

University of Ljubljana
FACULTY OF ARCHITECTURE

RULES AND REGULATIONS
ON THE ARCHITECTURE STUDIES CAPABILITY TEST

Ljubljana, 17. 03. 2020

Disclaimer: All of the translations contained on this website are unofficial. Only the original Slovene texts of the Statutes of the UL and the Rules and Regulations on the Architecture Studies Capability Test have legal effect, and the translations are to be used solely as reference materials to aid in the understanding of Statutes of the UL and the Rules and Regulations on the Architecture Studies Capability Test. The University of Ljubljana, Faculty of Architecture is not responsible for the accuracy, reliability or currency of the translations provided on this website, or for any consequence resulting from the use of information on this website. In the event of disputes the Slovenian text is to be used. Before using the translation verify the existence of subsequent amendments of the act.

Pursuant to Article 74 of the Statute of the University of Ljubljana (Ur. l. RS, no. 4/2017 with amendments and additions), the Senate of the Faculty of Architecture of the University of Ljubljana, following meetings on 04/21/2005, 10/05/2007, 28/05/2012, 21/05/2019 and 17/03/2020, adopts these amendments and additions to the Rules and Regulations on the Architecture Studies Capability Test. The consolidated version accounts for these changes, approved at the 6th regular meeting of the UL FA Senate on 17 March 2020.

RULES AND REGULATIONS

ON THE ARCHITECTURE STUDIES CAPABILITY TEST (consolidated version)

Article 1

The Faculty of Architecture of the University of Ljubljana (hereinafter: UL FA) accepts enrollment submissions from candidates who meet the conditions published in the annual Call for Enrollment in Undergraduate and Single-Cycle Master Study Programmes of the University of Ljubljana.

Article 2

Candidates who want to enroll in the Single-Cycle Master Study Programme Architecture must pass the Architecture Studies Capability Test. The capability test is mandatory for all candidates enrolling in their first year of study, and for candidates enrolling in a higher year according to transferring criteria or accelerated advancement criteria.

Article 3

In the event of restricted enrollment in Year 1 (if the number of applicants who have graduated from an appropriate secondary school and passed the capability test exceeds that of the places available), candidates enrolling in Year 1 will be selected according to the following criteria:

- overall results in the general matura exam or, alternatively, in a final secondary school exam or a vocational matura 12.5% of points
- overall secondary school performance in years 3 and 4 12.5% of points
- performance in the Architecture Studies Capability Test 75% of points

The distribution of points between the two parts of the Architecture Studies Capability Test is as follows:

- part 1 (examination of artistic and spatial abilities) 37.5% of points
- part 2 (candidate interview) 37.5% of points

In the event of restricted enrolment due to an excessive number of candidate applications, candidates enrolling in a higher year according to transferring criteria or accelerated advancement criteria will be selected according to the following:

- average grade of completed and recognized subjects that meet enrolment criteria 25% of points

– performance in the Architecture Studies Capability Test

75% of points

Article 4

Candidates for the Architecture Studies Capability Test must apply by the deadline published in the Call for Enrolment of the University of Ljubljana.

Article 5

UL FA is required to provide written notification to all applicants regarding the date and time of the capability test and the necessary equipment for the exam. The notice is ordinarily sent through email, to the email address provided by the candidate during the application procedure.

Article 6

The capability test for candidates enrolling in Year 1 is comprised of two parts:

1. Part one consists of a test of artistic and spatial talents, consisting of two exercises, including an assessment of the student's capacity for abstract thought.
2. Part two consists of a candidate interview; an evaluation of the candidate's interests, motives, social and cultural awareness, resolve, character, their connection to architecture, and finally, their critical evaluation and knowledge of the architectural environment.

The capability test for candidates enrolling in a higher year according to transferring criteria or accelerated advancement criteria is comprised of two parts:

1. Part one comprises an overall assessment of the candidate's personal portfolio, which includes relevant study assignments from the study programme they are transferring from.
2. Part two consists of a candidate interview; an evaluation of the candidate's interests, motives, social and cultural awareness, resolve, character, their connection to architecture, and their critical evaluation and knowledge of the architectural environment.

