

Pursuant to point 2, paragraph 1 of Article 21 of the Statute of the European Faculty of Law, New University, (hereinafter: the Faculty) of 28 September 2021, the Management Board of the New University adopted the following

RULES AND REGULATIONS ON ASSESSMENT AND EVALUATION OF THE KNOWLEDGE OF STUDENTS AT THE EUROPEAN FACULTY OF LAW, NEW UNIVERSITY

I. GENERAL PROVISIONS

Article 1 (contents of rules and regulations)

These rules regulate the assessment and evaluation of knowledge and the exam order at the European Faculty of Law, New University (hereinafter: the Faculty).

Article 2 (conduct of students and the Faculty)

Students must in all proceedings provide true information and must not abuse the rights granted to them by law and these Regulations. The Faculty and its employees must act carefully and up-to-date in relation to students and other stakeholders, to their greatest benefit, taking into account the legislation and internal acts of the Faculty.

Article 3 (time limits)

Where a period is expressed in days, the date of notification or event is excluded, the period shall be deemed to fall on the first following day. A period expressed in months or in years ends with the expiry of whichever day in a month or in a year which falls on the same day when a person was notified or an event occurred, from which the period is counted. If the day does not occur in the last month, the period ends with the expiry of the last day of that month.

Periods include Sundays, official holidays and non-working days in the Republic of Slovenia. If a period would otherwise end on a Sunday, official holidays or a non-working day in the Republic of Slovenia or on any other day, on which the competent authority cannot carry out a procedure, the period ends with the expiry of the first following working day.

The time limits set in these rules and regulations for the Faculty Senate, the Academic Affairs Committee and other committees, as well as deadlines for technical reviews are not measured during holidays as are determined with the academic calendar for each academic year.

Article 4
(the grammatical form of expressions)

In the rules and regulations, the expressions used, written in the male gender grammatical form, are to be considered as neutral for both men and women.

II. EXAMINATION AND EVALUATION OF KNOWLEDGE

1. Purpose

Article 5
(purpose of examinations)

By carrying out assessments and evaluations of knowledge, the students' success with regard to their fulfilling the requirements, determined in the individual study programmes, is established. The students' knowledge is assessed and evaluated by individual elements over the entire academic year to ensure a comprehensive review of their mastering the content and collaboration in the academic process.

2. Examinations

Article 6
(types of examinations)

The types of examinations are exams, partial exams, seminar papers and other forms, determined in the study programme. Examinations can be written or oral, or both oral and written.

Article 7
(determining the types of examinations)

Individual forms of assessment and evaluation of knowledge in a course is determined by the curriculum of the course. The curriculums are published in the Faculty's website. At the start of each academic year, the course coordinator informs the students about the course plan, means of examination and evaluation of knowledge, as well as the criteria for evaluation, academic requirements and conditions to take the written and/or oral exam.

Article 8
(necessity of assessment)

The learning process in each course is concluded with an assessment of the knowledge gained.

3. Type of exam

Article 9 (means and type of exam)

An exam is a regular form of assessing knowledge. The exam can be conducted for an individual course (individual exam) or for more courses together (group exam), if it is determined as such in the study programme.

The types of exams are written, oral, as well as written and oral. A practical part can also be a condition for taking an exam, if it is determined as such with the study programme. The study programme can determine that the exam is taken using the Internet or as a take-home exam or can also be a combination of a written piece of work and a written exam (combined exam) or as a seminar paper.

The exam assesses the student's knowledge of material determined in the curriculum for the particular course.

Article 10 (exam openness)

The exams are public. The openness of the exam is ensured by the exam dates being communicated in advance and the date, time and location of the exam are published. The openness of oral exams is ensured by enabling the presence of other students at the exam.

Article 11 (evaluation)

A higher education teacher or examination committee evaluates the exam. An exam is conducted in front of a committee in cases determined with the statute, the study programme and these rules and regulations.

Article 12 (dual exam evaluation)

The Faculty conducts double (internal and external) evaluation of exams of certain subjects.

Internal double evaluation of exams is carried out in subjects determined by the dean in each academic year. For each selected subject, the dean appoints an evaluator, who is a higher education lecturer at the New University. The list of subjects and evaluators is forwarded by the dean to the Office for Student Affairs, which forwards 20 % of randomly selected exams to the appointed evaluator for evaluation. The latter has 5 days to complete the review. Office for Student Affairs informs students that exam grades will be delayed because their exams are subject to double grading. If the grade of the two evaluators differs, the two evaluators are obliged to adopt a decision on a joint grade of the exam.

