

Rules on the 1st and 2nd cycle studies at the UL FGG
(adopted at the 39th session of the UL FGG Senate from 27 March 2013)

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On the basis of the Higher Education Act (Official Gazette of RS, No. 67/1993 with changes and amendments), Fiscal Balance Act (Official Gazette of RS, No. 40/2012), the Statute of the University of Ljubljana (Official Gazette of RS, No. 8/2005 with changes and amendments) and the Rules of the UL FGG adopted at the UL FGG Senate session on 19 December 2012 (consolidated text) the Senate of the Faculty of Civil and Geodetic Engineering, University of Ljubljana, adopted at its 39th regular session on 27 March 2013 the following

Rules on the 1st and 2nd cycle studies at the UL FGG

(hereinafter: Rules)

I. GENERAL PROVISIONS AND ORGANISATION OF STUDY

Article 1 (Educational activity - study programmes)

The UL FGG organises and implements the first cycle higher education professional and academic study programmes and second cycle master study programmes as well as programmes of further training according to the Rules of the UL FGG and the valid study programmes. The rules regarding the principles and procedures of the 3rd cycle doctoral study programmes are laid down by the Rules on the Doctoral Study Programme.

Article 2 (Forms of conducting the study)

The study is conducted as full-time and part-time.

The part-time study includes forms of educational (lectures, consultations, tutorials, etc.) in accordance with the valid study programme. The organised part of the education process shall consist of at least 30 percent of the total education foreseen for the full-time students.

In terms of contents and complexity the part-time study shall be equal to the full-time study. If special conditions are required to approach examination or thesis defence, the same shall also apply for the part-time study.

Distance learning is also a form of part-time study.

Article 3 (Language of instruction)

Slovene is the language of instruction.

A foreign language may be used for the following:

- parts of study programmes, if provided by visiting higher education teachers from abroad or if a large number of foreign students are enrolled to such programmes,
- any study programmes, if these are also provided in Slovene,
- selected elective courses, or
- joint study programmes provided by the UL FGG together a university from abroad on the basis of a special contract or agreement.

The UL FGG Senate adopts a decision on the study in a foreign language, which must take into consideration the language skills of the students and of the lecturer.

Article 4 (Academic year)

Academic year starts on October 1 and ends on September 30. The progress of organised educational activities (lectures, tutorials, seminars, field work, preparation of thesis, etc.) is defined by the University in its study calendar and is confirmed by the UL FGG Senate.

Organised educational activities last 30 weeks. The study calendar also includes the plan of organised educational activities and the examination period.

Article 5

The required weekly workload according to the programme is 20 to 30 hours of lectures, seminars and tutorials.

If five or less candidates enrol to a particular course of the study, the study may also be organised in the form of individual consultations.

If a study programme includes practical training, the total workload of the student shall not exceed 40 hours a week and 42 weeks in a year.

Article 6 (Syllabus)

Students are entitled to be informed about the organisation and the progress of the study process.

The UL FGG Senate adopts the syllabi for all study programmes for the next academic year at the latest by 31 March. Syllabus defines all compulsory and elective courses as well as modules to be available in the next academic year, listing also the lecturers.

The annual plan of a course is prepared by the course coordinator. It shall include: information on the course contents, how to comply with obligations, how to acquire credit points, the grading methods and compulsory literature. The contents and the adequacy of the annual syllabi are confirmed by the departmental Study Boards.

Article 7 (Schedule)

Schedule of organised educational activities shall be published at the latest at the beginning of enrolment period for the next academic year.

Article 8 (Conducting of instruction)

The educational process of the academic study and the master study may only be conducted by university teachers with adequate titles.

The programme of higher education professional study may be conducted, beside by university teachers, also by senior lecturers and lecturers.

Article 9 (Cooperation in educational process)

Other higher education associates may cooperate in tutorials as assistants to the course coordinators.

According to the valid regulations, also retired university teachers with adequate title may participate in the educational process

According to the needs of the study programme the course coordinator may invite researchers or acknowledged experts from practice, who are without adequate title, to cooperate in dealing with practical problems or themes. However, the share of the course performed by the course coordinator shall exceed 50 % of the course contents.

If the study programme foresees mandatory practical work, experts without adequate title, but with full-time employment in an organisation, where practical work is conducted, may cooperate in the implementation of the programme.

Article 10 (Enrolment in the starting year of study)

Student of the UL FGG is any person enrolled at the UL FGG. Student without status is a person who used to be enrolled to the UL FGG, but has lost the status of student and has not yet finished the study.

The conditions and the procedures for the enrolment to the starting year of an individual study programme are laid down in study programmes and in the provisions of the Rules on preregistration announcement and enrolment in higher education.

Article 11 (Registering for elective courses)

According to individual study programme, when enrolling to higher year students are required to register beside for mandatory courses also for elective courses of their choice. Elective courses may be selected from the list of elective courses of the study programme or from the list of other courses of other study programmes of the UL FGG, or from other national or international faculties. However, these courses shall be of the same or higher study cycle, except for the total scope of 5 % of CP of external electives that may be selected from lower study cycles. Students may select courses outside their study programme only if the valid study programme foresees this possibility and if the total number of students allowed to select the elective course has not yet been reached. Students may select each elective course only once for all cycles of study. The total number of credit points of the selected elective courses may exceed the number of credit points required by the study programme.

II. CLASS COUNCILS, MENTORS, TUTORS

Article 12

Class Council is a consultative body that deals with all issues related to the educational activity in an individual class of the 1st and 2nd cycle full-time studies. It prepares proposals how to improve the educational process and study success and discusses the study and work responsibility of students.

Article 13

Each Class Council consists of a teacher from the corresponding year of the mandatory course, mentor and all students enrolled in the year.

Article 14

The Class Council is presided by a Class Mentor. Class Mentors are appointed by the Dean for the period of two years, on the proposal of the Vice-Dean for Study Affairs and based on the opinion of the Student Council.

As a rule, Class Mentor is an assistant, but it may also be a teacher. In principle, Class Mentors must hold lectures or tutorials already in the winter semester, if possibly in both semesters of the year of their mentorship.

The coordinator of mentors at the Faculty level is the Vice-Dean of Student Affairs. When dealing with study issues, mentors may also consult the Department Head and the Vice-Dean for Educational Activity.

Article 15

Deputy President of the Class Council is a student elected by the students, members of the Class Council. As a rule, the Deputy President is at the same time also the class representative in the Student Council.

Article 16

Tasks of the Class Council:

- At its first session in October, however not later than on October 20, the Class Council is acquainted with the study calendar, the syllabi of the study programmes and the annual syllabi of the courses.
- It discusses the situation regarding textbooks and other teaching aids.
- It discusses any open issues regarding the conduction of lectures, tutorials and seminars.
- It discusses study successes.
- It reports on its findings to the Department Head.
- It discusses any claims related to the protection of students' rights and gives adequate proposals.

Article 17

Class Council meets at sessions convened by the Class Mentor. Regular Class Council sessions are at the beginning of each semester and at the end of the summer semester. Extraordinary Class Council session may be convened by the Class Mentor, at his/her own discretion, on the proposal of at least three teachers or at least one third of the full-time students. The Class Council is constituted at its first session in October. Also all student tutors acting as tutors of the students in the class, and students without status who attend courses of the class, are invited to the sessions.

