

Pursuant to point 8 of the first paragraph of Article 197 of the UL Statute (the Official Gazette of the Republic of Slovenia, No. 4/2017 with amendments and addenda) and the University of Ljubljana Academic Regulations (25 September 2018), the Senate of the Faculty of Mechanical Engineering of the University of Ljubljana adopted the following document at its 16th meeting on 11 April 2019:

Academic Regulations of the Faculty of Mechanical Engineering, the University of Ljubljana

1 GENERAL PROVISIONS

Article 1

1. The Academic Regulations of the Faculty of Mechanical Engineering (hereinafter referred to as the "Regulations") are the rules governing the examination and assessment of students' knowledge, skills and competencies acquired by completing the study requirements (coursework, exams, etc.) specified in the study programmes for obtaining first-cycle and second-cycle qualifications and the study programmes for special training (hereinafter referred to as the "study requirements") at the Faculty of Mechanical Engineering (hereinafter referred to as "FME").
2. These provisions shall apply to all persons fulfilling their requirements as part of the study programmes referred to in the first paragraph, regardless of their status (hereinafter referred to as the "**student**").

Article 2

1. 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.
2. In these regulations, the term **learning unit** shall be used to refer to all courses, practical training, degree examination, final thesis and defence of the final thesis, term papers and other coursework that contains learning objectives and requirements and is defined in the curriculum of the accredited study programme.
3. In these Regulations, the term **exam** shall be used to refer to the final examination and assessment of knowledge as part of a learning unit or for the final examination as part of the study programme. Satisfying the requirements for completing each learning unit is also possible through a combination of different forms of ongoing assignments (periodic/continuous assessment tests), i.e. without an exam, as defined by the curricula.
4. Forms of periodic examination and assessment of knowledge are specified in the curricula. Forms of periodic examination and evaluation (continuous assessment) include, for example, mid-term exams ("colloquiums"), tests, homework, paper assignments, projects, etc.

2 EXAMINATION AND ASSESSMENT

Article 3

1. Those achievements that are specified as expected learning outcomes in the study programme curricula for individual learning units are examined and assessed.
2. Other study requirements (for example, tutorial/practical assignments, project papers or term papers, mid-term exams, tests, presentations of results, etc.) may be required for admission to examinations or they may contribute to the overall grade of an individual learning unit, if so defined in the curriculum.
3. A failing grade in an exam does not invalidate the results of periodic tests and assessments of knowledge and other study requirements that have been successfully completed and fulfilled in the current or the previous two academic years, when these constitute a prerequisite for sitting an exam.
4. Each student's performance in the final examination and assessment for each learning unit is given a grade from 5 to 10, using the following grading scale:

Grade Percentages Description

- 10 (excellent) >90% exceptional knowledge with no deficiencies or negligible deficiencies
- 9 (very good) >80%...90% very good knowledge with minor deficiencies
- 8 (very good) >70%...80% good knowledge with certain deficiencies
- 7 (good) >60%...70% good knowledge with several deficiencies
- 6 (sufficient) >50%...60% knowledge only meets the minimum criteria
- 5 (unsatisfactory) ≤50% knowledge does not meet the minimum criteria

A student passes the exam by receiving a grade from 6 to 10. In the case of separate grades for theoretical and practical knowledge, both grades must be passing grades.

5. The credits acquired by a student by completing his requirements are specified for each learning unit based on the student's estimated number of credits according to the ECTS system. With the final examination and assessment, a student receives a grade and credits for each learning unit of the study programme and, therefore, feedback on the level of the expected learning outcomes of the learning unit.
6. The final examination and assessment are administered by a teaching faculty member, teacher or the course leader for this learning unit, as well as another teaching faculty member who is qualified ("habilitated") for the scientific field (discipline) pertaining to this learning unit, or a visiting lecturer involved in the implementation of the study programme (hereinafter referred to as the "examiner").
7. Periodic examinations and assessments (continuous-assessment tests) are administered by a teaching faculty member or a faculty associate who is habilitated in the relevant field of expertise and participates in the implementation of the learning unit.
8. These continuous-assessment tests must be completed before the beginning of the exam period.

