

Study and Examination Regulations of the Faculty of Chemistry and Chemical Technology of the University of Ljubljana – final version, dated 20 October 2023, contains:

- Study and Examination Regulations of the Faculty of Chemistry and Chemical Technology of the University of Ljubljana, adopted on 22 December 2017, in force as of 1 January 2018,
- Amendments to the Study and Examination Regulations of the Faculty of Chemistry and Chemical Technology of the University of Ljubljana, adopted on 16 September 2022, in force as of 1 October 2022,
- Amendments to the Study and Examination Regulations of the Faculty of Chemistry and Chemical Technology of the University of Ljubljana, adopted on 20 October 2023, in force as of 23 October 2023.

STUDY AND EXAM REGULATIONS OF THE FACULTY OF CHEMISTRY AND CHEMICAL TECHNOLOGY OF THE UNIVERSITY OF LJUBLJANA

I. General provisions

Article 1

These Regulations govern the selection and taking of courses in the first- and second-cycle study programmes at the Faculty of Chemistry and Chemical Technology of the University of Ljubljana (hereinafter the UL FKKT), the taking of differential exams, the examination and assessment of students' knowledge, and progression to the next year of study.

Article 2

These Regulations are supplemented by the provisions of the Higher Education Act, the Statutes of the University of Ljubljana (hereinafter the Statutes of the UL), the Study Regulations of the University of Ljubljana, the Rules on Disciplinary Responsibility of Students of the University of Ljubljana, and the Regulations on students with special needs and special status at UL.

Article 3

The term “student” is used in these Regulations as a neutral term for male and female students and other persons who have the right to study.

II. Choosing courses and taking exams

Choosing courses

Article 4

The courses of the study programmes of the UL FKKT are divided into compulsory and elective courses. Elective courses can be general or specialised.

Specialised elective courses are a component part of the accredited study programme. Students choose elective courses from the courses offered at the time of enrolment.

Students choose the general elective courses from the courses offered at the time of enrolment or from the courses of other study programmes as defined in the accredited study programme and on the basis of the stipulated application submitted to the Office of Academic and Student Affairs (hereinafter the Student Office) and approved by the Vice-Dean for Undergraduate and Master's Studies. The course from another study programme shall be of the same cycle in which the student is enrolled.

Changing courses

Article 5

Students cannot change the elective courses they have chosen.

In exceptional cases (e.g. due to overlapping schedules or other circumstances that the student could not foresee), the student may submit a request to change the elective course in their curriculum, but no later than by the end of the second week of the winter semester for the current academic year.

The change of the elective course shall be decided upon and approved by the Vice Dean for Undergraduate and Master's Studies.

Recognition of courses and exams taken in other study programmes

Article 6

A student may apply for recognition of exams passed in a previous study programme for courses which are wholly or mainly consistent with the study programme of the UL FKKT. As a general rule, a student may apply for recognition of exams for which no more than 10 years have elapsed since the date on which the exam was taken in the other study programme. Exceptionally, a student may request recognition of passed exams for which more than 10 years have elapsed since the date on which the exam was taken, provided they have at least 5 years of professional experience in the discipline to which the recognition of the course relates.

Article 7

The application for recognition of an exam, which shall clearly state which UL FKKT course the application relates to, shall be accompanied by:

- an officially approved and certified syllabus for the course, indicating the required study literature and the number of hours and the form of implementation of the course for which they took the exam at another institution;
- an official certificate of the passed exams and the grades, the date of taking the exams, and the credit points obtained for each course,
- a student requesting the recognition of exams taken more than ten years ago, shall further attach a work experience certificate issued by their employer.

The student shall submit the application to the Student Office no later than by 1 October for the current academic year.

Article 8

The course holder shall examine the application and decide whether to recognise, partially recognise or not recognise the exam within 15 days at the latest. If the exam is partially recognised, the course holder shall determine the content that the student shall pass in the partial (differential) exam.

The decision shall be approved by the Vice Dean for Undergraduate and Master's Studies.

