



University of Nova Gorica
Study Regulations for First Degree Programmes

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To be received by: University of Nova Gorica Senate members
Head of University of Nova Gorica
University Schools
Students' Council

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UNIVERSITY OF NOVA GORICA STUDY REGULATIONS FOR FIRST DEGREE PROGRAMMES

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UNIVERSITY OF NOVA GORICA STUDY REGULATIONS FOR FIRST DEGREE PROGRAMMES

1 CONDITIONS FOR ENROLMENT

1.1 CONDITIONS FOR ENROLMENT INTO YEAR ONE

Conditions of enrolment, number of enrolment places and criteria in case any limitations are set concerning the latter are defined at the level of the relevant study programme, and are confirmed by the University of Nova Gorica Senate.

Enrolment of foreign students is defined on the basis of the national Higher Education Act.

1.2 CONDITIONS FOR ENROLMENT INTO YEARS TWO AND THREE

Regular enrolment into higher years is normally open until 30 September, with the Student Office announcing a schedule of enrolment related to specific programmes and years of study. Enrolment into higher years is valid for the entire academic year which lasts from 1 October until 30 September of the next year.

In order to proceed to year two, the student must have the number of ECTS points as defined by the relevant study programme. This prescribed condition should not be less than 70 percent of all possible ECTS points from year one. The student must also pass those exams from year one which are considered obligatory and which are defined as such by the relevant study programme.

In order to proceed to year three, the student must pass all the obligations from year one, and must collect the required number of ECTS points from year two as defined by the relevant study programme. This prescribed condition should not be less than 70 percent of all possible ECTS points. The student must also pass those exams from year one which are considered obligatory and which are defined as such by the relevant study programme.

1.3 RECOGNITION OF PREVIOUSLY ACQUIRED KNOWLEDGE AND ENROLMENT OF UNDERGRADUATES FROM OTHER PROGRAMMES

Applications are considered on an individual basis. Candidates submit their applications to the Student Affairs Committee at the relevant school; on the basis of the submitted documentation, the Committee reaches decisions concerning the contents, depths and suitability of the candidates' previously acquired competences. In considering the candidate's application, the Committee takes into consideration the opinions of those who are experts in specific fields and may invite the candidate to an interview. On the basis of this, the Committee issues a recognition of the candidate's acquired competences with their ECTS points and may define other possible obligations for the candidate; the Committee may also require testing and assessment of the candidate's previously acquired knowledge. The applications concerning recognition of practical training are considered by the coordinator in charge of practical training.

To obtain a direct entry into second and third year the candidate must fulfill the prerequisites from regulation 1.2 of this document.

The Student Affairs Committee is appointed by the Senate of the respective school.

1.4 TAKING A YEAR AGAIN

Students may take a year again if they have the required number of ECTS points as defined by their

relevant study programme. The prescribed condition should not be less than 15 ECTS points.

1.5 EXCEPTIONAL PROGRESSION

The Student Affairs Committee of a respective school may, in accordance with the policies defined in the Statute of the University of Nova Gorica, give permission to a student to proceed to the next year even if the student has not fulfilled the required obligations provided that the committee ascertain that there are good reasons for the case: maternity or a prolonged illness of not more than two months in duration. The student should acknowledge these justified reasons with authentic documents which state the period in which the student has not been able to study. In the case of a prolonged illness, the student should submit a doctor's certificate; the latter should be submitted within seven days after illness or injury has occurred.

1.6 EXTRAORDINARY PROGRESSION

The Senate of the relevant school may give permission to exceptionally able, diligent and talented students to finish their studies within a shorter period of time than the period of time defined within the regular study. At the same time, the Senate may determine special conditions and possible relief measures for such students.

1.7 DIPLOMA THESIS

A student must submit the topic of his diploma thesis by the end of the fifth semester at the latest. At the first meeting following a well-timed diploma thesis application, the Senate of the relevant School approves the topic of the thesis and set up a committee for thesis defense. The scope and substantiality of the work should be chosen in such a way as to be in accordance with the ECTS points pertaining to the thesis. The thesis defense should be done within six months at the latest after the date of the agreement on the approved thesis, or within one year after the date, in case the diploma thesis is connected to seasonal work, the latter being confirmed by the mentor. In exceptional cases, the School Senate may give permission for a prolonged period, based on an application and an explanation signed by the candidate and the mentor. The details of these procedures are defined and announced by the relevant School in accordance with the university manual for diploma thesis application and defense.

1.8 STUDY OBLIGATIONS AFTER THE STUDENT STATUS HAS CEASED OR A PROGRAMME HAS CHANGED

The student who no longer has the status of a regular student may do the remaining study requirements of the final enrolled year for two more years after the status has expired.

If the student who has repeated his year, or has lost the status of a regular student, is to join a generation of students studying according to a new study programme, the student should from then onwards do his study requirements according to the new programme. This does not apply for the years the student has successfully done.

If the student has already enrolled the final year, he has the right to finish his studies according to the old programme within the period of two years after the lectures of the final year have been completed.

When the deadline from the previous paragraph expires, the student is required to do all additional study requirements from the new programme from year one onwards.

1.9 FINALIZING THE STUDIES

The prerequisite for finishing one's studies is to pass all requirements as defined by the relevant study programme, and a successful defense of one's diploma thesis or completion of the diploma seminar.

The University of Nova Gorica shall award diplomas to the students who have successfully passed all requirements. Each diploma includes a diploma supplement containing all the relevant information concerning the student's study programme.