3 EXAM TIMETABLES AND STUDENT INFORMATION

Article 4

1. Exams are taken during the scheduled exam period. Regular and extraordinary exam dates are available.
2. The regular exam dates are determined by the Members of the University of Ljubljana during the exam periods in accordance with the academic calendar. There are three main exam periods: winter, spring and autumn. FME publishes regular exam dates/timetables at the beginning of the academic year.
3. The exam timetable for each learning unit must be drawn up to provide at least three examination dates between the completion of live lectures and tutorials as part of that particular learning unit and the deadline for enrolling in the next year of studies. The exam timetable for each learning unit must be drawn up in such a way that when it comes to exam dates for the compulsory learning units of the current semester, only one exam is scheduled on a particular date, unless this is not possible due to the study programme being carried out at two or more Members. In this case, the scheduling of the exams should allow the students to fulfil all their study requirements. If at all possible, there should be at least ten days between two consecutive exam dates of the same learning unit.
4. In case of problems with room availability, the written part of the exam can be organized within one week from the scheduled exam date.
5. In exceptional cases, the relevant Vice-Dean may change the regular exam dates.

Article 5

Extraordinary exam dates are dates that are set outside the regular exam periods. They are either set for all students or for certain groups of students based on an agreement with the course leaders, mentors for that year and the relevant Vice-Dean. The extraordinary exam must be announced at least 14 days before the scheduled exam date.

Article 6

1. Students may take exams outside the scheduled exam timetable if justified reasons are provided (special status students, departure for studies or professional practice abroad, prolonged hospitalisation during the exam period, childbirth, active participation in top professional, cultural or sporting events, etc.), and if it is feasible in terms of staffing and room availability.
2. Sitting the exam outside the specified exam timetables must be approved by the relevant Vice-Dean based on the written request of the student together with supporting documents.

Article 7

1. FME provides students with access to the curricula of the learning units before the start of the academic year and with information on the outlined content of elective courses before the start of enrolment.
2. Each academic year, before a learning unit commences or during the opening lecture at the latest, the leader or teacher of the learning unit is obliged to inform the students about:
 - the content, objectives and the learning unit implementation plan,
 - the expected learning outcomes (knowledge, understanding, skills, etc.),
 - the basic study resources,
 - the study requirements,
 - the conditions for admission to individual examinations,
 - the forms and methods of examination and assessment of knowledge,
 - the assessment criteria and the proportions that individual parts of examination and assessment of knowledge contribute to the final grade,
 - other important information for fulfilling study requirements (timetables/deadlines for fulfilling individual requirements, etc.).
3. The course leader, teacher or other teaching faculty member participating in the implementation of a learning unit may not prescribe or require additional coursework from students, which is not provided for in the accredited study programme.

Article 8

For learning units that are not implemented in the current academic year, the following exam dates are set:

- in the first and second academic year following the completion of the learning unit, at least one regular exam date or, as the case may be, extraordinary exam dates under Article 5 of these Academic Regulations;
- in the second academic year following the completion of the learning unit, at least one exam date;
- in the third and all subsequent academic years following the completion of the learning unit, at least one exam date at the written request of at least one student.

4 FORMS AND METHODS OF ASSESSING COMPLETED EXAMINATIONS

Article 9

1. Students must register for the exam no later than 72 hours before the scheduled exam date. Students can register for the exam using the electronic system. Students are responsible for the correct and complete registration for the exam.
2. Students can only take the exam if they have registered for it on time.

Article 10

1. A student can withdraw from the exam no later than noon the day before the exam (by 12:00).
2. A student who has failed to take the exam on the scheduled date without any justifiable reason shall be deemed to have been examined
3. If a student was absent from the examination for a justifiable reason, and has submitted the appropriate evidence within 3 working days of the examination or immediately after the expiration

of the justifiable reason, he is deemed to have withdrawn from the exam in due time. The relevant Vice-Dean makes the final decision on the eligibility of the grounds for the withdrawal.

Article 11

Generally speaking, the exam is individual in nature, but it can also be a group examination when several students participate at the same time (for example, the production of the same product, participation in the same project), whereby the criteria for determining the contribution to the overall assessment of each member of the group who participates in a group examination must be set in the curriculum.

Article 12

1. A student can take the exam as part of a particular learning unit once he has completed the requirements prescribed by the curriculum as a condition for sitting the exam for this learning unit.
2. A student may do the exams of the year's learning units based on the enrolment in this same year of the study programme, based on an exchange agreement or based on a decision by the relevant Vice-Dean.
3. A student may take exams from higher-level learning units if he has completed all the study requirements from the years prior to the year in which he is currently enrolled and after approval by the relevant Vice-Dean.
4. The examiner must check the attendance and identity of the students registered for the exam. Each student must bring a personal identification document to the exam. If his identity cannot be verified, the student may not take the exam.
5. Withdrawal from the written exam counts as a failed exam.

Article 13

1. The exam-related expenses are borne by students in accordance with the UL Statute and the rules determining contributions and costs evaluation at UL.
2. The amount of costs is determined by the UL price list.

Article 14

1. Exams are assessed by an examiner or an exam committee.
2. Exams are done before a committee if so determined by the UL Statute and the rules referred to in Article 23 of these Regulations.

