

The Senate of the Faculty of Public Administration of the University of Ljubljana, based on Article 111 of the Statutes of the University of Ljubljana and Article 30 of the Rules of the Faculty of Public Administration, at its 9th session, on 25th September 2024, adopts the following

RULES ON RIGHTS AND DUTIES OF STUDENTS

I. GENERAL PROVISIONS

Article 1

(purpose, content, and scope of application of the rules)

- (1) These Rules govern the rights and duties of students of the Faculty of Public Administration (hereinafter: the Faculty) of the University of Ljubljana (hereinafter: the University) related to the implementation of study programmes of the first and second cycles.
- (2) Generally, the purpose of these Rules is to provide a unified and comprehensive regulation of the legal status of students of the Faculty, with all rights and obligations, unless these rights and duties are determined by other acts of the Faculty due to specifics of the relationships.
- (3) These Rules also regulate the procedure of exercising rights and obligations, the holder of which is an individual student in administrative and other public law matters in the implementation of the accredited study programmes by the Faculty.

Article 2

(rights and duties regulated by the rules)

- (1) These Rules regulate specifically the following rights and duties of students of the Faculty, which are determined by the law governing higher education, the Statutes of the University, the rules of the University and by these rules or the accredited study programmes of the Faculty:
 - acquisition, loss and extension of student status;
 - the right to continue studies after suspension;
 - the right and obligation to attend lectures, seminars and tutorials;
 - obligation to select and change the mode of study;
 - advancement to a higher year with incomplete study requirements;
 - the right to repeat;
 - the right to change an elective subject;
 - registration for and withdrawal from exams;
 - prohibition and permission for exam admission;
 - the right to take exams earlier;
 - the right to take exams outside the regular examination dates;
 - the right to take oral or written exams;
 - the right to take an exam for the fifth time;
 - the right to repeat exams to improve grades;
 - the right to recognition of exams;
 - the right to inspect an exam or any other evaluated works;
 - the right to appeal against the grade;
 - the annulment of grade;
 - the right to candidacy in programmes and to extend participation in international student exchanges;
 - to announce or change the announcement of fulfilling requirements abroad.

- (2) The rights and duties from the previous paragraph of this article apply to both full-time and part-time students, as well as undergraduate and postgraduate students, unless otherwise specified in these Rules.

II. IMPLEMENTATION OF THE PEDAGOGICAL PROCESS AND THE RIGHTS AND DUTIES OF STUDENTS IN THE IMPLEMENTATION OF STUDY PROGRAMMES

Article 3

(general facts about the pedagogical process)

- (1) The Faculty implements the pedagogical process in accordance with the accredited study programmes. Studies can be conducted as full-time or part-time, with part-time studies being equivalent to full-time studies in terms of content and complexity. Studies are carried out on the Faculty's main location and at partner institutions, when interdisciplinary and joint study programmes are involved. Part-time studies can also be carried out as a long-distance e-studies.
- (2) A student enrolls in a study programme according to the requirements set by the accredited study programme and other normative regulations. Within the study programme, a student earns credit points for completed study obligations for individual subjects according to the European Credit Transfer and Accumulation System (hereinafter: ECTS). A student completes a year when he/she completes all the requirements determined by the curriculum, generally totalling 60 ECTS in one academic year.
- (3) The Faculty generally conducts study programmes in the form of lectures, seminars and tutorials, as well as e-learning. Within the subject syllabuses, the Senate of the Faculty determines the forms of implementation of the study programmes and their scope with the Annual Work Plan (e.g. the number of groups, the proportion of e-content) for each mode of study. The Senate also determines the curriculum for the current year.
- (4) A student enrolled in the first year of the first cycle shall be introduced to e-study and the work in the e-classroom during the first week. At the beginning of the academic year, students shall be enrolled in e-classrooms for all subjects. Access to subject content depends on student status.
- (5) Individual subjects are implemented by:
- subject coordinators, who oversee the development and implementation of subjects within a specific professional area;
 - subject lecturers, who deliver lectures and seminars, and conduct assessments throughout the academic year;
 - subject collaborators (e.g., assistants as tutorial instructors).
- (6) Subject coordinators, lecturers, and collaborators are determined by the Senate of the Faculty according to the Annual Work Plan for the current academic year. In doing so, the Senate must consider the required habilitation titles in accordance with the Statutes of the University (i.e., at least a lecturer for the first-cycle higher-education study programme, at least an assistant professor for the first-cycle university study programme, second-cycle postgraduate study programme and third-cycle doctoral programme, or a language instructor for language subjects).
- (7) Every academic year, before the start of the course or at the latest during the introductory lecture, the subject coordinator or lecturer is required to inform the students of the subject

syllabus and requirements. All information about the subject must also be available in the e-classroom.

