

Based on Articles 211, 216 and 253 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia No 1/2010 – official consolidated text 8), the Senate of the University of Maribor, at the 32nd regular session of 1 June 2010, adopted the following

RULES ON STUDENTS WITH A SPECIAL STATUS AT THE UNIVERSITY OF MARIBOR

No A5/2010-41 AG

I. GENERAL PROVISIONS

Article 1

(students with a special status)

- (1) In accordance with the Statute of the University of Maribor and these Rules, there are the following types or categories of students with a special status at the University of Maribor:
- students – top athletes,
 - students – accomplished artists,
 - students with a long-term health condition,
 - students with disabilities,
 - student representatives (the Vice-Rector for Student Affairs, vice-deans for student affairs and the Secretary of the Student Council of the University of Maribor),
 - other students who require study adjustments due to particular circumstances (e.g. exceptional social and family circumstances, participation in international knowledge competitions, involvement in important research projects, etc.).

Article 2

(basis for study adjustments)

- (1) Unlike other students, students mentioned in the previous Article face special circumstances or challenges which prevent or hinder their full and effective inclusion and participation in the study process. In order to acquire the necessary knowledge and competences and successfully complete their studies, students with a special status are entitled to certain adjustments.

Article 3

(content of the Rules)

- (1) These Rules govern the procedures related to the study of students with a special status specified in Article 1 of these Rules with the exception of students with disabilities, for whom, due to special circumstances of these students, procedures related to studies and adjustments are regulated separately by the Rules on the Study Process of Students with Disabilities at the University of Maribor.
- (2) These Rules govern the procedure for obtaining a special status for individual categories of students with a special status and the rights and duties arising from an individual status.

Article 4

(neutral grammatical form)

- (1) The terms used in these Rules in the male gender shall be considered neutral and shall refer to both the masculine and feminine genders.

II. OBTAINING A SPECIAL STATUS

Article 5

(applying for a special status)

- (1) The application for obtaining a special status may be submitted by an undergraduate or postgraduate student. In the application, the student shall specify the category of a special status he is requesting.
- (2) As a rule, the student submits the application when enrolling in the first year of study, higher year of study or in the graduate year. The application is submitted to the faculty's Student Affairs Office. As a rule, the application is submitted on a special form annexed to these Rules (Annex 1).
- (3) If the student's application is incomplete or incomprehensible, or if the student does not enclose evidence to the application but states relevant reasons for obtaining the special status in the application, the faculty's professional staff shall invite him within five working days of receipt of the application to supplement the application by eliminating deficiencies or enclosing the relevant evidence specified in Article 6 of these Rules. The deadline for supplementing the application is set by the faculty and shall be at least 3 days from the receipt of the invitation.
- (4) If the student does not eliminate the deficiencies within the set deadline or does not enclose the relevant evidence, the faculty's commission responsible for academic affairs shall dismiss the application by a decision. An appeal may be lodged against this decision with the University's Student Complaints Commission.

Article 6

(conditions for obtaining a special status)

- (1) The student shall enclose relevant evidence to the application for a special status, depending on the category of the status he is requesting.
- (2) Relevant evidence for individual categories of students with a special status are:
 - a. Students – top athletes:
 - a certificate of the Olympic Committee of Slovenia on the status of a categorized athlete (world class athlete, international class athlete, perspective class athlete, national class athlete, youth class athlete);
 - a certificate of sports achievements at the national or international level for non-Olympic sports disciplines;
 - a certificate of the Sports Federation for the Disabled of Slovenia – Slovenian Paralympic Committee on sports achievements at the national or international level;
 - a certificate from the competent sports authority in the home country (for foreigners);
 - a certificate from the Olympic Committee of Slovenia on the official appointment of a national team coach or coach of an individual categorized athlete and on direct involvement in the preparation and implementation of a categorized athlete programme.
 - b. Students – accomplished artists:
 - primary documents include: proof of received awards or recognitions for outstanding achievements in the field of art issued by relevant institutions at the national or international level (status is not possible without primary evidence), a certificate from the Ministry of Culture on the status of a cultural worker or artistic achievement;
 - secondary documents have a complementary and explanatory role and include: bibliographic data of the candidate or critical references in the field of art, proof of membership in a national or international organization in the field of art and other certificates of the status of active artistic activity at the national or international level.

- c. Students with a long-term health condition:
 - a medical certificate from a specialist showing that the student has a chronic disease or a disease that is expected to last at least three months and will affect the student's performance of study obligations.

- d. Student representatives (the Vice-Rector for Student Affairs, vice-deans for student affairs and the Secretary of the Student Council of the University of Maribor):
 - a photocopy of the decision on appointment to the position issued in accordance with the general acts of the University.

- e. Other students who require study adjustments due to particular circumstances:
 - official evidence proving special circumstances which require study adjustments (e.g. a decision or an opinion of the Social Work Centre for the student or for family members in a joint household; police records or actions demonstrating exceptional social and family circumstances; a birth certificate for a child (for children up to age 3); a certificate demonstrating selection for participation at an international knowledge competition; a certificate from the responsible person of the faculty on involvement in important research projects, etc.).

Article 7

(decision on the application for a special status)

- (1) The application for obtaining a special status is decided upon by the faculty's commission responsible for academic affairs, which adopts a decision on whether the requested special status can be granted to the student or not. The decision also includes the specification of a time period for which a special status is granted.

- (2) As a rule, the student is granted a special status for one academic year with the possibility of extension.

- (3) After the application for obtaining a special status has been processed, the chair of the commission issues a decision, which includes relevant explanation. The decision is served on the student according to the rules of the general administrative procedure.