Article 15

1. Exams are conducted and evaluated by an examiner or an exam committee.
2. A student cannot independently choose who will examine and assess his knowledge, but such a request may be decided by the relevant Vice-Dean.

Article 16

1. The exam can be oral or written or both oral and written.
2. The exam can be conducted using modern information and communication technology and can also be invigilated remotely, if conditions preventing violations of the examination rules can be ensured.

Article 17

1. The oral examination is carried out in the form of a personal interview between the examiner and the student.
2. The oral exam is a public event.
3. The examiner informs the student of the grade of the oral exam immediately after the end of the exam.

Article 18

1. The examiner is responsible for correctly administering the oral exam.

2. The oral exam is done for a maximum of two school hours. The oral exam can be administered to an individual student or a group of students.

Article 19

1. The written exam is done in the form of a written product. It can last a maximum of four school hours.
2. Students who have taken part in the written examination must be informed (in compliance with the rules on personal data protection) of the exam grades no later than the seventh working day after taking the exam.
3. In accordance with the UL Statute, the student has the right to inspect his corrected and graded written exam and the right to an explanation of the assessment of the answers to individual questions.

Article 20

1. The examiner is responsible for correctly administering the written exam.
2. If the teacher of this exam's learning unit is unable to attend the written examination, he is obliged to ensure the presence of another teaching faculty member or associate.
3. The examiner is obliged to acquaint the present students with the permitted aids allowed for the exam prior to the beginning of the exam.
4. During the written exam, students are not permitted to leave the exam premises without the approval of the examiner.

Article 21

If the exam is administered as a combination of different forms of examination and assessment of knowledge (e.g. both written and oral), it must be completed no later than seven working days from the date of the scheduled exam date.

Article 22

1. The examiner must enter the exam grade into the student information system and inform the Student Office within two working days after the publication of the results.
2. The day on which the passing grade is entered in the official record shall be regarded as the date of passing the exam.

Article 23

1. Students who do not pass the exam can retake the exam three times, while third-cycle students can retake the exam only once. Exceptionally, the FME Senate may allow a student to retake the exam a fifth (or third in the case of doctoral studies) time, based on his request. In the case of the fourth and fifth attempt (or the third attempt for third-cycle studies), the exam must be taken in front of a committee composed of three members. At the student's request, the relevant Vice-Dean may also authorise a second and third examination in front of a committee. The grade of an examination taken before a committee is final.
2. Students are obliged to cover the cost of taking the exam a fourth and fifth time (or third time for third-cycle studies) in accordance with the current UL price list.
3. It is possible to retake the exam in the same exam period if the exam invigilation and registration allow it.
4. A student repeating a year is deemed to have taken the exam of that year's particular learning unit for the first time when taking this exam for the first time after re-enrolment.
5. If a student has not passed the exams of the year in which he was enrolled before the 2017/18 academic year, he takes them in accordance with the old UL Statute, which was in force at that time.

Article 24

A student who is still unable to pass the exam in the last possible attempt in accordance with the UL Statute cannot complete his studies as part of this study programme but can still take part in other study commitments according to the programme in which he is enrolled until the end of the current academic year. During subsequent academic years, the student cannot re-enrol in the same year of this programme, nor can he progress to a higher year of this programme.

Article 25

1. The examination before a committee may be written or oral or both written and oral, as agreed in the curriculum, and shall be carried out in accordance with the provisions of the UL Statute.
2. The competent body of a Member appoints the exam committee. The members of the exam committee are teaching faculty members with a valid habilitation at UL or visiting lecturers who are involved in the implementation of the study programme. At least one member of the examination committee must be a teaching faculty member, habilitated for the field of the learning unit.

5 APPEALING AGAINST A GRADE

Article 26

1. A student may, for the reasons specified in the UL Statute, request a re-assessment of the written exam, or to be asked additional questions in the case of an oral exam.
2. The procedure for considering the appeal from the first paragraph of this Article is conducted in accordance with the provisions of the UL Statute.

Article 27

1. If there are external factors that have a disruptive effect on the exam, a Member's competent body may, at the students' or examiner's proposal, schedule an extraordinary exam date for all students who took the exam under these conditions and do so in a shorter time frame than specified in Article 5 of these Regulations.
2. The grade achieved by students retaking the exam from the previous paragraph replaces the previous grade. In this case, the exam is not considered to be a retaken exam.

6 GRADE IMPROVEMENT

Article 28

1. A student who has already successfully passed the exam of a particular learning unit, but wants a better grade, can, before the end of the studies, retake the exam once based on a written application submitted to the Student Office.
2. In the case of retaking the exam from the previous paragraph, even though the grades of both exams are recorded in the records, the higher grade shall count.
3. A student shall not have the option of improving a positive grade on an exam he has failed twice or more.

