

Besedilo je neuradni prevod Pravilnika o kreditno ovrednoteni obštudijski dejavnosti na Univerzi v Mariboru št. 012/2019/1 (Uradno prečiščeno besedilo – UPB 3) in predstavlja zgolj informativni delovni pripomoček, glede katerega Univerza v Mariboru ne jamči odškodninsko ali kako drugače.

This is an unofficial translation of the Rules on ECTS Accredited Extracurricular Activities at the University of Maribor No. 012/2019/1 (Official consolidated text 3) and represents merely an informative tool, regarding which the University of Maribor is not liable for damages or otherwise.

Pursuant to Article 253 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, No. 41/2021 – official consolidated text 13 and 31/2024), the Senate of the University of Maribor, at its 15th regular session of 22 October 2024, approved the official consolidated text of the Rules on ECTS Accredited Extracurricular Activities at the University of Maribor, No. 012/2019/1 which includes:

- Rules on ECTS Accredited Extracurricular Activities at the University of Maribor, No. 012/2019/1 (official consolidated text 2 of 21 October 2022) (UM Announcements, No. XL-13-2022) and
- Amendments of the Rules on ECTS Accredited Extracurricular Activities at the University of Maribor, No. 012/2019/1 of 22 October 2024 (UM Announcements, No. XLII-9-2024)

RULES ON ECTS ACCREDITED EXTRACURRICULAR ACTIVITIES AT THE UNIVERSITY OF MARIBOR, NO. 012/2019/1

(official consolidated text – UPB 3)

Article 1

These Rules govern ECTS accredited extracurricular activities and the procedure for identification, verification, validation, and recognition of knowledge acquired by candidates through ECTS accredited extracurricular activities while studying at the University of Maribor (hereinafter referred to as “the UM”).

The terms used in these Rules in the male gender shall be considered neutral and shall refer to all genders.

Article 2

ECTS accredited extracurricular activities are organised activities for students that are available at the UM in addition to prescribed courses of study and in accordance with the standards for education quality as well as UM reputation and recognition building at home and abroad.

ECTS accredited extracurricular activities are verified, validated, and recognised by relevant UM bodies under these Rules. In accordance with the SQAA’s Criteria for Credit Assignment to Study Programmes According to ECTS, an individual ECTS accredited extracurricular activity is, as a rule, evaluated with 3 ECTS credits.

Article 3

Based on its subject matter, an ECTS accredited extracurricular activity shall be classified within:

1. sports activities,
2. arts and culture,
3. volunteering and charity,
4. social activities,

5. health protection and the promotion of a healthy lifestyle,
6. green and digital transition for sustainable living,
7. research, science, and projects that are not a compulsory part of the curriculum, or
8. other relevant scopes proposed by a Member or the Department of Education and Study of the University of Maribor (hereinafter referred to as “the UM DES”).

Article 4

Verification and validation of an extracurricular course syllabus for the allocation of ECTS credits (Annex 1) fall within the remit of the Committee for Education and Study of the UM Senate (hereinafter referred to as “the UM CESA”) and the UM Senate.

Article 5

The procedure for verification and validation of an ECTS accredited extracurricular activity shall be launched on a proposal from a UM Member or the UM DES. The proposal shall be submitted to the UM DES.

The proposal shall include a decision by the Member’s Senate or justification by the UM DES, if the proposal is submitted by the UM DES, a completed course accreditation form – course syllabus (Annex 1), financial assessment of the implementation cost, and the Member’s statement that it shall implement the activity within the provided funding.

The proposal shall also include annexes proving that the course coordinator is a qualified higher education teacher who fulfils all requirements for being a coordinator of at least a 1st-cycle professional study programme course.

Upon receiving a formally valid proposal, the UM DES shall forward the proposal to the UM CESA for consideration and to the UM Senate for confirmation.

Article 5a

The minimum number of applied students for the implementation of each course within the ECTS accredited extracurricular activities are 6 students or 10 students in courses from the field of team sports. The decision on the implementation shall be made by the Member’s Dean based on the number of students enrolled in the course as of 5 October, or on the next working day if 5 October falls on a public holiday.

The teaching process shall be carried out in a single group, except in cases where this is not feasible due to safety considerations or equipment availability. In accordance with the above, the UM Member may, through the annual call, also define the maximum number of students to be included in the implementation of a course.

A Member offering a course as part of the ECTS accredited extracurricular activities may, when submitting the list of courses, also propose that the course be implemented regardless of the number of applied candidates. In such cases, the implementation of the course shall not be financed under Article 7.b of these Rules and shall be carried out at the Member’s own expense.

Courses offered as part of the ECTS accredited extracurricular activities may, where the nature of the course allows, also be offered in e-learning format.

Article 6

A students may also have ECTS credits obtained through an ECTS accredited extracurricular activity recognised as part of open electives of the first- or second-cycle study programme in which they are enrolled.

If obligations fulfilled through ECTS accredited extracurricular activities are recognised within the enrolled study programme, the recognised obligations and ECTS credits shall be included in the total number of ECTS credits of the study programme. Otherwise, the ECTS accredited extracurricular activity shall be included in the student records (IŠO), listed as an additionally fulfilled study obligation.