Article 9

The decision on the recognition shall consider the similarity of the learning content of the study programme in which the student has passed the exam with the study programme in which the student is enrolled and the difficulty level of the study programme in which the student has previously studied. The exam may be recognised in full if at least 75% of the content, difficulty level and number of hours or credit points are consistent.

Article 10

The recognition of exams for candidates continuing their studies in undergraduate study programmes of the UL FKKT according to the Criteria for Transferring between Study Programmes is decided by the Committee for Undergraduate and Master's Studies of the UL FKKT. The provisions of Articles 6 and 7 of these Regulations shall be observed in the process of recognition.

Article 11

The recognition of exams for students of the UL FKKT who have interrupted their studies for more than two years and have requested in writing that they wish to continue and complete their studies shall be decided by the Committee for Undergraduate and Master's Studies of the UL FKKT in accordance with Article 128 of the Statutes of the UL.

Article 12

A student who has already taken and failed an exam in their study programme may not apply for recognition of this exam taken in another study programme.

Article 13

The recognition of the passed exam shall be recorded in the student's electronic gradebook. The grade of the recognised exam shall be the same as the grade obtained in the previous study programme, provided that the exam is recognised in full. Otherwise, a new grade shall be determined by the course holder. The documentation shall be kept by the Student Office.

Article 14

The recognition of students' study obligations passed in the context of international exchange programmes and all other obligations and duties directly related to student exchange shall be governed by the Rules on International Student Exchange.

Differential exams

Article 15

A differential exam is a form of assessment of a candidate's qualification for studies or for continuing their studies if they come from another faculty or another study programme.

Upon the candidate's request, the Committee for Undergraduate and Master's Studies of the UL FKKT shall determine differential exams on the basis of the accredited Enrolment Requirements or the Criteria for Transferring between Study Programmes.

Article 16

Differential exams shall be taken during the regular exam period. Candidates shall register for these exams in the manner and within the deadlines laid down in these Regulations.

Article 17

If the course in which the candidate is taking the differential exam includes laboratory work, the student shall complete the practical part of this work before registering for the exam. In such a case, the candidate shall be charged for the implementation of the course in addition to the differential exam according to the current price list.

Article 18

Candidates shall apply for being assigned differential exams on time to be able to complete the prescribed obligations before the stipulated enrolment deadlines. Failing this, the UL FKKT shall not be obliged to provide the student with alternative possibilities of fulfilling the obligations (laboratory work, exams, etc.) and the candidate shall be refused enrolment in the desired study programme for failure to meet enrolment requirements.

In this respect, the candidate shall consider that at least one exam date is offered for each course from the end of the summer semester until the beginning of the new academic year. The schedule of exam dates for the current academic year is published in the student information system. Students who do not have access to it may obtain information on exam dates from the Student Office.

If a student is required to complete laboratory work as part of the course, they may do so during the semester in which the course is being implemented.

Attendance in various forms of studies

Article 19

Students shall complete laboratory work in full.

Attendance at seminar work shall be at least 80 percent.

Early taking of courses

Article 20

A student who has completed all the obligations of the year preceding the year in which they are currently enrolled may apply for early taking of courses for the next year. The course to be taken in this way may not involve practical work in the laboratory.

A student exceptionally wishing to take a course from the next year shall have obtained at least 50 ECTS credits in the year in which they are currently enrolled. The application shall be submitted to the Student Office no later than by the deadline published in the student information system. The student may choose a maximum of three courses from the next year. The application shall be decided upon by individual course holders and the Vice-Dean for Undergraduate and Master's Studies. A student who has been approved to take exams from the next year shall have the approved course entered in their electronic gradebook.

A student who has completed all the obligations of the year in which they are currently enrolled may apply for early taking of the Practical Training course. The application shall be approved by the Vice Dean for Undergraduate and Master's Studies.

III. Examination and assessment of knowledge

Article 21

Students' knowledge is tested and assessed in individual courses and other components of the study programme.

The forms and methods of knowledge assessment in individual courses and other components are stipulated in the syllabus of individual courses in the study programmes. Students are informed about all the obligations and methods of knowledge assessment on the UL FKKT website, at the introductory lecture for each course, and by the teaching staff, course holders and course providers or study programme coordinators.

