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UNIVERZA V LJUBLJANI
Fakulteta za arhitekturo

STUDY RULES OF UNIVERSITY OF LJUBLJANA, FACULTY OF ARCHITECTURE (UL FA)

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In accordance with the provisions of the Higher Education Act (ZViS-UBP7, OG - RS, No. 32/12 with amendments) and the Statute of the University of Ljubljana (OG - RS, No. 4/2017 with amendments) the Senate of the Faculty of Architecture of the University of Ljubljana at its 20th regular session on 10 September 2024 adopted the following

STUDY RULES OF UNIVERSITY OF LJUBLJANA, FACULTY OF ARCHITECTURE (UL FA)

I. GENERAL PROVISIONS AND ORGANIZATION OF THE STUDY

Article 1 (Introductory Provisions)

The Study Rules of UL FA regulate in more detail the rights and obligations of students and persons without student status on the first and second degree study programs implemented by UL FA.

Doctoral studies are regulated in the provisions of the Statute of UL and the Regulations on Doctoral Studies of UL.

In these Rules, the expressions written in the masculine grammatical form are used as neutral for the feminine and male gender.

Article 2 (Pedagogical activity - study programs)

Study obligations in study programs are evaluated with credit points according to the European Credit Transfer and Accumulation System (ECTS). Each year of the study program comprises 60 credit points.

UL FA implements:

- Single-Cycle Master Study Programme Architecture (total 300 ECTS, duration of study 5 years)
- First-Cycle University Study Programme Urbanism (total 180 ECTS, duration of study 3 years)
- Second-Cycle Master Study Programme Urbanism (total 120 ECTS, duration of study 2 years).

Article 3 (Participation in study activities)

The student has the right and obligation to participate in study activities as determined by the study program for the individual subject. The rules and conditions of participation in individual study activities will be explained by the lecturer at the start of the course and published in writing on the study information platform (Student Information System - ŠIS / e-classroom).

Article 4 (Instruction Mode)

Study is carried out as full-time or part-time.

Part-time studies must be the same as full-time studies in terms of content, difficulty and achieved level of quality. If special conditions are required for taking the exam or for the defense of the final thesis within the framework of full-time studies, the same conditions also apply to part-time studies.

Article 5 (Change of study method)

Enrollment of part-time students to full-time studies in higher years of study is possible under the same conditions as apply to the promotion of full-time students. Students submit an application for a change of study in their ŠIS and it is considered by the Academic Affairs Commission before the end of the academic year.

Article 6 (Academic year)

The academic year begins on 1 October and ends on 30 September, and the course of organized pedagogical work (lectures, tutorial, seminars, field work, preparation of the final paper, etc.) is determined in the Study Calendar, which is adopted by the Senate of the University of Ljubljana before the start of the new academic year. The UL FA Senate is competent to adapt the UL FA Study Calendar to the specifics of the implementation of the study process at UL FA in the current academic year.

Organized teaching work lasts 30 weeks. The study calendar determines the annual schedule of organized teaching work and examination periods.

Article 7 (Time Commitment)

The weekly time commitment according to the study program consists of 20 to 30 hours of lectures, tutorials and other forms of study (OFS). If five or fewer candidates enroll in an individual course, the course can be conducted in the form of individual consultations.

If the study program includes practical training, the student's total workload may not exceed 40 hours per week and 42 weeks per year.

Article 8 (Curriculums)

A student has the right to be informed about the organization and course of the study process.

The curricula for all study programs are adopted by the UL FA Senate. They define the individual study units of the program, i.e. all mandatory and optional subjects. Mandatory curriculum components are adopted by the UL FA Senate no later than 31 March, and changes to the optional components of the curricula by 31 July at the latest.

Before the start of the academic year, the Student Affairs Office provides students with access to the curricula of all study units.

Each academic year, before the start of its implementation or at the latest at the introductory lecture, the lecturer of the teaching unit is obliged to inform the students of:

- the content, objectives and implementation plan of the learning unit,
- expected study outcomes (knowledge, understanding, skills, etc.),
- basic study resources,
- study obligations,
- conditions for taking tests,
- forms and methods of testing and evaluating knowledge,
- the evaluation criteria and the percentage that the individual components of knowledge testing and evaluation contribute to the final evaluation,
- other important information for complying with study obligations (deadlines for obligations, etc.).

