

Faculty of Information Studies in Novi mesto	<b>REGULATIONS</b>	Number: SA-1019
THE PRINTOUT IS AN UNCONTROLLED DOCUMENT - SEE THE VALID DOCUMENT ON THE INTRANET FILE	<b>FOR THE RECOGNITION OF KNOWLEDGE AND SKILLS</b>	Page: 1/ 10

Based on Article 32 of the Statute of the Faculty of Information Studies in Novo mesto (Official Gazette of the Republic of Slovenia, No. 117/08, 56/12, 75/13, 25/14, 72/14, 28/15, 17/16 and 46/ 17) the Senate of the Faculty of Information Studies in Novo mesto adopted at its 13<sup>th</sup> regular session on 17<sup>th</sup> June 2009, and at subsequent sessions on 25<sup>th</sup> April 2012, 17<sup>th</sup> October 2012, 23<sup>rd</sup> October 2013, 18<sup>th</sup> June 2014, 21<sup>st</sup> July 2016, 24<sup>th</sup> August 2017 and 30<sup>th</sup> January 2018 amended and supplemented the following

## **REGULATIONS ON PROCEDURES AND CRITERIA FOR FORMAL AND INFORMAL RECOGNITION OF OBTAINED KNOWLEDGE AND SKILLS**

### **Contents of the regulations**

#### Article 1

(1) These regulations govern the process of establishing, assessing, confirming and recognizing knowledge as well as the criteria for recognizing knowledge and skills that candidates obtain through informal and incidental education prior to enrolment and in the course of studies at the Faculty of Information Studies in Novo Mesto (hereinafter the Faculty).

(2) Forms of education:

- **Formal education:** is education that is completed by providing a state-approved document (certificate, diploma) and is evaluated according to ECTS.
- **Informal education:** is an educational activity that takes place in educational institutions that provide formal forms of education or outside of them (courses, workshops, seminars, etc.) and does not provide the participant with a state-approved education degree or qualification.
- **Incidental education (incidental or occasional learning):** this category includes knowledge obtained through work experience, knowledge obtained through self-education or as part of amateur activities, as well as knowledge obtained through experiential learning.

### **Recognising informally and formally obtained knowledge and skills**

#### Article 2

Candidates who wish to have their **informally** and **incidentally** (hereinafter: **informally**) obtained knowledge and skills established, assessed, confirmed and recognized on the basis **of formal** education (hereinafter: **formal**) **can apply** for the procedure where establishing, assessing, confirming and recognizing the informally obtained knowledge and skills are taken into account as a condition for enrolment or as part of the obligations of the study program which they are enrolling in or are already enrolled in.

(2) The procedure for establishing, assessing, confirming and recognizing obtained knowledge and skills is the same for candidates who intend to enrol in the faculty and for students who are already enrolled in the faculty.

(3) In these regulations, the term candidate is also logically applied to students.

### **Recognising obtained knowledge based on formal education**

#### Article 3

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(1) Candidates can apply for recognition of knowledge and skills obtained in various formal educations. Such programs include all systematically organized educational activities carried out by educational and higher education institutes or other institutions and whose education is evaluated according to ECTS.

(2) The basis for the recognition of such knowledge are publicly valid documents about the completed program, which state the scope, difficulty and contents of the program (diploma, certificate, certificate of education, etc.).

(3) The recognition procedure begins at the request of the candidate who submits an application for the recognition of formal education (examination) on a proper form at the Student's Affairs Office of the faculty. A certified certificate of passing the exam and a certified contents program of the course must be attached to the application.

(4) If the application is incomplete, the Office shall request the candidate to complete the deficiencies and set a deadline for the completion thereof.

(5) If the exam was taken more than 10 years before the date of filing the application, the Office will reject the application.

(6) The Office forwards the request to the subject (course) teacher who evaluates the request within 14 days, marks the decision on the form and reports it to the Student's Affairs Office by submitting the original signed form OBR-001.

(7) An exam which the candidate took in another study program is recognized if it matches the contents and scope of the course from the study program in which the candidate is enrolled in at least 80%. In this case, the obligation is evaluated with the number of ECTS points, as it is for this subject in the program which the candidate is enrolled in.

