

## **INSTRUCTIONS FOR SUBMITTING APPLICATIONS IN THE 2024/25 STUDY YEAR**

Applications are submitted through the VIS information system. You will be able to submit them from 2<sup>nd</sup> to 5<sup>th</sup> September 2024. On VIS you will be able to monitor at what stage your application is. You will also get the commission's decision in your VIS application.

Printed applications should be submitted to students office no later than 6<sup>th</sup> September 2024 at 12:00.

### **The application process:**

**WARNING:** Server has a timeout limit, so you may be denied of entry and printing of the application after a certain time. In order to avoid problems, we advise you to prepare the justification of the request in a text document beforehand and then copy (paste) the text into the corresponding document field in the VIS.

1. Select **PROŠNJE** on the left side (in menu):
2. To the left of the text **VNOS PROŠNJE**, click the double arrow button <<. This opens the form. On the top there is information about you. Below, you select **TIP PROŠNJE** (Type of request) and **VZROK** (Cause). You provide us both with the justification and the list of attachments that you will add to the application. Complete all the form.
3. By clicking the **ODDAJ IN NATISNI PROŠNJO** (Submit and Print Request) button, the application is forwarded to the VIS and printed. Printed copy of the application with all the attachments you have provided in the form shall be signed and brought to the student's office or mailed to the Faculty of Natural Sciences and Engineering, Student's Office, Aškerčeva 12, 1000 Ljubljana. Only applications submitted to the VIS and delivered to students office (with all the attachments listed in VIS) will be considered!

Before printing and sending a request, you can correct or complete it by clicking the two arrows << to the left of the **UREJANJE PROŠNJE** (Edit Request or Complaint) button and then the word **IZBERI** (Select). After corrections, you have the option to reprint the revised application. Once you submit your request to students office, changing the request in VIS is invalid. Written copy you submitted in paper is valid.

You can also delete a request from the **UREJANJE PROŠNJE** (Edit Request or Complaint) tab, but only if you have not yet submitted it.

If after printing on the printout of the application you have found you have forgotten or mistyped some information, you can correct the already entered application by selecting **UREJANJE** (Edit application or complaint), but only if you have not yet submitted the written application to students office

4. Be sure to attach to the sent application the supporting documents you provided in the application (eg. medical certificate, CSD certificate, parental certificate, etc.). If you do not have official supporting evidence for your application, please describe as well as possible the reasons why you think you are entitled to get approved your application.

You can see the individual stages of request resolution in the VIS under the **PREGLED PROŠNJE** (Application Overview menu, **STATUS** section. The status of the application changes as follows:

1. **PREDLAGAN** (Application entered)- You have submitted your request but students office hasn't received it yet
2. **SPREJET** (Accepted) – students office has accepted the request and is awaiting processing. You will be informed in the OPOMBE (Notes box) if application needs to be supplemented.
3. **ZAKLJUČEN** (Concluded) - the request has been considered and a decision has been taken. Selecting the word IZBERI (Select) in front of the line shows you the date of processing your request and the decision taken.

**Your application is only considered after we have received a signed application form with attachments!**

**You will see the solution to your request in the VIS around **September 19<sup>th</sup>, 2024.****

Any complaints to study commission decisions should also be submitted through the VIS system. Instructions on how to submit a complaint can be found on this website - tab INSTRUCTIONS FOR SUBMITTING A COMPLAINT.

#### **Type of applications:**

<b>Type of applications</b>	<b>Explanation</b>
Application for enrolment in senior year without conditions	Enrolment is possible when having justifiable reasons. The minimum condition for approving the application is for student to obtain at least 40 ECTS obligations for the current year (and all obligations of the previous year if he / she applies for enrolment in the 3rd year). *
Application for Extension of Student Status	Student submits application if he / she doesn't reach the required number of ECTS for enrolment in the higher year, stating the reasons (and, of course, enclosing supporting documents) from Article 126 of the UL Statute ** Extending student status is not the same as a repeat year.
Complaint	Appeal against the decision of the first instance body.

\*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 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.

**Students qualifying for a repeat year** (corresponding number of ECTS according to the study program) and wish to re-enrol in the same year (but have not yet repeated a year or changed study program), please inform the student's office to open you the enrolment form.

### **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 only submit 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 born child. 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.