

Faculty of Information Studies in Novo mesto	REGULATIONS FOR	Number: SA-1024
THE PRINTOUT IS AN UNCONTROLLED DOCUMENT - SEE THE VALID DOCUMENT ON THE INTRANET FILE	STUDENTS WITH A SPECIAL STATUS	Page: 1/12

On the basis of Article 102 of the Statutes of the Faculty of Information Studies in Novo mesto (Official Gazette of the Republic of Slovenia, No. 51/21) the Senate of the Faculty of Information Studies in Novo mesto, adopted at its 19th regular meeting on 17th February 2010 and at its 28th meeting on 23rd April 2018, and then at its 77th (correspondence) meeting amended the following

REGULATIONS FOR STUDENTS WITH A SPECIAL STATUS AND STUDENTS WITH SPECIAL NEEDS

Article 1

The regulations for students with a special status and students with special needs (hereinafter: the Regulations) contain more detailed provisions on the criteria, procedures, rights and duties for the following individuals claiming the status:

- a student categorized athlete and trainer,
- a student recognised artist or creative professional,
- a student participating in (regional) international competitions,
- a parent-student status,
- a student with special needs,
- a student with recognized merits in extracurricular activities, in the bodies and commissions of the Faculty of Information Studies in Novo mesto (hereinafter: the faculty) and in other specified cases.

Students with a special status and students with special needs are entitled to:

- a more favorable proceeding in the selection procedure in case of enrollment restrictions,
- adjustments to the implementation of the study programs and additional professional assistance during studies, whereby they can progress and complete their studies in a longer time than is foreseen by the study program.

Article 2

Terms used in these Regulations which are written in the masculine grammatical form shall be used as gender-neutral.

STUDENTS WITH A SPECIAL STATUS

I. A STUDENT CATEGORIZED ATHLETE AND TRAINER STATUS

Article 3

A candidate who may claim special educational conditions under the title of a student categorized athlete and coach shall be:

- a categorised athlete,

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- a student who has been officially appointed by a national sports federation as a coach of a national team or of an individual categorised athlete.

Article 4

The status of a categorized athlete and trainer can be claimed by those students who, based on the categorization of the Olympic Committee of Slovenia (OCS), have acquired one of the following titles:

1. HONoured ATHLETE OF THE REPUBLIC OF SLOVENIA (status valid for life)
2. WORLD CLASS ATHLETE
3. INTERNATIONAL CLASS ATHLETE
4. PERSPECTIVE CLASS ATHLETE
5. STATE CLASS ATHLETE
6. YOUTH CLASS ATHLETE

The proof of categorization is an official certificate of the status issued by OCS.

Article 5

The rights under the status of a student categorized athlete and trainer may also be exercised by a student who is officially appointed by a national sports federation as a coach of a national team or of an individual categorised athlete and who is directly involved in the preparation and implementation of the programmes of categorised athletes.

The proof of fulfilling the conditions of the preceding paragraph shall be provided by a certificate issued by the OCS for the current academic year.

Article 6

The status of a student categorized athlete and trainer shall be granted for one academic year with the possibility of its extension.

II. A STUDENT RECOGNISED ARTIST OR CREATIVE PROFESSIONAL STATUS

Article 7

An applicant who may exercise the rights of a student recognised artist or creative professional shall be:

- a member of a national or international association or federation of associations in the field of the arts,
- a student with a certificate of a status of a cultural worker,
- a student with publicly recognised works of art.

Article 8

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A member of a national or international association or federation of associations in the field of the arts, as referred to in the first indent of the preceding Article, is an accomplished artist who, after fulfilling the criteria of the above mentioned institutions, is already a member of an association or federation of the following artistic activities:

- music,
- visual arts,
- film,
- theatre,
- dance,
- literature,
- photography or other artistic activities at the discretion of the Students' Affairs Committee.

The proof of his membership shall be an official certificate of the membership issued by a national or international arts association or federation of arts associations.

The certificate of the status as a cultural worker shall be issued by the Ministry of Culture.

An applicant claiming recognition as an accomplished artist for publicly recognised works of art must submit a curriculum vitae and a list of works performed or created, listed in a bibliographic data form, according to the activity which he is engaged in.

The applicant shall provide the following proof of the public recognition of the artistic work and achievements:

- a copy of a publicly published review of the work/ achievement; or
- a photocopy of a national or international award or prize received in an artistic talent competition; or
- an official certificate of an artistic achievement issued by the Ministry of Culture.

