



**RULES OF STUDYING AT BACHELOR AND MASTER STUDY PROGRAMMES  
AT THE UNIVERSITY OF NOVA GORICA**

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Recipients:

Deans of schools and academy

Rector

Prorector for Education

Student Office

Student Council

	Name or body	Date
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<i>Confirmed by</i>	Senate of the University	17. 9. 2008
<i>Adopted by:</i>	Prof. dr. Danilo Zavrtanik	19. 9. 2008

Amendments: items 1.2 and 1.9 (harmonisation with study programmes) and item 2.5 (harmonisation with the price list)

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<i>Confirmed by</i>	Management Board	27. 3. 2024
<i>Adopted by:</i>	Prof. dr. Boštjan Golob	23. 4. 2024

Based on the provisions of the Higher Education Act and provisions of Article 33 of the Statutes of the University of Nova Gorica, the Management Board of the University of Nova Gorica, with the prior consent of the Senate of the University, at its 86th meeting on 27 March 2024, adopted the following

## **RULES**

### **OF STUDYING AT BACHELOR AND MASTER STUDY PROGRAMMES**

### **AT THE UNIVERSITY OF NOVA GORICA**

#### 1. ENROLMENT

##### 1.1 ENROLMENT IN THE FIRST YEAR

Enrolment in the Bachelor and Master study programmes of the University of Nova Gorica (hereafter: the University) shall be made based on an annual call for applications by the deadline specified in the call for applications, which shall be 30 September at the latest. For justified reasons, enrolment is possible until 30 October if the Rector so decides based on an application from an applicant.

Admission requirements, number of enrolment slots and the criteria for limiting admission are set out at the level of the study programme and approved by the Senate of the University.

##### 1.2 ENROLMENT IN THE HIGHER YEAR

Regular enrolment in the higher year normally takes place until 30 September, and the Student's Office publishes a detailed schedule for enrolment.

In order to be admitted to the higher year, students shall meet the study requirements as set out by each study programme. The requirement thus imposed may not be less than 70% of the total possible ECTS points from the first year.

For direct entry to the higher year, a candidate who enters the higher year according to the transfer criteria or the accelerated promotion criteria shall meet the conditions required for entry to the first year as well as the conditions for entry to the higher year set out by the study programme.

##### 1.3 RE-ENROLMENT

Students may re-enrol if they meet the re-enrolment requirements as set out by the study programme.

Due to a failure to meet the requirements of a previous course or study programme, a student may repeat a year of study once during the course of his studies or change his study programme or course.

#### 1.4 EXCEPTIONAL ADVANCEMENT

The Senate of a school or academy may, on the proposal of the Student Affairs Committee of the school or academy concerned, grant promotion even if the student failed to meet the required conditions, if it finds that there are justifiable reasons for doing so: maternity, paternity, prolonged illness or injury, student's handicaps, impediments or disabilities, and other justifiable reasons, or in the case of a student with special needs or a special status. In order to progress to a higher year, the student shall have accumulated a minimum of 36 ECTS from the previous year.

The Student Affairs Committee shall initiate the procedure based on a written request from the student for exceptional advancement.

In the request, the student shall provide justifiable reasons and a relation to the fact that this reason has had a direct impact on the implementation of the study requirements. The student shall prove the valid reasons stated in the request with authentic documents showing the period during which he was unable to study as a result of such reasons.

The decision of the School Senate may be appealed within eight days of the date of its service. The University Senate shall decide on the appeal. The decision of the University Senate shall be final.

#### 1.5 PAYMENT OF TUITION FEES AND OTHER COSTS OF STUDIES

Upon first enrolment in a year of study, the student shall pay the costs of studies and tuition fees in accordance with the Price list for the pedagogical services adopted by the University's Management Board.

Upon re-enrolment in a year of study or extension of the status, the student shall pay other study costs in accordance with the Price list for the pedagogical services adopted by the University's Management Board.

On withdrawal, the University shall be entitled to retain 10% of the total tuition fee no later than two months following the end of the enrolment period.

If the student withdraws after the deadline referred to in the preceding paragraph, he shall not be entitled to a refund of the tuition fee.

The balance of the tuition fees paid shall not be refunded on withdrawal.

#### 1.6 YEAR PLUS

Year plus is a preparatory year for foreign students enrolled for the first time in a Bachelor or Master study programme at the University and who have inadequate Slovene language proficiency.

Students shall enrol in the Year plus programme upon their first enrolment at the University.