Article 22

Forms of knowledge assessment may include: oral and/or written exams, preliminary exams, preliminary exams from tutorials, seminar papers, seminar papers with defence, active participation in tutorials and seminars, final papers, research work, diploma and master's theses and doctoral dissertations, reports on practical training, and other forms as defined in the course syllabus.

The procedure for the production and assessment of the diploma thesis, research work, master's thesis and doctoral dissertation shall be laid down in specific regulations adopted by the Senate of the FKKT.

Article 23

The price list of the University of Ljubljana specifies the services or study obligations, which are subject to payment. A student shall have a completed study obligation, which is subject to payment, recorded in the study records of the Faculty when they provide proof that it has been paid for.

Exams

Article 24

In each course, the learning process usually ends with an assessment of the acquired knowledge.

The exam is a regular form of assessment of knowledge of the content specified in the syllabus of an individual course. Exams shall be taken individually or for several courses together (group exam), they shall be written and/or oral. The form of the exam shall be defined in the course syllabi.

Preliminary exams, preliminary exams from tutorials, tests, seminar papers, defences of seminar papers, and written programmes are forms of continuous assessment, which may be considered in the final grade in accordance with the course syllabi.

Article 25

The exam shall be graded by an examiner or an exam committee. An exam shall be conducted before a committee when provided for in the Statutes of the University of Ljubljana, these Regulations or the study programme. The examiner or member of the exam committee may only be a teacher with a valid title of higher education teacher. In other forms of assessment, the examiner may also be a faculty assistant.

As a general rule, the exam in a course is assessed by the higher education teacher who is the course holder or the course provider. Exceptionally and in agreement with the Vice-Dean for Undergraduate and Master's Studies, the course holder may appoint as examiner another teacher who holds a valid appointment to the title of higher education teacher. If there are several course holders or several examiners, they shall agree on the proportion of the exam to be assessed by each examiner. If knowledge is tested and assessed before a committee, at least one member of the committee shall be a higher education teacher appointed to title in the field to which the course belongs. If the course holder's employment relationship with the UL FKKT expires and a new course holder has not yet been appointed, the appropriate replacement for the exam shall be arranged by the head of the department in agreement with the Vice-Dean for Undergraduate and Master's Studies.

Unless otherwise specified in the course syllabus, students' knowledge shall be assessed with grades from 5 to 10. The grades indicating a pass grade are:

- 10 – excellent: exceptional knowledge without or with negligible faults,
- 9 – very good: very good knowledge with some minor faults,
- 8 – very good: good knowledge with certain faults,
- 7 – good: solid knowledge but with several faults,
- 6 – sufficient: knowledge only meets minimum criteria.

The grade indicating a failing grade is:

- 5 – insufficient: knowledge does not meet minimum criteria.

Article 26

Any changes to the forms and methods of knowledge assessment are permissible if they are approved for the next academic year by the Senate of the UL FKKT on the proposal of the course holder and with the consent of the study programme coordinator before the start of the new academic year and with effect from 1 October of the following academic year.

Article 27

The examination and assessment of knowledge is public. The public nature of exams shall be ensured by publishing the date, time and place of taking the exam.

Article 28

Students who are enrolled at the UL FKKT or who have been approved to take exams on other grounds have the right to take all forms of exams specified in the course syllabus.

A student may take all forms of continuous knowledge assessment specified in the course syllabus in the courses that they have registered in their electronic gradebook for the current academic year.

Students may take an exam in a particular course after the end of the lectures in that course if they can prove that they have fulfilled the obligations laid down in the course syllabus for that course.

Article 29

A student, who fails an exam the first time, may retake the exam three times. The retaking of an exam shall also be possible within the same exam period, provided that at least 10 days have elapsed between the previous unsuccessful exam and the retaking of the exam. The retaking of an exam due to a successful appeal against the received grade shall not be deemed the retaking of an exam.