Article 9

The criteria for a public recognition of works of art are:

- a publicly published professional review of a work of art,
- an award-winning work of art/ an achievement in a national or international competition in the previous or current academic year.

Article 10

The status of a student recognised artist or creative professional shall be granted for one academic year with the possibility of its extension.

III. A STUDENT PARTICIPATING IN (REGIONAL) INTERNATIONAL COMPETITIONS STATUS

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Article 11

A student participating in (regional) international competitions status can be obtained by a student who, at the time of applying for the status, shows at least one participation in a (regional) international competition and a proof that in the academic year which a special status is applied for he will participate in one (regional) international competition.

The status of a student participating in (regional) international competitions lasts one academic year with the possibility of extension.

IV. PARENT-STUDENT STATUS

Article 12

A parent-student status can be obtained by student parents until the child's compulsory schooling begins.

The parent-student status of the parent is proven by the child's birth certificate.

Only one of the parents of the same child can assert the status of student parent at FIS at the same time.

STUDENTS WITH SPECIAL NEEDS

Article 13

In accordance with Article 69a of the Act on Higher Education (Official Gazette of the Republic of Slovenia, No. 32/12 - UPB and amendments) students with special needs according to these rules are blind and partially sighted students, students with speech and language disorders, students with deficits in individual areas of learning, physically challenged students, long-term ill students, students with autism spectrum disorders and students with psychosocial problems.

Article 14

A status of a student with special needs may be claimed by a student who demonstrates a deficit, handicap or disability by providing the following evidence:

- a decision on the orientation issued by the National Education Institute of the Republic of Slovenia, or a specialist opinion of the Commission for the Orientation of Children with Special Needs, or a statement and opinion of an expert commission for the classification of children and adolescents, which demonstrates the orientation or classification in accordance with the Act on the Orientation of Children with Special Needs, the Regulation on the Organisation and Method of Work of the Commissions for the Orientation of Children with Special Needs, and the Criteria for the Determination of the Type and Degree of the Deficits, Obstacles or Disorders of Children with

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Special Needs (Official Gazette of the Republic of Slovenia No. 54/03, as amended) or,

- a decision issued by the Pension and Disability Insurance Institute of Slovenia, certifying a disability in accordance with the Pension and Disability Insurance Act (Official Gazette of the Republic of Slovenia, No 106/99 and amendments) or,
- a medical certificate issued by a specialist doctor, certifying eligibility for a special needs student status.

Article 15

The status of a student with special needs lasts until the completion of his studies.

THE PROCEDURE FOR OBTAINING A STATUS

Article 16

An application for a status of a student with special needs, a student categorized athlete and trainer, a student recognised artist or creative professional, a student who participates in (regional) international competitions and parent-students (hereinafter referred to as 'an application for a status') may be submitted by a student of the first-, second-, or third-level programme.

It shall be submitted at the Student's Affairs Office, as a rule, at the enrolment process.

Article 17

(Annexes to the application for the status)

A student shall attach the appropriate supporting documents to prove the eligibility for the status to the application for the status.

The proof shall be submitted by the student in a sealed envelope marked "Annexes to the application for the status of a student with special needs".

Article 18

(Decision on the application for the status)

The Student's Affairs Office shall forward the application for the status to the Committee for Academic and Student Affairs (CASA), which shall propose a decision on granting the status to the Faculty Senate.

After the Senate has completed their consideration of the application for the status, they shall issue a decision granting or denying the student the status of a student with special needs. In the decision, the Senate shall also specify the period for which the student is to be granted this status.

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The decision of the Senate referred to in the preceding paragraph of this Article shall be forwarded to the student who has applied for the status, the Dean and the Student's Affairs Office.

The decision of the Senate may be subjected to an administrative appeal.

Article 19

(Preparation of an individualised support programme)

Within 30 days of the adoption of the decision referred to in Article 16 of these Regulations, the Vice-Dean for Education shall draw up an individualised support programme for each student with a status (hereinafter: individualised programme). The individualised programme shall be adopted by the committee (the CASA).

The individualised programme shall contain the following elements:

- the required study adjustments for the student,
- a reduction in the student's compulsory attendance.

The proposed measures to reduce or eliminate barriers to study, as specified by the student in his application for a status, shall be taken into account in the preparation of the individualised programme. The financial capacity of the faculty shall also be reasonably taken into account in the selection and identification of specific study adjustments which represent a financial cost to the faculty.

If the need arises, the Vice-Dean for Education shall adjust individualised programmes accordingly during the academic year.