The lecturer or other participants in the implementation of the learning unit are not allowed to prescribe or require additional study obligations from students that are not provided for in the accredited program.

Article 9 (Schedule)

The schedule for the implementation of organized pedagogical work for the winter semester will be published no later than 30 September, and for the summer semester no later than at the end of the organized classes in the winter semester.

Article 10 (Management of the pedagogical process)

The pedagogical process of university and master's studies can be held only by higher education teachers who have a valid habilitation title of assistant professor, associate professor or full professor.

Article 11 (Participation in the pedagogical process)

Higher education colleagues, professional colleagues and, to a certain extent, researchers with a valid teaching title also participate in the pedagogical process of the study.

Retired higher education teachers of the university with the appropriate title or guest teachers can also participate in pedagogical work in accordance with the applicable regulations.

In accordance with the needs of the program, the lecturer may invite researchers or recognized experts from practice who do not have the appropriate habilitation title in order to participate in the treatment of individual problems or topics. At the same time, the share performed by the lecturer must exceed 80 % of the teaching content.

If the study program envisages a mandatory internship, experts without a habilitation or teaching title who are employed at the institution where the internship is carried out may participate in its implementation.

Article 12 (Enrollment in the first year)

A UL FA student is a person who is enrolled at UL FA. A student without status is a person who was already enrolled at UL FA in the past, but whose status has expired and who has not yet completed their studies.

The conditions and procedures for enrolling in the first year of a program are set out in the study programs, the Rules on the Capability Test for Architecture / Urbanism and the provisions of the Rules on the call for enrollment and implementation of enrollment in higher education.

II. STUDY OBLIGATIONS

Article 13 (General rules and conditions of participation in study activities)

In courses where attendance is required, the lecturer is obliged to keep a record of attendance. A student's absence is only excused in the case of exceptional circumstances, which can be proven by means of appropriate proof, which he/she submits to the teaching professor within 3 (three) working days at the latest, or immediately after the cessation of exceptional circumstances.

The lecturer is obliged to inform students of the rules and conditions of participation in study activities in writing on the study information platform no later than the first week of the course.

Any sound and / or video recording of the pedagogical process without the prior consent of the pedagogical worker who implements the pedagogical process at UL FA is prohibited.

Article 14 (Students with recognized status of student with special needs or a special status)

The status of a student with special needs or special status can be granted to students with special needs and students who demonstrate significant achievements in the field of sports, art and culture, international competitions, and students parents until the child's compulsory schooling begins.

The status enables assistance and various adjustments to facilitate the fulfillment of study obligations and the removal of obstacles to study. Regardless of the provisions of these Study Rules, special conditions of participation in study activities in accordance with their status apply to students who have been granted the status of student with special needs or special status.

Article 15 (Lectures)

As a rule, attendance at lectures is not compulsory and is not recorded. The lecturer may, in accordance with the nature and content of the course, define stricter conditions regarding the required attendance, but no more than min. 66 % attendance.

The actual attendance of a student in lectures must not contribute to either the method of the test or the exam grade for this course.

In the event that the student does not meet the minimum required attendance and does not submit appropriate evidence justifying their absence, the lecturer may prohibit the student from taking the exam in the current academic year or determine additional obligations (e.g. preparation of a report from the study content, additional assignments, ...).

Article 16 (Tutorials that are carried out in the form of "ex-cathedra" for groups of 10 - 50 students)

Attendance at tutorials is mandatory. The required attendance is minimum 80 %, except in case of medical absence or exceptional circumstances. Non-attendance in tutorials may be the cause of a negative grade in tutorials.

Article 17 (Tutorials that are carried out in the form of individual consultations or in groups of up to 10 students (e.g. tutorials in the course Projecting 1-5, Urban planning 1-3, Architectural and Urban Workshops, project subjects))

Attendance at tutorials is mandatory. In accordance with the nature of the teaching work, the lecturer can define the percentage of required attendance, which must not exceed min. 80 % attendance.