7 RECOGNITION OF CREDITS AWARDED BY OTHER INSTITUTIONS

Article 29

1. In accordance with the UL Statute and valid study programmes, the relevant Vice-Dean may acknowledge the student's completed requirements outside of the study programme in which he is enrolled.
2. Individual study requirements completed as part of mobility based on a learning agreement or other agreement are recognized in the manner specified in the agreement, immediately after completing the mobility requirements, based on a certificate of completed requirements at another institution, without requiring a special student application or a recognition procedure, except in the case where a breach of agreement has been established.

3. If a student failed to complete specific requirements at another institution based on a contract or written agreement, the recognition process can only begin once the student submits a written application to the Student Office. It is not possible to acknowledge a student's subsequently completed requirements outside the programme pertaining to requirements that he has already failed to complete as part of the study programme in which he is enrolled.
4. Each recognized study requirement is entered into the record of completed study requirements with the name of the completed activity in the original (either English or Slovene) language by specifying the recognized credits and the recognized grade. When the grade cannot be determined, the student's fulfilment of the specific requirement is recorded in the register instead.
5. Completed study requirements recognized in this way count towards the total number of credits required to obtain first or second-cycle qualifications.

8 PROGRESSING THROUGH THE STUDY PROGRAMME

Article 30

A student shall progress through the study programme in accordance with the UL Statute and the study programme itself.

Article 31

A student fulfils his study commitments for the year in which he is enrolled as well as any missing coursework and exams from previous years/levels. Under the third paragraph of Article 12 of these Regulations, a student can also take exams and fulfil his other study commitments from the higher-level learning units.

9 END-OF-STUDIES EXAMINATION AND ASSESSMENT

Article 32

1. A student is deemed to have completed the study programme when he has successfully fulfilled all his study requirements determined by the study programme in which he is enrolled.
2. The date of completion of the study programme is considered to be the day when the grade of the last completed exam/requirement is entered in the official records.

Article 33

The conditions and procedures for accepting, preparing and defending the diploma thesis, master's thesis and the final work of studies are described in more detail in the Graduation Rules at FME.

Article 34

- (1) A student receives a certificate of completion of studies when completing the study programme. The certificate is issued in Slovenian or English and is valid until the diploma is issued.
- (2) The diploma certificate including the diploma supplement in both Slovenian and English is issued in accordance with the UL Rules on the Issuing of Diplomas and in accordance with the Rules on the Diploma Supplement.

10 PARALLEL STUDIES

Article 35

1. Students can enrol in parallel studies under the provisions of the UL Statute.
2. First-cycle programme students or master's degree students who wish to enrol in parallel studies must submit a certificate of enrolment in the year of the first study programme before enrolment in the parallel (second) study programme. Students can enrol in a parallel (second) study program during enrolment in the last year of the first study programme at the latest.
3. Second-cycle students may be enrolled in parallel studies without restrictions.

11 VIOLATIONS OF THE ACADEMIC REGULATIONS

Article 36

1. Violations of the Academic Regulations are dealt with in accordance with the rules governing the disciplinary responsibility of UL students.
2. The examiner may, as a pedagogical measure that does not constitute a disciplinary sanction, prohibit any student who collaborates with others in an unauthorized manner or uses unauthorized aids or otherwise violates the exam rules from continuing to participate in the exam, confiscate the exam sheet if it is a written exam, and immediately give the offending student a failing grade.
3. The student may lodge an appeal against this pedagogical measure with the Dean within three working days. The decision adopted by the Dean shall be final.
4. The imposed pedagogical measure does not exclude liability for a disciplinary offence.

12 KEEPING EXAM RECORDS

Article 37

1. Records of past exams are kept under the provisions of the Higher Education Act.
2. The exam papers (for each learning unit) of students who do not object to the exam grade are kept for 2 years after that particular grade is published, otherwise they are kept until the grade appeal process is completed.

13 TRANSITIONAL AND FINAL RULES

Article 38

1. The FME Academic Regulations and Examination Rules shall enter into force on the eighth day following its adoption by the FME Senate.
2. Any amendments to the FME Academic Regulations and Examination Rules shall be adopted by the FME Senate on the proposal of the Undergraduate Studies Committee and the Master's Studies Committee at FME.
3. As of the date of entry into force of these FME Academic Regulations and Examination Rules, the existing Rules on Examination and Assessment of Students' Knowledge at FME shall cease to apply.
4. The FME Academic Regulations and Examination Rules are published on the FME website and intranet.

Date: 12 April 2019

Prof. Dr. Mitjan Kalin,
Dean