

Univerza
v Ljubljani

Fakulteta
za gradbeništvo
in geodezijo



***Rules on the first and second cycle studies at the
UL FGG***

(Official consolidated text adopted at the 36th session of the
UL FGG Senate from 31 March 2021)

Index

I. GENERAL PROVISIONS AND ORGANISATION OF STUDY	7
Article 1 (Educational activity - study programmes)	7
Article 2 (Forms of conducting the study)	7
Article 3 (Language of instruction).....	7
Article 4 (Academic year)	8
Article 5.....	8
Article 6 (Syllabus)	8
Article 7 (Timetables).....	8
Article 8 (Conducting of instruction)	8
Article 9 (Cooperation in educational process).....	8
Article 10 (Enrolment in the starting year of study).....	9
Article 11 (Registering for elective courses)	9
II. CLASS COUNCILS, MENTORS, TUTORS	9
Article 12.....	9
Article 13.....	9
Article 14.....	10
Article 15.....	10
Article 16.....	10
Article 17.....	10
Article 18.....	10
Article 19.....	11
Article 20.....	11
Article 21.....	11
Article 22.....	12
Article 23 (Tasks of teacher tutor)	12
Article 24 (Students with special status)	12
Article 25.....	12
Article 26.....	13
Article 27.....	13
Article 28.....	13
Article 29.....	13
III. STUDY OBLIGATIONS AND KNOWLEDGE ASSESSMENT	13
Article 30 (Forms of study work)	13

Article 31 (Attendance and performing course obligations).....	14
Article 32 (Field trips and field work).....	14
Article 33.....	15
Article 34 (Assessment principles for courses)	15
Article 35 (Extent of student's obligations)	16
Article 36 (Examination).....	16
Article 37.....	16
Article 38.....	16
Article 39.....	16
Article 40.....	17
Article 41 (Responsibility for conducting an examination).....	17
Article 42 (Applying for and withdrawing from examination)	18
Article 43 (Conducting of examinations)	18
Article 44.....	18
Article 45 (Oral examination)	19
Article 46 (Written examination).....	19
Article 47 (Behaviour of students during examination)	20
Article 48.....	20
Article 49.....	20
Article 50 (Written and oral examination)	20
Article 51.....	21
Article 52.....	21
Article 53 (Complaint against grade and against the conduction of examination).....	21
Article 54.....	21
Article 55 (Repeating examination)	22
Article 56 (Improving examination grade).....	22
Article 57 (Commission examination)	22
Article 58.....	22
Article 59.....	23
Article 60.....	23
Article 61.....	23
Article 62 (Mid-term examination, test)	23
Article 63 (Seminar, assignment, report)	23
Article 64.....	24

Article 65 (Procedure of prior recognition within study exchange)	24
Article 66 (Procedure for subsequent recognition of examinations at the UL FGG).....	24
Article 67 (Recognition of practical training)	24
Article 68 (Enrolment to higher year of study)	25
Article 69.....	25
Article 70 (Extraordinary advancement to higher year for justified reasons)	25
Article 71 (Extended student status).....	25
Article 72.....	26
Article 73 (Accelerated progression).....	26
Article 74 (Continuation of study following suspension).....	26
Article 75.....	26
Article 76 (Parallel study)	27
Article 77 (Conditions for transfers between study programmes).....	27
Article 78 (Conditions for transfer from full-time to part-time study)	27
Article 79 (Termination of studies)	27
Article 80 (Enrolment deadlines, enrolment applications, submission and processing of applications).....	28
Article 81.....	28
IV. FINAL THESIS (DIPLOMA AND MASTER THESIS).....	28
Article 82.....	28
Article 83.....	28
Article 84.....	29
Article 85.....	29
Article 86.....	29
Article 87.....	30
Article 88.....	30
Article 89.....	30
Article 90.....	30
Article 91.....	30
Article 92.....	30
Article 93.....	31
Article 94.....	31
Article 95.....	31
Article 96.....	31

