

Demonstration Policy

I. GENERAL PROVISIONS

Act 1

- (1) This Policy governs the organization and functioning of demonstrators at the Faculty of Information Studies in Novo Mesto (hereinafter FIŠ), especially their naming, dismissal, rights and obligations, and the method of rewarding.
- (2) The introduction of the demonstration work system is primarily aimed at gaining experience in the chosen professional field, developing the quality of education, and strengthening mutual cooperation between students, university teachers, and colleagues at FIŠ.
- (3) The term "demonstrator" is used in this Policy equally for both sexes.

Act 2

- (1) A demonstrator is a full-time or part-time student of FIŠ in all study programs at the first, second, or third level who has voluntarily undertaken to assist university teachers and their colleagues in preparing and conducting educational work under the conditions stipulated in this Policy.
- (2) In exceptional cases, a person who does not have the status referred to in the previous paragraph of this Act may also be a demonstrator if he/she holds the title of a graduate, master, or doctor of science obtained at FIŠ or other higher education institutions. If necessary, the demonstrator's hours may also be conducted by the subject holder or lecturer.
- (3) Demonstrators are usually named for individual mandatory subjects to assist students in better understanding the study material and, if necessary, to provide additional assistance to the university teacher or colleague in conducting exercises, fieldwork, or laboratory work.
- (4) Under no circumstances may a demonstrator conduct lectures or exercises instead of habilitated university teachers and colleagues.
- (5) The subject holder in which the demonstrator is engaged is responsible for his/her work.

II. REQUIREMENTS AND PROCEDURE FOR NAMING THE DEMONSTRATORS

(requirements for naming)

As a demonstrator of a particular subject, can be named: (a) A full-time or part-time student in a higher year of study than the year in which the course for which he or she performs the

demonstration is held, or (b) a person from the second paragraph of Act 2 of this Policy, who meets the following requirements, may be named as a demonstrator:

- He or she shows a special interest and inclination for the subject of the demonstration,
- He or she regularly performs exams and other study obligations,
- He or she has a final grade of 9 (very good) or 10 (excellent) in the subject of the demonstration,
- He or she has an average grade of at least 8 (very good) in his or her previous studies, or is among the top 10% of the most successful students of his or her generation,
- He or she, according to the opinion of the teacher of the subject of the demonstration, possesses expressed abilities for teamwork and the teaching profession.

(procedure for naming of demonstrators)

Act 4

- (1) The Senate of FIŠ adopts a decision on the naming of a demonstrator based on a written proposal from the holder/lecturer of the subject.
- (2) The proposal in the form of an application for the engagement of a demonstrator is submitted on the appropriate form by the holder/lecturer of the subject, addressed to the Senate, at any time during the academic year.
- (3) The application referred to in the preceding paragraph of this Act must necessarily include:
 - a brief explanation of the need for a demonstrator,
 - an estimate of the number of enrolled students in the subject/s for which a demonstrator is needed,
 - a description of the tasks and responsibilities that the demonstrator would perform,
 - a brief curriculum vitae of the candidate,
 - a certificate of completed exams and the candidate's average grade,
 - a signed statement from the candidate stating:
 - a) that they are aware of the rights and obligations, duties, and responsibilities of the demonstrator,
 - b) that they will accept the naming to the extent and in the manner determined by this Policy and the instructions of the holder/lecturer of the subject, if appointed,
 - c) that they will perform their work diligently and professionally in accordance with the rules of pedagogical practice and the provisions of the Code of Ethics of FIŠ.
- (4) Each university teacher who is the holder/lecturer of the subject at FIŠ is entitled to work with one demonstrator for one subject, but in exceptional cases, the Senate of

FIŠ may confirm several demonstrators for one subject. When deciding on such an exception in the choice of a demonstrator, particular attention is paid to the scope of the subject, its complexity, and the dean's previous positive opinion on the current human resources and financial capacity of FIŠ.

