X

– personnel aspect (structure of employees, comparisons by years)	The personnel aspect is deficient or not shown at all, there is no graphical comparison of the situation over the years, there are no identified reasons for the observed changes and there are no indications for proposals for personnel changes.	The personnel aspect is shown, there is a graphical comparison of the situation by years, the reasons for the observed changes are defined, but no proposals for personnel changes are given.	The personnel aspect is shown, there is a graphical comparison of the situation by years, the reasons for the observed changes are defined as well as proposals for personnel changes and arguments for them.	X	X
– student self-reflection on completed internship	The student does not know how to define: - contribution of the completed practice to the organization; - their professional development.	The student is able to define and evaluate: - contribution of the completed practice to the organization; - their professional development.	The student is able to define, evaluate and argue: - contribution of the completed practice to the organization; - their professional development.	X	X
– problem task (approx. 70% of the text in the report)	0PT	1PT	2PT	3PT	4PT
– identification of the problem/challenge and the current (inappropriate) situation in the organization	The challenge is inadequately defined or not at all, the situation in the organization is inadequately defined or not at all.	The challenge is poorly defined, the situation in the organization is poorly defined.	The challenge is well defined, the situation in the organization is well defined.	The challenge is well defined and critically argued, the situation in the organization is well defined.	X
– definition of the purpose (why) and goals (what and how) of the problem task	The purpose and goals are insufficiently and too generally defined or do not exist at all.	The purpose is well defined, the goals are weakly defined and poorly fit the purpose.	The purpose is clearly defined, the goals are clearly defined, they correspond to the purpose.	The purpose is clearly defined, the goals are precisely defined, they correspond to the purpose and are critically argued.	X
– a research question of a problem task that addresses the problem/challenge of the organization	The research question is not mentioned or is not related to the specific challenge of the problem task and is unverifiable	The research question is weakly defined and deficiently related to the challenge and is unverifiable.	The research question is well defined, well related to the challenge and verifiable, but with unscientific approaches.	The research question is well defined, well related to the challenge and scientifically verifiable.	X

– problem task methodology and elements (procedures, rules, standards...)	The methodology is not defined.	The methodology is poorly defined, it is without relevant elements.	The methodology is well defined, relevant elements are included, but the description does not allow for repeatability.	The methodology is precisely defined, the relevant elements are included, the description allows for repeatability.	X
– theoretical background/problem task theory	The theoretical background is not described or is meaningless.	The theoretical background is given, but is deficiently related to the chosen problem.	The theoretical background is stated and meaningfully related to the chosen problem but without recognizing the existing dilemmas of the theory.	The theoretical background is stated and meaningfully related to the chosen problem, the dilemmas of the theory are recognized.	X
– presentation of the results of the problem task	The results are superficially presented.	The results are insufficiently and incompletely presented, without appropriate research methods	The results are properly presented, but without appropriate research methods.	The results are presented accurately and comprehensively on the basis of the methodology used and analysed with basic research methods.	The results are presented accurately and comprehensively on the basis of the methodology used and analysed with advanced research methods.
– interpretation of results/discussion of the problem task	The interpretation of the results is very deficient or non-existent.	The interpretation of the results is appropriate.	The interpretation of the results is appropriate, it is relevantly related to the research question.	The interpretation of the results is appropriate, it is linked to the research question and relates to performance.	The interpretation of the results is appropriate, it is related to the research question and relates to the operation of the organization and demonstrates the in-depth thinking of the student.
– contribution of work on the problem task for the organization and suggestions for improvements	The contribution of the work is poorly demonstrated or absent.	The contribution of the work is insufficiently demonstrated, and suggestions for improvements are inadequate.	The contribution of the work is clearly demonstrated, suggestions for improvements are appropriate for the situation in the organization.	The contribution of the work is clearly demonstrated, suggestions for improvement are appropriate to the situation in the organization and demonstrate in-depth thinking.	The contribution of the work is clearly demonstrated, suggestions for improvement are appropriate to the situation in the organization and demonstrate in-depth thinking and critical evaluation.