Article 97.....	31
Article 98.....	32
Article 99.....	32
Article 100.....	32
Article 101.....	32
Article 102.....	33
Article 103.....	33
Article 104.....	33
Article 105.....	34
Article 106.....	34
Article 107.....	34
Article 108.....	34
Article 109.....	34
Article 110.....	35
V. TRANSITIONAL AND FINAL PROVISIONS	35
Article 111.....	35
Article 112.....	35
Article 113.....	35

On the basis of the Higher Education Act (Official Gazette of RS, No. 67/1993 with changes and amendments), the Statute of the University of Ljubljana (Official Gazette of RS, No. 4/2017 with changes and amendments) and the Rules of the UL FGG adopted at the UL FGG Senate session on 11 September 2017 (consolidated text) the Senate of the Faculty of Civil and Geodetic Engineering, University of Ljubljana, adopted at its 36th regular session on 31 March 2021 the consolidated text of the Rules on the first and second cycle studies at the UL FGG, consisting of:

- Rules on the first and second cycle studies at the UL FGG adopted at the 41st session of the UL FGG Senate on 27 September 2017,
- Change of Article 112 of the Rules on the first and second cycle studies at the UL FGG adopted at the 11th regular session of the UL FGG Senate on 24 October 2018, and
- Change of Article 104 of the Rules on the first and second cycle studies at the UL FGG adopted at the 36th regular session of the UL FGG Senate on 31 March 2021.

Rules on the first and second 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 third cycle doctoral study programmes are laid down by the Rules on the Third Cycle Doctoral Study Programme.

Article 2 (Forms of conducting the study)

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

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.

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.) shall be defined by the University in its study calendar and 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, other teaching units (practical training, final thesis) as well as modules to be available in the next academic year, listing also the lecturers, higher education teachers.

The annual plan of a course is prepared by the course coordinator or lecturer. 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 course coordinator or lecturer or other staff involved in the delivery of the teaching unit shall not impose or require students to undertake additional obligations not provided for in the accredited study programme.

Article 7 (Timetables)

Timetables of organised educational activities for the first semester shall be published no later than at the beginning of enrolment period for the next academic year, and for the second semester by the end of organised study activities in the winter semester.

Article 8 (Conducting of instruction)

The educational process of the academic study and the master study may only be conducted by university teachers with the titles of assistant professor, associate professor or full professor.

The programme of higher education professional study may be conducted, beside by university teachers from the above paragraph, 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 or visiting professors 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. Students are not permitted to select electives that are predominantly the same content as courses in which the student is already enrolled or courses in a higher-level study programme that is a direct continuation of the study programme in which the student is enrolled. A change of the chosen elective course on the request of the student is possible only in justified cases and within the limits of the available possibilities on the basis of a written request by the student. Study board of adequate department shall decide on such a request. 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 may also be a teacher. In principle, Class Mentors must hold lectures or tutorials already in the winter semester, if possible 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 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 Study 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 as well as other teaching units.

- On the initiative of the UL FGG management, the Class Mentor prepares the analysis of study success of the class.
- On the initiative of the Commission for solving student applications, 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.
- The Class Mentor informs the Head of the Department and Vice-Deans, who are responsible for educational activities and student affairs, of any problems in 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.

Article 21

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
- tutorship for foreign students, and
- special forms of tutorship (tutor to student athlete, artist, etc.).

Course tutors for the current academic year are appointed by the departmental study board on the recommendation of the coordinators or lecturers of each course. Other student tutors are appointed by the UL FGG Student Council based on applications received from students. The number of students assigned to each introductory tutor is determined annually based on the number of students.

The coordinator of student tutors is the president of the Student Council or another student appointed by the Student Council.

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 University of Ljubljana.

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.

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 teacher tutor)

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 Boards 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. 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

In the application for approval of special needs student status, the student shall define the problems and the adjustments required in the conduct of the study because of the problems or special needs. The application must be accompanied by evidence of the problems or obstacles, in particular medical documentation (from hospitals, rehabilitation centres, counselling centres) of chronic or long-term illnesses, injuries or disorders, deficiencies, certificate of disability, opinion of the competent commission for the care of children, adolescents and young adults with disabilities in physical or mental health or certificate of the status of a child with special needs (direction or classification decision).