External double evaluation of exams is carried out in subjects determined by the dean in each academic year. For each selected subject, the dean appoints an external evaluator (who is therefore not a higher education lecturer at the New University, but of another higher education institution), who has previously confirmed participation in the examination review. The list of subjects and lecturers is forwarded by the dean to the Office for Student Affairs, which forwards 20 % of the randomly selected exams to the appointed lecturer for evaluation. The latter has 5 days to complete the review. Office for Student Affairs inform students that exam grades will be delayed because their exams are subject to double grading. If the grade of the two evaluators differs, the two evaluators are obliged to adopt a decision on a joint grade of the exam.

4. Means of conducting an exam

Article 13 (oral exam)

Oral exams are conducted in the form of a personal conversation with the student. Oral exams last thirty minutes per student at the most. Oral exams can take place individually or together with more students at once.

The grade given at the oral exam is announced the same day as the exam is taken.

Article 14 (written exam)

Written exams are conducted in the form of a task.

The written exam lasts at least one school hour and four school hours at the most.

The exam grader is required to submit the exam grade and solved exam tasks to the Office for Student Affairs at the latest within seven days from the day of the exam, if it is an individual exam, and at the latest within fourteen days after the last exam or its part in the cases of group exams or combined exams. The Office for Student Affairs examination enters the grades into the database and are also visible in the student's e-index. The exam grades can also be entered into the database by the course coordinator.

In the event that the professor does not collect the exams that were sent to him by post and they are returned to the Faculty, the exams are sent to an alternative grader. The latter submits the exam results for confirmation from the Academic Affairs Committee.

Students have the right to access their graded written exam and receive an explanation regarding their result. They can enforce this right within fifteen days of receiving the result, during office hours or at a specially scheduled time.

The professor is required to submit the exams to the Office for Student Affairs, which then keeps them for one year after receiving them.

The third, fourth, and fifth paragraph of this article are to be used also for the other forms of exams

Article 15
(bridging exam)

Students whose previous education relevant for enrolment at the faculty is not qualified as a suitable academic field must, in accordance with the provisions of the study programme, complete one or more exams as bridging exams.

The content of the bridging exam is defined in the curriculum for the same course of the undergraduate study programme.

If the student does not pass the bridging exam, they can take it again, whereby the limit on the number of attempts set for other exams is not valid here. Every attempt at taking a bridging exam is payable in accordance with the Faculty's price list.

Registration and deregistration for the bridging exam are subject to the same rules as other exams.

Article 16
(take home exam)

If the exam is a take home exam, the student receives the exam questions and instructions for preparing an exam from the student information system.

The student must prepare and submit their exam from the previous paragraph in the form and within the deadline determined by the course coordinator. The deadline must not exceed fourteen (14) days from the day of publishing the exam questions and instructions on the student information system.

Article 17
(written and oral exam)

If an exam is written and oral, the written task exam is conducted first and then the exam in the form of a personal conversation with the examiner. The oral and written part constitute the whole, which is concluded with a single grade.

If the exam is conducted as a written and oral exam, the schedule for oral exams is published at the same time as the grade of the written exam. The oral exam must be initiated seven working days after the written exam was conducted at the latest.

Article 18
(combined exam)

A combined exam is a combination of a written part (a partial exam or seminar paper), which is a condition for taking the written exam, and the written exam, whereas the grade of the written part is taken into consideration in the final grade of the written exam.

The written part from the previous paragraph can be the subject of a presentation as part of the tutorial held in undergraduate studies of an individual course, where a certain number of tutorials are allotted for the preparation of a written product.

Article 19
(seminar paper)

A seminar paper can be a condition for taking an exam, if it is determined as such with the study programme. The seminar paper grade can also be taken into account when giving the final grade from the particular course.

If a part of the exam or the exam itself is conducted in the form of a seminar paper, the course coordinator sets a deadline, within which it is necessary to submit the answers to the posed questions or submit the seminar paper to a particular address.

The seminar paper must be prepared in accordance with the Instructions for the Preparation of Theses.

Article 20
(partial exam)

A partial exam is a form of ongoing knowledge assessment. The partial exam can be either oral or written.

Passing a partial exam can be a condition for taking an exam, if it is determined as such with the study programme. The partial exam grade can also be taken into account when giving the final grade from the particular course.

5. Seminar paper for 2 CP

Article 21
(seminar paper topic registration)

Students enrolled until including the 2014/2015 academic year, must until the completion of their 3rd year of study programme Law (1st cycle) complete six seminar papers.

The seminar paper topic can be chosen from among the compulsory and elective courses of the respective year, on the basis of an agreement with the executor of the course to which the topic belongs.