– conclusion (concise synthesis of all important findings and findings of practice relevant to the organization)	The conclusion is missing or is not appropriate.	The conclusion is a concise synthesis of most of the important findings of the internship relevant to the organization.	The conclusion is a concise synthesis of all the important findings of the internship relevant to the organization and includes findings for further work of the organization and the student.	X	X
– quality of literature (no blogs, forums, etc.), sources and citations (newer, foreign)	Literature and sources are of poor quality, unreliable, not relevant to the field of the problem task, citation is inadequate or non-existent.	Literature and sources are of lower quality, less reliable, not relevant to the field of the problem task, citation is inappropriate.	Literature and sources are of high quality, reliable but not relevant to the problem area, citations are lacking.	Literature and sources are high quality, reliable and relevant to the field of the problem task, foreign literature is also included, citations are correct.	X
	OT				

Opinion of the mentor at the faculty on the completed internship, which is intended for the mentor in the organization and the student (minimum 100 words)

The mentor at the faculty (similar to the review of articles) highlights the strengths of the problem assignment and its shortcomings (this text is received as feedback by the student as a comment to the assessment in the index and by the mentor in the organization by e-mail).

Points for the problem task	50PT (for recognized internship 44PT) (min. 26PT - in recognized internship 23PT)	PT
Evaluation points for mentor in the organization	15 PT (min. 8PT)	PT
TOTAL	max 65PT	PT

Note: A total score can only be positive if both parts are positive!

OVERALL ASSESSMENT OF INTERNSHIP:					
Grade		ECTS grade		Range of grades	Range of grades when internship is recognized
10	excellent	A	excellent	60-65 PT	41-44 PT
9	very good	B	very good	53-59 PT	36-40 PT
8	very good	C	Good	47-52 PT	32-35 PT
7	good	D	Satisfactory	40-46 PT	27-31 PT
6	sufficient	E	Sufficient	34-39 PT	23-26 PT
1-5	fail	F	Fail	0-33 PT	0-22 PT

Date: _____

Signature of mentor: _____



INTERNSHIP Evaluation sheet for the mentor in the organization

1. STUDENT INFORMATION *(to be filled in by the student)*

Surname and name: _____

Registration number: _____

Address: _____

GSM: _____

e-mail: _____

Internship time period

from: _____

to: _____

The main tasks of the student during the internship:

2. EVALUATION SHEET - A *(Filled in by the mentor in the organization)*

Name of organization: _____

Mentor in the organization: _____

Telephone: _____

e-mail: _____

Taking into account the content/nature of the student's work, please give grades (circle):

1. The student already knows the system of operation of the sector from their studies:	1.5PT-very good	1PT-good	0.5PT-satisfactory	0PT-weak
- administrative-legal aspect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- organizational aspect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- financial aspect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- personnel aspect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	1.5PT- excellent	1PT- sufficient	0.5PT- required warnings	0PT- insufficient
2.a Personality traits of the student (honesty, regularity, punctuality...)	☹	☹	☹	☹
2.b Social characteristics in relation to co-workers (courtesy, cooperation, communicativeness...)	☹	☹	☹	☹
2.c Student performance (diligent, curious, precise...)	☹	☹	☹	☹
2.d Social responsibility and ethics	☹	☹	☹	☹
3. Working on the problem / challenge	1.5PT- excellent	1PT-good	0.5PT- partially	0PT- insufficient
• ability to follow and complying with the instructions of the mentor	☹	☹	☹	☹
• independence, curiosity, interest in a challenge	☹	☹	☹	☹
4. Please indicate other advantages and disadvantages of the student at work:				
Brief presentation of other activities during the internship, which the student performed in addition to the preparation of the problem task: _____				

Date:

Signature of
mentor:

Stamp:

ACCEPTANCE CONFIRMATION FOR THE PLACEMENT PROGRAM**(Fulfilled by the organisation)****1. DETAILS OF THE STUDENT**

Family Name and Name:	_____	Student's ID:	_____
Address:	_____		
Mobile:	_____	e-mail:	_____

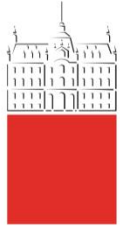
2. DETAILS OF THE ORGANISATION PROVIDING TRAINING

Name Of The Organization:	_____	
		City
Address:	_____	
Mentor In The Organisation:	_____	
		e-mail:
Phone:	_____	
Theme Of The Training Programme Paper:	_____	

Duration Of The Training:	from:	to:
From:		

Date:	_____	Signature of the responsible person:	_____
-------	-------	--------------------------------------	-------

Stamp



PLACEMENT PROGRAMME

Confirmation Letter Of Mentor In The Organization

1. DETAILS OF STUDENT AND PLACEMENT PROGRAM

Family Name and Name: _____	Student's ID: _____
Address: _____	
Mobile: _____	e-mail: _____
Duration Of The Training From: _____	To: _____
Main Tasks Of The Trainee: _____	

2. EVALUATION SHEET - A

Name Of The Organisation: _____	
Family Name and Name of the mentor: _____	
Phone: _____	e-mail: _____