Article 27

Student may apply for the status of renowned artist if he/she is actively engaged in artistic or cultural activities of national and international importance concurrently with his/her studies. The condition for the recognition of the status of renowned artist is publicly recognized works of art, evidenced by prizes or recognitions for exceptional achievements in the artistic field, awarded by relevant institutions at national or international level.

Article 28

Student may apply for student athlete status if he/she actively participates in sports concurrently with his/her studies and achieves significant athletic results, as evidenced by a certificate of categorization at Olympic Committee of Slovenia or other evidence as specified in UL Regulations on Special Status Students.

The official document proving the authenticity of the achieved categorization of an individual applicant shall be the "News of the Olympic Committee of Slovenia", in which the lists of categorised athletes for the individual periods are published, or, if the student is not listed in these news, a certificate from the Olympic Committee of Slovenia. The application for approval of a special status can also be made at a later date, but not later than the end of the organised study activities.

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 adjustments 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. Exceptions are only practical training and final thesis.

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 this at any time. The required attendance at organised forms of activities is minimum 80 %.

Article 31 (Attendance and performing course obligations)

Students who are enrolled in a course in the year in which the course is offered and students who have chosen the course as an elective course, students who have the course listed on an exchange agreement and students who are allowed this option by decision of the departmental Study Board or head of the department, are allowed to attend the course and fulfil its obligations.

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 success 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.

Negative grade in an examination does not invalidate the results of ongoing forms of knowledge review and grading or other obligations successfully fulfilled in the current or two previous academic years, if they are a requirement for admission to examination.

Knowledge is graded according to the following grading scale:

10 outstanding performance with only minor errors

- 9 very good performance with some minor errors
- 8 good performance with some shortcomings
- 7 fair performance with significant shortcomings
- 6 performance meets the minimum criteria
- 5 performance does not meet the minimum criteria.

Minimum performance criteria for a course require at least half of correct answers and solutions to the questions or problems posed, where students must demonstrate understanding of the contents essential to the course.

Students successfully pass the examination if his/her performance is graded from 6 to 10.

Performance may also be graded only as: passed with distinction, passed or 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 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 student status at the UL FGG 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.

Article 38

Examinations are conducted during examination terms. 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 October. 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.

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.

In scheduling examination dates, it should be kept in mind that students are not required to take more than one examination of the current semester's courses on the same day. There must be at least ten days between two consecutive examination dates in the same teaching unit, conditions permitting.

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 Study 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 14 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 Study 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.

Withdrawal from the examination is possible via the online study information system until 12:00 no later than one day before the announced examination date. Withdrawal from the examination by contacting the course coordinator is not possible.

If a student is unable to take an examination for justifiable reason and submits evidence to that effect to the Office Study Affairs within 3 working days of the examination or immediately after justifiable reason has ceased to exist, this shall be deemed to be a timely withdrawal from the examination. The head of the department decides on the justification of the reason.

In the online forms, those students who have not withdrawn from the examination and have not appeared for the examination, without giving a valid reason, shall be marked with code NO (not appeared). 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.

The course coordinator must inform students registered for the examination about grading system and props allowed during the examination.

The course coordinator is not required to provide explanations to examination questions or answer student questions.

Article 44

Examinations are: oral, written or 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 course coordinator or any other university teacher with adequate habilitation for the scientific area (discipline) covering the course content, or a visiting professor included in the implementation of the study programme authorised by the Dean. Examination may be assessed by an examination commission, if so defined by these Rules or the study programme.

The course coordinator will verify the student's identity using the personal ID, which proves the student's identity. If the identity cannot be verified, the student will not be admitted to the examination. If the cheque reveals that a person other than the candidate is taking the examination, disciplinary proceedings will be initiated against both students in accordance with University Statute and University Rules regarding student disciplinary responsibility and a negative grade will be awarded for the examination.

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.

If the examination is affected by disturbing external factors, the Vice-Dean for Study Affairs may, in the shortest possible time, on the suggestion of the examiner or the students, announce an extraordinary examination date for all students who have appeared for the examination under such conditions, as stipulated in Article 40 of these Rules.

