

Based on Article 94 of the Statute of the University of Ljubljana (the Official Gazette of the Republic of Slovenia, No. 4/2017 with amendments, corrections and supplements, hereinafter referred to as the "UL Statute")) and the Rules on Special Status Students of the University of Ljubljana, the Senate of the University of Ljubljana, the Faculty of Mechanical Engineering, adopted the following document at its 13th meeting dated 17 November 2022:

Rules on the Procedure for Attaining Special Student Status of the University of Ljubljana, Faculty of Mechanical Engineering (UL FME)

I. Preliminary provision

Article 1

The *Rules on the Procedure for Attaining Special Student Status at UL FME* (hereinafter referred to as the "Rules") define special student statuses, possible adaptations to the study process and the procedure for attaining special student status.

Special status can be attained by a student who meets the criteria for granting special status in accordance with the *Policy on Students with Special Status at the University of Ljubljana*.

Article 2

The pronouns used in these Rules that refer to persons and are written in the masculine form shall be used as neutral for both feminine and masculine forms.

II. Types of special student status

Article 3

The following special student statuses may be granted:

- top sportsperson status,
- established artist status,
- status of a student participating in (regional) international competitions,
- student-parent status,
- disability status.

III. Procedure for attaining special student status

Article 4

Students may apply for a special student status with an individual application form between 1 October and 10 October of the current academic year. The application must be submitted to the UL FME Student Office using a prescribed form, which is published on the UL FME website, along with proof of compliance with the conditions for attaining special student status. If a student meets the conditions for attaining special status at a later time (after 10 October of the current academic year), he may apply for special student status at any time during the academic year, but no later than ten days from the fulfilment of the conditions for attaining the status.

Students' applications for special student status are reviewed by the Undergraduate Studies Committee or the Master's Studies Committee within one month of receiving the application.

If a student is able to meet the conditions for attaining special student status, the Committee shall grant this status for the entire period of study or, as the case may be, for the period of validity of the proof of compliance with the conditions for attaining the status.

A student who is granted special student status by the committee is issued with a written decision which, depending on his needs, specifies the instructions given to the course leaders and lecturers on adjusting the fulfilment of study commitments and the period during which these adjustments are recognized.

IV. Assistance with study commitments and their adjustments

Article 5

A student with special status:

- a. can make arrangements with course leaders and teachers for an adjusted timetable (the possibility of changing tutorial groups), adjustment of the method and scope of participation in tutorials and other coursework (term papers, homework, etc.);
- b. can take examinations (final exams, partial exams, mid-term exams (“colloquiums”), etc.) in an adapted format and get an extended exam time, provided that this has been previously agreed with the individual course leader and teacher;
- c. can take exams within one week of the announced exam date, if so agreed with the individual course leader;
- d. can make arrangements with the UL FME library for a possible extended loan period;
- e. is entitled to extend his student status based on his special status under the Higher Education Act and the UL Statute.

V. Final provision

Article 6

These Rules shall enter into force on the eighth day following their publication on the UL FME website. As of the date of entry into force of these Rules, the existing *Rules on the Procedure for Granting Special Status to UL FME Students* shall cease to apply. The Rules are published on the UL FME intranet and website.

Ljubljana, 17 November 2022

Prof. Dr. Mihael Sekavčnik,
Dean