Considering the content/nature of student's work:

	Good	Sufficient	Bad
1. The student knows the operation of the organization:			
- legal aspect	Good	Sufficient	Bad
- financial aspect	Good	Sufficient	Bad
- organisational aspect	Good	Sufficient	Bad
- HRM aspect	Good	Sufficient	Bad
2.a Student's Personality (honesty, orderliness, preciseness ...)	Shows	Needs Warning	Doesn't show
2.b Sociality in relation to colleagues (is polite, cooperative, communicative...)	Shows	Needs Warning	Doesn't show
2.c Relations to customers	Shows	Needs Warning	Doesn't show
2.d Social Responsibility	Shows	Needs Warning	Doesn't show

3. Preparation Of The Training Programme Paper

- Comply with the mentor's guidance	Considers	Partially considers	Ignores
- Initiative and creativity	Considers	Partially considers	Ignores
- Ability to search for data	Considers	Partially considers	Ignores
- Ability to use and interpret data	Considers	Partially considers	Ignores

4. Other information about student's work

Date: _____

Signature of mentor in the organisation: _____

Stamp



ANNOUNCEMENT FOR THE PERFORMANCE OF STUDY OBLIGATIONS AT FOREIGN HIGHER EDUCATION INSTITUTIONS

- higher professional study program Public Administration -1st level
 university study program Public Sector Governance 1st level
 interdisciplinary university study program Public Administrative Informatics 1st level
 master's degree study program Public Administration - Public Sector Governance 2nd level
 master's degree study program Governance in Public Administration 2nd level
(Mark the program accordingly!)

1. STUDENT INFORMATION *(to be filled in by the student)*

Surname and name: _____ Registration number: _____
 Address: _____
 GSM: _____ e-mail: _____

2. INFORMATION OF STUDY OBLIGATIONS

(to be filled in by the student)

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

In the period from _____ to _____.

I would like to complete the following study obligations, which will be recognized as the **following** subjects:

Course title and website of the course at the foreign faculty	ECTS	Subject code	Subject title at FU	CP	Signature or consent of the study program administrator

Date: _____ Student's Signature: _____

3. MANDATORY ATTACHMENTS:

- a) Curriculum(s) of the subject(s) abroad

Send the request with supporting documents to:

Faculty of Public Administration

Commission for Undergraduate and Postgraduate Studies

Gosarjeva 5
1000 Ljubljana



ALTERATION TO THE ANNOUNCEMENT FOR THE PERFORMANCE OF STUDY OBLIGATIONS AT FOREIGN HIGHER EDUCATION INSTITUTIONS

- higher professional study program Public Administration -1st level
 university study program Public Sector Governance 1st level
 interdisciplinary university study program Public Administrative Informatics 1st level
 master's degree study program Public Administration - Public Sector Governance 2nd level
 master's degree study program Governance in Public Administration 2nd level
(Mark the program accordingly!)

1. STUDENT INFORMATION (to be filled in by the student)

Surname and name: _____ Registration number: _____
Address: _____
GSM: _____ e-mail: _____

2. INFORMATION OF STUDY OBLIGATIONS

(to be filled in by the student)

At (enter the full name of the faculty and university abroad where you want to study):
_____ in the period from: _to: _

I would like to complete the following study obligations, which will be recognized as the **following** subjects:

Course title and website of the course at the foreign faculty	CP	Subject code	Subject title at FU	Signature of the study program administrator

3. NOTE: If a subject is added in the change announcement, the subject administrator at FU must sign in the "Change" column.

Date: _____ Student's Signature: _____

4. MANDATORY ATTACHMENTS:

- a) Curriculum(s) of the subject(s) abroad

Send the request with supporting documents to:

Faculty of Public Administration
Commission for Undergraduate and Postgraduate Studies
Gosarjeva 5
1000 Ljubljana





REQUEST FOR REPLACEMENT OF AN ELECTIVE SUBJECT

- higher professional study program Public Administration -1st level
 university study program Public Sector Governance 1st level
 interdisciplinary university study program Public Administrative Informatics 1st level
 master's degree study program Public Administration - Public Sector Governance 2nd level
 master's degree study program Governance in Public Administration 2nd level
(Mark the program accordingly!)