Minutes of the Class Council sessions are kept by the Chairperson (Mentor) and his/her deputy, and then submitted to the Office of Student Affairs, to the Department Head and to the Vice-Dean of Student Affairs, who inform all class teachers on the adopted decisions.

Article 18

Tasks of the Class Mentor are as follows:

- Convening of Class Council sessions.
- Presentation of study calendar, syllabi of study programmes and annual course syllabi.
- On the initiative of the Faculty's management, the Class Mentor prepares the analysis of study success of the class.
- On the initiative of the Study Council the Class Mentor may cooperate in the processing of enrolment applications of candidates who do not meet the conditions and of applications for the extension of additional year.
- The Class Mentor intervenes in an event of disagreements between students and teachers.
- The Class Mentor cooperates with student tutors of the class.

Article 19

Tasks of the Class Council Deputy Chairperson are as follows:

- Representation of the class students.
- Cooperation in the processing of enrolment applications of candidates who do not meet the conditions, upon invitation of the Chairperson of the departmental Study Board.
- Submitting students' comments and proposals to the Mentor, if the students believe that they could improve the study process and the study success.

Article 20

Teacher tutors are personal consultants who direct students through the study. Teacher tutors can be all academic staff (teachers and expert associates) at the UL FGG. Students select any teacher of their own choice to be their tutor, either in the time of enrolment or at any other moment during the academic year until the end of organised study activities. Only students with approved special status may choose a tutor also at a later stage. Students enrolled as full-time or part-time students of any cycle, as well as students without status enrolled in any year of study at the UL FGG who lost their status within the last two years are entitled to select a teacher tutor.

The Dean defines the largest possible number of students per individual tutor.

The Vice-Dean for Student Affairs is the coordinator of teacher tutors.

Tutors are entitled to annual training for the performance of tutorship.

Article 21

For the current academic year student tutors are appointed by the UL FGG Student Council at its first session, based on the received applications of candidates. The number of students assigned to an individual tutor is defined annually according to the number of students. Possible forms of student tutorship are the following:

- introductory student tutorship intended to the students of the introductory years,
- course tutorship,
- tutorship for students with special needs, and
- tutorship for foreign students.

President of the Student Council is the coordinator of student tutors.

Student tutors are entitled to annual trainings for the performance of tutorship. Once during the study, student tutor may apply for the recognition of tutorship as elective course; if not, the tutorship may be awarded according to a decision adopted by the UL FGG Governing Board. Tutorship is registered in the student's diploma supplement.

The detailed role and tasks of student tutors are described in Tutorship Manual published by the UL.

Article 22

All students are allowed and recommended to cooperate with a teacher tutor, and students of the initial years also with a student tutor. As a rule, teacher tutor follows up students to the end of their studies at the UL FGG, up to two years after they lose their status or until termination requested by a student or the teacher. Once per academic year (in the time of enrolment to a year or during the year) students may propose or select a new teacher tutor, by filing a special form available in the online study information system. Vice-Dean for Student Affairs decides on tutor replacements within the capacities of an individual tutor.

Shall a student or a teacher tutor find cooperation with an individual student impossible, they may request a replacement. The Vice-Dean for Student Affairs decides on replacements.

Article 23

Tasks of the teacher tutor are as follows:

- Advising students in their studies as well as follow up and evaluation of their study success.
- Cooperation in directing students to select adequate study orientation, elective courses, practical work, thesis theme and further study.
- Cooperation with the Class Mentor; providing information about current affairs and possible problems of individual students in the class.
- Providing opinions, on the initiative of the Study Council, in the processing of enrolment applications for candidates who do not meet the conditions or applications for the extension of additional year,
- Keeping records on the number of meetings with students and on key themes of discussions; at the end of each academic year these records shall be submitted to the Vice-Dean for Student Affairs.

Article 24 (Students with special status)

Student with special status is a student who has the status of an athlete, recognised artist or the status of a student with special needs. Special needs appear due to visual, hearing, speaking impairments, chronic and acute diseases, disabilities and other conditions that prevent the student from regular performance of study obligations.

Article 25

The status of a student with special status may be approved by the departmental Study Councils based on an application presented by a student with the enrolment or with the appearance of a special status. Such application shall include adequate evidence. For the approval of the status of recognised artist, the departmental Study Board prepares its proposal to the Senate. The evidence submitted by the student shall be valid for the whole academic year for which the status is to be approved.

Student with a special status shall select a teacher tutor within one month after the approval of the status; otherwise the approved status shall be withdrawn.

Student with special needs may request (also orally) to be assigned a student tutor to help him/her with the study and to inform him/her on the study activities in case of longer absence.

Article 26

To be approved the status of a student with special needs, adequate opinion of the competent commission for the guidance of children, youth and young adults with special needs or an opinion of a disability commission are required, to be submitted with the enrolment.

Article 27

The status of a renowned artist is approved to a student by the UL FGG Senate, upon the student's proposal and based on the submitted reviews published in professional and daily press.

Article 28

The status of a student athlete is approved to a student, who submits with the enrolment a certificate of categorisation with the Olympic Committee of Slovenia.

Official document provided to establish the authenticity of the achieved categorisation of an individual applicant shall be the "News of the Olympic Committee of Slovenia", where the lists of categorised athletes for individual periods are published, or, if the student is not listed in such news, a certificate of the Olympic Committee of Slovenia. The application for the approval of a special status may also be submitted at a later stage, however not later than on 1 February in the current academic year, if the status of categorised athlete was awarded to the student in the time from the enrolment to 31 December of the last calendar year.

Article 29

Students with special status may be entitled to adaptations for their participation in organised study activities, to adaptations in the performance of obligations and examinations, to the extension for an additional year and to the progression to a higher year without completing all study obligations. Students with special status are designated as such in the online study information system, which also includes the adaptations that they are entitled to.

III. STUDY OBLIGATIONS AND KNOWLEDGE ASSESSMENT

Article 30 (Forms of study work)

Study programmes define obligations assessed with credit points according to ECTS. Individual year in a study programme consists of 60 credit points.

The value of one credit point according to ECTS defined with 30 hours of student work, where 15 hours are performed as contact hours of organised study activities and 15 hours as independent work in the form of individual or group study. Thus, individual year consists of 1800 hours of work for the student, i.e. 900 contact hours and 900 hours of independent work.

Forms of organised study activities are lectures, tutorials, seminars, work in a study group with a teacher, individual consultations, field work, expert camps, field trips and practical training.

Forms of individual and group study are preparation of written assignments, visual presentations, oral appearances, seminar works, project tasks, research tasks, preparation to oral or written examinations and work through eClassroom.

Each of the above mentioned forms of student work is assessed with a specific number of credit points. With an annual plan the course coordinator defines the combination of work forms that shall allow the student to obtain sufficient number of credit points required by the course.

Students shall complete all the prescribed obligations of the course, including the attendance at lectures, and the course coordinator is entitled to check at any time if students meet the obligations. The required attendance at organised forms of activities is minimum 80 %.

Article 31 (Attendance and performing course obligations)

Attendance at a course and performance of its obligations is allowed to students enrolled in the year, in which the course is available and to students who selected the course as elective course.

Students without status who should have already passed an examination and who lost their status not more than two years ago may also sit for the examination. Preconditions to sit for an examination are defined by the course coordinator.