Article 4

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

- (1) A full-time student is required to actively participate in all organised forms of the pedagogical process as determined by the Senate of the Faculty in the Annual Work Plan for each academic year.
- (2) Active participation under the previous paragraph of this article is a requirement for participating in the examination of a certain subject. If this requirement is not fulfilled, the student is denied the right to participate in the examination for the current and next academic years. The student can make up for the missing requirements in subsequent years and thereby gain the ability to participate in the examination.
- (3) Subject coordinators, lecturers, and collaborators can determine an alternate requirement for a student if he/she fails to fulfil the requirements to participate in the examination due to justifiable causes (e.g., sick leave, special student status, international exchange). If a student is unable to attend organised forms of the pedagogical process for health reasons, he/she must inform the subject provider and the International Office at the latest on the first day after the reason for the absence occurs and submit proof (e.g., a medical certificate) to the Office of Student Affairs within 14 days of the end of the absence period.
- (4) When a student meets the requirement from the previous paragraph of this article or a requirement from the first paragraph of this article, he/she is allowed to participate in the examination.
- (5) A negative exam grade does not annul the results of ongoing forms of knowledge assessment and other requirements that were successfully completed in the current or previous two academic years, when they represent a requirement to participate in the examination.

Article 5

(implementation, changing and recognition of elective subjects)

- (1) The Faculty implements elective subjects in accordance with the accredited study programme.
- (2) In the Annual Work Plan for each academic year, the Senate determines the set of elective subjects, the conditions for their implementation, and the scope of their implementation.
- (3) A student may change an elective subject during the course of his/her study in an individual programme, but only if the subject timetable overlaps with other subjects, or if he/she is enrolled in elective subjects at another higher education institution or abroad, and the requirements overlap with those at the Faculty. It is possible to change an elective subject with one with remaining vacancies if the student submits a request to change the subject within eight days from the date on which the timetable is published. The student must prove the timetable overlap and the timeliness of his/her request when submitting it. The competent commission may approve the change of elective subjects chosen by the student at other higher education institutions or on the basis of other justifiable objective circumstances (e.g., the subject is no longer offered).
- (4) A student who has completed subjects within a comparable accredited study programme may apply for recognition of these subjects as elective subjects if they were completed in the same cycle of the accredited programme as the one they are currently enrolled in at

the Faculty. The elective subject must not be similar or identical to a subject that the student has already completed at the Faculty.

- (5) A student may be awarded for tutoring with 3 ECTS per academic year, which he/she can claim in place of an elective subject, provided the number of ECTS is sufficient and he/she has not previously taken the exam in the elective subject.
- (6) A student may be awarded 4 ECTS for participation in the Administrative Consultation Wiki, or twice 4 ECTS per academic year. If the number of ECTS is sufficient, these may be claimed in place of an elective subject, provided that he/she has not previously taken the exam in the elective subject.
- (7) A student may also be awarded ECTS acquired within the University's 5% external elective option in the first- and second-cycle study programmes, amounting to at least 3 ECTS per year and up to a maximum of 9 ECTS per study programme.
- (8) A student may also acquire ECTS from the range of extracurricular activities offered by the Centre for Extracurricular Activities at the University of Ljubljana, which may be considered as additional ECTS that cannot be claimed by the student in place of an elective subject.
- (9) If a student has chosen several elective subjects such that he/she already has enough ECTS according to the programme without completing all the elective subjects, he/she may request the competent commission to delete the surplus of the enrolled elective subjects.
- (10) Students attending an international summer school organised by the Faculty may be granted recognition of a completed requirement on the basis of a submitted application within the study programme in the first, second, and third cycle, in accordance with the decision of the competent commission or the Senate.

Article 6 **(compulsory student placement)**

- (1) The Faculty carries out the compulsory student placement in accordance with the accredited study programmes of the first cycle, which are implemented in the Republic of Slovenia and abroad.
- (2) The subjects of student placement at the Faculty or in the organisation where the student is doing placement (hereinafter: the Organisation) are:
 - students;
 - support staff of the Faculty responsible for the development and implementation of compulsory student placement;
 - student placement mentors in the Organisation, who are selected by the Organisation, which also determines the method of work and rewarding;
 - the Faculty mentors as placement subject coordinators or lecturers in accordance with the Annual Work Plan of the Faculty;
 - student tutors and teacher tutors specialising in the field of student placement and other associates of the Faculty.
- (3) The theme of the problem task is selected from themes determined by the Annual Work Plan or through a special agreement with the mentor. The placement mentor and the placement assessor can accept a maximum of 20 mentorships per academic year.

- (4) A student who has been employed for at least six months within the last two years may apply for recognition of his/her student placement by completing the form "Request for Recognition of Compulsory Student Placement in the Organisation". The application must include a certificate from the employer confirming the duration of employment and providing a job description. The commission will decide on the recognition after receiving a prior opinion from the student placement coordinator.. If the commission approves the application, a full-time student must complete an introductory seminar and skills courses totalling 10 hours, as well as a problem task under the supervision of a Faculty mentor. A part-time student is only required to complete a problem task under the supervision of a Faculty mentor. Once approved by the commission, the student will agree on the topic with their mentor, who will email the title of the problem task to the Student Affairs Office within one month.
- (5) A student can also apply for recognition of his/her student placement if he/she is working through the student service, provided that the job description is related to his/her study programme.
- (6) The student who wishes to complete a placement abroad must abide by the provisions of these Rules, which apply to the implementation of student placements in organisations in Slovenia. Additionally, the student must consider the conditions specified in calls for applications for individual international exchange programmes and submit a certificate of acceptance for the placement and mentor's evaluation sheet in English to the Faculty.
- (7) The Faculty organises training for mentors in organisations (Train-the-trainers), aimed at enhancing the quality of student placements. The Faculty issues certificates to mentors in organisations for their mentorship in student placements.

