

| | | |
|--|-------------------------------------|-------------------|
| Faculty of Information Studies in Novo Mesto | RULES | Number: SA-109 |
| | ON THE STUDENT IDENTITY CARD | Page: 1/5 |

On the basis of the Article 65, paragraph 2 of the Higher Education Act (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) and articles 32 and 99 of the Statute of the Faculty of Information Studies in Novi Mesto (Official Gazette of the Republic of Slovenia, no. 117/08, 56/12, 75/13, 25/14 , 72/14, 17/16 and 46/17), the Senate of the Faculty of Information Studies in Novi Mesto at its 1st session on 21st January 2009 adopted, and on 23rd April 2014 and 23rd April 2018 amended and supplemented the following fair copy of the

RULES ON THE STUDENT IDENTITY CARD

I. GENERAL PROVISIONS

Article 1

(1) These regulations determine the authority and manner of issue, the form and content of the student ID card, and the record keeping of the student ID card.

(2) The student card is a public document and a document with which students enrolled at the Faculty of Information Studies in Novi Mesto (hereinafter the faculty) prove their status.

Article 2

(1) Student ID cards are issued by the faculty for full-time and part-time students, for students of undergraduate and postgraduate study programs.

(2) The faculty may issue a student only one student ID card.

II. FORM OF THE STUDENT IDENTITY CARD

Article 3

(1) The student ID card is rectangular in 8.5 x 5.5 cm size and is made of hard plastic.

(2) On the first page of the card in the upper part there is a logo of FIS with the inscription Faculty of Information Studies in Slovenian and English.

(3) Below the FIS logo, the title of the document is written in Slovenian and English: STUDENT IDENTITY CARD.

(4) The student's enrolment number is represented with a bar code on the lower left part of the card. Next to it there is a 2 x 2.5 cm digital photo of a student, with the following information about the student:

- surname,
- name,
- registration number.

| | | | | |
|-------------|--|-----------------------------|--------------------------|---------------------------|
| Version: 03 | Valid from: 23 rd April 2018 | Prepared by: M. Miškovič | Reviewed by: K. Rojko | Adopted by: FIS Senate |
|-------------|--|-----------------------------|--------------------------|---------------------------|

| | | |
|---|-------------------------------------|-------------------|
| Faculty of Information Studies in Novo Mesto | RULES | Number: SA-109 |
| | ON THE STUDENT IDENTITY CARD | Page: 2/5 |

(5) On the reverse side of the card there is:

- eight squares measuring 1.5 x 1 cm for stickers proving the validity of the card for the individual academic year.
- space for the student's signature.

(6) Under the FIS logo on the card it is written: This student identity card is issued by the Faculty of Information Studies, Ljubljanska cesta 31a, 8000 Novo mesto, Tel.: 00386 7 3737 884.

(7) The sample card is an integral part of these Rules:



Article 4

(1) On the other side of the card, where there is space for stickers proving the validity of the card, stickers measuring 1.5 x 1 cm made of special foil, with the FIS logo and the year of validity of the card, are stuck.

(2) The sticker must be made in such a way that when it is removed from the card, it cannot be reattached on the student ID card.

Article 5

At the time of enrolment, the student submits a colour photo of a standard size for ID cards, which shows the student's real image and is not retouched, to the Students' Affair Office.

Article 6

| | | | | |
|-------------|---|--------------------------|-----------------------|------------------------|
| Version: 03 | Valid from: 23 rd April 2018 | Prepared by: M. Miškovič | Reviewed by: K. Rojko | Adopted by: FIS Senate |
|-------------|---|--------------------------|-----------------------|------------------------|

| | | |
|--|-------------------------------------|-------------------|
| Faculty of Information Studies in Novo Mesto | RULES | Number: SA-109 |
| | ON THE STUDENT IDENTITY CARD | Page: 3/5 |

- (1) Student ID cards are issued on the basis of data provided from the enrolment form filled by the student when enrolling at the Faculty.
- (2) The student ID card is issued by the faculty and is prepared and produced by an organization authorized by the faculty (hereinafter: card maker).
- (3) Immediately after enrolment, but no later than on 10th November of the current academic year the Students' Affair Office prepares data on enrolled students and sends it to the card maker together with the students' photos.

III. RENEWAL AND CHANGES TO THE CARD

Article 7

- (1) The card maker delivers the cards and stickers produced for the following academic year to the Students' Affair Office as soon as possible.
- (2) When a student enrolls, or when he has fulfilled the conditions for transition to the next academic year, he receives a sticker in the Students' Affair Office, which proves his student's status for the next academic year.

Article 8

- (1) A student collects the student ID card in person in the Students' Affair Office.
- (2) When a student collects the student ID card, the clerk and the student verify the identity of the data on the student ID card with the data on the student's personal identity document and confirm the matching of the data. The student signs the appropriate form and receives the student ID card.
- (3) In case of a discrepancy, the Students' Affair Office will take appropriate action.