Students with above average grades with all examinations from previous years completed, who regularly fulfil their obligations and have average grade of examinations higher than 8, may progress faster by attending beside courses of the year of their enrolment also courses from higher years, upon the consent of the course coordinators and the departmental Study Board.

Attendance at courses of the next higher year is exceptionally allowed also to students who repeat a year or temporarily suspend their studies and have only part of their obligations from the year of their last enrolment unfinished. The departmental Study Board decides on the possible advance performance of study obligations based on student's timely application.

Individual courses are also available, against payment according to the UL FGG price list, to students without status and other persons, provided they have passed the examinations stated in the study programme as prerequisites for the attendance at a course, and if the number of students at a course allows attendance of additional candidates.

Article 32 (Field trips and field work)

If a course plan includes a field trip or field work (hereinafter: activities) in the time of organised course activities or in the examination period, the course coordinator shall acquire consents by all course coordinators of the courses scheduled in the time of the foreseen activity at least one month before the foreseen activity. Before the implementation of an activity the students who wish to participate at it shall submit to the course coordinator a written statement confirming that they have arranged their absence and performance of obligations with the course coordinators of the courses scheduled in the time of the activity and that their participation at the activity is voluntary and on their own responsibility. Implementation of activities must be scheduled in the study plan. However, an alternative form of work must be provided to students absent from the activity for justified reasons. An activity may take up to 5 workdays.

Article 33

Forms of regular knowledge assessment are oral, written and combined oral and written examinations as well as diploma and master theses with public defence.

Other forms of knowledge assessment, i.e. mid-term examination, test, seminar work, tutorial work and report, are intended to on-going reviews and assessments of knowledge according to individual component parts of a course. These forms may be part of the final examination grade or a condition to approach an examination, if so defined by the study programme and the annual course syllabus. Students must be informed how the examination grade is defined and what is the weight of the individual forms of knowledge assessments in the final examination grade. These principles shall be presented by university teachers at introductory lectures of courses, and they are also collected and published in the online study information system.

The final grade of a course consists of the shares of grades of individual obligations in the course, laid down by annual course syllabus.

Article 34 (Assessment principles for courses)

For each course one final grade is awarded, consisting of grades of the completed obligations defined for this course. Each obligation must be graded with a positive grade.

For each graded obligation students who regularly participate in the organised activities and submit the required assignments shall be allowed at least once in the current academic year to correct any negative grades by supplementing the rejected product, by repeating the same obligation or producing a substitute obligation.

The impact of individual form of study activities (lectures, seminar, tutorials) is as a rule the same as the share of the hours of organised course activities as laid down by the course syllabus.

Knowledge about a course is regularly checked by mid-term examinations, partial examinations, seminars and seminar works, logbooks, practical projects, home projects and homework, etc., which contributes at least 30% to the final grade.

Knowledge is graded according to the following grading scale:

- 10 – (91–100 %: excellent: outstanding performance with only minor errors),
- 9 – (81–90 %: very good: above the average standard but with some errors),
- 8 – (71–80 %: very good; generally sound performance),
- 7 – (61–70 %: good: fair but with significant shortcomings),
- 6 – (51–60 %: poor: performance that meets the minimum criteria),
- 5 to 1 – (50 % and less: fail-unsatisfactory: performance does not meet the minimum criteria).

A candidate successfully passes the examination if his/her knowledge is graded from poor (6) to excellent (10).

If so laid down by the study plan of a specific course, knowledge may also be assessed only by two values: passed - failed.

Article 35 (Extent of Student's obligations)

All obligations required for the acquisition of the final grade for the students, without repetition and extra study, shall not exceed the number of hours laid down by the the course syllabus.

Article 36 (Examination)

Examinations are intended to check the knowledge about materials required by course syllabus.

Student may approach an examination from a course after absolving lectures of the course and completing obligations laid down by the study programme and the annual course syllabus.

At the student's request the Dean may allow early sitting for examinations for justified reasons (planned study or practical training abroad, hospitalisation in the time of examination period, birth, active participation at professional or cultural events or top sports competitions, etc.), provided that the applicant's past study success leads to the conclusion that such early sitting for examinations is reasonable.

Article 37

Students without status may sit for examinations for two further years after losing the status. Following the expiry of the period of two years since the loss of the status, the departmental Study Board may approve the continuation of study. Students without status must to pay for examinations

according to the valid UL price list; if less than two years have passed since the loss of the student status, an examination may be taken one more time for free, provided that it is not already conducted before a commission.

Article 38

Examinations are conducted during examination terms. Examination terms are regular and additional/extraordinary.

Regular examination periods are the winter, the spring and the fall examination periods.

Article 39

Regular examination terms are determined in examination periods defined by the University Senate with a study calendar and are published each academic year in the UL FGG online study information system at the latest to the end of September. The published dates of examinations are binding both for the students and for the examiners.

Examination terms shall be arranged in such way that for each course at least three examination terms are foreseen in each academic year, i.e. from the end of the organised study activities of the course to the end of the deadline for enrolment to the next year of studies. The schedule of examination terms must allow students to sit for all three examination terms of an academic year.

For the courses of the winter semester two examination terms in the winter semester and at least one in the autumn examination period shall be foreseen. If an examination from a course is mandatory for the attendance in an examination in the summer semester, an additional (fourth) examination term shall be announced in the spring examination period.

For the courses of the summer semester two examination terms in the spring semester and at least one in the autumn examination period shall be foreseen. For the courses from the final year of study an additional (fourth) examination term shall be announced in the next winter examination period.

In the autumn examination period two examination terms may be announced for each course. Each student is allowed to attend only one for these examination terms.

The scheduling of examination terms must take into consideration that students are not required to attend more than one examination on the same day. This applies for examinations of the same year of study; this rule cannot be applied for examinations of different years of study.

Exceptionally examination terms may be changed for justified reasons and if both the course coordinator as well as the enrolled students agree to such change. However, any such change shall be made at the latest two months before the examination term. Based on a motion by a Class Mentor such changes shall be confirmed by the departmental Study Board.

Article 40

Extraordinary examination terms are any examination terms outside the examination periods. In extraordinary examination term examinations may be taken by students in additional year, part-time students and candidates without the status of a student, according to the provisions from Article 37 of these Rules.

Entitlement to examination terms in extraordinary examination period shall be verified by the Office of Student Affairs.

Exceptionally, such examination term may also be available to full-time students with the status of a student-athlete, the status of a student-renowned artist or the status of a student with special needs and with such approved facilities.

Extraordinary examination terms for a course shall be announced by the course coordinator with the consent of the departmental Study Board and the Vice-Dean of Education, when estimated that this is reasonable and necessary, e.g. after finished organised study activities at the part-time study. Extraordinary examination terms shall be announced at least 10 days before the foreseen examination date.

Article 41 (Responsibility for conducting an examination)

Details related to the execution of an examination (time, room and other details) shall be published by the UL FGG Office of Student Affairs at the UL FGG online study information system, on the proposal of the course coordinator at least three days before the examination. Examinations shall take place outside the normal times of study activities, as a rule in the afternoon. Regular examinations for the part-time students shall also take place in the afternoon, except when agreed differently with the students.

Article 42 (Applying for and withdrawing from examination)

Students must apply for an examination at least four days before the announced examination term until 23:59 through the UL FGG online study information system. This means that three days must pass from the last date for application to the date of examination. Students are responsible for the correct and complete application. Course coordinator or his/her deputy shall allow only entered students to approach to examination.