Article 7 (international exchange)

- (1) The Faculty organises international student exchange for all first- and second-cycle study programmes. A student may complete certain subjects or a portion of his/her studies at a similar study programme abroad through international exchange projects and then continue his/her study at their home Faculty.
- (2) A student may participate in a programme of international exchange, if the following criteria have been met:
 - completion of at least the first year of the first-cycle study;
 - active status of the student;
 - other criteria, determined by an individual call for applications.
- (3) The general criteria for the selection of students are the following:
 - academic success;
 - proficiency in the language used for instruction at the foreign higher education institution the student has applied to;
 - a letter of motivation;
 - additional criteria, which may be taken into consideration, are extracurricular activities, achievements in the field of study, relevant references, and performance during the candidate's interview.

The weight of each criterion is specified in the individual call for applications.

- (4) The study at the foreign higher education institution shall last for a minimum of two months and a maximum of twelve months, in accordance with the conditions specified in the call for applications. A student may request an extension of the duration of the study abroad.

- (5) The student selected through the call for applications must specify which subjects from the faculty's study programme will be completed abroad. The student must take into consideration that subjects for which he/she has already taken exams, cannot be taken again abroad. Additionally, the requirements from the call for applications for individual programmes must be considered, and a sufficient number of ECTS must be collected.
- (6) Students participating in a student exchange abroad are excused from compulsory attendance for subjects conducted during their mobility period. Prior to the start of the subject, the student must agree with the subject lecturer upon the manner and deadline for submission of other assignments for the subject, which are determined by the syllabus (e.g., seminar papers, quizzes, etc.).
- (7) The procedure for international exchange is regulated by Chapter V of these Rules. The student exercises his/her rights and duties using the prescribed forms, which are annexes to these Rules.

Article 8

(obligations completed outside the institutionalised student exchange)

- (1) For other exchanges that do not fall within the framework of institutionalised exchanges, such as summer schools, conferences, seminars abroad, and other activities where a certain number of ECTS is gained on the basis of participation, the provisions of these Rules shall apply *mutatis mutandis*.

Article 9

(change of study programme or mode of study)

- (1) Transfers between study programmes are possible under the conditions set out in the valid rules for transfers between the study programmes and in accordance with the criteria defined in the study programmes.
- (2) A student may request a change in the mode of study (full-time/part-time). It is only possible to change the mode of study when advancing into a higher year. Transfer from part-time study to full-time study may be permitted if the student has completed all requirements of the year he/she is enrolled in, and if there are still vacancies in the year in which he/she wishes to enrol. Transfer from full-time study to part-time study is permitted if the student meets the criteria for advancing to a higher year which apply for part-time students. The number of vacancies for the higher year is limited with the number of vacancies open for enrolment in year one. During the studies on the programme, a student may change the mode of study only once. The request for changing the mode of study must be submitted by the student in the period from 1 August until 20 September of the current academic year at the latest.
- (3) The procedures for transfers are regulated by Chapter IV of these Rules. The student exercises his/her rights and duties with the prescribed forms, which are annexes to these Rules.

Article 10

(advancing into a higher year with missing study requirements)

- (1) According to the conditions of the Statutes of the University, a student may request advancement to a higher year with missing requirements if he/she has justifiable reasons, such as parenthood, long-term illness of the student, exceptional family or social circumstances, confirmed status of a person with special needs, active participation at top professional, cultural and sports events, active participation in planned activities, events

and extracurricular activities of the Faculty, as well as active participation in the bodies of the University.

- (2) When deciding on advancing to a higher year and extending the status of the student due to long-term illness, only the evidence submitted by the student to the Office of Student Affairs within 14 days after the reason ceased to exist are taken into consideration. When deciding on advancing to a higher year due to active participation in activities, events and extracurricular activities of the Faculty, the scope of participation, as evidenced by reports of the leaders or the coordinators of individual activities, is taken into consideration. A student must have at least 30 hours of proven participation in one academic year. The request for advancing to a higher year with missing requirements must be submitted by the student in the period from 1 August until 20 September of the current academic year at the latest. A student is permitted to advance to a higher year if it has been assessed, based on his/her academic performance and personal circumstances, that he/she will be able to complete the requirements from the current and the previous year in the following academic year.

Article 11

(continuation of study after suspension)

- (1) If more than two years have passed since the loss of student status, a student must request for continuation of study after suspension. The competent committee decides on the entitlement to continue or complete the studies.
- (2) In the event of a positive decision, the year in which the student can continue his/her studies or the requirements he/she must fulfil in order to complete his/her studies shall be determined. At the same time, the student shall be informed of the conditions and requirements that he/she must repeat or additionally fulfil if the accredited degree programme in which he/she is enrolled or which he/she is completing has changed in the meantime.
- (3) A student who has fulfilled all study requirements prior to the loss of student status, with the exception of the final thesis, and who has had his/her theme of the final thesis approved no later than six months after the loss of student status, may complete his/her studies free of charge, but no later than within two years after the loss of student status.