Students already enrolled in the Year plus at the University, may not re-enrol.

Obligations of students enrolled in the Year Plus programme shall be as follows:

- Attendance and successful completion of the Slovenian as a Foreign Language I course (6 ECTS).
- Successful completion of the examination requirements of his enrolled study programme with a minimum of 24 ECTS.
- Completion of all the remaining missing requirements of the first year of their enrolled study programme in the following academic year when they have extended their student status.

Rights of students enrolled in the Year plus programme shall be as follows:

- Free attendance and examination of the Slovenian as a Foreign Language I course (6 ECTS).
- Re-enrolment in the same year (extension of a student status for justified reasons) upon successful completion of all the requirements to be met by a student enrolled in the Year plus programme. Extension of a student status for justified reasons is enabled based on Article 70, paragraph 3 of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/12, with amendments and supplements), and therefore a student may no longer apply for an extension of a student status for justified reasons during the course of his studies.
- Enrolment in a higher year of study upon meeting regular entry requirements for enrolment in a higher year.
- Foreign students who pay tuition fees for their studies shall do so only upon their first enrolment. They do not have to pay the tuition fee again to re-enrol.

## 2. STATUS

### 2.1 STUDENT STATUS

By enrolling, a student obtains a student status and thus the rights and obligations as set out in the Higher Education Act.

The student status shall be valid for the entire study year, which runs from 1 October to 30 September of the following year.

Following the end of the last semester, a student may extend his student status for 12 months.

Notwithstanding the previous paragraph, a student may not extend his student status beyond the last semester if he has repeated a year of study or changed his study programme or course of study during his studies.

Student mothers who give birth during their studies and students who become fathers during their studies shall be entitled to an extension of their student status for one year for each child born.

The Senate of the school or academy may, based on the application of the student and proposal of the Student Affairs Committee of the school or academy concerned, extend the student's status, however, for not more than 1 year, if it finds that there are justifiable reasons for doing so: enrolment to Year plus, maternity, paternity, prolonged illness or injury, student's handicaps, impediments or disabilities, and other justifiable reasons, or in the case of a special needs student or a student with a special status.

The decision of the School Senate may be appealed within eight days of the date of its service. The University Senate shall decide on the appeal. The decision of the University Senate shall be final.

## 2.2 TERMINATION OF THE STUDENT STATUS

Student status terminates:

- To a student who completes a study programme, with the end of the study year in which he completed the study programme;
- if the student fails to complete his studies within 12 months after the end of the last semester;
- if, during the course of the studies, the student fails to enrol in the following year or fails to extend his student status;
- at the end of the last semester, if he repeats a year of study or changes his study programme or course of study during the course of his studies;
- if he withdraws;
- if he has been expelled.

In the event referred to in the first indent of the preceding paragraph, at the end of the study programme, the student may withdraw from student status. He shall inform thereof the Student's Office in writing.

## 2.3 STATUS OF A STUDENT WITH SPECIAL NEEDS AND A SPECIAL STATUS

The status of a student with special needs and with special status is regulated by the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/12, as amended and supplemented) in special Rules of the University, governing in detail the rules and procedure for obtaining the status and the rights arising from it.

## 2.4 POSSIBILITY OF WITHDRAWAL

Students who do not wish to continue their studies may withdraw from their studies.

A student who, after having enrolled for the first time in the first year of a study programme, withdraws by 15 October of the academic year in which he enrolled, shall be deemed not to have enrolled in that study programme.

## 3. STUDY REGULATIONS

### 3.1 COMMUNICATION

Communication between the student and the University shall take place in person, by telephone, email or through the University's information system.

When a student first enrolls, he is provided with a username and password and instructions for accessing the University's electronic services (hereinafter: the UNGid account).

Students with no student status shall apply for the renewal of their UNGid account to the school Administration offices two years after their last enrolment on a special form approved by the Dean of the school or academy. The form can be obtained from the school or academy Administration offices, Student Office or at the University's website.

Students who terminate their studies or withdraw, shall not have access to their UNGid account from the date of termination of studies or withdrawal.

Teaching assistants shall be available for regular communication with students during the course, either via live office hours or through electronic media.

## 3.2 EXAMINATIONS

Methods of examination and assessment for each course are set out in the course syllabus and publicly available on the programme website under the course description.

The course provider shall inform the students of the knowledge and competences they will be required to obtain in the course and of the conditions that must be met for in order to pass the exam.