Article 7

The capability test (ordinarily) takes two days to complete. Candidates take capability tests according to a schedule that is published in advance.

The first part of the test is overseen by one or more committees for artistic tests, which are named by the Dean of the UL FA. Each committee comprises at minimum three members:

- a higher education teacher – president of the committee
- an assistant – member of the committee
- a student – member of the committee

The number of committees correlates to the number of candidates for the capability test.

While grading the first part of the capability test, the committee primarily focuses on the following: the understanding of space, composition, artistic expression and spatial meaning, as well as the appropriateness of the methods of representation used during the test.

The second part is headed by an interview committee (their number and composition is determined by the Dean of the UL FA).

The interview committee comprises the following members:

- a higher education lecturer – president of the committee
- an assistant – member of the committee
- a student – member of the committee

The second part of the capability test seeks to highlight features and character traits of the candidate that display an affinity for creative work in the field of architecture. These are gleaned from the following:

1. general motives for engaging in and affinity for architecture;
2. critical reflection of the social, cultural and natural environment;
3. originality (in the presentation of ideas) and innovation (in correcting relations or conditions of space and being open towards changes in space);
4. a sense for what is essential;
5. visual observation skills and the ability to tackle environmental design issues;
6. broad understanding of conceptual, spatial and cultural issues.

Article 8

Candidates for Year 1 are graded as follows:

1. The first part of the capability test is worth a total of 20 points. Each exercise is graded with 1 to 10 points.
2. The second part of the capability test is graded with 1 to 20 points.

The highest possible number of points is 40.

The contribution of each exercise to the final score in terms of percentage is given under Article 3 of this document.

Candidates taking the Architecture Studies Capability Test must attend all parts of the exam, as established by the Rules and Regulations; otherwise, they will be considered as not having attended the capability test at all.

The UL FA sends all final scores to the Higher Education Application and Information Service of the University of Ljubljana, which carries out the final score assessment.

FA informs candidates about their capability test results by mail. The final results are sent by the Admissions Office of the University of Ljubljana.

Article 9

Candidates enrolling in a higher year as per the programme transferring criteria or accelerated advancement criteria are graded as follows:

1. The first part of the exam is graded with 1 to 10 points.
2. The second part of the exam is graded with 1 to 10 points.

The highest possible number of points is 20.

Candidates taking the Architecture Studies Capability Test must attend both parts of the exam, as established by the Rules; otherwise, they will be considered as not having attended the capability test at all.

UL FA informs candidates of their score at the Architecture Studies Capability Test by mail. The Office for Student Affairs UL FA informs students of the final score.

Article 10

Each year, the UL FA Senate determines the minimum number of points required to pass the capability test for first enrollment in Year 1 of the Architecture programme, or for enrollment in a higher year according to transferring criteria or accelerated advancement criteria.

Article 11

The Architecture Studies Capability Test is managed and overseen by the Committee for the Architecture Studies Capability Test, appointed by the UL FA Senate.

Article 12

All candidates who are unable to attend the Architecture Studies Capability Test due to legitimate reasons may, by presenting appropriate evidence, file an application for postponement of the capability test within 3 days of the original date.

Article 13

All candidates who believe their capability tests were not graded in accordance with the provisions of these Rules (in the event that their final score was incorrect, or that procedures determined by this document were broken during examination), may file an appeal to the Committee for the Architecture Studies Capability Test within 8 days of having received their final results.

Appeals cannot be filed against the final score of the capability test.

Article 14

Each candidate of the Architecture Studies Capability Test may take this exam only once per academic year.

Article 15

The person responsible for the interpretation of these Rules is the Vice Dean for Student Affairs.

Article 16

These Rules will enter into effect the day following their adoption by the UL FA Senate.

UL FA DEAN

prof. mag. Peter
Gabrijelčič