On the basis of a reasoned written request from the student, the Committee for Undergraduate and Master's Studies may allow the student to take the exam for a fifth time (fourth retake) if it considers that this is reasonable. The student shall submit the request to the Committee for Undergraduate and Master's Studies at least 14 days before the beginning of the exam period in which they wish to take the exam.

The fourth and fifth taking of an exam shall be before a committee of at least three members, one of whom shall be the examiner for the course. The other members shall be approved by the Vice-Dean for Undergraduate and Master's Studies on the proposal of the head of the department. In the case of a fifth taking of an exam, the other members shall be determined by the Committee for Undergraduate and Master's Studies. At the student's request, the Committee for Undergraduate and Master's Studies may also grant a second and a third taking of the exam before a committee composed in the same way as for the fourth taking of an exam. The taking of an exam before a committee shall be charged according to the current price list of the Faculty.

If the accredited course syllabus provides for a written exam in the form of a written paper, the members of the committee shall examine and assess the student's exam paper, and in the case of an oral exam, the members of the committee shall be present during the student's oral exam. The committee shall assess the student's knowledge and give it a final grade. The minutes of the exam and the exam paper shall be signed by all members of the committee.

A student, who fails to pass the exam in the fourth (4th) attempt or, in accordance with the second paragraph of this Article, in the fifth (5th) attempt, shall forfeit the right to continue their studies in that study programme.

Article 30

If a student is re-enrolled in the same year, it shall be deemed that they are taking an individual exam from that year for the first time when they first take that exam after re-enrolment, regardless of whether they had already taken that exam when first enrolled in that year.

An elective course for which a student has failed an exam may not be replaced with another course, except in the case of re-enrolment.

Article 31

At any time during the course of their studies, students may repeat an exam in a course once during the exam period if they wish to improve the obtained pass grade.

Students may not repeat the defence of their final thesis, diploma or master's thesis or doctoral dissertation or the final exam requirement in order to improve their grade. If a student believes that they have been unfairly assessed in the final thesis, diploma or master's thesis, doctoral dissertation or final exam requirement, they may appeal against the grade in accordance with Article 57 of these Regulations.

The higher grade shall be taken into account and both grades shall be recorded in the records of the Student Office.

A student who has failed a course twice or more shall not have the possibility to retake the exam in the course under the first paragraph of this article so as to improve the grade.

Exam dates

Article 32

Exams shall be taken on exam dates. Exam dates shall be regular and special.

Article 33

Regular exam dates are exam dates within the exam periods set by the Senate of the UL FKKT with the academic calendar and are arranged in such a way that at least three regular exam dates are scheduled for each course in the academic year between the end of the lectures in each course and the end of the deadline for enrolment in the next year.

The following exam periods shall be held in each academic year:

- the winter exam period, which takes place after the end of the winter semester,
- the spring exam period, which takes place after the end of the summer semester,
- the autumn exam period, which takes place before the end of enrolment in the new academic year.

The schedule of the exam dates within an exam period shall be prepared by the study programme coordinator in agreement with the providers or it shall be generated in the student information system. The exam dates and dates of preliminary exams shall be entered or confirmed in the student information system by the Student Office. The regular exam dates for the current academic year shall be published in the student information system at least one month before the winter exam period. The schedule shall consider that a student is not obliged to take an exam in more than one compulsory course of the same semester of the last enrolled year of study on the same day and that, if conditions permit, there is a gap of at least ten days between two consecutive announced dates for the same learning unit.

If so agreed by the students and the examiner, an exam date may be changed.

Article 34

The exam dates in the exam periods (regular exam dates) shall be scheduled for full-time students. For part-time students, exam dates are generally scheduled outside the exam periods (special exam dates). However, part-time students may also register for a regular exam date.

For learning units which are not implemented in the current academic year, three exam dates shall be fixed in the first year after end of implementation, and a maximum of one exam date per year in the following years.

Article 35

The examiner in the course shall make all the necessary arrangements for the exam to be held on the regular exam date specified in the schedule of exam dates. In the event of justified absence, they shall ensure that the written part of the exam is conducted by another member of the teaching staff.