- (4) A copy of the decision is forwarded to the faculty's Student Affairs Office, which places the decision in the student's personal file and enters the special status type into the AIPS electronic database.

- (5) The student may lodge an appeal against the faculty's decision with the University's Student Complaints Commission within eight days of receipt of the decision.

III. RIGHTS AND OBLIGATIONS OF STUDENTS WITH A SPECIAL STATUS

Article 8

(rights)

- (1) The student who acquires a special status and, accordingly, is provided with special study adjustments, is required to fulfil all the obligations of the study programme, while being granted the following rights:
 - the right to a reduction in compulsory attendance and excused absence for study obligations in agreement with the course coordinator,
 - the right to subsequently perform practical classes, submit and present seminar papers, continuous assessment, etc.,

- the right to take exams outside the scheduled exam dates in accordance with the Rules on the Assessment and Examination of Knowledge at the University of Maribor,
 - the right to repeat a year of study and exceptional advancement to a higher year of study and to extend the graduate year up to one year for justifiable reasons while fulfilling the conditions determined by the UM Statute and the study programme.
- (2) The student gains the right from the last indent based on a written request, to which he is required to enclose the decision on a special status.
- (3) The application mentioned in Article 5 of these Rules may also contain the student's request for the faculty's commission responsible for academic affairs to decide in the decision from Article 7 of these Rules also on the scope and manner of exercising the right from the first indent of the first paragraph of this Article. The student and the course coordinator are bound by the decision of the commission under this paragraph.

Article 9
(duties)

- (1) The student with a special status in the categories of top athletes or accomplished artists has the duty to represent the University of Maribor at university sports and cultural events and competitions, except in cases where it is contrary to his individual contract.

Article 10
(cessation of a special status)

- (1) The student with a special status who does not fulfil his obligations loses the right to special study adjustments under these Rules. The decision is made by the faculty's commission responsible for academic affairs.

IV. FINAL PROVISION

Article 11
(entry into force of these Rules)

- a) These Rules shall enter into force on the fifteenth day after their publication in the UM Announcements and shall apply from 1 October 2010.

Rector of the University of Maribor
Prof. dr. Ivan Rozman, m.p.

Annexes:

Annex 1: Application for Obtaining a Special Status at the University of Maribor.

APPLICATION FOR OBTAINING A SPECIAL STATUS AT THE UNIVERSITY OF MARIBOR

1. Surname and given name: _____
 Student ID number: _____
 Study programme: _____ Study option: _____
 Year of study: _____ Mode of study: full-time part-time
 Type of study: 1st-cycle professional 1st-cycle academic 2nd-cycle 3rd-cycle

2. In the _____ academic year, I request the status of a **(circle the status you are requesting)**:

- a) **student – top athlete,**
- b) **student – accomplished artist,**
- c) **student with a long-term health condition,**
- d) **student representative,**
- e) **student who requires study adjustments due to particular circumstances** (e.g. exceptional social and family circumstances, participation in international knowledge competitions, involvement in important research projects, etc.).

3. I enclose the following relevant evidence to the application **(for the requested status, circle the evidence you enclose)**:

Students – top athletes:

- a certificate of the Olympic Committee of Slovenia on the status of a categorized athlete (world class athlete, international class athlete, perspective class athlete, national class athlete, youth class athlete);
- a certificate of sports achievements at the national or international level for non-Olympic sports disciplines;
- a certificate of the Sports Federation for the Disabled of Slovenia – Slovenian Paralympic Committee on sports achievements at the national or international level;
- a certificate from the competent sports authority in the home country (for foreigners);
- a certificate from the Olympic Committee of Slovenia on the official appointment of a national team coach or coach of an individual categorized athlete and on direct involvement in the preparation and implementation of a categorized athlete programme.

Students – accomplished artists:

- primary documents include: proof of received awards or recognitions for outstanding achievements in the field of art issued by relevant institutions at the national or international level (status is not possible without primary evidence), a certificate from the Ministry of Culture on the status of a cultural worker or artistic achievement;
- secondary documents have a complementary and explanatory role and include: bibliographic data of the candidate or critical references in the field of art, proof of membership in a national or international organization in the field of art and other certificates of the status of active artistic activity at the national or international level.

Students with a long-term health condition:

- a medical certificate from a specialist showing that the student has a chronic disease or a disease that is expected to last at least three months and will affect the student's performance of study obligations.

Student representatives:

- a photocopy of the decision on appointment to the position issued in accordance with the general acts of the University.

Other students who require study adjustments due to particular circumstances:

- a decision of the Social Work Centre for the student or for family members in a joint household;
- an opinion of the Social Work Centre for the student or for family members in a joint household;
- police records or actions demonstrating exceptional social and family circumstances;
- a birth certificate for a child (for children up to age 3);
- a certificate demonstrating selection for participation at an international knowledge competition;
- a certificate from the responsible person of the faculty on involvement in important research projects;
- other _____

4. **(circle if you wish to request, and complete with additional information)** In accordance with the provision of paragraph 3 of Article 8 of the Rules on Students with a Special Status at the University of Maribor, I hereby request the faculty's commission responsible for academic affairs to decide in the decision from Article 7 of these Rules also on the scope and manner of exercising the right from the first indent of the first paragraph of Article 8 of these Rules for the following courses:

5. Justification or other relevant information for the commission:

In _____, on _____

_____ student's signature

The terms used in this application in the male gender shall be considered neutral and shall refer to both the masculine and feminine genders.