Non-attendance in tutorials may be the cause of a negative grade in tutorials. For courses that are taught throughout the entire academic year, the lecturer can give a negative grade due to insufficient participation in tutorials already at the end of the semester.

Article 18 (Other forms of study (OFS))

Other forms of study can be individual work in the premises of the faculty, in the field or as additional tutorials in the course. If they are conducted as tutorials, the same rules apply to them as for tutorials that are conducted in the form of consultations.

Article 19 (Extracurricular activities (e.g. excursions))

Attendance of extracurricular activities is not mandatory, but it is a condition that the individual extracurricular activity is recognized as passed. The conditions for each extracurricular activity are defined separately in the individual curricula of this activity.

Article 20 (Procedures for testing the knowledge)

Achievements determined as expected learning outcomes in the curricula of individual study units of the study program determined by the study program are tested and evaluated. In courses where the assessment consists of several different or identical types of knowledge testing, the method of determining the overall assessment must be defined in the course syllabus and also published on the study information platform at the beginning of the course.

The student has the right to request such a method of knowledge testing as specified in the curriculum. A student with a special student status can take the exam according to previously defined adjustments.

In courses where the assessment is separated into an exam assessment and a tutorial assessment, knowledge testing and assessment for each type of assessment is carried out separately.

All types of knowledge testing must be announced in advance. Knowledge tests for exam evaluation at least 30 days before the start of the exam period, and knowledge tests for tutorial evaluation at least 20 days before the examination. The date of the test must be published on the Student Information System (ŠIS) within the aforementioned time limit.

Two or more different tests may not be conducted on the same day for courses taught in the same year and in the same study program. In the event of a time conflict, the Student Affairs Office coordinates the time of the tests in agreement with the lecturers of those courses where the same time interest arises.

Article 21 (Knowledge test for exam assessment)

Knowledge tests for exam assessment can be:

- written exam,
- oral exam,
- project study research or assignment,
- theoretical study research or assignment,
- oral presentation of study research or assignment,
- other forms, if so specified in the curriculum of the course.

The knowledge test is carried out in the premises of the faculty.

For each course that is taught in a given academic year, the lecturer must schedule at least 3 (three) exam dates for the assessment of the exam in the current academic year.

For a course that is not taught in a given academic year, but was taught in one of the last three academic years (e.g. dropped course due to a change in the study program, course with insufficient number of participants), the lecturer must schedule at least 2 (two) exam dates in the current academic year.

Article 22 (Knowledge test for assessment of tutorials)

Knowledge tests for tutorial assessment can be:

- defense or public exhibition,
- written midterm test,
- written calculation exercise,
- written theoretical, practical or project exercise,
- delivering theoretical-methodological exercises,
- delivering practical exercises,
- delivering project exercises,
- other forms of tutorials, if so specified in the curriculum of the course.

As a rule, the tutorials are carried out in the premises of the faculty. In the event that tutorials can be performed elsewhere (e.g. at home), this must be specifically defined at the start of the course on the study information platform.

For each course that is taught in a given academic year, the lecturer must schedule at least 1 (one) knowledge test deadline for the evaluation of the tutorials (deadline for delivering the exercise) in the current academic year. In the event that it is possible to improve the grade of the tutorial in a certain course at the additional deadline for knowledge test, the conditions for improving the grade must be published on the study information platform at the start of the course.

Article 23 (Exam dates)

Exam periods are winter, spring and autumn. Knowledge test can be taken during regular and special exam periods.

Lecturers are obliged to notify the Student Affairs Office of the proposed exam dates (date, time, classroom, type of knowledge test) upon their request. The Student Affairs Office coordinates and publishes the schedule of exam dates. It is not allowed to limit the number of applications per exam period.

Article 24 (Special exam dates)

Special exam dates are those that are set outside the regular exam periods and are published no later than 14 (fourteen) days before the date of the announced special exam date.

Article 25 (Right to take exams)

A student who is enrolled in a study program has the right to take exams, or has this right based on a decision of the UL FA Senate or the UL FA Study Affairs Commission. A student can take the exams of the enrolled year within the published exam dates after completing all the study obligations prescribed by the curriculum of the individual course.