Article 20

(Familiarisation and implementation of individualised programmes)

After the adoption of the individualised programmes, the Vice-Dean for Education shall communicate them to the course (unit) teachers in the year of the study programme which the student is enrolled in.

The course teachers are obliged to implement the individualised programmes.

The Faculty Senate shall be responsible for resolving any disagreements concerning the implementation of the special adaptations to the study programme set out in the individualised programmes. The Faculty Senate may delegate the resolution of any disagreements to the CASA.

Article 21

(Study adjustments)

During the course of studies, it is possible to make adjustments to the way lectures and tutorials are delivered, the way knowledge is tested and assessed, and the usage of the library.

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Article 22

(Adaptations in the implementation of lectures and tutorials)

For students with special needs, the following adjustments may be made in the implementation of lectures and tutorials, depending on the nature and degree of their needs and any combination of deficits, impediments or disabilities:

- an advance publication of the study materials that students receive at lectures and tutorials (e.g. for blind and visually-impaired students to be able to follow the lecture or for those students who are unable to take notes),
- an advance publication of the study materials used in the course (unit) so that they can be adapted to electronic or audio formats or enlarged as appropriate,
- recording lectures and tutorials,
- the use of special aids such as computers, electronic magnifiers, magnifying glasses, etc.,
- the presence of an assistant, namely: a reader or scribe and an interpreter - translator into a Slovene sign language,
- the possibility of submitting written products in electronic form,
- the performance of certain study requirements in pairs with a student who does not have the status of a student with special needs,
- the possibility of completing certain assignments and exercises at home (partial e-learning),
- adapting the way in which the professional or study placement is carried out to student's abilities so that he can demonstrate his knowledge and abilities or achieve the competences defined in the study programme,
- other adaptations according to the faculty's given possibilities.

Article 23

(Adjustments in the way knowledge is examined and assessed)

The method of examination and assessment for students with a special status shall be adapted in such a way that they are able to demonstrate their level of knowledge, but the required standards of achievement shall not be lowered.

The following adjustments may be made for students according to the type and level of their special needs status:

- extension of the time taken for oral or written examinations,
- provision of a special room for the examination,
- adaptations in the room or of the room itself and the equipment,
- provision of a computer-assisted examination and the use of special aids,
- examination taken with the assistance of an assistant,
- modification of the form of examination and assessment of knowledge,
- adaptation of the format of the examination material,
- other adaptations according to the faculty's given possibilities.

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Article 24 (Library adaptations)

The following adaptations in the library are possible for students with special needs:

- longer borrowing times (assuring a conversion into accessible formats: enlarging the material, transcription into Braille, etc.),
- the possibility of borrowing material that is accessible only in the reading room (due to a conversion into accessible formats: enlarging the material, transcription into Braille, etc.),
- the provision of assistance in locating material,
- the possibility for a student's assistant to borrow the material if the library is inaccessible to the student,
- other adaptations according to the faculty's given possibilities.

RIGHTS OF STUDENTS WITH A SPECIAL STATUS AND STUDENTS WITH SPECIAL NEEDS

Article 25

A student who has been granted a special status and student with special needs thus special educational conditions shall have the following rights:

- the right to a reduction in compulsory attendance and to excused absence from study obligations in agreement with the course teacher,
- the right to present a seminar paper later and to take a colloquium and examination afterwards in case the student participates in competitions at home or abroad,
- the inclusion of achievements in the Diploma Supplement resulting from his participation in extracurricular activities, bodies and committees of the Faculty,
- the right to sit examinations at examination dates agreed individually by the student and the course (unit) teacher,
- the right to have their student status extended for a maximum of one academic year if, due to a deficit, handicap or impairment, they are unable to complete their studies on time,
- the right to enrol to a higher year or a graduate traineeship if they have completed at least 50% of the requirements for the enrolment to a higher year.

Article 26 (Sanctions)

In case a student with special needs abuses the rights referred to in Article 22 of these Regulations, any acts constituting abuse of those rights shall be dealt with in accordance with the Act defining the disciplinary responsibility of students.

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On the basis of the measure imposed by the Dean in accordance with the act establishing the disciplinary responsibility of students, the Faculty Senate shall decide on the possible withdrawal of the status of a student with special needs.

RECORDS

Article 27

(Records and documentation of the applications for a status)

The Faculty shall keep records and documentation of the applications for a status. The Faculty shall keep records of the equipment and aids accessible to students with special needs at the Faculty.

