

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), the Senate of the University of Maribor, at its 18th regular session of 20 October 2022, 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 1 of 27 October 2020) (UM Announcements, No. XXXVIII-11-2020);
- Amendments of the Rules on ECTS Accredited Extracurricular Activities at the University of Maribor, No. 012/2019/1 of 27 September 2022 (UM Announcements, No. XL-11-2022)

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

(official consolidated text – UPB 2)

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 both the masculine and feminine 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 NAKVIS’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 and environmental protection,
6. research, science, and projects that are not a compulsory part of the curriculum, or
7. 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 UM Committee for Graduate Studies (hereinafter referred to as “the UM CGS”).

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 DESA. The proposal shall be submitted to the UM DESA.

The proposal shall include a decision by the Member’s Senate or justification by the UM DESA, if the proposal is submitted by the UM DESA, 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.

The accreditation of a course as an ECTS accredited extracurricular activity may also include a specification of the study fields in which the course may be recognised as an open elective course.

Upon receiving a formally valid proposal, the UM DESA shall forward the proposal to the UM CGS 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 teaching process is carried out in one group, except when this is not possible due to ensuring the safety or availability of equipment.

An individual Member offering a course as part of the ECTS accredited extracurricular activities may, when submitting a set of courses, also suggest that the course will be implemented regardless of the number of applied candidates. In this case, the course implementation is not subject to the balance payment and is carried out on the Member's expenses.

Courses that are offered as part of the ECTS accredited extracurricular activities may be implemented as e-studies if the nature of the implementation allows it.

Article 6

Students may use ECTS credits earned through an ECTS accredited extracurricular activity as part of (open) electives of a first- or second-cycle study programme that they are enrolled in if the ECTS accredited extracurricular activity in question is approved by the UM Senate in accordance with the provisions of these Rules, and if the study programme they are enrolled in offers open elective courses and allows using the ECTS accredited extracurricular activity in question as an elective course.

In any case, students may use credits earned through an ECTS accredited extracurricular activity in the field of sports as part of open electives at the University of Maribor, an individual faculty deciding whether one is allowed to use 3 or 6 ECTS credits. On using ECTS accredited extracurricular activities from other fields specified in Article 3 of these Rules, each individual faculty shall decide on its own.

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 that are required for progression through 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 students wish to withdraw from the chosen ECTS accredited extracurricular activity course, they are allowed to do so at any time, except if they chose the extracurricular activity course as an open elective course, from which they are allowed to withdraw until October 15 of the current academic year.

Insofar as direct financial costs were actually incurred during the implementation of the course, the student must pay these actually incurred costs, regardless of whether they have withdrawn from the course, unless they have been exempted from paying the costs.

Article 7a

UM members ensure that data on the implementation of courses within the ECTS accredited extracurricular activity is entered in AIPS (data on the pedagogical process) within the deadlines that apply to the study activity. The members are responsible for the correctness of the data that is the basis for calculating the costs.

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 is taken into account. The costs are granted to the Member implementing the course according to the number of students (enrolled in the Member and other UM members) included in the implementation of the ECTS accredited extracurricular activity course. Members receive the same amount for the implementation of an ECTS accredited extracurricular activity for a participating student.

As a source of financing the implementation of ECTS accredited extracurricular activities, pooled funds within the framework of the joint tasks of the UM are taken into account. The annual amount of funds is provided within the framework of the joint tasks of the UM in the amount of 0.1% of the basic annual

funds and variable annual funds according to the Decree on the Public Funding for Higher Education Institutions and Other Institutions (Official Gazette of the Republic of Slovenia, No. 35/17 and 24/19).

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.

**Rector of the University of Maribor
Prof. Dr. Zdravko Kačič**

Priloga 1 – Učni načrt

**UČNI NAČRT KREDITNO OVREDNOTENE OBŠTUDIJSKE DEJAVNOSTI / EXTRACURRICULAR COURSE
SYLLABUS WITH CREDITS**

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:

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:

Jeziki /Languages:	Predavanja / Lectures:	<input style="width: 400px;" type="text"/>
	Vaje / Tutorial:	<input style="width: 400px;" type="text"/>

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:	Prerequisites for enrolling in the course or for performing study obligations:

Vsebina (kratek pregled učnega načrta):	Content (syllabus outline):

Temeljni literatura in viri / Reading materials:

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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:

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Načini ocenjevanja:

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

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Delež (v %) /
Share (in %)

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Assessment methods:

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

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Reference nosilca / Course coordinator's references:

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