Article 26 (Registration and deregistration from the exam)

A student can register for the exam under the conditions specified in the previous articles, if he has a course entered in the electronic index and if he has fulfilled all the obligations prescribed by the curriculum.

A student must register for the exam no later than 3 (three) days before the announced deadline by 11:59 p.m. through ŠIS. The student is responsible for correct and complete registration.

A student can deregister from the exam via ŠIS no later than 1 (one) day before the announced date of the exam, namely by 12:00 on the day before the announced date.

If a student withdraws during the exam, the exam will be graded negatively, unless the student withdraws for justified reasons (force majeure). In this case, they can take the exam in the next regular or special period and not lose the exam period.

If the student did not take the exam due to an excusable reason and within three working days after the exam, or immediately after the existence of an excusable reason delivered the appropriate supporting documents to the Office of Student Affairs, it is considered that he/she has withdrawn from the exam on time. The Vice Dean for Academic Affairs decides on the justification of the reason.

For a student who did not deregister from the exam and did not sit the exam and therefore has no justifiable reason, "did not attend" is entered in the column. The student thereby loses the exam period.

The Student Affairs Office does not have the power to make untimely registration or deregistration from the exam on behalf of the students. A lecturer has access to the list of students registered for the exam date in his ŠIS.

The time and place of the exams and the list of registered candidates are available on ŠIS at least 2 (two) days before the start of the exam date.

Article 27 (Behaviour of students during knowledge testing)

Apart from permitted study material and other permitted aids, students may not have anything within their reach.

A student who copies during the knowledge test, does not follow the instructor's instructions, cooperates with other persons in an unauthorized manner, has unauthorized devices within their reach, or violates the study rules in some other way, the examiner prohibits further taking the exam, and evaluates the test negatively and marks this in exam list. At the next exam date, the student may not take the exam in the course in which he violated the Study Rules.

In the event that the lecturer finds that two or more students have similar answers, which would indicate copying, he can conduct individual oral exams with the students within five (5) working days from the publication of the results.

A student who delivers any written assignment (seminar assignment, project assignment, final assignment, etc.) as part of the obligations determined by the study program or the course curriculum, and for which the lecturer determines that the assignment is not the student's

independent work, or that the assignment has been copied from sources that are not properly indicated, it is considered that the student has violated the Study Rules and therefore the lecturer may propose the disciplinary proceedings against him within five (5) working days of the misconduct.

Article 28 (Early taking of exams)

Exams may be taken early at the proposal of the lecturer and on the basis of the student's application, if justified reasons are given (going to study or practice abroad, hospitalization during the exam period, childbirth, participation in a professional or cultural event or top sports competition, etc.) and if, based on the applicant's past academic achievements, they consider that such permission is expedient.

Article 29 (Assessment and Grading)

The performance of the student's obligations is evaluated as determined by the study program.

The grading scale is used for assessment:

- 10 exceptional knowledge with no or negligible errors
- 9 very good knowledge with minor errors
- 8 good knowledge with individual shortcomings
- 7 good knowledge with several shortcomings
- 6 knowledge meets only the minimum criteria
- 5 knowledge does not meet the minimum criteria

The student passes the exam or tutorial if they receive a grade from 6 to 10. If the student receives an insufficient grade (from 1 to 5), they can repeat the exam.

If the study program so stipulates, study obligations can also be assessed with grades: passed or failed.

The chairman of the examination committee or the examiner enters the grade into the electronic index. Results or grades achieved in the exam are available to students in ŠIS.

Article 30 (Improving the grades)

A student can retake the exam only once in order to improve their grade. At the student's request, the Student Affairs Office in ŠIS provides the opportunity to retake the exam. In the case of retaking the exam, the higher grade is taken into account.

A student does not have the possibility of increasing a positive grade in an exam in which he has previously failed two or more times.

Article 31 (Objection to assessment)

The procedure for objecting to an assessment is defined in the UL Study Rules and the UL Statute.

Article 32 (Retaking the exams)

A student who has not passed the exam can retake the exam three times. The Study Affairs Commission of UL FA may exceptionally allow a student to take an exam for the fifth time upon the student's reasoned request.