In the event of exceptional circumstances, the written part of the exam may be arranged within one week of the scheduled exam date, of which students shall be informed on time.

Article 36

Special exam dates are exam dates that are scheduled outside the regular exam periods. Special exam dates shall be scheduled for courses that are being implemented in part-time studies in the current academic year. Exceptionally, special exam dates may also be scheduled for courses being implemented in full-time studies if the course holder agrees to this and this does not interfere with the study process.

The special exam date shall be published in the student information system at least 14 days before the date on which it is scheduled.

Article 37

The taking of exams outside the scheduled dates for other reasons may be approved at the student's request by the Vice-Dean for Undergraduate and Master's Studies in agreement with the relevant course holder, provided that there are legitimate reasons, such as: departure for study or practical training abroad, hospitalisation during the exam period, childbirth, participation in a professional or cultural event or a top-level sports competition (applies to students with special status) and/or if, in the light of the applicant's previous academic performance, it is assessed that it is reasonable to conduct the exam in this way, provided that human resources and material conditions permit.

Registering for or deregistering from an exam

Article 38

Students register for exams and some of the other forms of assessment (e.g. preliminary exams) exclusively in the student information system and are responsible for their own registration.

Course holders shall not register students for exams or other forms of assessment except at their own discretion due to exceptional circumstances.

A registered student is an exam candidate (hereinafter the candidate). The candidate shall register for the exam in the student information system no later than on the fifth (5th) calendar day before the scheduled exam date. Later registrations shall not be possible. A candidate may deregister from an exam in the student information system no later than by midday one calendar day before the exam. Late deregistration is exceptionally possible directly with the course holder no later than before the start of the exam. The Student Office shall not deregister students from exams.

Article 39

Only students who have completed the obligations required by the course syllabus and who have registered for the exam on time may take the exam.

The examiner may only allow students who are included in the official list of students registered for the exam, which they obtain from the student information system, to take the exam. Failure to do so shall constitute a breach of the examiner's employment obligations. A student who has failed to register for an exam but has nevertheless taken the exam shall be recorded in the student records as having failed the exam, regardless of the obtained result, as it shall be deemed that they have taken the exam without fulfilling the prescribed conditions. If the student's actions have violated student duties stipulated by the Statutes of the UL, the examiner may report the student to the Disciplinary Board for disciplinary proceedings in accordance with the Rules on Disciplinary Responsibility of Students of the University of Ljubljana. The student may not register for an exam in that course until the Disciplinary Board has decided on the case.

If the student withdraws during the exam or fails to take the exam and does not deregister on time, they shall be deemed to have failed the exam. A failing grade shall be recorded.

If a candidate fails to take the exam due to force majeure, which they shall prove with appropriate evidence, they shall be deemed to have deregistered from the exam on time. The Vice-Dean for Undergraduate and Master's Studies shall decide whether the deregistration is justified on the basis of credible evidence, which shall be submitted to the Student Office no later than within three business days of the date of the exam or of the cessation of the justifiable reason.

The taking of written and/or oral exams

Article 40

The manner of taking of exams is set out in the course syllabus. The student may request the manner of taking of exams as specified in the syllabus.

Article 41

The written exam is conducted by the course holder or course provider, who may be assisted by technical assistants. The examiner shall organise the written exam. If they are unable to attend the written exam for objective reasons, they shall organise a replacement so that the exam is conducted by another member of the teaching staff. They shall provide the replacement teacher with a list of the students registered for the exam, instructions concerning the implementation of the exam, in particular the duration of taking the exam, any special features of the exam (exam taken by a student with special status, permitted aids in the exam, etc.) and the expected date of publication of exam results. On the exam paper or in the accompanying instructions or orally before the start of the exam, the examiner shall specify the method of scoring the exam, the duration of the exam, and the permitted aids, materials, tables, etc., which students may use in the exam.

During the exam, student shall not leave the room in which the written exam is being conducted without the examiner's permission.