Students may withdraw from examination through the online study information system at the latest one day before the announced date of examination by 12:00. Withdrawal from the examination with the course coordination is not possible.

If a student is unable to take an examination or does not withdraw from the examination in time due to force majeure, the student is held to have withdrawn the application from the examination in time based on evidence submitted to the Office of Student Affairs.

In online forms, those students who have not withdrawn from examination and have not attended the examination, without providing a justified reason, shall be marked with code NO (not attended). In this way the student loses one examination term.

Article 43 (Conducting of examinations)

Examinations can start not before 7 a.m. and can end not later than 9 p.m. As a rule, examinations may be taken from Monday to Friday, exceptionally also on Saturday.

Course coordinator or his/her deputy must inform students attending the examination about the number of points for each answer to a specific question, whether negative points shall be considered and if more than one answer is possible.

Course coordinator or his/her deputy is not required to give any explanations to examination questions or answer any questions put by students.

Article 44

Examinations are: oral, written as well as oral and written. If so defined by the study programme, an examination may also have a practical part. The form of examination is defined for each course by the course syllabus in the description of the study programme.

Examination is assessed by examiner, who may be course coordinator or any other university teacher authorised by the Dean. Examination may be assessed by an examination commission, if so defined by these Rules or the study programme. Examiner or member of examination commission must be a university teacher. Examiner in any other form of examination must be a university associate.

Examiner checks the candidate's identity based on transcript notebook, student card or any other personal document that includes a photograph. Shall such control prove that a person other than the candidate attends an examination, such offence shall subject of disciplinary procedures according to the University Statute and the University Rules related to the disciplinary responsibility of students for both students, and the examination shall be graded with negative grade.

The course coordinator shall provide everything necessary for the implementation of the announced examination.

In case of objective grounds (examiner's disease, problems with rooms, etc.) an examination may be postponed to a later date. Such change must be announced in the same way as the examination term, at least one day before the originally announced term.

Article 45 (Oral examination)

Oral examination is public.

Oral examination is conducted in the form of personal conversation of the examiner with the candidate. Oral examination must not exceed forty-five minutes. Examiner defines the form of questions (written or oral). The grade of an oral examination is declared on the day the examination takes place.

Oral examinations start on the day announced in the online study information system and end at the latest on the eight (8th) day after the examination date. In this timeframe the date of oral examination is defined by the examiner in agreement with the candidate.

A candidate who is close relative of an examiner shall do oral examination in front of a commission, however without the obligation to pay for the costs.

Examiner enters the results of oral examination into the online study information system at the latest eight (8) days after the announced examination term. At the same time, examiner submits the signed

examination list printed out from the online study information system to the Office of Student Affairs.

Article 46 (Written examination)

Written examination is conducted in the form of supervised written assignment. Written examination shall last at least one and not more than four study lessons (of 45 minutes).

Based on prior agreement, the examiner may be equivalently substituted by a university teacher or associate who is familiar with the area and the contents of the written examination.

The examination questions are prepared in written form. At the request of the examiner, the candidates shall return the examination questions together with the assignments.

The examination starts in the moment when the examiner starts handing out the examination papers with questions or with the first oral question. The examination time starts when the last examination paper has been handed out.

The candidates shall be seated in the room as defined by the course coordinator or his/her deputy.

Article 47 (Behaviour of students during examination)

During examination, no other accessories except for explicitly permitted study material are allowed within reach of the students. During examination no mobile phones are allowed.

If a student uses illicit accessories, cheats, talks to other students or violates the examination order in any other manner, the person supervising examination may ban the student from taking any further examination and assesses the examination with negative grade.

During examination students must not disturb other students.

Students must give their answers to examination questions on examination papers, which must stay on the tables at all times.

Article 48

Student violating the rules of behaviour during examination shall be withdrawn the examination paper. Sanctions in case of violations of the examination order shall be immediate and effected by the course coordinator or his/her deputy. Student shall not be allowed to continue the examination and his/her answers do not need to be reviewed. The examination shall be graded with a negative grade, noting that the examination order was violated and how.

After the written part of examination each student must personally submit the paper to the course coordinator or his/her deputy, even if the student believes that his/her assignment will not be graded with a positive grade. Failing to observe this rule, student's examination shall be graded with a negative grade and the student may be subjected to disciplinary procedures.

Students violating the examination order shall not be allowed to attend the examination at the next examination term. With the input of the grade in the online study information system, the teacher explains the violation in the Notes column.

Course coordinator or his/her deputy is obligated to report any violation to the Dean, who may initiate a disciplinary procedure.

Article 49

Examiner informs the candidates on the date and the form of posting the results of written examination at the latest by the end of the written examination.

The list of candidates with examination grades must be posted, by taking into account the regulations of the protection of personal data, at the latest on the seventh (7th) day after the examination. Results may be posted only through the online study information system or eClassroom. Examiner records the results of written examination in the online study information system at the latest eight (8) days after the announced examination term. At the same time, the signed examination list printed out from the study information system must be submitted to the Office of Student Affairs.

For examinations with several teachers the term for the announcement of the results and delivery of the examination list may be extended to ten (10) workdays, provided, however, that students have enough time to apply for any consequent examination term for the same course or enrol to the next year.

Article 50 (Written and oral examination)

Examination may be written or oral, conducted in the form of supervised written assignment or conversation with examiner. Successful completion of the written part of examination is a prerequisite for the admission to the oral part of examination.

If an examination consists of written and oral part, the schedule for the oral part shall be published together with the results of the written part of examination. The oral part of examination shall start at the latest on the seventh workday after the written part of examination, by allowing the candidates who successfully passed the written part of examination to take the oral part within two week after the beginning of the oral part of examination.

Examiner records the results of the written and oral examination in the online study information system at the latest fifteen (15) days after the announced examination term. At the same time, the signed examination list printed out from the study information system must be submitted to the Office of Student Affairs.. However, students shall have enough time to apply for any consequent examination term for the same course or enrol to the next year.

Article 51

Examination lists are archived by the UL FGG Office of Student Affairs in electronic and paper form. If examination results are not published and reported in due time and according to these Rules, the injured student may file a written appeal to the Dean, who shall take appropriate actions according to his/her authorisations

Article 52

Student is entitled to get an insight to the corrected and assessed paper, where answers to individual questions are clearly assessed. Student's examination papers shall be kept by the course coordinator for 90 days after submitting the examination list to the UL FGG Office of Student Affairs.

Article 53 (Complaint against assessment grade and against the conduction of examination)

Student who believes to have been graded unjustly may file a complaint against the examination grade addressed to the Dean and submitted to the Dean's Office, on the workday following oral examination or three workdays after the release of examination grades of written examination.

Within three workdays after having received the complaint, the Dean appoints a three-member commission that must not be headed by the examiner who graded the candidate filing the complaint. If the complaint is filed against a grade of an oral examination, the commission re-examines and re-assesses the candidate on the first workday after its appointment.

If the complaint is filed against a grade of a written examination, the commission re-examines and re-assesses the candidate's written examination.

If an examination is both written and oral, the candidate may also file a complaint separately against the grade of the written or oral part of the examination.