Article 12

(extending the student status)

- (1) A student may request an extension of student status in accordance with the requirements set out in the Higher Education Act, the Statutes of the University and in the requirements of the accredited study programmes of the Faculty. The request must be submitted between 1 August and 20 September of the current academic year.
- (2) Student status may only be extended for justifiable reasons (e.g., parenthood, long-term illness, exceptional family or social circumstances, confirmed status of a person with special needs) up to one year in the framework of the study programme.
- (3) For foreign students in their first year of study who do not speak Slovenian as their mother tongue, learning Slovenian may be considered a valid reason for extending their student status.
- (4) Student mothers who give birth during their studies and students who become fathers during their studies shall be entitled to an extension of their student status for one year for each child born.

- (5) The procedure for the extension of student status is regulated by Chapter IV of these Rules. The student exercises his/her rights and duties using the prescribed forms, which are annexes to these Rules.

III. SPECIAL REGULATION OF INDIVIDUAL RIGHTS AND OBLIGATIONS REGARDING EXAMINATION RULES AND DISCIPLINARY LIABILITY

Article 13 (fulfilment of obligations)

- (1) Assessment and evaluation are based on the performance defined in expected learning outcomes in the syllabuses of the individual subjects of the degree programme.
- (2) Examination is the standard form of knowledge assessment. Exams may be taken for individual subjects or multiple subjects simultaneously (group exams) in accordance with the provisions of the study programme.
- (3) Types of exams are: written, oral, or a combination of both. The type of examination procedure for each exam date is determined by the subject coordinator or subject lecturer in accordance with the accredited study programme. Students may fulfil examination through partial requirements, which can also include a practical assignment if specified by the study programme. A student may complete examination requirements through partial exams during the academic year in which he/she enrolled in the subject, but not later. The exam is conducted at the headquarters of the Faculty or remotely, provided the conditions that prevent infringements of the examination rules are met.
- (4) The oral examination is conducted in the form of a personal interview between the examiner and the student. The oral examination shall not exceed two class periods. The oral examination can be carried out individually or in groups. The grade achieved in the oral examination shall be announced on the day of the exam.
- (5) The written examination may take the form of an essay, a problem task, questions of various types, etc. The written examination lasts a minimum of one class period and a maximum of four class periods.
- (6) If an examination includes both oral and written components, the oral part must be completed no later than ten working days after the written part. The date of the oral examination must be published at least two working days before the examination. Withdrawal from the oral examination is not permitted; if the student does not participate in the oral part of the examination with a justifiable cause, it is considered that he/she did not participate in the entire examination.
- (7) The student has the right to inspect his/her assessed written exam paper and receive an explanation of the results. The student may inspect his/her exam paper within one week of the publication of the grade, during the office hours of the subject coordinator or lecturer who conducted the exam or at a published or agreed upon time. In this case, the date, the hour, and the location of the inspection of the exam papers is published with the results of the written examination. The exam papers are kept by the subject coordinator or lecturer who carried out the assessment for one year following the exam.

Article 14 (requirements to participate in the exam)

- (1) A student is eligible to take exams for subjects from the year he/she is currently enrolled in after he/she has fulfilled all the required obligations for each subject.

Article 15- deleted

Article 16 (assessment of exams)

- (1) Through tests and the assessment of knowledge, a student's study performance in terms of completing obligations, determined in an individual study programme, is evaluated.
- (2) The subject coordinator or subject lecturer assigns the final grade for the subject.
- (3) Performance at the examination is evaluated using grades according to the following scale:

Grade	ECTS Grade		Description
Excellent 10	A	Excellent	Outstanding 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 some shortcomings 71-80
Good 7	D	Satisfactory	Good knowledge with several shortcomings 61-70
Sufficient 6	E	Sufficient	Knowledge only meets the minimum criteria 51-60
Fail 5	F	Fail	knowledge does not meet the minimum criteria 0-50

- (4) A student successfully completes the examination if he/she receives a grade between sufficient (6) and excellent (10). Study obligations may also be evaluated with the following grades: pass with distinction, pass or fail.

