

Based on the Statute of the University of Ljubljana (the Official Gazette of the Republic of Slovenia, no. 4/2017 with amendments, corrections and addenda (hereinafter referred to as the “UL Statute”)), the Senate of the University of Ljubljana, the Faculty of Mechanical Engineering, adopted the following document at its 28th meeting dated 17 March 2016 and the addenda at the 13th session dated 17 November 2022:

RULES ON THE PROCESSING OF STUDENT APPLICATIONS

Article 1

These Rules govern the manner of processing student applications pertaining to exceptional progression to the following year of study and the extension of student status on valid grounds in all study programmes of the University of Ljubljana, the Faculty of Mechanical Engineering (hereinafter referred to as the “UL FME”).

The competent authority for processing the application shall be designated in accordance with the UL Statute and the Rules on the Organization and Functioning of UL FME.

Gender-related expressions used in the Rules are written in the masculine grammatical gender and are used neutrally to refer equally to both genders.

Article 2

Valid grounds may be provided based on the evidence listed in the indents below. A student must prove to the competent body that the reason given by him had a direct effect on the fulfilment of his study commitments.

Valid grounds include:

- **parenthood:** extract from the register of births;
- **a student's prolonged illness:** evidence of hospital treatment or a specialist opinion (a certificate from a general practitioner is insufficient). It must be clear from the specialist opinion that the inability to study has lasted for at least three continuous months in the last academic year or that the student has persistent medical problems that significantly affect his ability to study;
- **extenuating family and social circumstances:** a written certificate issued by an authorized institution (social, medical, pension, employment, etc.) proving that these grounds had a significant impact on the student's performance during his studies;
- **disability status:** special certificates are not required for students with disabilities;
- **active participation in top professional, cultural and sporting events:** a written certificate from the organizer of the event or the organization that sent the student to this event; the certificate must clearly indicate the type, time and duration of the event, and, in the case of a sports person, a certificate regarding categorization from the Olympic Committee of Slovenia.
- **active participation in university bodies:** written certificates of participation in the UL bodies (according to Article 31 of the Statute, these are: the UL Senate, the UL Administrative Board and the UL Student Council), which indicate the role and duties the student performs and include an attendance report.

In the event of medical problems that affect or may affect the fulfilment of their study commitments, students must submit medical certificates and excuse notes to the Student Office immediately, or no later than 14 days after the end of their medical treatment. In the event of prolonged treatment or when the end of treatment is not expected, students must notify the Student Office thereof immediately after the start of the treatment.

In the event of an untimely submission of proof of illness, the competent bodies are not obliged to take them into account when considering student applications, namely when assessing extenuating circumstances that have affected the fulfilment of study commitments.

Article 3

Exceptional progression to the next year of study and extension of student status may be allowed if the student had student status in the current academic year.

Each student may only use the right to extend his student status for the above reasons once during his studies. The only exception to the above-stated rule is parenthood, whereby student status can be extended by one year for each child born alive.

Article 4

The deadline and method of submitting student applications for exceptional progression to the following year of study and extension of student status on valid grounds are published by the competent department of UL FME on its website in the "Student announcements" section by the end of August of the current year at the latest.

Applications submitted after this deadline and applications that are not submitted in the prescribed manner will be rejected, i.e. will not be processed by the competent body.

Article 5

The body's decision is based on the applicable regulations and is an exercise of independent academic judgment of the candidate's application. The submission of a complete application is merely a prerequisite for its consideration, while not establishing any rights towards its approval. The body's decision is based on a case-by-case substantive assessment of the student's application and is not automated.

Under the provisions of these Rules and the UL Statute, the competent body may allow a student who has not fulfilled all the required conditions to progress to the following year of study or extend his student status as long as it can establish that there are justified and demonstrable reasons for his exceptional progression, whereby there is a causal link between the stated reasons and the non-fulfilment of his study commitments.

When making a decision, the body shall also take into account the student's performance in his completed requirements and the likelihood of being able to complete the remaining requirements within the regular time limit.

The competent body shall decide on the student's application by making a note of it in the student information system. If the competent body refuses or discards the student's appeal, the student may, within three working days, demand a statement of reasons for the decision. If the student does not request that a reasoned decision be made or fails to issue this request within the prescribed deadline, it shall be deemed that he has renounced pursuing any legal remedies. A student may challenge the reasoned decision based on which his appeal was refused or discarded with a complaint to be filed and addressed to the body issuing the decision, and do so no later than eight working days from being handed the statement. The decision of the UL FME Senate is final.

Article 6

These Rules enter into force on the eighth day following their adoption by the FME Senate. The Rules are published on the UL FME intranet and website.

Ljubljana, 17 November 2022

Prof. Dr. Mihael Sekavčnik,
Dean of UL FME