1.10 WITHDRAWAL OPTION

Students who do not want to continue their studies may choose to resign within two months at the latest after the enrolment has been finished. In such cases, the University reserves the right to keep ten percent of the student's tuition fee.

2 STUDY REGULATIONS

2.1 KNOWLEDGE TESTING

At the beginning of an academic year, each professor announces his or her methods of continual and final knowledge testing and the conditions that the candidate must fulfill (seminars, reports, colloquia). At the beginning of an academic year, the schools' offices also announce examination dates. An examiner may decide to stipulate conditions necessary for taking an examination, such as study obligations the student must do before the examination, that is, the obligations that the examiner thinks constitute the foundation for understanding the subject matter of his or her subject. The students are informed about the relevant details at the beginning of an academic year.

University teachers and associates must be available for a regular communication with students in the time of their consultation hours and via emails. The schedule of academic staff consultation hours is announced on notice boards and on the schools' internet pages.

The official language at examinations, presentations and diploma thesis defenses is Slovene, though exceptions may be possible if defined as such by the Senate of the respective school. The same applies for seminars and diploma theses.

2.2 EXAMS

Examinations are regular ways of knowledge testing within a particular academic subject. With an exam we test one's knowledge of the contents of the relevant subject as defined by its curriculum. Exams are graded by an examiner or by an examination committee.

2.2.1 Prerequisite for exam application

The student may apply to take an exam in a specific subject after the lectures on the subject have been finished and provided that the student has done all other requirements as defined for that subject by the respective study programme. Applications to examinations must be done electronically via the University of Nova Gorica system. The student applies personally by using his own password, by which the student guarantees the authenticity of his application and the data entered. The student should apply three working days before the exam at the latest. One application is valid for one exam date, no matter whether the exam is written, oral, or both. The time and place of a written exam, as well as the schedule of candidates for an oral exam, are announced on the

web pages and the notice boards at least two working days before the exam.

2.2.2 Taking an exam

Knowledge testing at an examination may be written, oral, or both written and oral.

The written exam is done in the form of a written assignment. The results of the written exam should be announced within five working days after the exam. The candidate has the right to see his corrected and evaluated written assignment in which the grading of answers to specific questions should be visible.

The oral exam consists of an examiner's personal conversation with the candidate. The examiner should leave the assessed application forms in the school's office within three days at the latest after the exam.

Written and oral exam: the written part is done in the form of a written assignment, the oral part consists of an examiner's personal conversation with the candidate. If the student has passed the written part of the examination and has failed at the oral part, he has failed the exam and must do the two parts once again. If a student has done his written exam by means of colloquia, this achievement is considered valid throughout the respective academic year.

If a written exam is stipulated as part of the candidate's requirements within a specific subject, an option should be given to candidates to do the exam by means of colloquia during the academic year. This is not obligatory for those subjects which are done within a concentrated period of time shorter than 15 weeks.

Examination assignments and other written assignments done by the students are to be kept in files at least one year after the requirement has been done.

Students may decide to take their examination once again if they wish a higher grade for their exam. The grade given at the final examination is considered as valid.

2.2.3 Withdrawing from an exam

The final deadline for the student who would like to withdraw from his or her exam application is three working days before the exam. If the student fails to withdraw and does not appear at the exam, the examiner shall evaluate the student's application with the negative grade (fail).

2.2.4 Exam grading

The success a student has achieved at an exam is evaluated in the following way: excellent (10), very good (9 and 8), good (7), pass (6) and fail (1 to 5). An exam is considered to be successful if the candidate is given one of the grades on the scale from pass (6) to excellent (10).

2.3 EXAM TERMS

Exams are taken in winter, spring and autumn exam terms as defined by the University of Nova Gorica academic year calendar. Exams are organised in such a way so that each subject has three exam dates within an academic year, that is, from the time when lectures for a particular subject are finished until the deadline for enrolment into the upper years.

In case lectures are done in intensely concentrated periods of time, one of the three exam dates may be given outside the exam periods, most preferably immediately after such types of lectures are

finished.

The proposed schedule for exam dates is obligatory both for students and lecturers.

2.4 COMPLAINTS CONCERNING EXAM GRADES

If a student believes that he or she is not properly graded at an exam, the student may complain to the Dean of the relevant school against the grade he or she has received; the student should submit his or her complaint within 24 hours, or the next working day after an oral exam, or within three days after the results of a written exam have been announced. Within 24 hours, or the very next working day after the receipt of the complaint, the Dean shall appoint a three-member committee; the examiner who has graded the student and against whom the student has complained cannot be a member of the committee. If a complaint is written concerning a grade at an oral exam, the committee shall, within the next 24 hours or the first working day, examine and assess the candidate once again. If a complaint is received concerning a grade at a written exam, the committee shall, within the next 24 hours or the first working day, review the written examination and assess the candidate once again. If an exam is both written and oral, the candidate may complain concerning only one of the two grades, namely concerning the grade of the written examination or the oral examination. A complaint concerning the grade given by the committee is not possible.

2.5 TAKING AN EXAM AGAIN

A student who has failed his or her exam may take the exam again. Taking one's exam again does not include the case in which the student is due to repeat his exam on the basis of a successful complaint against a previous examination grade.

Each student has the right to take an exam in a specific subject free of charge twice. After this, all other exam applications are to be paid according to the price list approved by the University of Nova Gorica Executive Committee. In this case, what is taken into consideration is the number of times the student has taken the examination for one and the same subject; the student's status, possible drop-outs, and the ways in which the exam is taken (written, oral, or both) are disregarded in such cases.

3 VALIDITY OF REGULATIONS

These regulations become valid and take effect as of the 2018/2019 academic year.