The grade obtained by the student by retaking the examination from the above paragraph shall replace the first grade. In this case it is not considered that the student has repeated the examination.

Article 45 (Oral examination)

Oral examination is public.

Oral examination is conducted in the form of a face-to-face interview by the course coordinator (examiner) with students individually or in a group. It shall not exceed two study hours. The examiner determines the form of the questions (written or oral). The grade of an oral examination is announced immediately after the examination.

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 student.

A student 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.

The examiner enters the results of oral examination into the online study information system at the latest five (5) days after the examination, however not later than two weeks from the examination date. At the same time, the examiner submits the signed examination list printed out from the online study information system to the Office of Study Affairs.

Article 46 (Written examination)

Written examination shall take the form of a written paper. Written examination lasts a minimum of one and a maximum of four study hours (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.

The examination starts in the moment when the examiner starts handing out the examination papers with questions. 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 examiner.

Article 47 (Behaviour of students during examination)

Except for study materials and other props specifically allowed, students may not have any other items within reach. No cell phones or other electronic devices are allowed during the examination.

If a student cheats, disregards the examiner's instructions, or collaborates with other persons in an unauthorised manner, has unauthorised props within reach, or otherwise violates the examination regulations, the examiner shall prohibit the student from continuing the examination, assign a negative grade for the examination, and record the violation in the examination list. The student who has violated the examination regulations may not appear at the next examination date of the course in which he/she has violated the examination regulations.

Article 48

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.

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.

Article 49

Examiner informs the students 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 students 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 five (5) 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 Study Affairs.

Article 50 (Written and oral examination)

Examination may be written or oral, conducted in the form of supervised written assignment or face-to-face interview 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 not later than in two weeks after the announced examination term. At the same time, the signed examination list printed out from the study information system must be handed in at the Office of Study Affairs. However, students should not be deprived of the opportunity to enrol in time for the next year.

Article 51

Examination lists are archived by the UL FGG Office of Study 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

The student has the right to inspect within seven days the corrected and graded paper, in which the answers to individual questions are clearly assessed. The student's examination records will be retained by the course coordinator for 30 days after the examination list is submitted to the UL FGG Office of Study Affairs.

Article 53 (Complaint against 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.

On the first next workday 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 three times, with the Dean's approval one more time, which means that an examination may be taken more than five times. Repeating of an examination on the grounds of a successful complaint against examination grade or conduction of the examination is not considered retaking of the examination.

An examination may be repeated during the same examination period if the conduct of the examination and the application for the examination so permit.

If 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 Study Affairs enables the student to apply for the examination in the online study information system.

When an examination is repeated, the better grade will be taken into account and the grades of both examinations will be given in the records.

Student cannot improve a positively graded examination which he/she has failed two or more times.

Article 57 (Commission examination)

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

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

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

Article 58

To approach the fourth or fifth 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.

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

Article 59

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. The commission confirms the grade by signing a protocol.

The course coordinator or examiner coordinates the date of the oral examination with the chairperson and the member of the commission at least three days before the written commission examination and informs the UL FGG Office of Study Affairs of the date, which is entered in the "Notes" and communicated to the student.

Article 60

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 61

A student who has failed the commission examination for the fifth time shall not be permitted to continue in the enrolled study programme. However, the student may fulfil other study obligations in accordance with the programme of his/her enrolment until the end of the current academic year. In subsequent academic years, the student may not re-enrol in the same year of the study programme or advance to the next year.

Article 62 (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 63 (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 64

According to the regulations of the study programmes, when transferring from other higher education institutions to the UL FGG, students must apply to the departmental Study Board for the recognition of examinations that are fully or partially compatible with the study programme at the UL FGG after enrolment.

Article 65 (Procedure of prior recognition within study exchange)

The recognition of examinations taken as part of international exchange is governed by the UL Compulsory Guide to the Conduct of International Exchange and Practical Training and Instructions for the Conduct of International Student Exchange at the UL FGG. Study obligations which the student has already unsuccessfully performed cannot be replaced by obligations outside the study programme.

Article 66 (Procedure for subsequent 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 Study Affairs.

Upon receipt of an application the UL FGG Office of Study 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.

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 Study 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 67 (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 Study Affairs.