Two or more students cannot register the same seminar paper topic. The executor of the course can exceptionally allow two or more students to approach the same topic but from two different perspectives.

If two or more students prepare the same topic, the executor of the course decides on which of the applicants has priority, depending on the time of registration.

The executor of the course keeps a record on the chosen topics, while the Office for Student Affairs keeps a record of all the grades.

The Office for Student Affairs is required to keep the seminar paper for one year after the day of evaluation.

Article 22 (seminar paper preparation)

Regarding the technical requirements, structure, citations, footnotes and references of literature and sources used, it is recommended to use the Instructions for the Preparation of Theses when preparing seminar papers.

As a rule, the seminar paper comprises 30,000 characters including spaces.

The seminar paper must be proofread or the student submits a statement that they take responsibility for the grammatical and linguistic correctness of the text.

Article 23 (seminar paper submission and evaluation)

The student must submit the seminar paper to the Office for Student Affairs by 31 August of the current academic year at the latest (in electronic form), together with the Form for the Registration and Evaluation of Seminar Papers (Annex 1). The Office for Student Affairs then forwards it to the course coordinator, who grades the seminar paper and notifies the Office for Student Affairs so that they enter the grade into the student's electronic index.

If the course coordinator evaluates that the submitted seminar paper does not meet the criteria for a positive grade, they can notify the student that they need to correct and supplement it, or they can require the student to prepare a new seminar paper. If the student does not change the topic of the seminar paper when correcting or supplementing it, they do not need to register a new topic.

6. Conditions of examination

Article 24 (the right to take an exam)

The student may take the exams of the enrolled year of study within the prescribed exam deadlines, after completing the lectures in the subject, after having completed all the prescribed requirements determined in the syllabuses of the enrolled year subjects and can prove this in the prescribed manner. A student may take the exam in the same subject no more than four times during the academic year.

The costs of taking an exam in case of loss of student status, possible bridging exams and retaking an exam in the fourth and all further attempts are settled based on the submitted invoice after examination or untimely exam deregistration.

The grade is not recorded until the student has settled their financial obligations.

7. Evaluation of exams

Article 25 (grades)

Exams are evaluated with the following grades:

- 10 (Excellent: exceptional results with negligible mistakes);
- 9 (Very Good: above-average knowledge, but with a few mistakes);
- 8 (Very Good: solid results);
- 7 (Good: good knowledge, but with larger mistakes);
- 6 (Satisfactory: the knowledge demonstrated meets minimum requirements);
- 5-1 (Unsatisfactory: the knowledge demonstrated does not meet minimum requirements).

The student successfully passes the exam if they receive at least a passing grade - Satisfactory (6) to Excellent (10).

8. Exam dates

Article 26 (regular and irregular exam dates)

A student takes the exams in regular and irregular exam dates. They can sit for only 1 exam date in one day.

Regular exam dates are during exam periods that are determined with the annual academic calendar of the Faculty. Over the duration of the academic year, there are three exam periods in the 1st, 2nd and 3rd cycle, namely: in January, May/June, and August/September.

In each exam period the Office for Student Affairs designates one exam date per location of the lectures.

Irregular exam dates are dates outside the exam periods and during the lectures. An irregular exam date may be proposed by a group of fifteen students enrolled in the year in which the subject for which the irregular exam date is to be conducted is carried out, based on the names and surnames collected with the signatures and approval of the Dean. The Dean may set one irregular exam date per study year and location. Students' proposal must be confirmed in writing by the course holder. In doing so, it takes into account the possibility of taking an exam on an irregular exam date. The irregular exam date should not hinder the completion of the study process, i.e. lectures and tutorials.

The group of students from the previous paragraph may be smaller if less than fifteen students are enrolled in the course, for which the irregular exam date was determined.

The Office for Student Affairs draws up a list of examination dates for the entire academic year and publishes it on the student information system at least two months before individual exam period. The Faculty retains the right to change the location and the hours of the exams.

Article 27

(irregular exam dates for elective courses of the undergraduate study programme Law (1st cycle))

For elective courses of the 3rd year of the undergraduate study programme Law (1st cycle) an irregular exam date in the month of April may be set if the lectures of an individual course have entirely been carried out prior to the anticipated irregular exam date.

On the proposal of fifteen students enrolled in the 3rd year of the Law I undergraduate programme, an irregular exam date may be created. The group of students may be smaller if less than fifteen students are enrolled in the course, for which the irregular exam date is created.

An irregular exam date from this article does not infringe on the rights from the previous article of these rules and regulations.