(8) The subject (course) teacher responsible for the exam may recognize it as fully adequate, partially adequate or inadequate.

(9) An exam in a first-cycle study program can only be partially recognized if an exam from a higher professional school is submitted as the basis for recognition. An exam on a second-level study program can only be partially recognized if an exam from a professional higher education or university study program on the first level is submitted as the basis for recognition. If an examination of an undergraduate university study program accepted before June 11, 2004 is submitted as the basis for recognition, the exams in the second-level study program can be fully recognized.

(10) In case the candidate's request for recognition of formally acquired knowledge (examination) was rejected the candidate can file a complaint against the decision of the subject (course) teacher to the faculty Senate within 15 days after receiving the decision.

(11) The decision of the faculty Senate on the candidate's appeal is final. The candidate can initiate an administrative dispute against the final decisions of the Senate.

(12) In all study programs, instead of elective subjects, a student can be recognized for any exam he passed in another study program at the same level, if it is evaluated with at least as many credits as the elective subject at FIS, is not older than 10 years, and if the contents correspond to the general competencies determined by the study program. The Commission for Study and Student Affairs decides on recognition.

### **Principles in the process of recognising informal knowledge and skills**

#### **Article 4**

(1) The faculty recognizes candidates' informally obtained knowledge and skills which in terms of contents, scope and complexity fully or partially correspond to the general or

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subject-specific competencies determined by the study program which the candidate would like to enrol in or is already enrolled in.

(2) Knowledge and skills that are recognized in the process of recognising informal knowledge and skills can be claimed by the candidate for a period of one year or until there is a change in the study program or a change in the study contents which the candidate claims recognition for.

### **The body appointed for the implementation of the procedure to recognise informally obtained knowledge and skills**

#### Article 5

(1) The Commission for Study and Student Affairs (hereinafter CSSA) is responsible for the implementation of the process of establishing, assessing, confirming and recognizing informally obtained knowledge.

(2) In addition to the CSSA, course teachers and bodies defined by the faculty's statute also participate in the process of recognizing informally obtained knowledge and skills.

### **Basis for recognising knowledge obtained through informal education**

#### Article 6

The basis for recognition can be:

- a certificate or another document about the completed program, which indicates the date and institution, the number of credit points (if specified) and the program contents that the candidate attended,
- a certificate of informal education,
- a certificate issued by a company on practical training, project implementation, etc.,
- knowledge obtained by the candidate through work, self-education and
- incidental learning,
- a written recommendation issued by the employer,
- a certificate of the student's participation in the FIS extracurricular activity with the signature of the person in charge of the activity, the scope of the activity performed (fully, in part), a brief description of the activity and the role of the student in this activity,
- a decision of the CSSA on the recognition of skills obtained during FIS extracurricular activities (competitions, participation in winter/summer schools, ...). The decision on the recognition of skills is adopted by CSAA based on the proposal of the provider of the extracurricular activity. The provider is obliged to attach a written statement from the person in charge of the subject in the FIS study program on the recognition of skills to the proposal, in which the subject and the scope of recognition of skills in CP are indicated.
- a participation of the candidate as a student tutor in the FIS tutoring system.

### **Special cases of proving informally obtained knowledge and skills**

#### Article 7

Special cases of proving informally obtained knowledge and skills are:

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- if the candidate submits a certificate or another document that only confirms that the candidate attended education, but not also that his knowledge was assessed,
- if the candidate cannot submit a certificate or another document because the relevant education provider did not issue such a document,
- if the candidate cannot provide the printed material of the relevant educational program or if such material is insufficient to the point that the comparison is impossible.

### **Assessing knowledge and skills obtained through informal education**

#### Article 8

(1) For the assessment of informally obtained knowledge and skills, the CSSA chooses the method that is according to the goals and standards of knowledge to be tested, the most appropriate.

(2) Assessment of informally obtained knowledge and skills can take place in the following ways:

- with an interview, discussion or defence,
- by defending a seminar assignment, a project prepared for this purpose, by evaluating a product,
- by evaluating the procedures carried out by a candidate during a practical test (work, task...), demonstration, presentation or simulation,
- with an oral or written exam,
- by establishing, assessing and confirming informally obtained knowledge and skills by evaluating resulting products and services.