Upon receipt of an application the UL FGG Office of Study 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 68 (Enrolment to higher year of study)

To enrol in the next year, the student must meet all enrolment requirements defined by that higher year's programme of study by the end of the academic year. Before enrolling in the third year, the student must fulfil all obligations from the first year. Prior to enrolment in the third year of the first cycle of study, sports activities must be completed to the extent determined by the UL FGG Senate.

In the case of an international exchange, when assessing the performed obligations defined by the study programme for the enrolment in a higher year, instead of the obligations from the current year which the student was unable to fulfil due to absence, the obligations of the higher year shall be taken into account equally.

Article 69

Once in the course of study, students who do not meet all the progression requirements defined in the individual study programme may repeat a year if they meet the conditions for re-enrolment defined in the individual study programme. The final year of the individual study programme may not be repeated.

The intention to re-enrol in the same year must be submitted in writing to the Office of Study Affairs. A student repeating a year may exceptionally take certain courses in advance, but only if the student has passed all examinations from a year prior to the year in which the student is enrolled. The request, including the list of courses the student wishes to take in advance, should be submitted to the Office of Study Affairs, and the head of the department will make a decision.

There is no provision for exceptional repetition of a year without fulfilled conditions for repetition for legitimate reasons and in accordance with the UL Statute is not foreseen.

Article 70 (Extraordinary 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: parenthood, prolonged 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. In order to qualify for the extraordinary advancement, the student must pass the previous year's examinations amounting to 40 ECTS, while also fulfilling all the obligations from the first year before enrolling in the third year.

Extraordinary advancement, 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 71 (Extended student status)

In cases defined by law, a student who has not met the obligations for enrolment in higher year may extend student status for one academic year for legitimate reasons if conditions defined by law and UL Statute are met, such as: prolonged illness, extraordinary family or social circumstances, parenthood, and special needs student status or other special status. Unfinished study obligations cannot be a legitimate reason for extending student status simply because of their size or demanding nature.

Legitimate reason for extending student status for foreign students of the first year of study who are not native speakers of Slovene is also the learning of the Slovene language.

Student mothers who give birth during their studies and students who become fathers during their studies are entitled to extended student status for one year for each child born alive.

Article 72

The departmental Study Board decides on the approval of enrolment based on student's application and separate 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.

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

In case of prolonged 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 made by the departmental Study Board based on the student's application. The decision shall specify the manner of accelerated progression.

Article 74 (Continuation of study following suspension)

The student who has lost student status may continue to fulfil study obligations for two years after the loss of student status in exchange for payment.

Article 75

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 76 (Parallel study)

Parallel study is study in separate programmes of the University. After successful completion of the first year of study, the student may enrol in parallel to another study programme, having met the enrolment requirements.

The first cycle student wishing to enrol to parallel study must submit a certificate of enrolment in the year of the original study programme no later than the time of parallel enrolment in the second study programme. The student may enrol in parallel in another study programme no later than enrolment in the final year of the first study programme.

Second cycle students may enrol in parallel studies without restriction.

The number of places for parallel studies is limited. If the number of applicants for parallel studies exceeds the available places, the departmental Study Board decides on the applications taking into account the following:

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

Article 77 (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 78 (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.

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

Article 79 (Termination of studies)

The student shall terminate his/her studies after having fulfilled all the study obligations defined by the study programme in which he/she is enrolled.

The date of termination of the study programme is the date on which the grade of the last obligation is entered in the official records.

Article 80 (Enrolment deadlines, enrolment applications, submission and processing of applications)

Enrolment of students in the higher years at the UL FGG takes place from mid-August to the end of September.

Applications for exceptional progression without fulfilled obligations and extension of student status must be supported by justified reasons and submitted to the Office of Study Affairs by the deadline published on the UL FGG website in the second half of September.

The 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 Senate. The decision of the UL FGG Senate is final.

Article 81

The student loses the status of a student:

- if he/she fails to enrol in the next year or semester while studying,
- if he/she does not complete the studies by the deadline for enrolment in the final year of the relevant study programme or enrolment in another year, if eligible.
- after the completion of studies in the first cycle, at the end of the academic year, if he/she completes the studies,
- after the completion of studies in the second cycle,
- by dropping out,
- by being expelled.