9. Completing study requirements early

Article 28

(taking higher year exams early)

A student (undergraduate studies – 1st cycle) who has completed all their academic requirements for the previous year (60 CP) and at least 42 CP for the current year, can complete a maximum of four study requirements from the higher year on the basis of a positive decision from the Academic Affairs Committee. The student may take the exams early only after the lectures of the relevant course have been completed.

A student (postgraduate studies – 2nd cycle) who has completed at least 42 CP for the current year can complete a maximum of four study requirements for courses from a higher year on the basis of a

positive decision from the Academic Affairs Committee. The student may take the exams early only after the lectures of the relevant course have been completed.

Full-time students are approved free of charge early exam taking of higher year courses except in the event that the Faculty would incur additional costs, in which case the student covers these. Part-time students must pay the exams of higher year, which they take early, in the amount of the CP for each subject. The amount paid is credited to them upon enrolment in the higher year.

Students without status are allowed to take exams for courses that are foreseen in the higher year. In this case, the student pays the value of the course on the basis of the CP. The paid amount is recognised when they enrol into a higher year. The payment is also recognised for part-time students. Students who are enrolled into concessionary programmes do not have their payment recognised when they enrol into a higher year.

Article 29 (individual examination)

The individual examination is enabled for the student who:

- has a decision on the status of a student with special needs;
- is on an international exchange during the examination period;
- is officially absent during the examination period (absence must last for at least three months, subject to regular employment and shown by an employer certificate);
- is hospitalized during the examination period (hospitalization must last for at least two weeks within the examination period, shown by a medical certificate with the date of admission and departure from the hospital).

The request for taking an exam individually should be submitted by the student electronically via VIS. The Academic Affairs Committee decides upon the request.

The form and means of taking an individual exam must be arranged in accordance with these rules and regulations.

Individual examinations are carried out on the basis of coordination between the Office for Student Affairs, the student and the course coordinator.

Individual examinations are also possible for students who has an EVRO-AS package and therefore does not need the approval of the Study Committee.

10. Retaking an exam

Article 30 (number of retakes)

A student, who did not pass their exam the first time they took it, can retake the exam twice at no additional cost. The fourth and all further attempts at retaking the exam are payable in accordance with the Faculty's price list.

It is not considered a retake of the exam if it occurs on the basis of a favourable decision on the appeal against an exam grade.

A student may take an exam four times in the same academic year at the most.

Article 31 (exam in front of an examination committee)

The sixth and every further exam takes place in front of a committee. An exam in front of an examination committee can take place at the request of an individual student. An exam in front of the committee can take place within the exam period.

The committee is made up of two members (the course coordinator and another member), which are nominated by the Dean.

An exam in front of the examination committee takes place in written and oral form. The written exam must be submitted together with an exam record. The examination committee determines the result of the written exam. In the event that the written part receives a positive grade, the oral part follows. No more than eight working days can pass between the written and oral part of the exam. At the oral exam, the examination committee assesses and gives a final evaluation of the student's knowledge. The costs of an exam in front of an examination committee must be settled by the student following the valid price list.

Article 32 (counting exam attempts after repeat enrolment)

If a student enrolls into the same year again, the individual exams they take are considered as though the student is taking them for the first time, regardless of whether they have attempted taking the exam during their first enrolment.

Article 33 (counting exam attempts after loss of student status)

If a student loses their student status, the individual exams they take are considered as though the student is taking them for the first time, regardless of whether they have already attempted taking the exam.

11. Retaking an exam to get a higher grade

Article 34 (improving grades)

A student who has already successfully completed their academic requirements for a particular course (exam, seminar paper, etc.) but wants to obtain a higher grade, can be evaluated again one time per course, taking into account that they can attempt to improve a maximum of a third of the academic requirements of an individual year. The requirements can be carried out during regular exam periods, until the completion of his studies.

Based on the positive solution of the student's request, which is submitted electronically via the VIS, the student is registered to an exam by the Office for Student Affairs.

If the student obtains a lower grade in their attempt to improve their grades than their previous attempt, the grade from their first attempt remains valid.

12. Exam registration

Article 35 (means of registration)

As a rule, students register to all exam dates using the student information system, as an exception they can also register by submitting an Exam registration form to the Office for Student Affairs (Annex 3).

The costs of taking an exam in case of loss of student status, possible bridging exams and retaking an exam in the fourth and all further attempts are settled based on the submitted invoice after examination or untimely exam deregistration.

The grade is not recorded until the student has settled their financial obligations.

For students who have to meet special conditions to be able to take an exam, these conditions, instructions and forms for registration are published on the student information system.

If a student does not have all due financial obligations settled towards the faculty, they are unable to register for an exam due to the automatic block imposed on the student information system.