For objective reasons the above stated terms may be extended, provided, however, that the whole complaint resolution process does not take more than seven workdays.

Article 54

The commission draws up a protocol that includes the student's written complaint and the commission's opinion. Before issuing an opinion, the commission may, in order to clarify the circumstances related to the complaint, ask the teacher complained against, if not already a member of the commission, for an explanation, as well as the student filing the complaint.

In case of complaint against the conduction of examination the commission cannot change the examination grade, but it can decide that the student repeats the examination at the next examination term. The grade achieved with repeated examination substitutes the grade achieved at the disputable examination.

There is no appeal against the decision of the commission.

Article 55 (Repeating examination)

A student who fails an examination may retake it. A student may retake the same examination four times. Repeating of an examination on the grounds of a successful complaint against examination grade is not considered retaking of the examination.

An examination may be retaken in the same examination period, but more than 14 days must pass between an unsuccessful taking of an examination and its retaking.

When a student re-enrolled in the same year takes an examination for the first time after re-enrolment, it is considered that the examination is taken for the first time, whether or not the student already took the examination during the first enrolment to the year.

Article 56 (Improving examination grade)

For the purpose of improving examination grade, student may repeat the examination only once. Based on student's application and upon written consent of the course coordinator the Office of Student Affairs enables the student to apply for the examination in the online study information system.

When retaking an examination, the last grade shall be taken into account, even if it is lower than previous. However, as the examination was already passed, it cannot be graded with a negative grade.

Article 57 (Commission examination)

Upon student's application the Dean may allow the student the sixth re-taking of an examination.

The fourth, fifth and sixth retaking of an examination is before a commission.

Commission examinations take place twice per year, i.e. in the last winter or spring examination term and in the last autumn examination term. Commission examinations shall be charged according to the University price list.

For the fourth retaking of an examination, the commission consists of two members; for the fifth or sixth retaking of an examination, the commission consists of three members.

Article 58

At the fourth taking of an examination the second member of the commission shall be a teacher selected from among teachers proposed by the course coordinator at the beginning of the academic year. The second member of the commission confirms the grade given to the student by his/her signature to the examination list. The fourth taking of an examination is taken as it is customary for the given course.

Article 59

To approach the fifth or sixth retaking of an examination, student shall apply at least 14 days before the examination term. Upon the receipt of the candidate's application for the fifth and sixth taking of an examination, the Dean appoints a commission in the following composition: Department Head (Commission Chairperson), course coordinator and commission member. There is no appeal against the Dean's decision on the commission composition. The work in the commission is organised by the course coordinator.

Examination is taken as it is customary for the given course. In case of oral examination, it is taken in front of the commission, which then grades the student and confirms the grade in its report. In case of written examination with a positive grade, the commission confirms the positive grade in its report.

In case of written examination with a negative grade, the course coordinator informs announces the results to the Office of Student Affairs, which then informs the student about a date, time and place of an oral commission examination. The oral commission examination shall take place not later than on the seventh workday after publishing the results of the written examination. The examination is graded with the grade received at the oral examination.

No withdrawal from the fifth or sixth taking of a commission examination shall be allowed, except for justified reasons, such as force majeure.

Article 60

If oral commission examinations for a particular course is on the same day as the written examination, three days before the written commission examination the course coordinator informs the UL FGG Office of Student Affairs about the date, time and room of the examination, to be entered in the "Notes" and notified to the candidate.

The course coordinator defines the term for the oral commission examination in agreement with the commission chairperson and member.

Article 61

Before the beginning of the oral examination the course coordinator prepares written questions and the assessment criteria.

The commission chairperson verifies the student's identity, informs him/her on past procedures of the commission examination and on past results. The course coordinator presents the assessment criteria for the oral commission examination and the rules for the selection of written questions.

Article 62

A student failing the commission examination for the sixth time is no longer allowed to continue studies in the enrolled programme. Considering other provisions of these Rules and the University Statute, a student may continue studies at the UL FGG only:

- by re-enrolling to the same year, the right to re-enrolment being available only once in the time of study, or
- by transferring to another study programme.

In both cases the counting of examination takings starts anew.

Article 63 (Mid-term examination, test)

Mid-term examination and test are forms of on-going assessment of knowledge that provide information on the success of education and are intended to on-going assessment of students' knowledge. They are conducted in the time intended for tutorials or outside the organised study activities.

Teachers and/or assistants are required to publish the results of mid-term examinations or tests at the seventh workday after their implementation.

Article 64 (Seminar, assignment, report)

Seminar, assignment and report are part of the study process that provide information on the student's ability of independent professional work. As a rule students do this work outside the organised study activities, based on guidelines or work results at seminars, tutorials or practical work, or based on individual study of resources. Student's success may be assessed considering its contents and scope.

Teachers are obligated to promptly return corrected seminar assignments and projects to students. Corrected seminar assignment or project shall be returned to student at the latest 14 days after its submission. If accepted assignment is a prerequisite to apply for an examination, the last seminar assignments and/or projects shall be returned to the students before the end of the winter or summer semester.

Article 65

According to the provisions of the study programmes, when transferring from other higher education institutions to the UL FGG, after the enrolment students shall apply at the departmental Study Board

for the recognition of examinations completely or partially compatible to the UL FGG study programme.

Article 66

Recognition of examinations obtained within international exchange is regulated by the UL Compulsory instructions for the implementation of international exchange and practical training and Instructions for the implementation of international student exchange at the UL FGG.

Article 67 (Procedure for the recognition of examinations at the UL FGG)

An application for the recognition of examinations, shall unambiguously state the course at the UL FGG to be recognised and must be accompanied by a confirmed syllabus of a course taken at a foreign institution and a transcript of records with adequate date, credit points and the achieved result.

The application shall be submitted to the UL FGG Office of Student Affairs.

Upon receipt of an application the UL FGG Office of Student Affairs immediately sends it to the responsible course coordinator, who reviews the application and decides within 15 days whether the examination shall be acknowledged or not. The decision of the course coordinator shall be confirmed by the departmental Study Board.

When deciding on the recognition of an examination, the contents of the course, its level of complexity and the number of lecture and tutorial hours shall be considered.

The recognised examination is recorded in the records of the Office of Student Affairs and in electronic notebook, with a note that the examination was taken at another institute; the same is also noted in the diploma supplement.

Article 68 (Recognition of practical training)

Student may apply for the recognition of practical training. Students are recognised practical training, if they are employed in a business company at a position of an engineer for a period which is twice longer than foreseen for practical training in the relevant study programme.

The application for the recognition shall be accompanied by a confirmation of the organisation that employed the student, with detailed description of work done in the time of employment.

The application shall be submitted to the UL FGG Office of Student Affairs.

Upon receipt of an application the UL FGG Office of Student Affairs immediately sends it to the coordinator of practical training, who reviews the application and decides within 15 days whether the practical training shall be acknowledged or not.

Article 69 (Enrolment to higher year of study)

To enrol to next year, student is required to complete by the end of the academic year all the enrolment conditions defined by the study programme of such higher year.

For part-time studies student may enrol to higher year by completing obligations consisting of half (50 %) of credit points of the courses taken in the finished year and all completed obligations from previous years. The reason for the relaxation of conditions is that in part-time studies only part of the hours foreseen by the study plan are implemented as organised study activities.

