

## Appendix 45a

### REQUEST FOR THE ACADEMIC AFFAIRS COMMISSION

1. Name and surname:

\_\_\_\_\_

Student ID number: \_\_\_\_\_ : \_\_\_\_\_

Year: \_\_\_\_\_ Mode of study: full-time part-time

Type of degree programme:

HE UN 2nd degree master's 3rd degree

I was repeating the \_\_\_\_\_ year in the academic year \_\_\_\_\_

I had to put off my studies in the academic year \_\_\_\_\_

I have transferred in the academic year \_\_\_\_\_  
(between degree programmes or higher education institutions)

2. I would like to be admitted to the \_\_\_\_\_ year. In order to meet the admission requirements, I would have to gain \_\_\_\_\_ ECTS points and pass the examination in: \_\_\_\_\_.

3. I would like to repeat the \_\_\_\_\_ year. I have obtained \_\_\_\_\_ ECTS points.

4. I would like to renew my status as graduating student. In order to graduate, I have to pass \_\_\_\_\_ examinations totalling \_\_\_\_\_ ECTS points.

5. I could not fulfil all requirements for the following justifiable reason (*mark the number in front of the relevant justifiable reason*):

1. **Studying for two or more degrees at the same time**; *I am enclosing (mark appropriately):*
  - proof of enrolment for both degree programmes for the current academic year
  - print-out of fulfilled obligations for both degree programmes for all years
  
2. **Top athlete status**; *I am enclosing (mark appropriately):*
  - 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

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3. **Engagement in cultural activities and humanitarian work;** *I am enclosing (mark appropriately):*
  - 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;** *I am enclosing (mark appropriately):*
  - copy from the birth certificate register (for children up to 1 year)
  
5. **Illness lasting at least three months during classes or one month during the examination period;** *I am enclosing (mark appropriately):*
  - 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;** *I am enclosing (mark appropriately):*
  - certificate of the Ministry of Defence establishing the duration of military service
  
7. **Exceptional social and family circumstances;** *I am enclosing (mark appropriately):*
  - 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; for the current or previous academic year)
  - certificate of disability of the student or family members forming part of the student's household

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- certificate of a serious illness or condition of a family member forming part of the student's household and requiring 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:** *I am enclosing (mark appropriately):*

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

9. **Active participation in the bodies of the university or its members:** *I am enclosing (mark appropriately):*

- 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

6. Justification (if more space is needed, enclose an A4 paper):

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7. I am enclosing the receipt of payment.

Place \_\_\_\_\_, date \_\_\_\_\_

\_\_\_\_\_  
Student's signature

**The request must be addressed to the faculty's Academic Affairs Commission and submitted to the Academic Affairs Office by the deadline set after the end of the examination period but no later than 28 September of the current academic year.**