Article 36 (registration deadline)

The last day of registration for an exam is generally seven days before the exam date. The day of the exam is also included in the registering deadline.

In the event that the student information system is not working, a student can register for an exam using an exam registration form that they send by e-mail to the Office for Student Affairs.

Article 37
(place and time of examination)

The Office for Student Affairs draws up a list of registered students for an individual exam three days before the exam date.

A student who has registered for an exam, must verify in which group they have been listed as well as the time and place of the exam on the day of the exam at the latest.

13. Deregistering from an exam

Article 38
(deregistering deadline)

The last day for deregistering from an exam is four days before the date set for taking the exam. The student can deregister using the student information system, in exceptional cases also in written form through the Office for Student Affairs (Annex 4). The day of the exam is also included in the deregistering deadline.

Students who no longer have student status, who are taking possible bridging courses, who are retaking an exam to get a higher grade, and those, who still have to settle the costs of the fourth and all further attempts, can only deregister for an exam at least 4 days before the date of the exam, by sending it either by e-mail, fax or submitting it personally to the Office for Student Affairs. If the student does not deregister on time, the payment falls due, except if they fulfil the conditions listed in Article 203 Paragraph 3 of these rules and regulations. To deregister the student must submit proof of payment, whereby the Office for Student Affairs arranges deregistration, issues a credit note and repayment of the paid amount.

In the event of the student information system not working, the student must immediately notify the Office for Student Affairs by e-mail about their deregistering from an exam.

Article 39
(withdrawal)

In the event that the student does not attend the exam and has not deregistered within the set deadline, the exam period is taken into account, and NP (did not attend) is entered into the record on taking exams.

If the student does not take the exam on justified grounds and has not deregistered within the set deadline, they must submit written proof to the Office for Student Affairs within eight days after the exam period to which they were registered but did not attend, otherwise it is considered as though they did not attend the exam.

A justified reason for not attending is one that is substantiated with a suitable certificate or proof, such as a physician's medical note, a certificate confirming non-attendance due to work (applies only to employed students), or due to a death in the family.

14. Exam procedure, exam rules and regulations and violations of the rules and regulations

Article 40 (exam implementation)

The course coordinator, or another habilitated teacher if appointed by the course coordinator, assesses and evaluates the knowledge of an individual course.

The course coordinator, or another Faculty pedagogical associate if appointed by the course coordinator, monitors the implementation of a written exam. Oral exams can take place individually or together with more students at once.

In the event that the exam questions are to be printed in the Office for Student Affairs, the course coordinator must send them to the Faculty at least eight days prior to the exam date. If the Office for Student Affairs does not have the questions on the day of the exam, an alternative examiner is found to prepare the exam questions.

In the event that the course coordinator cannot participate in the oral exam, an alternative examiner is found who carries out the oral exam.

The examiner is responsible for the implementation of the exam and must provide the suitable organisation and proper supervision of the written exam and the suitable procedure of the oral exam.

After the exam had started, it is no longer possible to subsequently start the exam.

In the event of the case stated in paragraph 3 of this article, the alternative examiner assesses the exams and submits the exam results for confirmation from the Academic Affairs Committee.

In the event of the case stated in paragraph 4 of this article, the alternative examiner prepares a record on the procedure of the oral exam together with their proposed grades. They submit both for confirmation to the Academic Affairs Committee.

Article 41 (verifying attendance)

Prior to starting the exam, the examiner of the written exam checks the attendance on the basis of the list of registered students which is drawn up by the Office for Student Affairs and then issued to the examiner, as a rule, on the day of the exam.

The examiner makes a note of the attendance of those on the list. The signed list is submitted with the exam papers after the conclusion of the exam to the Office for Student Affairs who then forwards it to the course coordinator.

Students who are not on the list to take the exam cannot take the exam, except in the event that they believe that a mistake has occurred when drawing up the list and they have the right to take the exam; in such cases, they are allowed to take the exam, while notifying them, that their right to take the exam is determined subsequently.

The student must have their student card, personal identification card or passport with them, in exceptional cases other forms of identification (with a picture) will be admitted, so that the examiner verifies their identity. Students who do not have any of these documents are not permitted to take the exam.

Article 42 **(exam papers and questions)**

As a rule, the exam questions of written exams are submitted to the students in writing.

The exam papers on which the exam questions are not written are submitted to the examiner by the Office for Student Affairs on the day of the exam. The Faculty's stamp must be on the exam paper.

Unused stamped exam papers are returned to the Office for Student Affairs by the examiner.