#### Article 9

(1) A candidate can also demonstrate informally obtained knowledge and skills by presenting a product. Such a product can serve as a basis for the commission to prepare an assessment of the learning outcomes and competencies achieved by the candidate.

(2) By evaluating products and services, the following can be established, verified and confirmed:

- the completed practical work,
- a written paper,
- a service performed at workplace (implementation of a project, etc.).

### **Credit evaluation**

#### Article 10

If informally obtained knowledge and skills are recognized as a completed study obligation, they must be evaluated according to the criteria for credit evaluation of study programs according to ECTS.

### **Criteria in the recognition procedure**

#### Article 11

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The following criteria are applied in the recognition procedure:

- the assessment of the achieved competencies must be based primarily on the educational objectives or admission requirements of the study program which the candidate would like to enrol in,
- the candidate's obtained competencies, which are supported by evidence, properly documented and relevant, are recognized regardless of where and how the candidate has obtained them.

### **The procedure of recognizing informally obtained knowledge and skills**

#### Article 12

(1) The procedure for recognizing informally obtained knowledge and skills includes:

- submission of application,
- supplementing the application,
- processing the application by the commission,
- issuing a decision,
- the candidate's complaint.

(2) The procedure from the receipt of a complete application to the issue of a decision to the candidate must be completed within two months from the date of the submission of the candidate's complete application, or within one month in the case of recognition of skills obtained during extracurricular activities of FIS, for which there has been a decision on the recognition of skills issued by the CSSA as defined in paragraph 8 of Article 6 of these Regulations, as well as in the case of recognition of skills based on the student's participation in a tutoring system in the role of a student tutor.

### **Application for recognition of informally obtained knowledge and skills**

#### Article 13

(1) The recognition process begins at the request of the candidate who submits an application for the recognition on form OBR-020, at the Student's Affairs Office of the faculty.

(2) If the application is incomplete, the Office shall request the candidate to complete the deficiencies and set a deadline for the completion thereof.

### **Mandatory components of the application for recognition of informally obtained knowledge and skills**

#### Article 14

Application for the recognition of informally obtained knowledge and skills (hereinafter the application) contains:

- certificates,
- other documents (various documents issued by the employer proving experience, certificates of attendance at seminars and trainings, etc.),
- a portfolio in which the candidate prepares his CV with information about education, employment and other experiences and knowledge he has acquired in the past,

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- other evidence (products, services, publications and other independent work prepared by candidates; projects, inventions, patents, etc.).
- in the case of participation in FIS extracurricular activities, a mandatory part of the application is a certificate of participation, as defined in the 7th indent of Article 6 of these Regulations.
- In the case of recognition of competencies based on participation in a tutoring system in the role of a student's tutor, the mandatory parts of the application are a written consent of the subject (course) teacher where the candidate wishes to claim recognition of skills and a report on the tutor's work. The written consent of the subject (course) teacher must contain a statement of the obtained competencies of the candidate. The condition for recognition of skills in this case is a positive assessment of the tutor in the student survey from the last academic year in which the candidate performed the role of a student tutor. A positive grade means an overall grade of above 3.00 in all courses in which the candidate acted as a student tutor.

### **Consideration of the application at the competent body of the faculty**

#### Article 15

(1) If a candidate submits certificates or other documents which can be used to establish that the informally obtained knowledge and skills in terms of content, volume and complexity fully or partially correspond to the competencies based on the educational objectives of the study program, the CSSA can draw up a proposal for the recognition obtained competencies of the candidate on the basis of the submitted evidence.

(2) During the process of recognition the CSSA requests the opinion of a relevant higher education teacher or appoints an assessment committee (AC) to provide its opinion. A negative opinion is binding for CSSA.

(3) If the candidate submits public documents, certificates or other documents obtained in informal education programs or self-education and/or incidental learning, which are recognized by more than 30 credit points or if the validity date of the certificate or other document has expired, the CSSA determines an additional knowledge assessment (either fully or in part), which is performed by an appointed higher education teacher or AC.