- (5) The Senate will consider complete and timely requests with initiatives for the engagement of demonstrators. Special attention will be paid to the extent of all received initiatives with regard to pedagogical needs and existing financial, spatial, personnel, and other capabilities at FIŠ.
- (6) The Faculty Senate, on a written proposal from the holder/lecturer of the subject, names a demonstrator for the duration of one academic year by its decision. Based on the Senate's decision, a decision on the naming of a demonstrator is issued, stating the title of the subject or subjects, the approved number of demonstration hours, and the period for which they are named.

(dismissal of demonstrators)

Act 5

- (1) A demonstrator may be dismissed prematurely: (a) if, in the opinion of the holder/lecturer of the subject, they do not perform their work satisfactorily and/or (b) if they express their wish and provide a justifiable reason, which is accepted by the holder/lecturer of the subject with whom they are engaged as a demonstrator.
- (2) In the event that one or both of the conditions of the previous paragraph of this Act are met, the holder/lecturer of the subject shall submit a proposal to the Senate of FIŠ for the premature dismissal of the demonstrator.
- (3) The Faculty Senate shall decide on the proposal referred to in the previous paragraph of this Act at its next meeting.
- (4) Based on the Senate's decision, a decision on the premature dismissal of the demonstrator is issued, stating the reasons for such a decision.
- (5) If a demonstrator has been dismissed and there is still a need for a demonstrator in the subject, the Vice-Dean for Education and the holder/lecturer of the subject are obliged to... (the text ends abruptly and appears incomplete).

III. RIGHTS AND OBLIGATIONS OF DEMONSTRATORS AND ACADEMIC STAFF

Act 6

(1) In accordance with the purpose of the demonstrator system at FIŠ established by this Policy, demonstrators participate in the teaching activities of the subject(s) to which they are assigned as a part of the teaching team.

(2) Prior to their naming as demonstrator, the subject teacher determines the location, scope, content, obligations and tasks of the demonstrator as specified in the third subparagraph of act 4 of this Policy.

(3) Demonstrators perform their duties (specified in the previous paragraph of this Act) during the scheduled teaching activities or during the semester in which the subject to which they are assigned is taught according to the FIŠ academic calendar.

(4) The workload of a demonstrator in fulfilling the duties of the demonstratorship specified in the second paragraph of this Act shall not exceed 10 hours per week, except that they may occasionally be required to work more hours, provided that the total workload for any given subject does not exceed 50% of the scheduled practice hours for that subject. The senate may, with the prior consent of the dean, approve a larger number of hours for a particular subject.

(5) The demonstrator must coordinate the scheduling of the demonstratorship with the teacher's schedule (which is entered into the schedule) and requirements for the subject. (

(6) The demonstrator must perform their demonstratorship duties conscientiously, responsibly and honestly in accordance with FIŠ Policy, the teacher's instructions for the subject, established academic values and norms, and the provisions of the FIŠ Code of Ethics.

(Reporting)

Act 7

(1) The demonstrator must report regularly to the teacher in charge of the subject on all events and facts that are or could be important for the quality and successful implementation of the teaching activities for the subject.

(2) The demonstrator must maintain a record of their work, in which they promptly record all relevant data (hours worked, student attendance, facts, findings and comments), on the basis of which they prepare a final report at the end of the demonstratorship, which is submitted together with the record to the teacher in charge of the subject.

Act 8

(1) The duties of a university teacher as the teacher in charge of the subject where the demonstratorship is conducted are:

- to clearly and distinctly present the demonstrator's duties in accordance with the announced work program and to prepare an individual work plan for the demonstrator;
- to provide ongoing guidance to the demonstrator, providing timely feedback on their work;
- to review, evaluate and approve the demonstrator's final report at the end of the semester;
- to inform students about the engagement of the demonstrator and their role in the teaching process when conducting lectures on their subject;
- to write a brief report at the end of the semester, which assesses and evaluates the demonstrator's work, especially with regard to their impact on the quality of the teaching activities at FIŠ, and submit it to the vice-dean for education.

