

University of Ljubljana  
**FACULTY OF ARCHITECTURE**

**RULES AND REGULATIONS ON THE URBANISM STUDIES  
CAPABILITY TEST**

Ljubljana, 28. 05. 2012

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Pursuant to Article 285 of the Statute of the University of Ljubljana (adopted December 21, 2004) the Senate of the Faculty of Architecture, following meetings on 29/3/2012 and 28/5/2012, adopts the following Rules and Regulations on the Urbanism Studies Capability Test:

## **RULES AND REGULATIONS**

### **ON THE URBANISM STUDIES CAPABILITY TEST**

#### **Article 1**

The Faculty of Architecture (hereinafter: FA) accepts enrollment submissions from candidates who fulfill the following criteria:

- a completed general matura,
- a completed vocational matura in any secondary school programme, and a completed final exam in mathematics. If the candidate has completed the latter at a vocational matura, they instead require a completed general matura exam in one foreign language;
- any completed 4-year secondary school programme before June 1, 1995.

#### **Article 2**

Candidates wishing to enroll in the FIRST-CYCLE UNIVERSITY PROGRAMME URBANISM must pass the Urbanism Studies Capability Test.

#### **Article 3**

In the event of restricted enrollment (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 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 10% of points
- overall secondary school performance in years 3 and 4 10% of points
- performance in the Urbanism Studies Capability Test 80% of points

#### **Article 4**

Candidates for the Urbanism Studies Capability Test must register by the deadline published in the Call for Enrollment of the University of Ljubljana.

#### **Article 5**

FA is required to provide written notification to all applicants regarding the time and date of the capability test and the items that need to be brought to the exam.

#### **Article 6**

The Urbanism Studies Capability Test assesses the following key capabilities, talents and knowledge of candidates:

- capacity for spatial comprehension and expression
- ability for spatial organization and spatial development
- analytical thinking skills, cooperativeness in group work, leadership qualities and communication skills

The capability test is carried out anonymously.

### **Article 7**

Each capability test is graded in percentages, which are converted into points according to the following scale:

0–10%	= 1
11–20%	= 2
21–30%	= 3
31–40%	= 4
41–50%	= 5
51–60%	= 6
61–70%	= 7
71–80%	= 8
81–90%	= 9
91–100%	= 10

### **Article 8**

The capability test is comprised of a textual-graphic part and an oral defense, where habilitated higher education teachers ask candidates individually prepared questions from four areas:

1. Spatial comprehension and capacity for quality spatial organization.
2. Motivation for solving spatial development issues of cities and non-urban settlements.
3. Awareness of developmental problems pertaining to modern society in relation to settlements and the environment.
4. Empathy and ethical principles.

The candidates must illustrate and elaborate on their answers, which are written in the form of a freehand sketch.

Candidates taking the Urbanism Studies Capability Test must attend all parts of the exam, as established by the Rules, as well as reach the minimum threshold of 18 points; they will otherwise be considered as not having attended the capability test. If a student fails to attend one or more parts of the exam, their total number of points is 0.

### **Article 9**

The capability test (ordinarily) takes two days to complete. The schedule for oral defenses is determined on an annual basis by the FA Academic Affairs Committee and depends on the number of candidates. During this period, each candidate takes a textual-graphic test in the form of illustrated writing on a predetermined topic. Each year, the committee assigns a new topic to all candidates, forwarding it to the capability test committee in a sealed envelope. The envelope

is then unsealed, and the capability test committee informs the candidates about the topic at the beginning of the exam. Students then have 120 minutes to complete the textual-graphic part of the exam. Afterwards, each candidate provides an oral defense of their work in front of two separate committees. The committees grade the oral defense independent of each other, according to the grading scale listed under Article 7. The total score is an average of both committees' individual scores.

Candidate interviews are managed by committees determined by the Vice Dean for Academic Affairs.

Each committee consists of the following members:

- a higher education teacher (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 point towards an affinity for creative work in the field of urbanism. These are gleaned from the following:

**1. Motivational and emotional capacities, and communication skills:**

- 1.1. Motives and emotional affinity for cities and urbanism.
- 1.2. Relaxed composure during the interview.
- 1.3. Sensibility to the environment (culture, general happenings, place of living, form, etc.)
- 1.4. Imagination or an abundance of ideas (when considering proposals for interventions or changes).
- 1.5. Innovation.

**2. General intellectual and analytical abilities, and leadership qualities:**

- 2.1. Ability to assess space (making value judgements, assessing relations, etc.)
- 2.2. Recognizing potential changes or innovations (correcting existing relations).
- 2.3. Capacity to seek new methods (or actions) and a sense for what is essential.
- 2.4. Organization (in terms of narrative or illustration) and a convincing presentation.
- 2.5. A critical attitude towards the world of forms, developmental programmes, current social processes, etc.

**Article 10**

The test is graded in the following procedure:

1. The candidate completes their oral defense in front of two committees.
2. Each committee assigns 2 scores (graded between 1 and 10 points, the maximum for

each being 10). Each candidate thus receives a total of 4 individual scores, with the highest possible number of points being 40.

FA sends all grades to the Higher Education Application and Information Service at the University of Ljubljana, which conducts the final calculation of points.

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 11**

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

The decisions of the capability test commission, upon submission of test results to the Higher Education Application and Information Service, are **final**.

#### **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 want to contest the results of their capability test, may do so by filing an appeal to the Committee for the Urbanism Studies Capability Test within 8 days of having received their final results.

#### **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 and Regulations will enter into effect the day following their adoption by the FA Senate.

DEKAN UL FA

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