Article 42

The written exam shall be taken in the form of a written product. Written exams shall last no longer than four school hours. If the duration of the exam is not specified, the written exam shall last 90 minutes. The exam questions shall normally be given to the students in writing at the time of the written exam. At the request of the examiner, students shall return the written exam questions at the same time as their answers. If a student fails to do so, despite an explicit request, the examiner shall grade the student's written work as insufficient and the student shall not be allowed to take the first subsequent exam in the same course. The examiner may also request that disciplinary proceedings be taken against such a student.

Article 43

The examiner shall verify the attendance and identity of exam participants against the list of registered students. Identity shall generally be established on the basis of the student identity card with a photo of the candidate or on the basis of other official documents with a photo ID. If their identity cannot be verified, the student may not take the exam.

The examiner may not allow students who are not on the list to take the exam. If the examiner subsequently establishes that a student has taken the exam without justification, that student shall be entered a failing grade.

If, when verifying the identity of the participants, the examiner establishes that a person other than the registered student has tried taking the exam, the registered student shall be entered a failing grade. In this case, the examiner shall, within two business days of establishing the violation, propose that disciplinary proceedings be taken against the involved students.

Article 44

Students who have been granted special status in accordance with the Regulations on Students with Special Needs and Special Status at the UL shall be allowed to take the examination in a manner appropriate to the student's abilities, provided that human resources and material conditions permit.

Students who, with appropriate documentation, prove their status as a student of a categorised athlete/coach of categorised athletes, status as a student of a recognised artist/culturalist, status as a student participant in (field) international competitions, status as a student of a parent, shall be allowed to take the examination outside the timetable for each subject in the first examination

period offered. Student must inform the course holder in writing at least 14 days before the desired date of exam. If the student fails to pass the exam on the adjusted date, they may retake the exam only on the scheduled exam dates.

In exceptional cases, a student with special status, who is unable to take the exam in writing, may be allowed to take the exam orally, if the course holder considers that this way of examining the student's knowledge is at the difficulty level specified in the course syllabus. Students with speech and language impairments shall be given the opportunity to answer questions in writing during an oral assessment. A sign language interpreter may be present during the oral exam of a student with a hearing impairment. In such a case, the student shall inform the course holder in writing at least 14 days before the exam date.

Article 45

A student who possesses unauthorised aids or copies or talks to other students or in any way disrupts the written exam shall be deemed in breach of the exam regulations. The same shall apply if, during or after the written exam, the student is found to have replaced the exam paper.

Possession of unauthorised aids means that the examiner has found an item in the student's possession which is not specifically authorised for use in the exam. In such a case, the student may not continue writing the exam and shall leave the lecture room, and their written paper shall be graded as insufficient.. The sanction shall be carried out by the examiner.

If the exam paper is found to have been replaced, or if the student fails to hand in the exam paper at the end of the exam, the student's written work shall be graded as insufficient.

The examiner who establishes a breach may, within three business days of the discovery of the breach, bring disciplinary proceedings against the student for any breach of the exam regulations. A student who has breached the exam regulations in a written exam shall also be given a grade of insufficient.

A student who, within the context of the obligations stipulated by the study programme or the course syllabus, submits any written work (homework, seminar paper, project assignment, final paper, etc.) which is found by the course holder or the course provider not to be the student's own work, or that it has been transcribed or copied from the work of other authors, shall be deemed to have breached the exam regulations and shall not be allowed to submit a new work for that course in the current academic year.

The course holder or the course provider shall also inform the Vice-Dean for Undergraduate and Master's Studies of any breach of the exam regulations within three business days of the discovery of the breach.

Article 46

The examiner shall publish the results of the written exam no later than on the seventh (7th) business day following the exam. Failure to do so shall constitute a breach of the examiner's employment obligations. A longer time limit is allowed only exceptionally for justifiable reasons, and the examiner shall inform the students, the Student Office and the Vice-Dean for Undergraduate and Master's Studies of the delay and the reasons in good time.

During the written exam, the examiner shall inform the students of the time and manner of publication of the results.

In order to protect personal data, which include the exam grade, the grades shall be published in such a way that only the student to whom the grade relates can read the grade.

