

Faculty of Information Studies in Novo mesto	INSTRUCTIONS	Number: SA-1038
THE PRINTOUT IS AN UNCONTROLLED DOCUMENT - SEE THE VALID DOCUMENT ON THE FIS INTRANET FILE	FOR CONDUCTING PART-TIME STUDY AND COURSES WITH CONSULTATIONS AND IN A REDUCED VOLUME OF DIRECT PEDAGOGICAL WORK IN THE LECTURE ROOM	Page: 1/3

Based on Articles 51, 54, 77, 78 and 110 of the Statute of the Faculty of Information Studies in Novo mesto (The Official Gazette of the Republic of Slovenia, No. 46/17), the Senate of the Faculty of Information Studies in Novo mesto adopted on November 4, 2014, at its 2nd meeting, amended on April 23, 2018, at its 28th meeting and on July 25, 2019, at its 55th meeting, adopted a new clean copy of

INSTRUCTIONS FOR CONDUCTING PART-TIME STUDY AND COURSES IN THE FRAMEWORK OF STUDY PROGRAMMES WITH CONSULTATIONS AND IN A REDUCED VOLUME OF DIRECT PEDAGOGICAL WORK IN THE LECTURE ROOM

I. part: CONDUCTING PART-TIME STUDY

- 1) Study programmes at the Faculty of Information Studies in Novo mesto (hereinafter: the faculty) are conducted as part-time studies: if the nature of the study (article 37 of the Act on Higher Education (The Official Gazette of the Republic of Slovenia, No. 32/12 - official consolidated text, 40/12 - ZUJF, 57/12 - ZPCP-2D and 109/12, 85/14, 75/16, 61/17 - ZUPŠ and 65/17) allows it, the study programme can adapt the organization and timing of lectures, seminars and tutorials to the students' possibilities (part-time study).
- 2) Part-time study represents an organizationally adapted conduction of the study programme. It is mainly intended for employed students who, due to work obligations, are prevented from participating in full-time study.
- 3) The conduction of part-time study in an individual academic year is specified in a call for enrolment.
- 4) Part-time study is conducted in accordance with the following general principles:
 - part-time study is equal in content and difficulty to full-time study;
 - in the case of reduced volume of hours of direct pedagogical work in the lecture room according to the curriculum, the hours are adequately replaced by contemporary forms of teaching (lectures, tutorials and/or other materials) in the e-classroom, etc.;
 - students and graduates of part-time study must achieve all general and course-specific competencies defined by the study programme;
 - organized forms of pedagogical work in the lecture room are generally scheduled outside of the normal working day hours and concise (usually according to the principle of sequence of courses);
 - when making the schedule, the faculty foresees a balanced study load for students, which enables students to study continuously and fulfil their study obligations on an ongoing basis;

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- the method of conducting part-time study is decided by the Faculty Senate for each individual academic year.

II. part – CONDUCTING COURSES WITHIN THE FRAMEWORK OF STUDY PROGRAMMES WITH CONSULTATIONS AND IN A REDUCED VOLUME OF DIRECT PEDAGOGICAL WORK IN THE LECTURE ROOM

- Consultations represent, in accordance with the Criteria for evaluating the work of higher education teachers and colleagues of the Faculty of Information Studies in Novo mesto, a form of direct pedagogical obligation.
- These instructions determine the conditions for conducting individual courses of the study programmes with consultations or in a reduced volume than is provided in the curriculum, in case that this form of conduction (due to the smaller number of students in an individual course) is supplemented with contemporary forms of teaching (lectures, tutorials and/or other materials in the e-classroom, etc.).
- Conducting courses with consultations or in a reduced volume of direct pedagogical work in the lecture room must enable students to achieve general and course-specific competencies defined by the study programme and course curriculum.
- Consultations or a reduced volume of direct pedagogical work in the lecture room can be carried out in the following cases:
 - if an elective course is conducted for ten (10) or fewer students,
 - if a compulsory course is taught in a foreign language and is conducted for ten (10) or fewer students,
 - if a compulsory course is conducted for five (5) or fewer students.
- The Faculty Senate decides on the method of conducting consultations or a reduced volume of direct pedagogical work in the lecture room for an individual subject for each individual academic year.

President of the Senate FIS
prof. dr. Dejan Jelovac, m.p.

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Version	Date of issue	Description of changes
01	04 th November 2014	Initial release.
02	23 th April 2018	Change in the number of articles in the Statute, which refer to the Instructions for conducting part-time study and conducting courses with consultations and in a reduced volume. In Article 1, the numbers of publications in the Official Gazette of the Republic of Slovenia in the Act on Higher Education are added.
03	25 th July 2019	New clean copy.

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

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