Article 70

Once during the studies students who do not meet all the progression requirements defined by the relevant study programme may repeat a year, if meeting the conditions for re-enrolment defined in the relevant study programme. The finishing year of individual study programme cannot be repeated.

Part-time student may re-enrol to the same year by completing obligations consisting of a quarter (25 %) of credit points of the courses taken in the finished year.

The intention to re-enrol to the same year shall be addressed in writing to the Office of Student Affairs.

A student who repeats a year may exceptionally take certain courses in advance. The conditions and the selection of possible courses are defined by the departmental Study Board.

Article 71 (Exceptional advancement to higher year for justified reasons)

Exceptionally, a student who fails to meet all the enrolment conditions defined by the relevant study programme may also progress to a higher year in case of justified reasons, such as: motherhood, extended illness, exceptional family or social circumstances, recognised status of a person with special needs, active participation at top scientific, cultural or sport events or active participation in the UL bodies.

The departmental Study Board decides on the approval of enrolment from the above paragraph based on student's application, accompanied by adequate documentation and opinion of student's tutor. Any application by student who has not selected a tutor shall be rejected as incomplete, except in case of accident, illness or any other event that prevents the student to select a tutor.

Exceptional enrolment, regardless of the fulfilment of the conditions from the first paragraph, is not possible if student fails to pass examinations required by the study programme for the next year.

Article 72

In case of motherhood the birth certificate of the child born in the last academic year shall serve as adequate proof.

In case of extended illness or post-injury recovery a medical certificate is required, issued directly with the date of illness or injury and submitted to the UL FGG immediately after recovery. Illnesses or injuries eligible are those that prevented the student to study at least for 3 months in the time of the academic year or at least one month in the time of the spring or autumn examination period.

In case of chronic diseases, exceptional family or social circumstances beside the proof of adequate authorities (physician specialist or social work centre) also the opinion of the teacher tutor is important, who had to be familiar with the limiting study possibilities of the student in the whole academic year.

Applications by students claiming the right to progression without completed conditions on account of recognised status of a person with special needs, active cooperation at top professional, cultural and sports events or active cooperation in the UL bodies, shall be processed only in case of previously approved status of a student with special status and opinion of teacher tutor.

Article 73 (Accelerated progression)

Students with outstanding study results may be allowed accelerated progression, if such progression is possible considering the study process.

Such decision shall be adopted by the departmental Study Board based on the student's application. The decision shall define the manner of accelerated progression.

Article 74 (Continuation of study following suspension)

Suspension of studies starts on the day a student loses the status of a student.

It shall not be considered suspension if a student completes all the examinations and other obligations determined by the study programme prior to the loss of the status of a student without submitting diploma thesis, provided that no more than two years have passed since the loss of the status of a student.

Article 75

If a student suspends study for a period of less than two years, the study can be continued and completed in the same study programme as valid at the time of enrolment.

Article 76

If more than two years have passed since suspension of studies, student must submit an application for the continuation of studies, addressed to the departmental Study Board.

If the study programme changes during the suspension, the departmental Study Board assigns the student differential examinations or other additional requirements as a condition for the continuation of studies.

In case of longer suspension of studies that causes the prior acquired knowledge to become outdated or obsolete, the departmental Study Board may also assign the candidate to repeat certain examinations or other obligations already passed before the suspension of studies.

Article 77 (Parallel study)

After successfully completing the first year of studies, student may enrol in parallel to another study programme, having met the enrolment conditions and acquiring consent by the competent body of the institution of prior enrolment.

The number of places available for parallel studies is limited. If the number of candidates for parallel studies exceeds the available places, the departmental Study Board decides on the applications by considering the following:

- study success of the candidate from the original study programme, and
- similarity and complementarity of both study programmes.

Article 78 (Extension of student status)

A student who has not repeated a year or changed study programme since the academic year 2012/13 is entitled to the extension of the student status after the last semester of the studies for the next twelve months. For additional extension the provisions in the first paragraph of Article 71 of these Rules shall apply mutatis mutandis, subject to a decision of the departmental Study Board.

Article 79 (Conditions for transfers between study programmes)

Transfer between programmes shall mean termination of education in one study programme and continuation of education in another study programme, in which a part or all of the completed study requirements from the original study programme are recognised in the new study programme. Transfers between study programmes are allowed according to the provisions from relevant study programmes in the chapter Transfer Criteria.

Article 80 (Conditions for transfer from full-time to part-time study)

For the transfer from full-time to part-time study students must meet the enrolment conditions for an individual study year according to the relevant study programme.

Part-time student may enrol to full-time study in case of available places, provided that the inclusion of additional students does not require forming additional groups for the tutorials.

Full-time student may enrol to the part-time study based on a written statement on the transfer and provided that at least one half (50 %) of the obligations from the last year at the full-time study have been completed.

Student may transfer between full-time and part-time studies only once during the studies at the UL FGG.

Article 81 (Enrolment deadlines, enrolment applications, submission and processing of applications)

Enrolment of students to higher years at the UL FGG is in the last week before the beginning of study activities.

Applications for enrolment without completed obligations, transfers to other study orientations and extensions of student status must be documented by justified reasons and submitted to the Office of Student Affairs by September 20.

Student shall fill in a special application form available in the online Study Information System. In addition to the available data transferred from the student file, the application shall include:

- justified reasons for the setback of study,
- statement on a possible status of a student with special needs,
- name of the teacher tutor or a possible student tutor.

The departmental Study Board shall decide on the applications. Appeals against the decisions of the Study Board are settled by the UL FGG Dean. The decision of the UL FGG Dean is final.

Article 82

Student loses the status of a student:

- after successful conclusion of studies,
- by dropping out,
- by failing to enrol to the next year or next semester,
- by being expelled,
- by failing to finish the studies by the deadline for the enrolment to the last year of the relevant study programme or enrolment to an additional year, if entitled to it.

IV. Final thesis (DIPLOMA AND MASTER THESIS)

Final thesis consists of written assignment and its defence.

Article 83

The first cycle academic and higher education professional study programmes offered by the UL FGG finish with the elaboration and successful defence of a diploma thesis. The second cycle master study programmes finish with the elaboration and successful defence of a master thesis. After successful completion of the study obligations, students are awarded the professional title according to the law and the study programme.

Article 84

The final thesis must be the result of student's independent work. The final thesis may also be prepared by several candidates, but it must clearly show the contribution of each individual candidate, who shall individually comply with the quality and quantity demands of the final thesis. The final thesis is a written document that proves student's ability to apply the knowledge obtained during the studies in dealing with the selected theme. The final thesis of the academic study may also be a study of a topical professional problem, or a design or intervention project. As a rule, the themes of the final theses from the higher education professional study are taken from current professional practice. With the final thesis from the master studies the candidate shall prove mastering of the area of the master thesis theme and the method used for research and development work.