Article 43 **(exam regulations)**

The student is not permitted to have any other learning material, personal things or assistance during examinations, except for that which the examiner explicitly permits to have. Before the beginning of the exam, the student is warned to put all things except explicitly allowed at the edge of the classroom. Major violations of the regulations include:

- copying and communicating with other students or attempting to copy or communicate with other students.
- use and dissemination of notebooks, books, slides or other items, unless otherwise determined by the examiner;
- use and dissemination of mobile phones or any other telecommunication devices;
- another person taking the exam instead of the registered student.

If the student disturbs the process of the exam, it is considered a minor violation of the exam regulations.

Article 44
(recording violations)

In the event that the examiner determines that a violation of the exam regulations has occurred, the candidate is immediately forbidden to carry on with their exam. The examiner fills out and signs a form on the violation and submits it to the Office for Student Affairs, who then submits it to the course coordinator.

The course coordinator writes a 1 on the exam record. Regardless of whether an attempt is made or an actual violation, the case, together with the completed and signed form, must be submitted to the Dean within seven days of passing the exam.

The Dean rules on the implementation of any disciplinary proceedings. The Dean acts in accordance with the provisions of these rules and regulations that govern the disciplinary responsibility of the students. The Dean notifies the Office for Student Affairs about the initiated disciplinary proceedings, who are then not permitted to allow the student to register for the next exam date of the course of the disciplinary proceedings until the conclusion of the procedure.

Article 45
(exam paper submission)

When the student has finished taking the exam, they submit it to the examiner and leave the lecture hall. If their exit would disturb the exam process, the examiner can order the student who has concluded with their exam to wait in their place until the exam has finished.

The student has to submit the exam paper even if they have not answered the set questions.

15. Keeping records of exams passed

Article 46
(exam records)

The exam grader must submit an exam record with the entered grades to the Office for Student Affairs immediately after the conclusion of the oral exams, or immediately after they enter the written exam grades. The exam grader must also submit the solved exams together with the exam records.

In the event of written exams, the exam records must be submitted to the Office for Student Affairs within the deadlines determined by these rules and regulations.

Grades that are entered into the exam records are not permitted to be altered, except in the event that the grader accidentally entered the wrong grade. At every examination attempt, the new grade is entered into a new record.

Article 47
(entering grades)

The Office for Student Affairs enters the grades into a computer record of completed academic requirements which are visible in student's e-index. The course coordinator can enter the grade into the computer record by themselves, however they still have to submit a completed and signed exam record to the Office for Student Affairs.

If the Office for Student Affairs finds any irregularities, they inform the course coordinator and the Dean.

16. Exam annulment

Article 48
(annulment)

If the student took an exam they had no right to take, the Dean annuls the positive grade of the exam.

The student, whose exam was annulled, can retake the exam when they fulfill the requirements for taking the exam following these rules and regulations.

17. Contesting the grade

Article 49
(submitting an objection)

A student can contest a grade they received in an exam. A justified objection can be submitted by the student within four days of the day they accessed and went over the exam. A student can request access and go over their exam within fifteen days of receiving the grade. The faculty is required to provide the exam papers within three days of the request.

Article 50
(preceding procedure)

The Office for Student Affairs forwards the objection to the course coordinator within three days of receiving of the objection.

If within three days of receiving the objection the course coordinator informs the Office for Student Affairs that they intend to change the grade or that a mistake has occurred when entering the grade into the exam records, the course coordinator then follows the third paragraph of Article 46 of these rules and regulations.

**Article 51
(committee)**

If within three days of receiving the objection the course coordinator informs the Office for Student Affairs that there are no grounds for changing the grade, or if they do not notify about anything, the Office for Student Affairs informs the Dean about this who then nominates a two-member committee and decides upon a president of the said committee. The course coordinator cannot be a member of the committee.

If an objection against the grade of an oral exam is submitted, the committee, within seven days of its nomination, once again questions the student and gives them a grade.

If an objection against the grade of a written exam is submitted, the committee, within seven days of its nomination, assesses the student's written work and gives them a grade.

The provisions of the second and third paragraph of this article are to be used reasonably also in the case that the exam is both written and oral.

The examination committee makes a record on the process of re-evaluation of the exam grade, signed by both members, and forwards it to the Dean. The record includes the reasons for the confirmation or changing of the grade.

**Article 52
(decision)**

On the basis of the fifth paragraph of the previous article, the Dean issues a decision regarding the appeal.

The decision from the previous paragraph is final.

18. Recognition of official and unofficial education

**Article 53
(recognition of courses passed prior to enrolment)**

A student that has passed any courses as part of an accredited programme at another higher education institute prior to enrolling at the Faculty, can request that the courses be recognised if they were completed in the same cycle and level of the accredited programme, as are at the Faculty.