Article 9

- (1) If a student loses or misplaces his student ID card or the card is stolen from him, he is obliged to notify the Students' Affair Office without delay, cancel the student ID card in the Official Gazette of the Republic of Slovenia, submit a request for a new student ID card, and settle the costs of making a new student ID card at the expense of the faculty.
- (2) The price list for duplicates of a student ID card is defined and published by the Management board of the faculty every year.
- (3) The faculty issues a new student ID card on which it is marked that the card is a duplicate.

Article 10

- (1) A student must apply for a new student ID card if any of the data written on the card relating to the student (surname, first name, registration number) changes.
- (2) In this case, the student shall submit an application for a new student ID card to the Students' Affair Office, together with a document proving the changed status and a new photograph.

IV. VALIDITY OF THE CARD

| | | | | |
|-------------|--|-----------------------------|--------------------------|---------------------------|
| Version: 03 | Valid from: 23 rd April 2018 | Prepared by: M. Miškovič | Reviewed by: K. Rojko | Adopted by: FIS Senate |
|-------------|--|-----------------------------|--------------------------|---------------------------|

| | | |
|--|-------------------------------------|-------------------|
| Faculty of Information Studies in Novo Mesto | RULES | Number: SA-109 |
| | ON THE STUDENT IDENTITY CARD | Page: 4/5 |

Article 11

A student ID card becomes valid when the student enrolls in the faculty, but it ceases to be valid:

- in case it does not contain a valid label,
- by terminating a student's status during the year,
- upon loss of a student's status in accordance with Article 70 of the Higher Education Act,
- if it is damaged or worn out, or if for any other reason it is no longer usable.

Article 12

Any misuse of a student ID card (giving, lending a card, using someone else's card as one's own) or potential falsification of the student ID card is considered a serious violation of the student's duties and results in appropriate procedures for punishment in accordance with the relevant general act of the faculty.

V. TRANSITIONAL AND FINAL PROVISIONS

Article 13

- (1) The Students' Affair Office keeps and maintains records of issued student ID cards.
- (2) The records from the previous paragraph contain:
 - name and surname of a student,
 - registration number,
 - information on the validity of the student ID card,
 - information on duplicates issued.

Article 14

Student ID cards, produced in accordance with the provisions of these Rules, are issued to all enrolled students for the first time for the academic year 2014/2015.

Article 15

FIS provides appropriate certificates to students - foreign citizens who study at FIS on the basis of agreements concluded within the framework of a program exchange.

Article 16

- (1) These Rules are approved and enter into force when they are adopted by the Senate of the Faculty by the majority of votes.
- (3) These regulations are published on the Faculty's Higher Education Information System.

President of the FIS Senate

| | | | | |
|-------------|--|-----------------------------|--------------------------|---------------------------|
| Version: 03 | Valid from: 23 rd April 2018 | Prepared by: M. Miškovič | Reviewed by: K. Rojko | Adopted by: FIS Senate |
|-------------|--|-----------------------------|--------------------------|---------------------------|

| | | |
|---|-------------------------------------|-------------------|
| Faculty of Information Studies in Novo Mesto | RULES | Number: SA-109 |
| | ON THE STUDENT IDENTITY CARD | Page: 5/5 |

prof. dr. Dejan Jelovac, l.r.

| Edition | Date of issue | Description of the changes |
|---------|-------------------------------------|---|
| 01 | 21 st January 2009 | Initial edition |
| 02 | 23 rd April 2014 | <ul style="list-style-type: none"> Article 3, paragraph 2 shall be amended to read as follows: on the first page of the ID card, in its upper part, there shall be the FIS logo with the inscription Faculty of Information Studies in Slovenian and English. Article 3, paragraph 3: replace 'emblem and name' by 'logo'. Article 3, paragraph 4: '3x2,5cm' is replaced by '2x2,5cm'. Article 3, paragraph 6 is amended to read: "Under the FIS logo on the card it is written: This student identity card is issued by the Faculty of Information Studies, Sevnno 13, 8000 Novo mesto, Tel.: 00386 7 3737 884, Fax: 00386 59 08 79 03." Article 4, paragraph 1: '1x1 cm' is changed to '1,5 cm x cm'. Article 13 is amended to read: "Student ID cards, produced in accordance with the provisions of these rules, are issued to all enrolled students for the first time for the academic year 2014/2015." |
| 03 | 23 rd April 2018 | <p>Change in the numbers of articles in the Statute that refer to the Rules on student ID cards.</p> <p>In the sixth paragraph of Article 3, "Sevno 13" is changed to "Ljubljanska cesta 31a" and the entry "Fax: 00386 59 08 79 03" is deleted.</p> <p>In the seventh paragraph of Article 3, the sample card is replaced.</p> |

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

| | | | | |
|-------------|--|-----------------------------|--------------------------|---------------------------|
| Version: 03 | Valid from: 23 rd April 2018 | Prepared by: M. Miškovič | Reviewed by: K. Rojko | Adopted by: FIS Senate |
|-------------|--|-----------------------------|--------------------------|---------------------------|