(4) If the candidate claims the knowledge obtained during the FIS extracurricular activity, the CSSA formulates a proposal for the recognition based on the certificate of the student's participation in the extracurricular activity and the decision of the CSAA on the recognition of knowledge, as defined in the 7<sup>th</sup> and 8<sup>th</sup> indents of Article 6 of these Regulations.

### **Assessment of knowledge and skills for special cases**

#### Article 16

(1) The candidate's success in the assessment of the additional knowledge and skills is given using a descriptive grade "passed" or "failed".

(2) If the candidate fails the knowledge and skills assessment, reassessment of knowledge and skills is not possible.

### **Issue of a decision in the process of recognising informally obtained knowledge and skills**

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#### Article 17

- (1) In his decision, the dean specifically states which knowledge and skills or which competencies shall be granted recognition.
- (2) If a study obligation is thereby recognized, it must be evaluated in the decision according to the criteria for credit evaluation of study programs according to ECTS.
- (3) In case the candidate's application is not in part or fully recognized, it shall provide reasons in the explanation.

#### Candidate's complaint

#### Article 18

- (1) The candidate can file a complaint against the decision of the dean, in which the recognition of informally obtained knowledge and skills was rejected, to the Faculty Senate within 15 days after having received the decision.
- (2) The decision of the Senate of the faculty regarding the candidate's appeal is final. The candidate can initiate an administrative dispute against the final decisions of the Senate.

#### Entering a recognized study obligation into the records

#### Article 19

- (1) If the candidate enrolls in the faculty or is already enrolled at the faculty the Office shall enter the recognized study obligation (or the number of credit points) into the records and at the end of the studies into the diploma supplement based on the issued decision.
- (2) The records of the received applications with appendices are kept in accordance with the relevant regulations on keeping documented and archival material, while the records of issued decisions are kept permanently.

#### Costs of the procedure

#### Article 20

- (1) The costs of the procedure to recognise and assert study obligations are paid by the candidate based on the faculty's price list.
- (2) Candidates are exempt from paying the costs of the procedure to recognise competencies acquired during FIS extracurricular activities.

#### Transitional and final provisions

#### Article 21

- (1) These Regulations shall become effective a day after they are adopted by the Faculty Senate.
- (2) The Regulations shall be published on the Faculty's Higher Education Information System.

Implementing acts:

- OBR-001,
- OBR-020.

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President of the FIS Senate:

prof. dr. Dejan Jelovac

Issue number	Date of issue	Description of changes
01	17 <sup>th</sup> June 2009	Initial issue
02	25 <sup>th</sup> April 2012	<p>Amendment of Article 3:</p> <p>- point (5) is added, which reads: "If the exam was taken more than 5 years before the date of filing the application or more than 10 years ago for mathematical and statistical subjects, the department rejects the application."</p> <p>- now point (7) is changed to read: "The subject (course) teacher responsible for the exam can recognize it fully, in part or does not recognise it at all."</p> <p>- point (8) is added, which reads: "An exam in a first-cycle study program can only be recognized in part if an exam from a higher professional school is submitted as the basis for recognition. An exam in a second-cycle study program can only be recognized in part if an exam from a first-cycle college or university program is submitted as the basis for recognition. If an exam of an undergraduate university program accepted before June 11, 2004 is submitted as the basis for recognition, the exams in the second-level study program can be fully recognized."</p>
03	17 <sup>th</sup> October 2012	<p>Article 3 is changed:</p> <p>point (7) is added to read: The exam taken by the candidate on another program is recognized if it matches the contents and volume of the course from the study program in which the candidate is enrolled in at least 80%. In this case, the obligation is evaluated with the number of ECTS points, as it is</p>