If the exam is conducted as a written exam and an oral exam, the schedule of oral exams shall be published at the same time as the results of the written part of the exam. The exam shall be completed in its entirety no later than two weeks from the date on which the written part of the exam was scheduled.

Article 47

The student may review the revised written paper and obtain an explanation of the result before the assessment is finalised. A full-time student shall have the right to review their exam paper on a date to be fixed by the examiner and announced during the exam or at the same time as the results of the exam are announced.

A part-time student has the right to review their examination paper at a time agreed with the examiner, but no later than the time which still allows the examiner to submit the grade in the information system prescribed in these Regulations.

Article 48

The oral exam shall be conducted in the form of a personal interview between the examiner and the candidate. The oral exam shall be public. The grade of the oral exam shall be announced immediately after the exam.

The oral exam shall last no more than two school hours per candidate. The oral exam may be held individually or jointly for a group of candidates.

The method of questioning (written or oral) shall be determined by the examiner of the course.

Article 49

The examiner shall enter the grade in the exam list in the information system no later than fourteen (14) day after the examination date. A longer time limit shall be allowed only exceptionally for justified reasons.

Exams for part-time students

Article 50

Unless otherwise provided in these Regulations, part-time students shall be subject to the same exam arrangements as full-time students.

Article 51

After the completion of the teaching process in a particular course for part-time students, up to two exam dates shall be set for each course taught according to the agreed timetable during the current academic year. The exam dates shall be set by the course providers in agreement with the part-time students, as a rule at the start of the course.

Article 52

Registering for or deregistering from an exam for part-time students shall be carried out in the same way as for full-time students.

Registration and cancellation of exams

Article 53

The date of the examination is the date on which the grade is entered in the information system.

Article 54

The course holder or course provider shall keep their own record of exam grades for at least the current academic year. The students' written products from the various forms of assessment (exam papers, written tests or preliminary exams, seminar papers, etc.) shall be kept for one year after the publication of the grade or until the end of the procedure challenging a grade, if this lasts longer than one year.

Article 55

An examiner who subsequently finds it necessary to change an examination result shall arrange for the official correction of the examination grade in the Student Office.

Appeals

Article 56

Students may submit a reasoned written appeal against an exam grade to the Dean of the Faculty on the first business day following the end of the oral exam or within three business days following the date set for reviewing a written exam.

No later than on the first business day following the receipt of the appeal, the Dean shall appoint a three-member committee consisting of a chairperson and two members, one of whom shall be the examiner with whom the student took the exam, to consider the appeal.

The committee shall hear the case on the first business day following its appointment. The decision of the committee shall be final.

Article 57

The procedure for dealing with a written appeal against an exam grade shall be as follows:

The committee shall read the written appeal and consider what it relates to: the obtained grade or the way in which the exam was conducted.

If the appeal relates to the obtained grade, the committee shall take the following actions:

- check all the documentation on the basis of which the student has lodged the appeal;
- re-examine the student's knowledge if the student has taken the disputed exam orally;
- re-assess the student's paper if the student has taken the disputed exam in writing;
- notify the student of its assessment.

If the appeal relates to the way in which the exam was conducted, the committee shall decide on a case-by-case basis, taking into account the content of the appeal. In this case, the committee may not change the exam grade, but may annul it.

Article 58

The head of the committee shall conduct the procedure for resolving the appeal and draw up minutes of this procedure, which shall be signed by all members of the committee. The student shall receive a copy of the minutes, which they confirm by signing the original, which is kept in the student's file in the Student Office.

Article 59

If an individual member of the committee does not agree with the decision proposed by the other two members, this shall be recorded separately in the minutes, together with the reasons for the disagreement.

The member of the committee who disagrees with the proposed resolution of the appeal may request the Dean to have them replaced. The new committee shall consider the student's appeal within three business days at the latest.

Other forms of examination and assessment of knowledge

Article 60

In addition to exams, other forms of examination and assessment of knowledge may be provided for in the study programme for individual courses. The course syllabus shall specify all forms of assessment, how they are conducted, potential conditions for admission to the exam, and their impact on the final grade in the course.