### 3.2.1 Examinations

Exam is a regular form of assessment of knowledge in a particular subject. An exam tests knowledge of the material specified in the syllabus for a particular subject.

Exams are marked by individual examiner or by an examination board.

### 3.2.2 Exam period

Exams are held in the winter, spring and autumn exam periods, as prescribed by the University of Nova Gorica academic year calendar.

Dates of the exam periods are published at the beginning of each semester, but no later than two months before the date of the exam period.

Exam periods shall be allocated so that each course has three exam periods in the study year, from the end of the lectures in each course until the end of the period for enrolment in the following year.

If the lectures are held in blocks, one of the three exam periods may be scheduled outside the examination periods, namely, after the end of the block of lectures.

The exam period schedule is binding on students and lecturers.

### 3.2.3 Exam registration

A student may register for an exam in an individual course after the end of the lectures in that course, provided that he has fulfilled all the other requirements set out for that course in the study programme.

Registration for exams is carried out exclusively in electronic form via the University of Nova Gorica's information system.

The student logs in himself by entering a personal password, thus guaranteeing the authenticity of the login and the data entered.

The registration shall be made no later than three working days before the exam. One registration is valid for one exam, regardless of whether it is a written examination, an oral examination or an examination consisting of a written and an oral part.

The time and venue of the written exam and the list of candidates for the oral exam shall be published at least two days prior to the exam in the University's information system.

#### 3.2.4 Withdrawal from the exam

The deadline for withdrawal is three working days before the exam. If the student fails to withdraw and does not attend the exam, he is deemed to have failed the exam and a negative mark is entered by the examiner.

In the event of illness, which the student proves by written evidence from a doctor within seven days of the end of the illness, registration for the exam may be cancelled and the student shall not be deemed to have failed to appear for the exam. The same applies to other exceptional situations (war, natural disasters, etc.), which will be decided by the Dean of the school or academy.

There is no right of appeal against the Dean's decision.

#### 3.2.5 Method of examination

Methods of examination and assessment for each course are set out in the course syllabus and publicly available on the programme website under the course description.

Results of the exam shall be published in the University's information system no later than the fifth working day after the exam. The candidate shall have the right to consult his corrected and marked examination paper.

If a student passes the written part of the examination but fails the oral part, he has failed the examination and must retake both parts. If the written part has been passed by a colloquium, it is valid for the entire study year.

Students' examination papers and other written work shall be kept for at least one year after completion of the requirement.

A student may decide to retake an examination or part of an examination in order to correct a mark. The mark of the last examination shall be valid.

#### 3.2.6 Assessment of exams

Success in the exam is assessed by the following grades: excellent (10), very good (9 and 8), good (7), fair (6) and poor (1 to 5). A candidate shall pass the examination if he obtains a mark between fair (6) and excellent (10).

Success in the examination is also assessed by a single descriptive mark: pass/fail, if so specified in the study programme. Seminars, research work, graduate seminar, project work, etc. are normally assessed by a pass/fail mark.



The diploma thesis shall be assessed either by a single descriptive pass/fail mark or by a numerical mark in accordance with the first paragraph of this point.

### 3.2.7 Appeals against the assessment

A student who feels that he has been unfairly marked in an examination may appeal against the mark to the Dean of the school or academy within 24 hours or the first working day following the end of the oral examination or three days following the publication of the result of the written examination. Within 24 hours or the first working day following receipt of the appeal, the Dean shall appoint a three-member committee, in which the examiner whose mark has been appealed against may not be a member. The committee may invite the examiner to provide further clarifications if necessary.

The Committee shall re-examine and re-assess the candidate or examine and re-assess the candidate's examination paper within a further 24 hours or on the first following working day.

Where the examination consists of several parts, the student may also appeal against only part of the examination.

There is no right of appeal against the Committee's decision.

### 3.2.8 Retaking an exam

A student who failed the exam may retake it. Re-sitting an examination based on a successful appeal against the examination mark shall not be considered a retake.

Each student shall be entitled to sit the examination in a particular subject twice free of charge. Each further sitting of the examination shall be subject to a fee payable in accordance with a price list adopted by the University Management Board. The number of times an examination is taken shall be counted, irrespective of the student's status, irrespective of any repetition of the year and irrespective of the method of taking the examination (written, oral, both).

## 3.3 LANGUAGE

Official language for examinations, seminars and other student obligations is Slovene, however, due to the involvement of foreign professors and foreign students, exceptions may be made by agreement between students and professors.