FINAL PROVISIONS

Article 28

Personal data on students shall be collected and processed for the purposes of the procedures under these Regulations, in accordance with the principles and provisions of the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, No. 163/22).

All persons involved in the procedures under these Regulations are obliged to comply with the principles and provisions of the Personal Data Protection Act and the general acts of the Faculty.

Article 29

These Regulations shall enter into force on the day following their adoption by the Faculty Senate.

These Regulations shall be published on the Faculty's website.

The President of the FIS Senate
prof. dr. Matej Makarovič

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Issue	Issue date	Amendments
01	17 th February 2010	Initial edition
02	23 rd April 2018	Amendment of article numbers in the Statutes, referring to the Regulations on Students with Special needs. Article 27, paragraph 2, is amended by adding "on the Faculty's website".
03	1.st June 2023	<p>The name of the rulebook is amended to Regulations for students with a special status and students with special needs.</p> <p>In Article 1, the rules are renamed to Regulations for students with a special status and students with special needs.</p> <p>In accordance with the provisions of the Act on Higher Education, the regulations are fully coordinated with the same designation of students with a special status who are:</p> <ul style="list-style-type: none"> • students categorized athletes and trainers, • students recognized artists or creative professionals, • students participating in (regional) international competitions and • students with a parent-student status. <p>A second paragraph is added after the first paragraph of Article 1, which reads: Students with a special status and students with special needs are entitled to:</p> <ul style="list-style-type: none"> • a more favourable treatment in the selection procedure in case of enrolment restrictions, • adjustments to the implementation of study programs and additional professional assistance during studies, whereby they can progress and complete their studies in a longer time than is foreseen by the study program. <p>A new chapter STUDENTS WITH A SPECIAL STATUS is added after Article 2. I. and II. points of this chapter shall be coordinated in accordance with ZVis. III. point of this chapter is added, which reads STATUS OF STUDENTS PARTICIPATING IN (REGIONAL) INTERNATIONAL COMPETITIONS.</p> <p>Article 11 is added, which reads: A student participating in (regional) international competitions status can be obtained by a student who, at the time of applying for the status, shows at least one participation in a (regional) international competition and a proof that in the academic year which a special status is applied for he will participate in one</p>

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		<p>(regional) international competition.</p> <p>The status of a student participating in (regional) international competitions lasts one academic year with the possibility of extension.</p> <p>IV. point of this chapter is added, which reads PARENT-STUDENT STATUS. Article 12 is added, which reads: A parent-student status can be obtained by student parents until the child's compulsory schooling begins. The parent-student status of the parent is proven by the child's birth certificate. Only one of the parents of the same child can assert the status of student parent at FIS at the same time.</p> <p>Further articles are renumbered.</p> <p>The numbering in the chapter STUDENTS WITH SPECIAL NEEDS is deleted.</p> <p>The new Article 13 reads: In accordance with Article 69a of the Act on Higher Education (Official Gazette of the Republic of Slovenia, No. 32/12 - UPB and amendments) students with special needs according to these rules are blind and partially sighted students, students with speech and language disorders, students with deficits in individual areas of learning, physically challenged students, long-term ill students, students with autism spectrum disorders and students with psychosocial problems.</p> <p>The numbering in THE PROCEDURE FOR OBTAINING A STATUS chapter is deleted.</p> <p>The new Article 16 reads: An application for a status of a student with special needs, a student categorized athlete and trainer, a student recognised artist or creative professional, a student who participates in (regional) international competitions and parent-students (hereinafter referred to as 'an application for a status') may be submitted by a student of the first-, second-, or third-level programme.</p> <p>The chapter RIGHTS OF STUDENTS WITH SPECIAL NEEDS is renamed RIGHTS OF STUDENTS WITH A SPECIAL STATUS AND STUDENTS WITH SPECIAL NEEDS.</p> <p>The sentence up to the colon in Article 25 reads:</p>
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		<p>A student who has been granted a special status and student with special needs thus special educational conditions shall have the following rights:</p> <p>In Article 28, the corresponding publication in the Official Gazette of the Republic of Slovenia is coordinated with the Personal Data Protection Act.</p> <p>In Article 29, after the words "faculty's website" the expression "in the Higher Education Information System of the faculty" is deleted.</p> <p>The president of the FIS Senate is updated to the current dean, prof. dr. Matej Makarovič.</p>
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Unofficial translation: in case of any inconsistencies with the Slovenian version, the Slovenian original is considered binding.

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