Article 17 (examination dates and early completion of exams)

- (1) A student takes exams on regular and irregular examination dates. Regular dates occur during the examination periods: autumn, winter and spring, as outlined in the Annual Work Plan of the Faculty. Irregular examination dates take place outside of these examination periods. Examination dates are scheduled such that only one examination date for a compulsory subject being conducted in the current semester is set per day. If conditions allow, the interval between two consecutive examination dates for an individual subject is at least 10 days.
- (2) Examination dates are published via the student information system. For subjects that are taught modularly, one irregular examination date is set for individual subjects, usually between 7 to 30 days after the final lecture.
- (3) As an exception, a student may be permitted to take an examination outside the scheduled dates upon submitting a written request, which must be approved by the competent committee prior to participation in the examination. The examination date will be determined within the timeframe set by the subject coordinator or lecturer. The right to take an examination outside the regular dates can be exercised by a student who is unable to attend the regular examination dates due to justifiable reasons (departure for study or professional training abroad, extended hospitalisation during the examination period, childbirth, active participation in top professional, cultural or sports events), a student with

special status if such a right is recognised, and a student who has only one remaining requirement to complete their study programme. However, each student is permitted to take an exam outside the scheduled dates only up to a maximum of three times for an individual subject during the current academic year. A student is not allowed to take an exam outside the regular dates if it is his/her fourth or fifth attempt for the same subject. Exceptions to this rule apply to students with special needs status, for whom this is their final exam before obtaining their diploma.

- (4) A student may also take an exam early. Early participation in the examination may be allowed if justifiable reasons are provided (all requirements for the current year in which the student is enrolled are completed, departure for study or student placement abroad, hospitalisation during the examination period, childbirth, active participation in professional, cultural or top sports events, etc.) and if it is considered sensible in regard to the student's study performance.

Article 18 (retaking of an exam)

- (1) A student at the first or second cycle may participate in an individual exam no more than four times, exceptionally, upon a request for special reasons, also a fifth time. To be granted the fifth attempt, the student must present a certificate of sufficient knowledge, signed by the subject coordinator (this can also be in the form of an email 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 may participate in the examination for an individual subject up to three times in the same academic year.
- (3) If a student repeats the same academic year, their participation in the individual examination is considered as a first attempt for that year.
- (4) The fourth and the fifth attempts at the examination for the first and second cycles are conducted by an examination committee. The examination is held exclusively at the Faculty headquarters and during the examination periods. The fourth and the fifth attempts are conducted in both oral and written formats.
- (5) The examination committee for the fifth attempt consists of at least three members. The record of the completed examination is signed by all members of the examination committee. The written product is attached to the examination record.
- (6) A student who fails to pass the examination even at the last possible opportunity in accordance with the Statutes of the University of Ljubljana, shall not complete his/her studies in that study programme but may fulfil other study requirements within the programme in which he/she is enrolled, until the end of the current academic year.

Article 19 (retaking of an exam for grade improvement)

- (1) A student who has already passed an exam for a certain subject and wishes to improve his/her grade may submit a special request to the committee in charge for retaking the examination, using the form, which is an annex to these Rules. The request can be made only once per individual subject in the current or the next academic year. A student may improve the final grade of up to five subjects within the programme he/she is enrolled in. The examination can be taken on regular examination dates.

- (2) Only students who passed the examination on their first or the second attempt are allowed to retake the examination.
- (3) If a student receives a lower grade when retaking an exam, the grade obtained during the first attempt will be recognised.

Article 20
(registration for the examination)

- (1) The student must register for all available examination dates via the student information system.
- (2) The deadline for examination registration is five days before the scheduled examination date (e.g., if the examination is scheduled for 15 August, the last day for registration is 10 August, 11:59 PM). In case the student information system is not functioning, the Office of Student Affairs may register the student for the examination date based on the student's request, which must be submitted no later than four days before the examination date.
- (3) The date, hour, and location of the examination must be published via the student information system at least one day prior to the examination.
- (4) The student is responsible for checking the time and location of the examination before the exam takes place.

Article 21
(recognition of completed study requirements at another institution or programme)

- (1) A student who has previously studied at another higher education institution or in another study programme of the Faculty of Public Administration may request recognition of completed study requirements after enrolling in the study programme. These requirements must fully or partially align with the study programme in which the student is enrolled, such that they meet the level of the programme and the predominant content of the programme or subject.
- (2) In deciding whether to recognise requirements, the content of the subject, the level of difficulty (as defined by credit points), the prescribed literature, the volume of the subject in terms of the number of hours of organised forms of work (lectures, seminars, tutorials, etc.), and the year of examination are taken into account. If only part of the examination is recognised, the specific content for which the student must pass a partial exam will also be determined.
- (3) Examinations passed in programmes considered inferior in terms of level of difficulty and study cycle compared to the programme in which the student is enrolled will not be recognised (e.g., an examination passed in a short-cycle higher education programme will not be recognised in a higher education programme, and an examination passed in an undergraduate programme will not be recognised in a postgraduate programme). This holds true even if these programmes belong to the same faculty or school and despite the examination or subject having the same title in the lower-cycle programme.
- (4) A student on an international exchange may assert the requirements completed at a foreign higher education institution in accordance with the announcement under these Rules.
- (5) If a student does not complete all the announced requirements at the foreign higher education institution, he/she may advance to a higher year under the conditions applicable to such advancement. The records of the student's completed requirements are arranged

in such a manner that includes the requirements completed at the foreign higher education institution.

- (6) Individually recognised requirements shall be entered into the student's academic records, specifying the name of the requirement in its original language, English or Slovenian, along with a statement indicating the recognised credit points and the recognised grade. In the event that the grade cannot be determined, only a statement confirming the recognition of the requirement shall be entered in place of the grade.