Bachelor's and Master's theses at the University shall be written in Slovene with a summary in English. A student may draw up a bachelor's or master's thesis in English with a summary in Slovene if there are justified reasons for doing so (e.g. foreign student, foreign mentor, studying in a foreign language) and if the Senate of the school or academy agrees to it.

## 3.4 RECOGNITION OF PRIOR KNOWLEDGE

The Senate of the school or academy, on a proposal from the Student Affairs Committee of the relevant school or academy, shall decide on the recognition of prior knowledge. Applications from candidates and students shall be considered on an individual basis. The application is addressed to the Student Affairs Committee of the relevant school or academy, which makes a proposal on the specific case based on the

documentation on the scope, content, complexity and relevance of the candidate's acquired competences. In doing so, it will take into account the opinion of experts in the relevant fields and may also invite the candidate for an interview. On this basis, the recognised competences with ECTS points and the remaining obligations of the candidate will be determined, and verification and assessment of previously acquired knowledge may also be required.

The decision of the School Senate may be appealed within eight days of the date of its service. The University Senate shall decide on the appeal. The decision of the University Senate shall be final.

### 3.5 COMPLETION OF STUDY REQUIREMENTS OF THE UPPER YEAR

To attend lectures and take the study requirements of the upper year examinations of the same study programme, students shall apply to the Student Affairs Committee of the relevant school or academy.

The Student Affairs Committee of the relevant school or academy may approve or reject the student's application.

Decision of the Student Affairs Committee may be appealed to the Senate of the school or academy.

### 3.6 CARRYING OUT STUDY OBLIGATIONS AFTER TERMINATION OF STUDENT STATUS OR CHANGE OF PROGRAMME

A student whose student status is terminated has the right to continue to meet the remaining study obligations of the last year of enrolment for two more years after the termination of the student status.

If, as a result of repeating a year or losing a student status, the student is caught up by the generation studying under the new study programme, from that time onwards, he shall be required to meet the study requirements under the new study programme. This does not apply to years already completed.

If a student has already been enrolled in the final year, he shall have the right to complete his studies under the old programme two more years following the end of the final year.

After the expiry of the time limit referred to in paragraph 1, the student shall submit an application for continuation or completion of studies to the Student Affairs Committee of the relevant school or academy. The Senate of the school or academy, on a proposal from the Student Affairs Committee of the relevant school or academy, shall determine any additional study requirements that the student must complete from the first year onwards.

The decision of the School Senate may be appealed within eight days of the date of its service. The University Senate shall decide on the appeal. The decision of the University Senate shall be final.

### 3.7 PROCEDURE FOR THE APPLICATION AND DEFENCE OF THE BACHELOR'S OR MASTER'S THESIS

Detailed procedure for the application and defence of the Bachelor's and Master's thesis is set out in the Rules on the Procedure for the Application and Defence of the Bachelor's and Master's Thesis at the University of Nova Gorica.

The defence shall take place no later than six months following the date of the decision approving the topic, or no later than one year following that date if the Bachelor's or master's thesis is unavoidably linked to seasonal or practical work, as confirmed by the mentor. In exceptional cases, the Senate of the school or academy may grant an extension based on an application and a statement of reasons signed by the candidate and the mentor.

The faculties or the academy shall determine and publish the details of the procedure in accordance with the University's rules on the procedure for the application and defence of the bachelor's or master's thesis.

Students on a double degree programme who have defended a bachelor's or master's thesis at a foreign institution, shall submit to the coordinator of the double degree programme at the University a certificate of completion of the bachelor's or master's thesis from the foreign institution and a certificate of all examinations passed no later than five working days following the defence of the bachelor's or master's thesis. The coordinator shall prepare a report on the completion of the studies and submit it to the Student's Office together with the diploma certificate and the certificate of all examinations passed.

### 3.8 COMPLETION OF STUDIES

Condition for the completion of studies at a Bachelor's degree programme and the award of the professional title shall be the completion of all the requirements set out in the study programme worth 180 ECTS.

Condition for the completion of the Master's degree programme and the award of the professional title shall be the completion of all the requirements set out in the study programme worth 120 ECTS.

Students who complete all the requirements shall be awarded a diploma by the University of Nova Gorica. The diploma is accompanied by an Annex to the Diploma in Slovene and English with all the relevant information about the study programme.

## 4. APPLICABILITY OF THE RULES

The Rules apply and shall be used from the academic year 2024/25 onwards.

Rector

Prof. dr. Boštjan Golob