Candidates should submit the application for the recognition of courses (Annex 2) when they register for enrolment. The student or candidate for enrolment must clearly and precisely state in the application which course they want to have recognised. The course's curriculum and a certificate of exam completion, which is issued by the higher education institute where they took the exam, must be submitted together with the application.

If the application for the recognition of exams is not submitted with the enrolment registration, the subsequent recognition of compulsory courses is payable. The Academic Affairs Committee rules on the recognition, whereby the prior opinion on the recognition is given by the course coordinator.

In their opinion, the course coordinator states whether:

- the exam is recognised in full;
- the exam is partially recognised (in this case, they should list the learning content the student needs to pass an exam in);
- the exam is not recognised.

The decision of the Academic Affairs Committee on the recognition or partial recognition of an exam is entered into the student's record of completed requirements.

An applicant may only claim recognition of a particular subject once in all study programmes at all levels.

Article 54 **(recognition of courses completed during studies at the faculty)**

If a student requests the recognition of an exam that they completed during their time enrolled at the Faculty, at another higher education institute, it can only be recognised as a completed exam for an elective course.

An elective course is recognised to the degree of credit points (hereinafter: CP) and not as a course in itself. The candidate can replace up to 12 CP in their undergraduate programme, postgraduate master's programme or postgraduate doctoral programme. An elective course cannot be similar or identical to the course that the student has already completed at the Faculty.

The application for the recognition of an exam (Annex 2) is submitted electronically via VIS. The course's curriculum and a certificate of exam completion, which is issued by the higher education institute where they took the exam, must be submitted together with the application. The Academic Affairs Committee rules on the recognition of the request of the student.

The Academic Affairs Committee rules on the recognition, whereby the prior opinion on the recognition is given by the course coordinator.

In their opinion, the course coordinator states whether:

- the exam is recognised in full;
- the exam is partially recognised (in this case, they should list the learning content the student needs to pass an exam in);
- the exam is not recognised.

The decision of the Academic Affairs Committee on the recognition or partial recognition of an exam is entered into the student's record of completed requirements.

Recognized obligations that the student completed during his studies and were charged with the tuition fee are not refundable.

An applicant may only claim recognition of a particular subject once in all study programmes at all levels.

Article 55
(recognition of unofficial forms of education)

In accordance with the accredited study programme, on the basis of a written request from the student, the Academic Affairs Committee can also recognise unofficial forms of education, carried out outside of the accredited study programmes (professional exams, projects, elaborates, publications and other original work, active participation in summer schools and competitions).

On the basis of unofficial education, a candidate can replace up to 12 CP in the undergraduate programme, postgraduate master programme or the postgraduate doctoral programme, which replaces elective courses or seminar papers foreseen in the study programme. A student who wishes to have a professional exam that they completed outside of the accredited study programme recognised can replace an elective course or part of an elective course, whereby the student must have completed the professional exam at the same level of education as the course or part of the aforementioned elective course. The Academic Affairs Committee decides on the recognition and number of recognised CP. The recognition is decided upon by the Academic Affairs Committee with a decision, which is entered in the record of completed student's requirements.

The application for the recognition of unofficial forms of education (Annex 2) is submitted electronically via VIS and the candidate for enrolment submits it physically when enrolling in the study program. The programme and proof of activity completion must be submitted together with the application. A student can enforce a particular additional education or professional exam only once as part of the same study programme at all levels.

If the application for recognition of informal forms of education is not submitted at the time of enrolment, or if the student completed them during his studies and they were charged with the tuition fee, the amount charged for it is not returned.

19. Recognition of completed requirements on the basis of completed traineeship

Article 56
(traineeship)

Students who are enrolled in undergraduate study programmes until including the 2014/2015 academic year, can replace the traineeship (which must last at least 14 days) with a seminar paper worth 2 credits. It is also possible to replace a part of credit points of an individual elective course with traineeship, but only in courses that have a total of 6 credits in an individual year and 12 credits at the most for the entire duration of the study programme. The mentor rules on the recognition of completed requirements within traineeship and other kinds of informal education based on

preliminary written agreement with the student. The latter obtains the opinion of the course coordinator for which the student wishes to request recognition.

Students who are enrolled in undergraduate study programmes until including the 2015/2016 academic year, can replace an individual elective course worth 6 credits but not more than 12 credits for the entire duration of the study programme with traineeship (which must last at least 14 days). The Academic Affairs Committee rules on the recognition of completed requirements within traineeship and other kinds of informal education based on preliminary written agreement with the student. The latter obtains the opinion of the course coordinator for which the student wishes to request recognition.