IV. FINAL THESIS (DIPLOMA AND MASTER THESIS)

Final thesis consists of written assignment and its defence.

Article 82

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 83

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. With the final thesis from the higher education professional study the student shows the ability to solve applied problems in the profession. With the final thesis from the master studies the student proves mastering of demanding problems in the profession. The final thesis of the master studies may also be research or development work.

The student may conduct the thesis at the UL FGG, at another member of the University, at a foreign university with which UL has a cooperative agreement, in a public research institute, in a company, or elsewhere, provided that the student so agrees with his/her supervisors, in which case the thesis defence shall be conducted at the UL FGG or at the institution with which the UL FGG has a double degree agreement. When preparing the final thesis, the student must comply with the house rules of the faculty and/or organisation in which he/she works, as well as the rules of safety at work.

Article 84

The final thesis is an independent work in which the student demonstrates his/her ability to combine the knowledge acquired in the course of study into a unified whole. In preparing the final thesis, the student independently uses professional literature and other sources. In doing so, he/she is guided by his/her supervisor or co-supervisor(s).

The final thesis must not be merely a summary of other authors' work, but must be a result of the student's own professional and developmental work. For a successful thesis, it is very important that the student works well with the supervisor. For this reason, the student should consult regularly with his/her supervisor and inform him/her about the work done.

Article 85

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.

Article 86

Supervisors enter and manage proposed thesis themes in the online Study Information System, which allows the students can view the current proposed themes for selection.

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. Exceptionally, no more than two co-supervisors may be involved in the final thesis. The title of the topic shall not contain abbreviations if they are not generally accepted.

For students, the published themes are of informative and instructional in nature. The appropriateness of the proposed theme and the competence of the supervisor and co-supervisor are the responsibility of the theme proposer. In case of doubt, the proposer should consult with the head of the teaching unit or the head of the department.

Article 87

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 88

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 89

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 90

Student may request approval of the final thesis theme no later than the end of February in the graduation year, or during the additional year, or at any time in the additional year after student status expires. Students enrolled in the second cycle study may request approval of the thesis theme at any time from enrolment through the second year. Student registers the theme of the final thesis in the online Study Information system. The supervisor accepts the application, after which it is submitted to the departmental Study Board.

Article 91

Student may apply for the final thesis not later than two years after losing the student status. After this period, the provisions from Article 75 of these Rules shall apply.

Article 92

Failing to complete all the obligations before losing the student status, the thesis and its defence shall be paid according to the UL price list.

Article 93

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 online Study Information System as student's obligation.

Article 94

If the supervisor finds that the work progress on the final thesis is not leading to the expected goal, he/she shall send a written withdrawal from the supervision of the registered theme.

Student may keep the original theme by engaging a new supervisor, with approval of the original supervisor, registering the theme as a new theme.

Departmental Study Board decides on the possible replacement or change after the approval of the theme.

Article 95

If, while working on the thesis, the student finds that he/she cannot complete it for important or unforeseeable reasons, he/she may request to withdraw from the approved thesis theme and apply later on apply for a new theme with the same or a different supervisor.

The student may apply for withdrawal from the approved thesis theme only once.

Article 96

If the student finds that he/she will not be able to complete the work by the submission deadline, he/she shall notify the Study Board in writing in a timely manner, requesting an extension of the deadline and stating the reasons for the extension. The Study Board decides on the extension, taking into account the opinion of the supervisor. The extension may not exceed one year and is only possible if the supervisor confirms that the student has already done enough work leading to a successful degree.

30 days after the valid thesis submission date, the title of the approved theme will expire. The student must request a new thesis theme from the same or a different supervisor. In a study programme, student cannot apply for the thesis theme more than twice free of charge.

In case of the third or another theme, the student bears the costs for the registration of the final thesis with defence according to the UL price list.

Article 97

The stylistic and grammatical correctness of the thesis are the responsibility of the student. The supervisor may require the student to proofread the thesis; the same may be required of the library in checking the adequacy of the thesis. The commission for the defence of the final thesis may reject the thesis because of the stylistic or grammatical deficiencies.