Article 85

Departmental Study Boards issue the themes of thesis by stating the foreseen supervisors at the latest by the end of October of the current year. University teachers participating the educational process at the UL FGG are called, as future supervisors of theses, to propose general titles of the final thesis themes. The titles may be general, working or final. In addition to the final thesis titles university teachers shall also define any possible co-supervisors, the foreseen number of theses and the conditions to be fulfilled by students in order to be eligible for an individual theme. For students the published themes are of informative and guidance character. At least 7 days before the proposed themes are confirmed by the departmental Study Boards, they shall be published and available to all UL FGG teachers. When discussing the adequacy of proposals from the first paragraph above, the departmental Study Boards shall take into account the required level of the final thesis in individual study cycle, the agreement of the field and the professional competence of the supervisor and co-supervisors. In doubtful cases, before proposals are discussed by the departmental Study Board, a mediation shall be undertaken, managed by the Department Head or Vice-Dean for Education. After the discussion, however not later than on 30 November, the Office of Student Affairs publishes the final thesis themes for the next calendar year. The call shall include at least:

- Titles of the final thesis themes divided by departments, study cycles and orientations.
- The number of final theses for an individual theme.
- Supervisors and co-supervisors.
- Any additional conditions to be met by students in order to apply for an individual theme.

Article 86

Each student is entitled to the title of the final thesis theme and a supervisor of his/her choice. The theme can be selected among the published themes or proposed by student on the proposal of an organisation providing student's scholarship, future employer or on the student's own initiative. If a study programme includes modules, the thesis is normally from the area of the enrolled module; if the study programme is divided into orientations the thesis must be from the area of the study orientation.

Within the quota of the largest possible number of graduates defined by the Dean, each supervisor must accept all students who fulfil the prescribed conditions.

Article 87

When choosing the theme, student shall consider the topicality of the problem, material possibilities and the necessary time to finish the work. The level of complexity shall be assessed in such way that an average student of the higher education professional or academic study programme can finish it within 90 days, and a student of the master study programme within 180 days.

Article 88

Supervisor must be a university teacher with adequate academic title and participating in the UL FGG educational process. As co-supervisors also assistants, teachers from any other UL members or foreign universities cooperating with the UL based on a contract, or experts from practice may be appointed. Co-supervisors without adequate academic title may participate in the work of the defence commission without voting right and shall not be stated in the records on the defence and the grade of the final thesis. However, the name of the co-supervisor without adequate academic title, stating full professional and scientific title, shall be given in the thesis.

Article 89

Student may apply for the approval of the final thesis theme at the latest by the end of February in the graduation year or during the additional year. Students without status may apply for the approval of the final thesis theme after finishing all other study obligations.

Student registers the theme of the final thesis with a form available in the online Study Information System, by entering with a working title, short description of the theme and the proposed supervisor and possible co-supervisor. Exceptionally two co-supervisors may participate in the final thesis. As a rule, the title of the theme shall not include any abbreviations, unless they are generally accepted. In the web form the student shall also indicate if the theme was previously announced or not. The supervisor accepts the supervision by signing the form and the candidate submits the form to the Office of Student Affairs.

Article 90

Student can apply for the final thesis not later than two years after losing the status of a student, and having completed all the required obligations. After the period specified above the provisions from Article 76 of these Rules shall apply.

Article 91

Having completed all the obligations laid down by the relevant study programme, student is exempt from the payment for the final thesis with defence if the final thesis is submitted within two years after losing the status of a student. Failing to complete all the obligations laid down by the relevant study programme before losing the status of a student, the thesis and its defence shall be paid according to the University price list.

Article 92

The registered final thesis themes are discussed and confirmed by the departmental Study Board, which also confirms the supervisor and co-supervisor(s). The Study Board also defines the deadline for the elaboration of the thesis, which is 30 September for the students with status, while for the students without status it is 3 months for the diploma and 6 months for the master thesis. The deadline starts running on the day after the Study Board has confirmed the theme. The Office of Student Affairs enters the approval of the theme in the form and sends a duplicate of the form to the student.

Article 93

Final thesis is an independent assignment that shows the graduate's ability to integrate knowledge acquired during the study into a rounded unit. During the formulation of the final thesis student independently applies professional literature and other sources.

The supervisor and co-supervisor(s) offer the student theoretic, professional, thematic and methodological guidance.

The thesis cannot be a summary of other publications, it is first and foremost the result of own professional and development work. During the formulation of the final thesis student shall respect the house rules of the faculty or organisation where he/she works, and the rules related to the safety at work. Of utmost importance for successful work is good cooperation between the candidate and the supervisor; for this reason the candidate consults regularly and as agreed with his/her supervisor, regularly notifying him/her on the work progress. To the knowledge of the supervisor, the candidate may also consult other employees inside and outside the faculty.

The candidate may finish the thesis at the UL FGG, at any other UL member, at a foreign university with active agreement with the UL, in a public research institute, in a business organisation or anywhere else, as agreed with the supervisor.

Article 94

Shall the student or the supervisor establish that the work progress on the final thesis is not leading to the expected goal, a written withdrawal from the applied theme shall be sent to the Department Head, with a proposal to involve a reviewer. Supervisor may withdraw from the supervision of a final thesis mainly for the following reasons:

- if the graduate does not submit any written material within 45 days after the approval of the final thesis theme, or
- if based on the submitted written materials the supervisor establishes that the candidate is unable to achieve the expected goals and results of the thesis.

The Department Head decides if the withdrawal is justified or not at the latest in 15 days . Application for a new theme shall follow the provisions from Article 89 of these Rules. Student may keep the original theme by engaging a new supervisor, with approval of the original supervisor.

From among the university teachers or scientific associates the Department Head may propose a reviewer as a mediator between the student, the supervisor and possible co-supervisor.

During the work on the thesis the supervisor may only be changed once.

After the approval of the theme and based on a written proposal of the supervisor the departmental Study Board decides on the possible replacement or change of the supervisor as well as on the appointment of a reviewer .

The summer months of July and August shall be excluded from any time limits.

Article 95

If a student determines that some important and unforeseeable circumstances prevent him/her to finish the final thesis, he/she may apply for a withdrawal from the approved final thesis theme, or may apply for a new theme with the same supervisor.

Student may apply for the withdrawal from the approved final thesis theme and use the opportunity to apply for a new theme only once.

Article 96

The stylistic and grammatical correctness of the thesis are the responsibility of the student. The commission for the defence of the final thesis may decline the thesis on account of of the stylistic or grammatical deficiencies.

Article 97

The final theses at the University of Ljubljana are written in the Slovene language.

Exceptionally, a candidate may write the final thesis in English, if it concerns studies conducted in a foreign language or in case of justified reasons (a foreign student, a foreign supervisor or commission member, the possibility of publication as monograph by a foreign publishing house, etc.).

If a student wishes to write the final thesis in a foreign language, the registration of a theme shall be accompanied by an application to write the final thesis a foreign language by stating justified reasons. The matter at issue shall be decided by the departmental Study Board. Writing of the final thesis at an institution abroad, consisting of at least three months, and a supervisor from abroad shall be considered sufficient condition to approve the writing of the final thesis in a foreign language. Work abroad lasting for at least three months shall be done up to the time the thesis is submitted.

If the writing of the thesis in the English language is approved, it shall include an extensive abstract of at least 10 pages in the Slovene language.

When preparing the final thesis, students shall follow the Instructions for the preparation of final works at the UL FGG and referencing.

Article 98

When the candidate finishes the thesis, the supervisor agrees in writing with its submission. Agreement to the final thesis submission shall be confirmed on a special form. At the same time the Office of Student Affairs shall be informed electronically on the final title of the thesis in the Slovene and English language. The final wording of the title shall not deviate from the previously approved title. Any changes of the title shall be reviewed by the Head of Department. In case of any major deviations of the contents the Head of Department may demand re-approval of the thesis title by the departmental Study Board. Student submits the form signed by his/her supervisor to the Office of Student Affairs. The form shall be submitted at the latest in the first week of the month foreseen for the defence of the final thesis; the latter does not apply to the theses of the first cycle studies to be defended in the month of September.