In postgraduate programmes, the traineeship (which must last at least 14 days) can replace a seminar paper or other project as part of an individual course, it is also possible to replace an individual elective course, but only courses that have a total of 12 credit points at the most for the entire duration of the study programme. The Academic Affairs Committee rules on the recognition of completed requirements on the basis of a completed traineeship, and before making the decision they may obtain the opinion of the course coordinator of the course as part of which the recognition would be made.

20. Elective courses

Article 57 (exchanging elective courses)

The student of an undergraduate programme chooses their elective courses in the electronic form for enrolment into the 3rd year of studies.

The student of a postgraduate programme chooses their elective courses in the electronic form for enrolment into the 1st or 2nd year of studies.

Exchanging the elective course is possible under the condition that the student has not yet taken the exam of the elective course that they want to exchange with another, new elective course.

Elective courses can be subsequently changed, at the latest on 30 October of the current year, if the student submits a request for the exchange of an elective course electronically via VIS. The Academic Affairs Committee decides upon the request.

As a rule, in November, the Faculty draws up a list of elective courses that will be taken in the current academic year. Students who have selected courses that will not be carried out in the current academic year are encouraged to exchange them by the faculty.

21. Other forms of assessment and evaluation of knowledge

Article 58 (definition)

Other forms of assessment and evaluation of knowledge can also be used in a particular study programme; the curriculum of the individual course determines this in more detail.

III. FINAL PROVISION

Article 59 (validity of the rules and regulations)

These Rules shall enter into force the day they are adopted by the Management Board and shall apply from October 1 2022 onwards.

Nova Gorica, September 28, 2022

prof. dr. Peter Jambrek
Chairman of the Management
board of the European Faculty of
Law, New University

ANNEX:

- Annex 1: SEMINAR PAPER EVALUATION FORM FOR 2 CT
- Annex 2: APPLICATION FOR RECOGNITION OF FORMAL/INFORMAL EDUCATION
- Annex 3: EXAM REGISTRATION AND EXAM RECORD
- Annex 4: FORM FOR DEREGISTRATION FROM AN EXAM

Annex 1:

SEMINAR PAPER EVALUATION FORM FOR 2 CT

Registration number: _____

First and last name: _____

Way of studying: _____

Type of studies: _____

Subject: _____

Title of seminar paper: _____

Date of submission of the seminar paper: _____

Mentor of the seminar paper:

Candidate's signature: _____

Comments from the mentor:

Grade of the seminar paper: _____

Mentor's signature: _____

Annex 2:

APPLICATION FOR RECOGNITION OF FORMAL/INFORMAL EDUCATION

INFORMATION ABOUT THE CANDIDATE:

First and last name:

Study program: _____

Registration number:

I ASK FOR RECOGNITION OF CT/EXAM/EXAM OBLIGATION:

LECTURER: _____

I ASK FOR RECOGNITION ON THE BASIS:

A CERTIFICATE OF COMPLETED EDUCATION OR EXAMINATION AND A CURRICULUM, WHICH SHOWS THE CONTENT OF THE COURSE OR EDUCATION, THE NUMBER OF CREDIT POINTS AND THE NUMBER OF HOURS, **MUST BE ATTACHED** TO THE APPLICATION FOR ACKNOWLEDGEMENT OF OBLIGATIONS.

Candidate's signature: _____

LECTURER'S OPINION:

1. The subject is recognized entirely.
2. The subject is recognized partially, the student must complete the following for complete recognition:

3. The subject is not recognized.

Explanation: _____

Place and date: _____

Lecturer's signature: _____

Annex 3:

EXAM REGISTRATION AND EXAM RECORD

Registration number: _____

First and last name: _____

Way of studying: _____

Type of studies: _____

Subject: _____

Date and time of the exam: _____

Place of the exam: _____

Number of approaches to the exam: _____

Date of last approach: _____

Lecturer: _____

Candidate's signature: _____

Lecturer's comments:

Grade: _____

Lecturer's signature: _____

Annex 4:

FORM FOR DEREGISTRATION FROM AN EXAM

Registration number: _____

First and last name: _____

Way of studying: _____

Type of study: _____

Subject: _____

Date and time of the exam: _____

Place of the exam: _____

Number of approaches to the exam: _____

Date of the last approach: _____

Lecturer: _____

Candidate's signature: _____

FILLED OUT THE OFFICE OF STUDENT AFFAIRS:

APPROVED / NOT APPROVED

Date _____

Office of Student Affairs _____

Annex:

- unable to approach due to work obligations

- medical certificate

- miscellaneous: _____