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Based on Article 253 of the Statute of the University of Maribor (Official Journal of the Republic of Slovenia, No. 36/09, UM Statute – official consolidated text No. 7), the Senate of the University of Maribor has adopted, at its meeting of 19 May 2009, the following

Criteria for Reviewing Student Requests and Justifiable Reasons in Accordance with Articles 85, 121 and 212 of the UM Statute

Article 1

This act lays down the criteria for reviewing student requests and justifiable reasons in the following cases:

- **Advancement to the next year** despite missing obligations is approved in accordance with Article 85 of the UM Statute provided that **the student was not able to fulfil all required obligations for justifiable reasons but has fulfilled the required obligations from previous years and obligations of the current year totalling over 30 ECTS points, including those that are required in order to advance to the next year and if it might be expected that he will fulfil the missing ones.**
- **Repeating a year** with less than half of the obligations fulfilled and at least 15 ECTS points is approved in accordance with Article 121 of the UM Statute.
- **Renewing the student status:** If the student does not graduate within twelve months after the end of the last semester or if the student does not complete the postgraduate programme within one year after expiry of the period envisaged for the completion of the programme in accordance with paragraph 2 of Article 212 of the UM Statute.

Article 2

The procedure is initiated at the student's written request submitted for the following reasons:

- The student does not meet the requirements for advancement to the next year, which are specified in study programmes of UM members, but satisfies the requirements laid down in Article 85 of the UM Statute.
- The student has fulfilled less than half of the obligations required for repeating a year, which are laid down in Article 121 of the UM Statute, but has fulfilled obligations totalling at least 15 ECTS points.
- The student would like to renew his/hers student status because he/she did not graduate within twelve months after the end of the last semester or complete the postgraduate programme in one year after expiry of the period envisaged for the completion of the programme in accordance with paragraph 2 of Article 212 of the UM Statute

The student must state justifiable reasons.

Article 3

Requests, along with justifiable reasons, are reviewed by the faculty's Academic Affairs Commission. Request must be submitted in writing and contain relevant supporting documents.

Justifiable reasons may be either objective or subjective reasons that have, directly or indirectly, affected the student's ability to fulfil the required study obligations.

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Article 4

Requests must be submitted by the deadline set by the faculty. The deadline must be set after the end of the examination period but no later than 28 September of the current academic year.

The request form is published on the faculties' websites and it may also be obtained at the Office of Academic Affairs, which collects and records all requests addressed to the faculty's Academic Affairs Commission.

Article 5

When reviewing requests, the Academic Affairs Commission shall take into account the following justifiable reasons:

- studying for two or more degrees at the same time
- top athlete status
- engagement in cultural activities and humanitarian work
- maternity
- illness lasting at least 3 months during classes or one month during the examination period
- military service
- exceptional social and family circumstances
- studying abroad
- active participation in bodies of the university or its members
- other reasons considered relevant by the Commission

Article 6

When considering justifiable reasons from the previous Article, the following supporting documents shall be taken into account:

1. Studying for two or more degree at the same time is attested by:

- proof of enrolment for both degree programmes in the current academic year
- print-out of fulfilled obligations for both degree programmes for all years

2. Top athlete status is attested by:

- Olympic Committee's certificate of the athlete's status for the current year or other certificate of sporting achievements at the national level for non-Olympic sports
- faculty's decision on granting the athlete status
- award or prize at the university level

3. Engagement in cultural activities and humanitarian work is attested by:

- awards and prizes awarded by cultural institutions and humanitarian organizations for active engagement or important achievements in the cultural or humanitarian field issued by relevant framework institutions at the national level
- faculty's decision on granting the artist status or volunteer status
- award or prize at the university level

4. Maternity is attested by:

- copy from the birth certificate register (for children up to 1 year)

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5. Illness lasting at least three months during classes or one month during examinations is attested by:

- medical certificate for the student or the student's child (issued after treatment) establishing the diagnose, the duration of the illness as well as its effect on the student's ability to fulfil the study obligations
- injury information form, discharge letter of the hospital or other medical certificate for the student or the student's child establishing the course of treatment and the duration of the illness
- certificate of a high-risk pregnancy or medical problems during pregnancy issued by a gynaecologist

6. Military service is attested by:

- certificate of the Ministry of Defence establishing the duration of military service

7. Exceptional social or family circumstances are attested by:

- decisions of the Social Work Centre for the student or family members forming part of the student's household
- opinions of the Social Work Centre for the student or family members forming part of the student's household
- decisions of the Tax Administration of the Republic of Slovenia for the student or family members forming part of the student's household
- decisions of the Pensions and Disability Institute of the Republic of Slovenia for the student or family members forming part of the student's household
- Employment Office's certificate of unemployment of the student's family members
- verdicts in family and criminal matters for the student or family members forming part of the student's household
- police reports or measures establishing exceptional social and family circumstances
- copy from the birth certificate register (for children up to 3 years). The same applies for male students if they are living with their child
- copy from the death certificate register (father, mother, brother, sister, spouse, child or caregiver; in the current or previous academic year)
- certificate of disability of the student or family members forming part of the student's household
- certificate of a serious illness or condition of a family member that forms part of the student's household and requires help or nursing
- Administrative Unit's certificate of a common household (only as an additional certificate if other documents relate to family members forming part of the student's household)

8. Studying abroad is attested by:

- agreement on studying abroad for more than 90 days in the current academic year (with the exception of professional practice)

9. Active participation in bodies of the university or its members is attested by:

- rector's, dean's or the presiding body's certificate of membership and active participation in bodies of the university or its members, including an attendance record

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Article 7

If the request is not complete or clear enough, or if it is lacking supporting documents despite stating justifiable reasons, the faculty's profession service shall, within five working days, prompt the student to supplement the request so as to correct all deficiencies or enclose relevant supporting documents specified in Article 6 of this Act within 3 days.

If the student does not correct deficiencies or enclose relevant support documents within the aforementioned period, the faculty's Academic Affairs Commission shall deny the request. This decision is subject to appeal.

Article 8

When considering justifiable reasons, only supporting documents specified in Article 6 of this act shall be taken into account.

Article 9

Requests shall be clear and include everything necessary for the review. The request shall state one or more justifiable reasons and include supporting documents specified in Article 6 to establish the truthfulness of the information.

Article 10

The faculty's Academic Affairs Commission has the discretion to review requests on a case by case basis and to decide whether the reasons stated in the request are justifiable. The Commission shall take into account the number of fulfilled study obligations.

Article 11

The faculty's Academic Affairs Commission shall inform students of its decisions stated in the minutes and the available legal remedy within two working days after its meeting (with a prior notice on the faculty's website). The online announcement shall be issued in accordance with the Personal Data Protection Act.

As soon as possible, the president of the Academic Affairs Commission shall issue a decision with an appropriate explanation, which shall be served on the student in accordance with the administrative procedure.

The student has the right to lodge an appeal against the faculty's decision with the University Appeals Board within 8 days.

Article 12

Decisions of the University Appeals Board are not subject to appeal.

An administrative dispute may be initiated against the decisions of the University Appeals Board.

Article 13

These Criteria are also used for other student requests not explicitly mentioned here provided the faculty's Academic Affairs Commission is responsible for reviewing such requests.

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Article 15

The procedure is conducted according to schedule that is prepared and issued by the faculty's Academic Affairs Commission each year. All deadlines must be published in a timely manner and in accordance with the deadlines of the University Appeals Board.

Article 16

These Criteria are used for considering requests and appeals lodged within 30 days after the publication of these Criteria in the Notices of the University of Maribor.

Rector of the University of Maribor
Prof. Ivan Rozman, PhD