



At its meetings on 28 June 2013 and 24 September 2021 the Senate of the School of Engineering and Management of the University of Nova Gorica adopted the following

## **RULES OF PROCEDURE OF THE ACADEMIC AFFAIRS COMMITTEE**

### **I. GENERAL PROVISIONS**

#### Article 1

These Rules of Procedure determine the organisation and work of the Academic Affairs Committee of the School of Engineering and Management of the University of Nova Gorica (“Committee” in the remainder of the document), which is the permanent expert committee of the School.

#### Article 2

The Committee is led and represented by the Committee President.

The Committee consists of three members, led by the President who is one of the members.

#### Article 3

The Members and President of the Committee are appointed by the School’s Senate for a period of 2 years, and may be reappointed. The minimal condition for members of the Committee is that they have the authorisation to teach at higher education level.

### **II. DUTIES OF THE COMMITTEE**

#### Article 4

The Committee deals with student applications in the matters listed below, forms an expert opinion about them and recommends them for confirmation by the School’s Senate:

- Applications to receive thesis subject. For each application the Committee verifies if the student fulfils the conditions required to receive their thesis subject in keeping with the study rules, proposes members of a commission to evaluate the thesis defence and with the help of the secretariat acquires the agreement of the proposed members of the commission.
- Applications to extend thesis submission deadlines.
- Applications for approval to sit examinations and recognition of ECTS credits for course units completed outside the study programme.
- Applications for approval of ERASMUS study abroad exchanges.
- Applications for transition from other programmes to study programs at this School.
- Other study matters.



Besides the above, the Committee deals with the applications of students to exceptionally enrol in the next year and with the applications of students to follow the study process online. It reaches decisions concerning these applications independently.

#### Article 5

The Committee makes its decisions in accordance with the Higher Education Act and documents adopted by the Council of the National Agency of the Republic of Slovenia for Quality in Higher Education (NAKVIS):

- Criteria for the Accreditation and External Evaluation of Higher Education Institutions and Study Programmes;
- Criteria for transfers between study programmes;
- Criteria for allocating credits to study programmes under the ECTS;
- other relevant national acts,

and in accordance with rules adopted by the Senate of the University of Nova Gorica:

- Study rules for I. cycle programmes at the University of Nova Gorica
- Study rules for II. cycle programmes at the University of Nova Gorica
- Rules on the procedure for preparing and defending bachelor's and master's theses at the University of Nova Gorica.
- Procedures for approval to sit examinations and the recognition of ECTS credits for course units completed outside the study programme, whether in other programmes of the University of Nova Gorica or other programmes outside the University, whereby it is useful to consult the instructions about the use of the ECTS system, that have been published by the EU (ECTS Users Guide, Brussels, 6 February 2009, accessible at [http://ec.europa.eu/education/lifelong-learning-policy/doc48\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/doc48_en.htm)).
- other relevant rules of the University of Nova Gorica.

### III. MEETINGS OF THE COMMITTEE

#### Article 6

The Committee operates and adopts decisions at regular and extraordinary meetings. Regular and extraordinary meetings of the Committee are convened by the President of the Committee depending on needs that may arise. Regular meetings of the Committee are usually held at least one week before Senate meetings.

Invitations to the meeting and the material to be discussed are sent by the President to members of the Committee at least three days before the meeting. The proposed agenda is written up by the Committee President.

The Committee prepares expert opinions and sends them to the School's Senate to discuss, by the deadline for submission of material for Senate meetings determined by the Senate.

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#### Article 7

The Committee President can also invite other experts to meetings who could contribute to the successful solving of individual questions.

Individuals who participate in Committee meetings and are not Committee members have the right to participate in the discussion but do not have the right to vote.

#### Article 8

The Committee determines dates for the submission of student applications for discussion in regular meetings. The deadlines for the submission of student applications are published and visible to all students on the University of Nova Gorica website and in the School's secretariat.

#### Article 9

Student applications and other material for the Committee meeting are gathered by the School's secretariat. The student submits the application in written and electronic form to the School's secretariat or by email ([info.ptf@ung.si](mailto:info.ptf@ung.si)).

#### Article 10

The Committee President begins and ends each meeting, leads the discussion, invites members to speak, formulates and pronounces decisions reached during the meeting.

The Committee meeting is quorate when at least two of its members are in attendance. The Committee adopts resolutions by a majority of votes of all members present.

#### Article 11

Minutes of the Committee meetings are kept and are signed by all present members at the end of the meeting.

The minutes must include the meeting number, time and place, people present and absent, and decisions reached at the meeting.

#### Article 12

The Committee transmits the decisions to the School secretariat within three days after the meeting, or by the deadline for submitting material for the Senate meeting. The secretariat informs students of decisions reached by the Committee independently within 3 days after receiving the Committee decisions. Other Committee decisions are transmitted by the secretariat to be dealt with by the School's Senate. The School secretariat informs students within 3 days after the Senate meeting of decisions reached by the School's Senate on the basis of the Committee's expert opinion.

#### Article 13

Students can appeal against Committee or Senate decisions within 8 days after being informed of the decision. Appeals are to be submitted to the School's secretariat. The appeals are checked and dealt with by the Committee which either reaches a final decision or sends them to the



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School Senate, in accordance with the competences defined in Article 4. No appeal can be made against the second decision.