Article 7

Components of course syllabi for ECTS accredited extracurricular activities that are approved in accordance with the procedure specified in these Rules shall be amended through the same procedure they were initially approved by. The preparation of course syllabi is specified in a document entitled *Procesi notranjega upravljanja in spremljanja kakovosti študijskih programov na Univerzi v Mariboru* (Processes of Internal Management and Monitoring of Study Programme Quality at the University of Maribor).

ECTS accredited extracurricular activities shall be offered to students and published on the UM website annually.

If a student wishes to withdraw from a selected ECTS accredited extracurricular activity course, they may do so at any time, except in cases where the extracurricular activity course was chosen as an open elective course of their study programme. In such cases, withdrawal must be made no later than 15 October of the current academic year.

If the student withdraws from an additional course, they must inform the competent Student Affairs Office no later than by the end of the semester in which the selected course is implemented, so that the necessary adjustments can be made in the student records (IŠO). If direct financial costs were incurred during the implementation of the course, the student shall be required to settle these costs regardless of the withdrawal, unless they have been exempted from payment in accordance with the applicable instructions governing fees and cost evaluation at the University of Maribor.

Article 7a

UM members shall ensure the entry of data regarding the implementation of courses within the ECTS accredited extracurricular activity into AIPS (data on the pedagogical process), in accordance with the deadlines applicable to regular academic activities. The members are responsible for the accuracy of the data, which serves as the basis for financing the ECTS accredited extracurricular activities in accordance with Article 7.b of these Rules.

Article 7b

When calculating the implementation costs of an ECTS accredited extracurricular activity, the average implementation costs of an ECTS accredited extracurricular activity course per student shall be taken into account. The costs shall be granted to the Member implementing the course based on the number of participating students (enrolled in the Member and other UM members) enrolled in the implementation of a given ECTS accredited extracurricular activity course as of 15 October, or on the next working day if 15 October falls on a public holiday. All members shall receive the same amount per participating student for the implementation of an ECTS accredited extracurricular activity.

The source of funding for the implementation of ECTS accredited extracurricular activities shall be the pooled funds allocated within the joint tasks of the University of Maribor. The annual amount of funding shall be provided within the framework of the University's joint tasks in the amount of 0.1% of the basic annual funds and variable annual funds, in accordance with the Decree on the Public Funding for Higher Education Institutions and Other Institutions (Official Gazette of the Republic of Slovenia, No. 35/17, 24/19, 65/22, 61/23, and 2/24).

Article 8

These Rules shall enter into force on the 15th day after their publication in the UM Announcements.

Final provision of the Amendments of the Rules on ECTS Accredited Extracurricular Activities at the University of Maribor No. 012/2019/1 of 27 October 2020

Article 9

Amendments of these Rules shall enter into force on the day after their publication in the UM Announcements.

Transitional and Final Provisions of the Amendments of the Rules on ECTS Accredited Extracurricular Activities at the University of Maribor No. 012/2019/1 of 27 September 2022

Article 10

(Transitional and Final Provisions)

These amendments of the Rules on ECTS Accredited Extracurricular Activities at the University of Maribor No. 012/2019/1 shall enter into force on the day after their publication in the UM Announcements.

The new third paragraph of Article 7 of the Rules applies until the entry into force of the Amendments of the Instructions on the Implementation of Elective Courses at the University of Maribor.

Transitional and Final Provisions of the Amendments of the Rules on ECTS Accredited Extracurricular Activities at the University of Maribor No. 012/2019/1 of 22 October 2024

Article 11

These amendments of the Rules on ECTS Accredited Extracurricular Activities at the University of Maribor No. 012/2019/1 shall enter into force on the day after their publication in the UM Announcements.

President of the Senate of the University of Maribor
Rector of the University of Maribor
Red. prof. dr. Zdravko Kačič

Priloga 1 – Učni načrt

UČNI NAČRT KREDITNO OVREDNOTENE OBŠTUDIJSKE DEJAVNOSTI / EXTRACURRICULAR COURSE SYLLABUS WITH CREDITS
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Ime predmeta:	
Course title:	

Študijski program in stopnja Study programme and cycle	Študijska smer Study option	Letnik Year of study	Semester Semester
Obštudijska dejavnost			
Extracurricular activities			

Vrsta predmeta (obvezni ali izbirni) /
Course type (compulsory or elective)

Obštudijska dejavnost
Extracurricular activity

Univerzitetna koda predmeta / University course code:

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Predavanja Lectures	Seminar Seminar	Vaje Tutorial			Klinične vaje Clinical training	Druge oblike študija Other forms of study	Samost. delo Individual work	ECTS
		AV	LV	RV				

Nosilec predmeta / Course coordinator:

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Jeziki /Languages:

Predavanja / Lectures:

Vaje / Tutorial:

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:

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Prerequisites for enrolling in the course or for performing study obligations:

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Vsebina (kratek pregled učnega načrta):

Content (syllabus outline):

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Temeljni literatura in viri / Reading materials:**Cilji in kompetence:****Objectives and competences:****Predvideni študijski rezultati:**

Znanje in razumevanje:

Intended learning outcomes:

Knowledge and understanding:

Metode poučevanja in učenja:**Learning and teaching methods:****Načini ocenjevanja:**

Način (pisni izpit, ustno izpraševanje, naloge, projekt)

Delež (v %) /
Share (in %)**Assessment methods:**

Method (written or oral exam, coursework, project):

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Reference nosilca / Course coordinator's references:

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