1. STUDENT INFORMATION (to be filled in by the student)

Surname and name: _____ Registration number: _____
Address: _____
GSM: _____ e-mail: _____

2. SUBJECT INFORMATION (to be filled in by the student)

I request the Commission for Postgraduate or Undergraduate Studies to approve the change of an elective subject:

Subject title: _____ Subject code:

3. JUSTIFIED REASONS FOR REPLACEMENT OF AN ELECTIVE SUBJECT

Date: _____ Student's Signature: _____

4. NOTE: An elective course can be changed if the student has enrolled in several overlapping obligations according to the schedule or has enrolled in elective courses at other higher education institutions or abroad for which the obligations overlap with the obligations at the Faculty. The student must submit the application within eight days from the realisation of the overlapping schedule.

5. NOTE: You will receive a response from the Undergraduate or Postgraduate Commission in your Studis student information systems.

6. NOTE: According to the UL Statute, it is considered that the decision was delivered on the second day after its publication in Studis. If you wish to appeal the decision of the commission, you must request an explanation of the decision within three working days from its publication via e-mail to referat@fu.uni-lj.si (1st level) or to podiplomski@fu.uni-lj.si (2nd level). You can then submit a complaint within the prescribed time limit after the explanation has been provided. If you do not submit a request for an explanation of the decision, it is considered that you have waived the right to appeal.

7. MANDATORY ATTACHMENTS:

- a) Schedule indicating overlap of obligations

Send the request to:

Faculty of Public Administration

Commission for Undergraduate and Postgraduate Studies

Gosarjeva 5, 1000 Ljubljana



REQUEST FOR TAKING AN EXAM OUTSIDE THE REGULAR EXAM PERIOD

- higher professional study program Public Administration -1st level
 university study program Public Sector Governance 1st level
 interdisciplinary university study program Public Administrative Informatics 1st level
 master's degree study program Public Administration - Public Sector Governance 2nd level
 master's degree study program Governance in Public Administration 2nd level
(Mark the program accordingly!)

1. STUDENT INFORMATION (to be filled in by the student)

Surname and name: _____ Registration number: _____
Address: _____
GSM: _____ e-mail: _____

2. SUBJECT INFORMATION (to be filled in by the student)

I request the Commission for Postgraduate or Undergraduate Studies to approve my request to take the exam in the following subject outside the regular exam period:

Subject title: _____ Subject code:

3. JUSTIFIED REASONS FOR TAKING AN EXAM OUTSIDE THE REGULAR EXAM PERIOD

Date: _____ Student's Signature: _____

4. NOTE: Taking the exam outside the regular exam period can be claimed by a student who for justified reasons cannot attend regular exam dates or a student who has one obligation left until the completion of the study program, however each student may take the exam no more than three times in an individual subject in the current academic year. A student is not allowed to take the exam outside the regular date if it is their fourth or fifth approach to the exam.

5. NOTE: You will receive a response from the Undergraduate or Postgraduate Commission in your Studis student information systems.

6. NOTE: According to the UL Statute, it is considered that the decision was delivered on the second day after its publication in Studis. If you wish to appeal the decision of the commission, you must request an explanation of the decision within three working days from its publication via e-mail to referat@fu.uni-lj.si (1st level) or to podiplomski@fu.uni-lj.si (2nd level). You can then submit a complaint within the prescribed time limit after the explanation has been provided. If you do not submit a request for an explanation of the decision, it is considered that you have waived the right to appeal.

Send the request to:

Faculty of Public Administration

Commission for Undergraduate and Postgraduate Studies

Gosarjeva 5, 1000 Ljubljana



EXAMINATION VIOLATION FORM

- fraud in taking the exam plagiarism of a written assignment
- higher professional study program Public Administration -1st level
- university study program Public Sector Governance 1st level
- interdisciplinary university study program Public Administrative Informatics 1st level
- master's degree study program Public Administration - Public Sector Governance 2nd level
- master's degree study program Governance in Public Administration 2nd level

1. STUDENT INFORMATION

name and surname: _____ Registration number: _____

2. EXAM INFORMATION (fill in if fraud in taking the exam took place)

subject: _____ subject code: _____

exam location: _____ date of examination: _____

subject conductor: _____ time of examination: _____

exam conductor: _____

3. PLAGIARISM (fill in if plagiarism of a seminar paper, research seminar, practice report, etc. took place)

subject: _____ subject code: _____

paper title _____

Turnitin percentage _____ %

mentor: _____

4. DESCRIPTION OF THE EXAM VIOLATION OR FRAUD OF A KNOWLEDGE TEST:

5. SIGNATURE

Signature: _____

Date: _____

6. NOTE: The examiner shall fill in and sign the form of violation of the alleged violation of the student who violated the examination order, which they shall submit to the Student Office within five working days after the date of the violation.