

INSTRUCTIONS FOR SUBMITTING APPLICATIONS IN THE 2021/22 STUDY YEAR

Doctoral students don't submit their applications through the VIS information system. For enrolment into next year of studies there are forms on this web page (for 2nd and 3rd year of studies).

For the prolongation of your status you have to submit a written application (no form exists) where you explain your situation.

Student submits application when meeting one of the following requirements:

*parenting, longer illness, exceptional family and social circumstances, recognized status of a person with special needs, active participation in top professional, cultural and sporting events, active participation in the organs of the University.

The enrolment referred to in the previous paragraph shall be decided by the Student Affairs Commission

** in cases where law and the Statute of the UL so stipulate, the student's status may also be extended for justified reasons, but for a maximum of one year and one year for each live birth.

Extension of status for justified reasons, such as: prolonged illness, exceptional family and social circumstances, special status of a student, is decided by the Student Affairs Committee of the Member.

REQUIRED EVIDENCE OF AN APPLICATION FOR EXCEPTIONAL ENROLMENT IN A HIGHER YEAR, EXTENSION OF STATUS AND EXTENSION OF AN ADDITIONAL YEAR

As an attachment to the application, do not submit originals but photocopies of certificates, as we do not return documents.

PARENTING

Students who are mothers who give birth during their studies and students who become fathers during their studies have the right to extend their student status by one year for each child born alive. Extensions must be requested during the academic year in which the child is born.

CHRONICAL DISEASE

A certificate from a specialist doctor, which clearly shows the timing of the disease that affected the inability to study must be submitted. Eg:

- medical certificate for student or student's child, issued after the completion of treatment, showing the duration of the disease
- damage certificate, discharge letter from the hospital or another medical certificate for student or student's child showing the treatment and duration of illness;
- discharge letter from hospital medical certificate for student or student's child

showing the treatment and duration of the illness

- a certificate of risk pregnancy of a specialist gynaecologist or a certificate of health problems during pregnancy

EXCEPTIONAL FAMILY AND SOCIAL CIRCUMSTANCES

It is necessary to provide proof of competent public service, stating the opinion on obstacles for study due to difficult family or social conditions. Other relevant certificates may be e.g. retirement benefits, assessment of income tax, official certificate of number of family members, illness in the family, unemployment of parents, decisions and opinions of CSD (Center za socialno delo - Social Work Centre), extract from the register of deaths, decision on disability for a student or family member, police record or measures for exceptional social and family circumstances, etc.). The importance of the validity of these certificates is assessed on a case-by-case basis by the Study Committee.

STUDENTS WITH SPECIAL STATUS

In accordance with Article 94 of the University of Ljubljana Statute and the Rules on Students with Special Status at the University of Ljubljana, the following statuses exist:

- categorised athletes,
- artists or cultural workers,
- students participating in state / international competitions,
- parents,
- students with special needs (SSN) or long-term injuries, disorders, deficits or problems.

Students apply for special status with an individual application that is annexed to the Rules.

CATEGORISED ATHLETES

A categorised athlete must get one of the following certificates of status issued by the Committee for Elite Sports at OCS, based on the categorisation of the Olympic Committee of Slovenia or the Paralympic Committee of Slovenia:

world class athlete, international athlete, prospective athlete, national athlete, youth athlete.

In addition those rights under the status of student athlete can also be granted to an officially appointed coach of a national team or of an individual categorised athlete by an individual national sports federation directly involved in the preparation and realisation of programmes of categorised athletes. The proof of meeting these requirements is the certificate issued by OCS.

ACTIVE PARTICIPATION AT TOP PROFESSIONAL, CULTURAL AND SPORTS EVENTS

In order to be granted special status students must provide written proof of participation in top professional, cultural and sports events and the nature and duration of the event. Relevant certificates are: awards or prizes, acknowledgments of cultural or

humanitarian organizations for exceptional activity or achievements in the cultural and humanitarian field, issued by state umbrella institutions at the national level, awarded at the University level.

The importance of these certificates is assessed on a case-by-case basis by the Undergraduate Commission.

ACTIVE PARTICIPATION IN UNIVERSITY BODIES

Student submits certificates of active participation in university bodies from university authorities. The date of the student's active participation in the University bodies must be indicated on the certificate.