



//English under//

Datumi zasedanja Komisije za študijske zadeve AU UNG v letu 2024

- 10. 5. 2024
- 1. 7. 2024
- 26. 9. 2024
- 23. 10. 2024

Vloga prošnje za Komisijo za študijske zadeve

Rok oddaje prošenj

Na posameznem zasedanju Komisije za študijske zadeve bodo obravnavane prošnje, ki so prispele najkasneje 3 delovne dni pred zasedanjem. Če na primer želite, da je vaša prošnja obravnavana na sestanku v torek, 2. 12. 2024, jo mora komisija prejeti najkasneje v četrtek, 27. 11. 2024.

Način oddaje

Prošnja z vsemi prilogami se odda v tajništvo Akademije umetnosti po elektronski pošti na naslov info.au@ung.si

Status dokumentov

Razen v izjemnih primerih morajo biti prošnji priloženi digitalizirani originalni dokumenti (npr. potrdilo o opravljenih obveznostih, zdravniško potrdilo ipd.). Če gre za uradne dokumente s tujejezične ustanove, morajo biti v jeziku, ki je Komisiji razumljiv; v nasprotnem primeru mora študent_ka priložiti overjen prevod. Iz zdravniškega potrdila mora biti jasno razvidno obdobje, v katerem študent_ka ni mogel_a študirati.

Priloge

Obvezne priloge ob prošnji za priznanje izpitov ali drugih obveznosti, opravljenih na drugi ustanovi:

- potrdilo o opravljenih obveznostih z ustanove, na kateri ste obveznosti opravili;
- potrjen učni načrt (kratak opis vsebine) posameznih opravljenih predmetov;
- če potrdilo o opravljenih obveznostih pri posameznih opravljenih obveznostih ne navaja števila prisluženih ECTS kreditov, tudi potrdilo, ki izkazuje število kontaktnih ur (ur predavanj in vaj) pri vsakem od opravljenih predmetov.

Odvisno od posamezne prošnje lahko Komisija za študijske zadeve poleg pravkar naštetega zahteva še dodatne priloge.

Pravila veljajo do preklica oziroma do nadomestitve z novimi.

Nova Gorica, maj 2024



Dates of the AU UNG Committee for Study Affairs Sessions in 2024

- 10. 5. 2024
- 1. 7. 2024
- 26. 9. 2024
- 23. 10. 2024

Submission of requests/applications for the Committee for Study Affairs

Application deadline

Applications received no later than 3 working days before the session will be considered at sessions of the Committee for Study Affairs. For example, if you want your application to be considered at the meeting on Tuesday, 2/12/2024, the Committee must receive it no later than Thursday, 27/11/2024.

Submission of requests/applications

The requests/applications with all attachments should be submitted to the secretariat of the School of Arts by e-mail to the address info.au@ung.si

Attached documents

Exempt exceptional cases, digitized original documents (e.g. certificate of fulfilled obligations, medical certificate, etc.) must be attached to the application. If official documents are from a foreign-language institution, they must be in a language that is understandable to the Study committee; otherwise, the student must attach a certified translation. The medical certificate must clearly show the period during which the student was unable to study.

Mandatory attachments when applying for recognition of exams or other obligations completed at another institution:

- a certificate of completed obligations from the institution where you completed the obligations;
- approved study curriculum (brief description of content) of individual completed courses;
- if the certificate of fulfilled obligations for individual fulfilled obligations does not state the number of earned ECTS credits, attach also a certificate showing the number of contact hours (hours of lectures and exercises) for each course.

Depending on the individual application, the Committee for Study Affairs may request additional attachments in addition to the ones just listed.

The rules are valid until canceled or replaced by new ones.

Nova Gorica, May 2024