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		<p>for this subject in the program which the candidate is enrolled in.</p> <ul style="list-style-type: none"> <li>- point (12) is added to read: In the study programs Informatics in Contemporary Society (UN, VS and MAG), instead of elective subjects, the student can be recognized for any exam that he passed in another study program at the same level, if it is evaluated with at least as many CP as the elective course at FIS, is not older than 5 years and if the contents correspond to the general competencies determined by the study program. The Commission for Study and Student Affairs decides on recognition.</li> </ul>
04	23 <sup>rd</sup> October 2013	<p>In Article 6, a new 7<sup>th</sup> and 8<sup>th</sup> indents are added, which read:</p> <ul style="list-style-type: none"> <li>• a certificate of the student's participation in the FIS extracurricular activity with the signature of the person in charge of the activity, the scope of the activity performed (fully, in part), a brief description of the activity and the role of the student in this activity,</li> <li>• a decision of the CSSA on the recognition of skills obtained during FIS extracurricular activities (competitions, participation in winter/summer schools, ...). The decision on the recognition of skills is adopted by CSAA based on the proposal of the provider of the extracurricular activity. The provider is obliged to attach a written statement from the person in charge of the subject in the FIS study program on the recognition of skills to the proposal, in which the subject and the scope of recognition of skills in CP are indicated.</li> </ul> <p>In paragraph 2 of Article 12, after the word "candidate" the following text is added "or within one month in the case of recognition of skills obtained during extracurricular activities of FIS, for which there has been a decision on the recognition of skills issued by the CSSA as defined in paragraph 8 of Article 6 of these Regulations."</p> <p>In Article 14, a new 5<sup>th</sup> indent is added, which reads: "in the case of participation in FIS extracurricular activities, a mandatory part of the application is a certificate of participation, as defined in the 7<sup>th</sup> indent of Article 6 of these Regulations."</p> <p>In Article 15, a new 4<sup>th</sup> paragraph is added: "If the candidate claims the knowledge obtained during the FIS extracurricular activity, the CSSA formulates a proposal for the recognition based on the certificate of the student's participation in the extracurricular activity and the decision of the CSAA on the recognition of knowledge, as defined in the 7<sup>th</sup> and 8<sup>th</sup> indents of Article 6 of these Regulations".</p>
05	18 <sup>th</sup> June 2014	<p>An indent is added to Article 6 that reads: " a participation of the candidate as a student tutor in the FIS tutoring system."</p> <p>The text is added to Article 12, paragraph 2: " as well as in the case of recognition of skills based on the student's participation in a tutoring system in the role of a student tutor."</p>

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		<p>An indent is added to Article 14 that reads: "In the case of recognition of competencies based on participation in a tutoring system in the role of a student's tutor, the mandatory parts of the application are a written consent of the subject (course) teacher where the candidate wishes to claim recognition of skills and a report on the tutor's work. The written consent of the subject (course) teacher must contain a statement of the obtained competencies of the candidate. The condition for recognition of skills in this case is a positive assessment of the tutor in the student survey from the last academic year in which the candidate performed the role of a student tutor. A positive grade means an overall grade of above 3.00 in all courses in which the candidate acted as a student tutor." In Article 15, the text is added: " A negative opinion is binding for CSSA."</p> <p>A new 2<sup>nd</sup> paragraph is added to Article 20, which reads: "Candidates are exempt from paying the costs of the procedure to recognise competencies acquired during FIS extracurricular activities."</p>
06	21 <sup>st</sup> July 2016	In the 12 <sup>th</sup> paragraph of Article 3, the following is added: ") and Computer Science and WEB Technologies (VS)"
07	24 <sup>th</sup> August 2017	<p>Article 3 is amended so that paragraph 5 reads: "If the exam was taken more than 10 years before the date of filing the application, the Office will reject the application."</p> <p>Paragraph 12 of Article 3 is amended to read: "In the study programs of Informatics in Contemporary Society (UN, VS and MAG) and Computer Science and WEB Technologies (VS), instead of elective subjects, a student can be recognized for any exam he passed in another study program at the same level, if it is evaluated with at least as many credits as the elective subject at FIS, is not older than 10 years, and if the contents correspond to the general competencies determined by the study program. The Commission for Study and Student Affairs decides on recognition."</p>
08	30 <sup>th</sup> January 2018	In the 12 <sup>th</sup> paragraph of Article 3, "In the study programs of Informatics in Contemporary Society (UN, VS and MAG) and Computer Science and WEB Technologies (VS)" is replaced by "In all study programs".

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

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