IV. FINANCING OF DEMONSTRATION WORK

Act 9

- (1) Demonstrators have the right to payment for the work they perform.
- (2) The payment for one hour of demonstration work (45 minutes) is determined in the price list of the Faculty of Information Studies (FIŠ).
- (3) The FIŠ Executive Board, upon the proposal of the Dean, determines the hourly rate for demonstration work before the beginning of the academic year.
- (4) Payment for completed demonstration hours is made within 30 days after the Deputy Dean for Education confirms the final report of the course holder/lecturer (Act 8, Paragraph 5), which the course holder/lecturer prepares after receiving documentation from the demonstrator (demonstrator's work record and final report, Paragraph 2 of Act 7).

Act 10

A demonstrator can apply for recognition of work experience equivalent to the number of hours worked as a demonstrator (multiplied by a coefficient).

V. FINAL AND TRANSITIONAL PROVISIONS

Act 11

- (1) FIŠ provides suitable working conditions for demonstrators.
- (2) FIŠ keeps a record of demonstrators, and the list with contact information is available in the online course of the demonstration subject.
- (3) Upon request, FIŠ issues a certificate of completed demonstration work to each demonstrator who has successfully completed the work.

Act 12

This Policy shall enter into force on the day of its adoption by the FIŠ Senate and shall be published on the website and in the Higher Education Information System.

| Issue no. | Date of issue | Description of amendments |
|-----------|---------------|---|
| 01 | 19.03.2009 | Initial issue |
| 02 | 25.10.2017 | In paragraph 2 of Act 4, instead of the date "1st of June" writes the date "30th of September". |
| 03 | 23.04.2018 | Amendment of the preamble. |
| 04 | 20.01.2021 | <p>Amendments:</p> <ul style="list-style-type: none"> - Act 1: instead of student demonstrators; instead of professors, university teachers and associates. - Act 2: delete: and other tasks in the educational process; last sentence of the first paragraph. In the second paragraph, add at the end: Demonstrator hours can also be carried out by the subject holder or lecturer if necessary. Third paragraph: add the word mandatory, delete both (a) and as in (b) for subject holders/lecturers, especially v. Add: and if necessary, additional assistance to the university teacher or associate in the framework of conducting exercises, field or laboratory work. Delete: preparation of homework, seminar or project assignments. Fourth paragraph: delete: cannot be included in the knowledge verification process. - Act 3: delete: that they did not take a break or repeat a year of study during their studies. Delete the second and third paragraphs. - Act 4: first paragraph: instead of KŠŠZ subject holder/lecturer. Second paragraph: instead of initiative proposal, delete: for their subject in the following academic year, instead of KŠŠZ senate anytime during the academic year. Delete: no later than September 30th in the current academic year. Fifth paragraph: instead of KŠŠZ Senate; delete the last paragraph. Sixth paragraph: instead of KŠŠZ subject holder/lecturer and delete the last |

| | | |
|--|--|--|
| | | <p>sentence. Seventh paragraph: add the approved number of demonstrator hours.</p> <ul style="list-style-type: none"> - Act 5: delete in the second paragraph and/or KŠŠZ. - Act 6: delete in the first paragraph: and/or scientific-research. Add the last sentence in the fifth paragraph. Fifth paragraph: add (enter into the schedule). - Act 7: second paragraph: instead of diary record, delete: such as a record, primarily for the improvement of educational outcomes. Add: together with the record submitted. - Act 8: delete the vice-dean for quality. - Act 9: first paragraph: instead of prize payments. Second paragraph: delete the sentence and write a new one. Delete the fourth paragraph and form a new one. Delete Act 10 and renumber the remaining Acts. - Act 10: add (multiplied by a factor of 2), delete: whereby, more, reimbursement of monetary awards for work performed. Add: in this case, payment for demonstrator hours. - Act 11: second paragraph: delete: publicly, on the faculty bulletin board, or at the faculty office. Add: in the classroom of the demonstrator subject. Grammar corrections. |
|--|--|--|

Unofficial translation: in case of any inconsistencies with the Slovenian version, the Slovenian original is considered binding.