Article 22 **(withdrawal from the examination)**

- (1) A student may withdraw from an examination no later than noon on the day preceding the examination. The student may withdraw from the examination exclusively through the student information system. In the event that the student information system is not functioning, the Office of Student Affairs may process the withdrawal based on the student's request.
- (2) If a student fails to attend the examination and has not withdrawn from it within the prescribed time limit, he/she shall be deemed to have been examined, and the examination record shall indicate "did not attend".
- (3) If a student fails to attend the examination and has not withdrawn from it in time due to force majeure (e.g., illness), he/she must submit a request for a subsequent withdrawal, along with appropriate written documentation, to the Office of Student Affairs within three working days after the examination or as soon as the reason for absence no longer exists. Failure to do so will result in the student being deemed to have attended the examination.

Article 23 **(course of the examination)**

- (1) A student who has not been placed on the list of applicants for the exam is not permitted to take the examination.
- (2) The student is required to present an identity document at the examination in order for the examiner to verify the student's identity. A student who fails to provide an appropriate document and is not personally recognised by the examiner is not allowed to take the examination.
- (3) In the case of a written examination, the exam questions are provided to the student in written form. Upon completion of the examination, the student must submit the exam paper to the examiner. The exam paper must be submitted even if the student has not answered any of the questions.

Article 24 **(annulment of an examination or a grade)**

- (1) If the student attended an examination for which he/she did not have the right to attend, the examination grade shall be annulled.
- (2) A student whose examination has been annulled can retake the examination once he/she has fulfilled the requirements for participation in the examination in accordance with the provisions of these Rules.

Article 25
(appealing against the grade)

- (1) A student who believes that his/her assessment was unjust may submit a request to the Dean's Office for review of the written examination or a request for additional questions in an oral examination. The request must be submitted the day after the oral examination or within three working days after the deadline set for the inspection of the written examination.

Article 26
(violations of examination regulations)

- (1) A disciplinary procedure shall be conducted in accordance with the Rules on the Disciplinary Liability of Students of the University of Ljubljana.

Article 27
(rights of students with special status)

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

IV. THE PROCEDURE FOR EXERCISING RIGHTS AND OBLIGATIONS

Article 28
(initiation of the procedure)

- (1) A student may exercise the rights defined by these Rules by submitting a request to the competent body of the Faculty. In the request, the student must specify which right(s) he/she intends to exercise and attach the required and other relevant documentation.
- (2) Requests and other applications are submitted on prescribed forms if they are defined by these Rules (see Annexes).
- (3) Procedures initiated in accordance with official duty shall begin with the first act of the competent body of the Faculty.

Article 29
(competence)

- (1) The Undergraduate Study Committee or another competent body decides upon the request for acquisition of rights or implementation of students' obligations for undergraduate study programmes at first instance if sectoral regulations and rules of the University or Faculty require so. The Postgraduate Study Committee or another competent body decides upon the request for acquisition of rights or implementation of students' obligations for postgraduate study programmes at first instance if sectoral regulations and rules of the University or Faculty require so.
- (2) The subject coordinator or subject lecturer may prohibit a student from taking the examination in the current academic year due to insufficient required attendance or failure to fulfil other obligations determined by the syllabus for the individual subject. Participation may be permitted after substitute obligations, if applicable, have been completed. The Disciplinary Committee of the Faculty shall conduct the procedure and decide on the disciplinary responsibility of students in all cycles of study, while the Disciplinary

Committee of the University shall conduct the procedure and decide on appeals against decisions by the Disciplinary Committee of the Faculty.

- (3) The Dean shall initiate the procedure for an appeal against the grade upon receipt of a request.
- (4) The University Service for International Cooperation shall decide on studying abroad at a higher education institution in accordance with the rules of the Central International Relations Office or the Faculty International Office. The Undergraduate Study Committee or the Postgraduate Study Committee shall participate in procedures related to international exchange in accordance with these Rules.
- (5) The first-level procedure for disciplinary liability of students in all cycles of study is led and decided on by the Disciplinary Committee of the Faculty. The procedure for an appeal against the decision of the Disciplinary Committee of the Faculty is conducted by the Disciplinary Committee of the University.
- (6) The Senate of the Faculty decides on appeals against decisions of the bodies of the Faculty at the first level, unless otherwise specified by area-specific rules and regulations of the University or Faculty.
- (7) A student may initiate an administrative dispute against the final decisions of the Faculty at the Administrative Court, unless special rules of the University state otherwise.
- (8) Unless special rules of the University state otherwise, a student may file an appeal against the first-level decisions of the University and seek annulment under the right of scrutiny, as well as annulment of the decisions of the Faculty at the Appeals Committee for the Students of the University.

Article 30 (procedure)

- (1) In procedures for determining the rights and obligations of individual students, the provisions of the law regulating the general administrative procedure apply unless area-specific regulations state otherwise.