#### **IV. ORGANISATION, ADMINISTRATION AND OTHER SERVICES**

##### Article 14

The School's secretariat helps provide organisational, administrative and technical services required for the work of the Committee. If necessary, the Committee may acquire additional information connected with student applications, from the library, the student office, the international office and in other expert services of the University of Nova Gorica, within their competences.

#### **V. FINAL PROVISIONS**

##### Article 15

Members of the Committee may also decide on matters connected with the work and decision-making of the Committee that are not determined by these Rules of Procedure.

Amendments to these Rules are adopted by the Senate according to the procedure applied to the adoption of the Rules themselves.

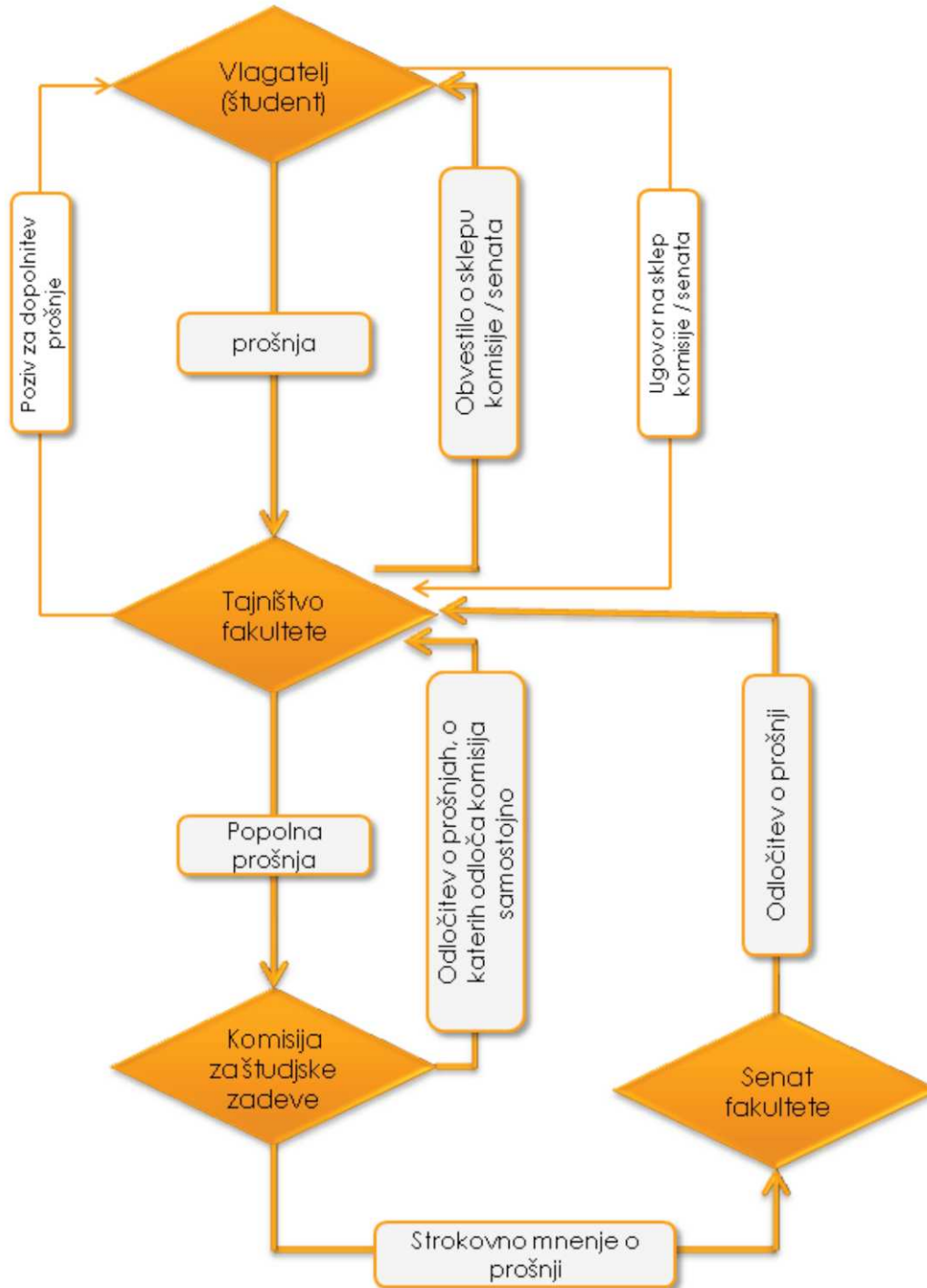
##### Article 16

The Rules become valid on the day following their adoption by the School Senate. The same applies to amendments.

Nova Gorica, 24 September 2021



**A REVIEW OF THE PROCEDURE FOR STUDENT  
 APPLICATIONS AT THE ACADEMIC AFFAIRS  
 COMMITTEE**



Vlagatelj (študent)	Applicant (student)
Poziv za dopolnitev prošnje	Call for supplementation of the application
prošnja	Application
Obvestilo o sklepu komisije/senata	Notification of Committee/Senate decision



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ugovor na sklep komisije/senata	Appeal against Committee/Senate decision
Tajništvo fakultete	School secretariat
popolna prošnja	Complete application
Odločitev o prošnjah, o katerih odloča komisija samostojno	Decisions about applications where the Committee decides independently
Odločitev o prošnji	Decision on application
Komisija za študentske zadeve	Student Affairs Committee
Senat fakultete	School Senate
Strokovno mnenje o prošnji	Expert opinion on application