Retaking an exam based on an objection against a grade is not considered a retake.

It is possible to retake the exam during the same exam period, provided that more than 14 days have passed between the failed exam and its re-sit. If a student repeats a year, it is considered that he takes an individual exam from this year for the first time when he takes this exam for the first time after re-enrollment.

The exams are taken for the fourth or fifth time before the exam board which consists of at least three members and is appointed by the Study Affairs Commission of UL FA. The chairman of the commission is the lecturer. At the student's request, the Study Affairs Commission of UL FA can also approve the second and third taking of an exam before the examination committee. The assessment of the board exam is final.

The costs of taking the fourth and fifth exams are covered by the student in accordance with the valid UL Price List.

A student who does not pass the exam even in the last attempt loses the right to continue their studies according to the enrolled program.

Article 33 (Procedure for the recognition of exams at other institutions)

A student who has passed exams at another higher education institution or study program can, after enrolling at UL FA, apply for the recognition of the passed exams.

The student must attach to the application for the recognition of exams in which it must be written for which UL FA course the exam would be recognized, the approved curriculum according to which they took the exam at another institution and a certificate of completed exams, which contains information about the date, credit points and the result achieved.

The application shall be submitted in their ŠIS and it will be considered by the Study Affairs Commission. When deciding on the recognition of the exam, the content of the course, the level of difficulty and the scope of the course in terms of the number of hours of lectures and tutorials are taken into account.

Article 34 (Re-enrollment)

A student who has not completed all the obligations set out in the UL FA study program in order to enrol in a higher year, can repeat the year once during his studies.

If a student is re-enrolled in the same year, it is considered that he takes each exam from this year for the first time when he takes this exam for the first time after re-enrollment, regardless of whether he has already taken this exam when he first enrolled in this year. All the exams he has already passed are recognized.

Article 35 (Advancing to the next year)

A student can enroll in a higher year when he has completed all the obligations specified in the study program for the year in which he is enrolled.

Exceptionally, a student may enroll in a higher year, even if he has not completed all the obligations specified in the study program for the year in which he is enrolled, when he has justified, and documented reasons for doing so in accordance with the published conditions for transitions to higher years.

The Study Affairs Commission of UL FA decides on the enrollment from the previous paragraph.

Article 36 (Continuation of studies after interruption)

Interruption of studies is counted from the day when the person has lost the student status.

A student who has lost his student status can, upon payment, perform his study obligations for another two years since he lost his status, unless the program's accreditation expires.

Article 37 (Continuation of studies after an interruption longer than two years)

If more than two years have passed since the student interrupted his studies, he can perform his study obligations upon payment and on the basis of an approved application for continuation of studies after interruption, which he submitted to the Study Affairs Commission of UL FA.

If the program has changed during the interruption of studies, the Commission determines the student's differential exams or other additional obligations as a condition for continuing their studies. An appeal against the commission's decision is possible to the Senate of UL FA. The decision of the Senate is final.

III. TRANSITIONAL AND FINAL PROVISIONS

Article 38

For all those procedures, rights and obligations of students and other participants in the study process in accordance with the first paragraph of Article 1 of these Study Rules, which are not more precisely defined here, it is considered that the provisions of the Study Rules of the University of Ljubljana and the Statute of the University of Ljubljana apply *mutatis mutandis*.

Article 39

A student who has had any of his rights from these Study Rules violated has the right to appeal to the UL FA Senate within 15 days of the violation, or within 15 days of learning of the violation, but no later than within the time limit set by the General Administrative Procedure Act.

Article 40

Amendments and additions to the Study Regulations may be proposed by:

- at least one third of the members of the UL FA Senate
- Dean of UL FA or
- Study Affairs Commission of UL FA.

Article 41

These Study Rules come into force the day after they have been adopted by the UL FA Senate and published on the UL FA website, and are applicable from 1 October 2024 onwards.

Article 42

The examination regulations adopted by the UL FA Senate on December 7, 2006 shall cease to apply as of the date of entry into force of these Study Rules.

prof. Mihael Dešman

Dean of UL FA and president of the Senate
of UL FA

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