Article 31 (procedures in relation to the compulsory student placement)

- (1) The Faculty provides access to the advertised student placements. The student selects the institution at which he/she wishes to complete the placement and arranges the placement accordingly. Once the student has agreed to complete the placement at the chosen institution, the institution shall confirm the student's acceptance through a special form, the Student Placement Acceptance Certificate.
- (2) During the student placement, the student must comply with the general rules of the organisation (such as working hours, communication protocols, etc.), follow the mentor's guidelines, protect and enhance the reputation of the Faculty, and strive to acquire as many practical skills and experiences as possible.
- (3) The student independently agrees with the organisation on the topic of the problem task, which must be approved by the mentor at the Faculty.
- (4) Based on the selected topic of the problem task, the student prepares a placement report, consisting of a general part and the problem task. The report must be prepared in accordance with the instructions for preparing the problem task report, which are published

on the Faculty website, and with the guidance of the mentor at the organisation and the directions provided by the mentor and student tutors at the Faculty.

- (5) The student submits the placement report and the evaluation form from the mentor at the organisation to the mentor at the organisation, who reviews the report and completes and signs the evaluation form. The student then uploads the reviewed report, which is verified using Turnitin plagiarism detection software, along with the mentor's evaluation form, to the Student Placement E-classroom. Once all student obligations in the Student Placement E-classroom are fulfilled, the Office of Student Affairs shall send the student placement report to the mentor at the Faculty.
- (6) The student placement report must be uploaded by the student to the Student Placement E-classroom no later than four months after the completion of the student placement. Failure to do so will relieve the mentor at the Faculty of the obligation to review and evaluate the report. If the mentor at the Faculty refuses to continue mentoring the student, the student must find a new mentor at the Faculty who has a professional relation to the problem task and complete the task within two months of receiving confirmation from the new mentor.
- (7) Based on the grade given by the mentor in the organisation, the mentor at the Faculty provides a joint assessment of the student placement according to the criteria outlined in these Rules. If the student's placement at the organisation is recognised, the student placement report will only be evaluated by the mentor at the Faculty. Students whose placement at the organisation has been recognised must upload the student placement report to the Student Placement E-classroom within six months of registering the topic of the problem task. The Office of Student Affairs shall verify in the E-classroom whether the student has completed all required activities. Based on the completed activities, the Office of Student Affairs shall forward the minutes of the student placement to the mentor at the Faculty.
- (8) The mentor shall forward the minutes to the Office of Student Affairs, which will enter the grade into the student's record of completed obligations.

Article 32

(procedure for recognition of exams)

- (1) The request for the recognition of exams must explicitly specify the subject for which the student is seeking recognition. The request must include the syllabus of the subject under which the examination was conducted at another institution, as well as a certificate attesting to the successful completion of the examination, issued by the higher education institution where the examination was completed. These documents must be attached to the request for recognition, which forms an annex to these Rules.
- (2) Prior to making a decision, the Committee shall obtain a written opinion from the coordinator of the subject for which the request for recognition of an exam, passed at another higher education institution, has been submitted. The subject coordinator shall indicate in his/her decision whether he/she will fully or partially recognise the exam for his/her subject. In cases of partial recognition, the coordinator shall specify the teaching content that the student must complete as a partial examination. Alternatively, the coordinator may decide not to recognise the examination.
- (3) In cases where enrolment in a new study programme is required due to the discontinuation of the previous programme, the study requirements already completed by students are either fully or partially recognised, without the need for individual requests. Such

recognition is carried out in accordance with the opinions of the coordinators of the respective subjects.

- (4) The recognition of exams is recorded in an electronic record of the student's completed requirements.
- (5) The procedure for the annulment of a grade or an exam shall be conducted by analogy.

Article 33 **(procedure in relation to appeal against the grade)**

- (1) On the first working day following the receipt of the appeal, the Dean shall appoint a three-member committee, which shall not be chaired by the examiner whose assessment is being appealed.
- (2) If an appeal has been submitted regarding the grade for an oral examination, the committee re-examines and evaluates the candidate on the first working day following its appointment. If an appeal has been submitted regarding the grade for a written examination, the committee reviews and evaluates the student's written product on the first working day following its appointment. In cases where the examination consists of both written and oral components, the student may file separate appeals against the grade for the written and oral part of the examination.
- (3) The chair of the committee oversees the procedure for resolving the appeal case and prepares a record of its procedure, which must be signed by all members of the committee. If any individual member of the committee disagrees with the decision proposed by the other members, his/her disagreement must be documented in the record, along with the reasons for the disagreement. The decision of the committee is final.

Article 34 **(procedure for recognition of special status)**

- (1) A candidate must fill in a prescribed form, which is an annex to these Rules, to request a special student status. The form needs to be submitted during the process of enrolment for an individual year of study or during the enrolment into the additional year.
- (2) The candidate submits his/her request by 15 October of the current academic year at the latest. However, if reasons for the status occur during the year, he/she submits the request at that time. Relevant evidence must be attached to the request.
- (3) All students with recognised status who are being educated under specific conditions are given a special note in their information system and personal folder, in which the type of problems or the reason for obtaining the status, as well as the type of recognised adjustments (e.g., allowed absence from organised forms of pedagogical process, certain manner of participating in an examination) are evident.
- (4) The procedure for withdrawal of the status is led in the same manner as the procedure for its acquisition.