The provisions of these Regulations shall apply *mutatis mutandis* to preliminary exams.

Article 61

When organising other forms of assessment, the course holder shall consider the exam dates to ensure that students are able to register for the exam on time (5 days before the exam).

Article 62

The course syllabus may also specify that the results obtained in the various forms of assessment are to be taken into account in the final exam grade for the course. These forms of examination and assessment shall form an integral part of the final exam grade. In this case, the course holder or the course provider shall keep a record of the results obtained in these forms, except in the case of preliminary exams. The results of preliminary exams shall be entered in the student information system as laid down in Article 49 of these Regulations.

Students shall be informed of the method of determining the exam grade and of the relevance of these forms of examination and assessment for the final exam grade.

Article 63

The forms of examination and assessment of knowledge that form part of the final exam grade or are a condition for admission to the exam shall be available, under specific conditions, to all students who have the course entered in their electronic gradebook.

The preliminary exams, which may replace a written exam, may be taken only once, unless the student is repeating a year.

IV. Progression to the next year of study

Article 64

A student may enrol in the next year of study once they have completed all the requirements prescribed by the study programme. Before enrolling in the third year, they shall also have completed all the requirements of the year prior to the year in which they are currently enrolled.

Article 65

In accordance with the Statutes of the UL and the conditions for progression laid down in the individual study programmes of the UL FKKT, a student may submit an application for exceptional enrolment in the next year of study to the Committee for Undergraduate and Master's Studies by the prescribed deadline.

The deadline for submitting the application shall be the last day of the autumn exam period specified in the academic calendar for the current academic year. The deadline shall be published in the student information system.

Article 66

The student shall submit the application on the prescribed form and attach the prescribed supporting documents:

- in the case of maternity or paternity, an extract from the birth register;
- in the case of a student's prolonged illness, evidence of hospital treatment or an opinion from a specialist doctor showing exactly how long the student was fully unable to study. The Committee for Undergraduate and Master's Studies shall only consider evidence that has been delivered to the Student Office of the UL FKKT no later than 15 days after the cessation of the illness or inability to study;
- in the case of exceptional family and social circumstances, proof from the Social Work Centre that the student is receiving social assistance and other relevant evidence;
- in case of athlete status, a list of training sessions and matches attended by the student, certified by the sports club;
- in the case of recognised artist status, appropriate evidence of active participation in top-level events;
- in the case of active participation in University bodies, written confirmation from the University body indicating the office and work performed by the student, with proof of attendance.

Exceptionally, a student may be enrolled in the next year of study due to active participation in University bodies only once during the course of their studies in a given study programme.

V. Students with disabilities and special status

Article 67

The procedure for obtaining the status of a student with special status is governed by the Rules on Students with Special Status at the University of Ljubljana.

VI. Transitional and final provisions

Article 68

The Exam Regulations are adopted by the Senate of the FKKT on the proposal of the Committee for Undergraduate and Master's Studies. The Regulations shall enter into force and apply as of 1 January 2018.

Article 69

All amendments and additions to these Regulations shall be adopted in the manner and according to the procedure under which these Regulations were adopted.
The provisions of these Regulations shall be construed and interpreted by the Senate of the FKKT.

Article 70

The Regulations shall be published on the FKKT website so that they are publicly available.

Amendments to the Study and Exam Regulations of the Faculty of Chemistry and Chemical Technology of the University of Ljubljana, adopted on 16 September 2022, contain the following transitional and final provision:

Article 1

(Transitional and final provision)

This amendment shall enter into force on the date of its adoption and publication and shall apply as of 1 October 2022 (from the 2022/2023 academic year onwards). It shall be published on the school's website.

The amendments to the Study and Examination Regulations of the Faculty of Chemistry and Chemical Technology of the University of Ljubljana, adopted on 20 October 2023, contain the following transitional and final provision:

Article 12

(Transitional and final provision)

These Regulations shall be valid and applicable after their adoption and publication on the website of the Faculty of Chemistry and Chemical Technology of UL.

Prof. Dr Andreja Žgajnar Gotvajn
Dean of the UL FKKT