At least one month shall pass from the approval of the theme to the submission of the final thesis. Student may only defend the final thesis after completing all other obligations defined by the relevant study programme; exceptions are possible for the first cycle studies to be defended in the month of September.

Article 99

Before the thesis is bound, the candidate shall submit it to the UL FGG Library. Within three days from the time the thesis is submitted to the Library, the Library employees check if it agrees to the Instructions for the preparation of final works at the UL FGG and referencing, and propose any

changes or corrections, as deemed necessary. Upon receiving the UDC lines defined by the Library for each final thesis, the candidate shall get the final thesis bound and shall submit an adequate number of its copies (for supervisor, co-supervisor, library) with original signatures by the supervisor and possible co-supervisor.

If a thesis of the first cycle studies is to be defended in the month of September, upon the supervisor's approval and after submitting bound copies, the candidate applies for the defence through the online Study Information System in the same way as when applying for an examination.

In the second week of the month foreseen for the defence of the final thesis, student shall submit four bound copies of the final thesis (or additional copies in case of additionally appointed co-supervisors), signed by the supervisor and co-supervisor(s) (if appointed) to the Library, with two additional copies of the thesis on a CD. The Office of Student Affairs issues the number of the thesis, adds a seal and the date of defence.

Students of the first cycle studies who wish to graduate in the month of September shall apply to the examination term and submit the bound copies of the final thesis, including two CD copies, to the supervisor. After the defence, the Office of Student Affairs enters the number of the final thesis, adds a seal and the date of defence.

The list of submitted theses waiting for the defence is published at the UL FGG web site. In the time from the submission of the final theses to their defence the interested teachers of the UL FGG may get an insight in the final theses from the chairperson or members of the defence commission; any comments may be submitted to the chairperson of the defence commission.

Article 100

Candidate may apply for the extension of the deadline to submit the final thesis, by stating justified reasons. The application for the extension must be delivered at the latest 14 days before the deadline for the submission of the final thesis. The application shall include student's personal data, the title of the final thesis, the supervisor's name, the reasons for the extension and the proposed duration of extension, and shall be signed by the supervisor.

The relevant Study Board adopts the decisions on extensions, by taking into account the supervisor's opinion. Extension shall not exceed one year. 30 days after the valid deadline for the submission of the final thesis the title of the approved theme ceases to be valid. Candidate shall apply for a new theme of the final thesis, which shall be approved by the Study Board.

Article 101

Defences of theses are conducted:

- in the third or fourth week of the month or at least once per month, except in July, August and September, and
- all days in the month of September.

Students defend their theses in front of a commission for the final thesis defence, consisting of chairperson and at least two members, supervisor being one of the members. The chairperson of the commission for the final thesis defence in individual study programme is the Head of Department or, by authority, his/her deputy or any other teacher. The exact date of the defence shall be determined by the Office of Student Affairs in agreement with the chairperson of the commission for the defence, other commission members and according to the availability of rooms.

The Office of Student Affairs sends the invitation to the defence to the supervisor, co-supervisor, members and chairperson of the diploma commission. Further on, student shall be informed about the date and the time of the defence.

The dates of the defences shall be published at the UL FGG web pages at least two days in advance. Defences are public and may only be recorded if the candidate and the members of the diploma commission agree to it.

The procedure of defence is conducted by the head of the defence commission or his/her deputy.

Article 102

At the defence of the final thesis the chairperson first introduces the student and announces the theme of the thesis.

The student presents the final thesis (diploma thesis up to 15 minutes, master thesis up to 25 minutes). For an efficient presentation audiovisual and other technical tools may be used.

Members of the defence commission set questions to the candidate, related to the theme of the final thesis. The questions related to the theme may also be set by the audience. The commission chairperson may refuse a question. The student answers questions promptly. The whole defence may take not more than 45 minutes.

The procedure of the defence is defined in detail by a protocol enclosed to these Rules.

Article 103

After the defence the commission meets behind the closed door, assesses the final thesis, i.e. separately the final thesis and the defence. The final grade of the thesis is the average of grades of the final thesis and of the defence, rounded to a natural number, where the grade of the final thesis shall prevail.

The final average grade of the study is a rational number, calculated according to the following equation: $0.8 \times \text{average grade of examinations} + 0.1 \times \text{grade of the final thesis} + 0.1 \times \text{grade of the defence}$.

The final grade of the study is a natural number obtained by rounding the final average grade of the study.

The commission chairperson reports the grades, announces the acquired professional title and finishes the defence by an occasional speech. The commission chairperson enters the grades into the protocol to be signed by all commission members (a sample of the protocol is enclosed to these Rules).

For the defences of the first cycle theses in the month of September the final grade of the study shall be determined subsequently and shall not be announced after the defence; the acquired title is also not announced, as some candidates may not have all the grades of examinations.

Article 104

If the commission grades the thesis with the grade unsatisfactory - fail (5), the candidate must be informed if the thesis can be re-written under the same title, or if a different title (theme) shall be chosen. If the grade unsatisfactory - fail (5) is given to the defence, the student shall repeat the defence within three months.

If the candidate does not agree to the grade, a written appeal may be lodged to the Dean's Office within three days after the defence. Appeals shall be resolved by the Dean.

Article 105

After successful defence of the final thesis and all other completed obligations, student may request the UL FGG to issue a temporary confirmation of finished study equipped also by watermark of the UL FGG. Temporary confirmation is signed by the Dean or Vice-Dean for Education.

Article 106

Solemn award of diplomas takes place at least once per year.
The Office of Student Affairs keeps records on each graduate.

Article 107

After the defence the Office of Student Affairs delivers two copies of the final thesis signed by the defence commission members and the graduate as author of the final thesis to the UL FGG Library. Supervisor and co-supervisor each keep one copy of the final.

Article 108

After the defence student transfers complete material copyright related to the thesis to the UL FGG, which is stated specifically in the statement of authorship.

»I, the undersigned Given Name Last Name, hereby declare that I am the author of this diploma thesis titled»Title of diploma thesis«.

I declare that the electronic version is identical in all respects to the printed version.

I declare that I allow the electronic version to be published in the UL FGG Repository.«

With the student's and supervisor's explicit written statement the UL FGG is entitled to make the final thesis public.

Article 109

Forms relating to the final thesis are enclosed as an annex to these Rules.

V. TRANSITIONAL AND FINAL PROVISIONS

Article 110

Students who enrolled to higher education before the introduction of the new study programs leading to qualification are educated and shall finish their education under the conditions valid before the enforcement of this act, however at the latest by the end of the academic year 2015/16.

Students from the above paragraph, who are entitled to repeat years, but cannot do so according to the study programmes that they enrolled, since new study programmes have been introduced, shall continue and finish the studies according to the new study programmes.

Article 111

These Rules enter into force on 1 April 2013. With the adopted changes and amendments they completely replace the Rules on first and second cycle studies at the UL FGG adopted by the UL FGG Senate at its session on 26 September 2012.

Ljubljana, 27/03/2013

Dean of UL FGG
Prof. Dr. Matjaž Mikoš