Article 35 **(procedure for inclusion in the international exchange)**

- (1) Students wishing to participate in an international exchange shall submit an application for the available student exchange vacancies.

- (2) Interviews in a foreign language and the selection of students for student exchange programmes are conducted by the International Office of the Faculty. If the number of applicants exceeds the available vacancies for a specific institution, a ranked list of applicants is created, based on the criteria published in the call for applications.
- (3) All students who were not selected for the institution listed as their first choice are notified by the International Office of the Faculty regarding the remaining vacancies at other institutions. The International Office of the Faculty also facilitates the process for students to change the institution.
- (4) All students who applied in response to the call for applications will be notified of the results via email, typically within five working days following the conclusion of the interviews.
- (5) A student selected for an international exchange through the call for applications shall complete the announcement regarding the fulfilment of study requirements at foreign higher education institutions using the prescribed form, which is an annex to these Rules. The content of the form is coordinated with the coordinator of the study programme in which the student is enrolled. Compulsory subjects are announced on a subject-for-subject basis, while elective subjects may be announced based on the same principle. The subject at the foreign higher education institution must be at least indirectly related, in terms of content, to the compulsory subject for which the student is seeking recognition. In the case of announcement of an elective subject, the foreign subject must be at least indirectly related, in terms of content, to the study programme. The announcement is reviewed by the Undergraduate Study Committee or the Postgraduate Study Committee.
- (6) A subject completed abroad may be recognised as equivalent to a subject at the Faculty if it is evaluated with the same number of ECTS or with 1 ECTS fewer than the corresponding subject in the study programme in which the student is enrolled. The total number of ECTS for the subjects completed abroad must not be smaller than the total number of ECTS for the recognised subjects at the Faculty, with the possibility of a negative difference of up to 1 ECTS. Subjects completed abroad and evaluated with a decimal number of ECTS are rounded down to the nearest integer (e.g., 6.75 ECTS is recognised as 6 ECTS). With respect to the selection of compulsory subjects, the consent or signature of the study programme coordinator is considered as the announcement of the compulsory subjects that have already been approved. However, only the number of ECTS for which the subject has been evaluated at the Faculty shall be recognised.
- (7) In accordance with the decision of the competent committee regarding the announcement, the student prepares the "Learning Agreement" and submits it to the International Office for signing. The student then submits the coordinated and signed "Learning Agreement" to the foreign higher education institution where he/she will participate in the exchange, by the deadline set by the respective higher education institution (usually 30 May for the first semester and 30 October for the second semester). The student must complete the procedure prior to departure.
- (8) In the event of any changes to the selection of subjects that the student initially intended to complete at the foreign higher education institution, following the signing of the "Learning Agreement", the student must notify the International Office of such changes within one week of the occurrence of the reason for the change. The amendment to the announcement for completing the study obligations at foreign higher education institutions must be submitted using the prescribed form, which is an annex to these Rules. The amendment shall be deemed approved upon approval by the coordinator of the study programme in which the student is enrolled.

- (9) If the student exercises the right to extend the study exchange abroad, he/she must submit a request to the International Office, stating valid reasons and providing relevant evidence.
- (10) Upon completions of the study requirements at the foreign higher education institution, the student submits the certificate of completed requirements abroad, along with the certificate of the duration of the exchange, to the Office of Student Affairs. Based on the announcement and the submitted certificates, the grades obtained at the foreign institution are recorded in the student's list of study programme subjects. In cases of uncertainty regarding the conversion of the grades obtained abroad and the recognition of the ECTS range for elective subjects, the Office of Student Affairs consults the coordinator of the study programme.

Article 36
(decision of the competent body)

- (1) The student is notified of the decision of the competent body of the Faculty via the student information system. The decision or notification includes the pronouncement. The information system must ensure traceability of the date of the decision and the notification to the student. The document is deemed delivered to the student on the second working day following the day of the indication in the student information system, or on the fifth working day after the dispatch of the mail to the post office.
- (2) If the student's request is refused or discarded, the student may request a written explanation of the decision within a period of three working days. The student may only request for an explanation in writing, either via email — usually sent to the designated electronic address of the Office of Student Affairs — or by mail in physical written form.
- (3) If the student's request is incomplete, the student is prompted to complete it, with a deadline set for completion. The deadline must not be shorter than three working days. The student may also be prompted to complete his/her request via email, by phone, or orally to expedite the procedure. In such cases, an official note shall be made.

VI. FINAL PROVISIONS

Article 37

The Rules on Rights and Duties of Students of the Faculty of Public Administration, dated 25 September 2024, include the following final provisions:

- (1) These Rules, adopted at the 9th session of the Senate of the Faculty of Public Administration on 25 September 2024, shall be published on the information portal for the employees and on the website of the Faculty of Public Administration, and shall enter into force on 1 October 2024.
- (2) The Rules on Rights and Duties of Students, dated 27 September 2023, shall cease to have effect on the date these Rules enter into force.

Mirko Pečarič, PhD
Dean

Number: 014-1/2025-1
Date: 14 April 2025