Article 98

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.

Article 99

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

For the final theses of the academic first cycle studies of Civil Engineering and Geodesy and Geoinformation, the length of the text is limited to 15 to 35 pages. For other theses, the length is not limited.

Article 100

Once the student has completed the final thesis and coordinated the details with the supervisor, he/she submits it to the UL FGG Library. Within three days of submitting the thesis to the Library, the library staff will check whether the thesis complies with the instructions for writing theses at the UL FGG and referencing, and suggest changes or corrections if necessary. Upon receipt of the UDC lines defined by the Library for each final thesis, the student submits the thesis to the online Student Information System where the supervisor confirms it and approves the final title of the thesis in Slovenian and English. The content of the final title must not differ from the originally approved title. All changes to the title are reviewed by the Head of the Department. In case of major deviations in the content of the title, the Head of the Department may request a re-confirmation by the departmental Study Board. The final thesis must be submitted to the online Study Information System not later than the first week of the month in which the student is scheduled to defend the final thesis. However, this does not apply to theses defended in the first cycle studies in 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 101

Final theses submitted to the online Student Information System are checked in accordance with the Rules on checking the similarity of the content of electronically written final theses and the conditions for temporary unavailability of the content of the final theses at the University of Ljubljana.

Once the checking has been finished and the thesis has been confirmed as adequate, the student organises the binding of the final dissertation and submits a sufficient number of its copies (for supervisor, co-supervisor, library) during the second week of the month in which the defence is scheduled. The Office of Study Affairs provides the number of the final thesis, the seal and the date of the defence. The copy of the thesis for the library and, if so agreed, also the copies for the supervisor and co-supervisors must be bound in imitation leather.

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.

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 102

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 103

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 10 minutes, master thesis up to 15 minutes). For an efficient presentation audio-visual 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.

Article 104

After the defence the commission assesses the final thesis behind the closed door. 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).

The commission chairperson for the defence of the second cycle master thesis reports the grades, publicly announces the grade of the thesis and the acquired professional title after the committee work and with the candidate's consent, and ends the defence with an address.

For the defences of the first cycle theses the final grade of the study 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 105

If the commission grades the thesis with the grade (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 (5) is given to the defence, the student shall repeat the defence within three months.

If the candidate disagrees with the grade, a written appeal may be filed with the Dean's Office within three days of the defence. On the basis of the appeal, the Dean appoints a committee to consider and decide on the appeal. The decision of the commission is final.

Article 106

After successfully defending the final thesis and fulfilling all other obligations, the student may apply to the UL FGG for the issuance of a provisional confirmation of completion of studies, which is also watermarked by the UL FGG. The provisional confirmation is signed by the Dean or Vice-Dean of Education and the student receives it by mail a few days after the thesis defence.

Article 107

Solemn award of diplomas takes place at least once per year.
The Office of Study Affairs keeps records on all graduates.

Article 108

After the defence the Office of Study 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 thesis.

Article 109

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.

With the express written declaration of the student and the supervisor, the UL FGG is authorised to publish the final thesis. The final theses are published in the repository after completion of the study.

Article 110

Forms relating to the final thesis are published on the UL FGG web pages.

V. TRANSITIONAL AND FINAL PROVISIONS

Article 111

The amended provision in Article 55 regarding the maximum number of possible examinations that may be taken applies to all students enrolling for any year for the first time in the academic year 2017/18. For those students who re-enrol for the same year, the examinations for that year will be deemed to have been taken for the first time, regardless of the previous number of examinations taken when they first enrolled for that year.

If the student has not passed the examinations of the year to which he/she was already enrolled, the examination may be taken not more than six times, subject to all other provisions and, on the sixth taking, to the rules indicated in the procedures applicable to the fifth taking of the examination.

Article 112

The interpretation of the Rules is the responsibility of the UL FGG Senate.

Article 113

These Rules enter into force on 1 April 2021. 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 11th session on 24 October 2018.

Ljubljana, 31/03/2021

Dean of UL FGG
Prof. Dr. Matjaž Mikoš