

In accordance with Article 74 of the Statute of the University of Ljubljana (Official Gazette of the Republic of Slovenia, No. 4/17 and further), the University of Ljubljana Study Policy (in use from 1 October 2017) and the Rules of the University of Ljubljana, School of Economics and Business (hereinafter: the UL SEB), on 25 September 2017 the UL SEB Senate adopted at its session, and on 18 December 2017, on 16 April 2018, 16 December 2019, 23 November 2020, 25 January 2021, 14 February 2022, 20 June 2022, 27 February 2023, 16 December 2024 and the 16 June 2025 amended at its sessions, the following

## **EXAMINATION RULES OF THE UNIVERSITY OF LJUBLJANA, SCHOOL OF ECONOMICS AND BUSINESS**

### **1 GENERAL PROVISIONS**

#### Article 1

In accordance with the Examination Rules of the University of Ljubljana, School of Economics and Business (hereinafter: the Rules), and pursuant to the third paragraph of Article 1 of the UL Study Regulations, these Regulations regulate the examination and assessment of the knowledge of students of the University of Ljubljana, School of Economics and Business (hereinafter referred to as the UL SEB or the School) in first-cycle and second-cycle studies (full-time and part-time).

The provisions apply to all persons who carry out obligations from the study programmes at the UL SEB referred to in the first paragraph, regardless of their status (hereinafter: the student).

#### Article 2

In these Rules, the term *examination* refers to the final verification and assessment of knowledge in an individual course. The completion of course requirements may also be achieved through a combination of various forms of continuous assessment, that is, without a final examination, as specified in the course syllabi.

In these Rules, the term *examiner* refers to a habilitated teacher of the course who evaluates the final verification of knowledge. The term *invigilator* refers to a higher education teacher, higher education associate, or another person responsible for supervising the written examination.

In these Rules, the term *examination paper* refers to the document prepared by the examiner. It contains the tasks or questions that students are required to solve or answer during the examination.

#### Article 3

UL SEB students' knowledge is examined and assessed by individual courses, course areas and other elements of the syllabus, according to the provisions of each study programme.

The forms and methods of verifying and assessing knowledge in individual courses, subject areas, and other components of the study programme are determined by the course syllabi, these Rules, and the rules and instructions for fulfilling other study requirements prescribed by the study programmes (such as practical training, professional practice, final professional assignments, bachelor's theses, master's theses, and others).

The assessment and evaluation of knowledge takes place physically at the School. If the study programme is also accredited for full on-line delivery or the event of force majeure (declaration of an epidemic, imposition of government measures which impact implementation of the study process, other

restrictions on the study process that the UL SEB is unable to influence; hereinafter: force majeure) the forms and methods of examining or assessing knowledge may be adjusted appropriately. As a rule, all three examination terms in an individual academic year are implemented in the same manner.

Students are acquainted with these forms and methods of examining and assessing their knowledge in the Canvas online classroom for each individual class, at an introductory lecture in a particular course, and through the course holders and course collaborators.

Every study year prior to the beginning of the course, or at the introductory lecture at the latest, the lecturer of a particular course is obliged to inform the students about:

- the content, objectives and plan of the course implementation;
- planned study outcomes (knowledge, understanding, skills, etc.);
- basic study material;
- study obligations;
- conditions for the approach to the individual examination of knowledge;
- the forms and methods of examining and assessing knowledge;
- the criteria for assessment and the shares that individual components of the examination and the assessment of knowledge contribute to the final assessment;
- other relevant information to meet the academic requirements (deadlines for fulfilling certain obligations, etc.).

## **2 ASSESSMENT AND EVALUATION OF KNOWLEDGE**

### **Article 4**

The forms of examination and assessment of knowledge are written or oral or written and oral exams, mid-term exams, seminar papers and project assignments with defence, active participation in classes, exercises and seminars, final technical papers, graduate and master's theses, reports on completed professional practice, and any other possible forms.

The procedure for writing and evaluating final technical papers, graduate and master's theses is determined by special rules adopted by the UL SEB Senate.

### **Article 5**

The learning process in each course ends with the examination of the acquired knowledge. Individual forms of knowledge examination are taken into account in the final grade in the manner specified in the course syllabus.

## **2.1 EXAMINATIONS**

An examination is the final verification and assessment of knowledge in a course. Examinations may be individual or group-based, and may be written, oral, or a combination of written and oral. The format of an exam is defined by course syllabus. The completion of course requirements may also be achieved through a combination of various forms of continuous assessment, that is, without a final examination, provided that this is specified in the course syllabi.

External experts appointed by the UL SEB Senate on the proposal of the lecturer responsible for the course, the Vice-Dean for Student Affairs or the Dean of the UL SEB value the compliance of examinations with the valid course syllabus, their level of difficulty, and the appropriateness of the assessment method.

## Article 6

An examination shall be assessed by an individual examiner or by an examination board. An examination is conducted before a board when this is required by the Statute of the University of Ljubljana or by the study programme. An examiner or a member of the examination board may only be a teacher with valid habilitation. As a rule, the course coordinator assesses the examination. Exceptionally, the course coordinator may also appoint a course collaborator as examiner.

If a course has several coordinators or several examiners, they must agree among themselves on the share of the examination to be assessed by each coordinator or examiner. Members of the examination board are appointed by the head of the study programme on the proposal of the course coordinator.

Students cannot independently choose the examiner; however, the Committee for Student Affairs may decide on such a request before the student takes the exam for the first time..

Students' knowledge is assessed in accordance with the Statute of the University of Ljubljana.

Grade	Description
10	exceptional knowledge without or with negligible faults
9	very good knowledge with some minor faults
8	good knowledge with certain faults
7	satisfactory knowledge with several faults
6	knowledge only meets the minimum criteria
5	knowledge does not meet the minimum criteria.

A student successfully completes an exam if awarded a grade from 6 to 10.

If the study programme determines it, the study obligations can also be assessed with grades: passed with distinction, passed or failed.

## Article 7

The transparency of examinations is ensured by the announcement of examination dates, including the publication of the date, time, and venue of the examination.

Transparency is further ensured by granting the student the right to see his/her written exam paper and obtain an explanation of the result achieved. The student has the right to inspect his/her exam paper on the day that the examiner determines and publishes on the exam and/or on the website of the course on the day of examination or during the office hours of the examiner within 30 days from the publication of the achieved grade in the study record or information system (Student-net).

Other forms of transparency to public are determined in the course syllabus, if necessary.

## Article 8

An UL SEB student can carry out forms of continuous assessment that are considered in the final assessment, in courses of the year in which he/she is enrolled. A student can perform the exams of the enrolled year of study within the prescribed examination periods, after the completion of organised forms of coursework after completing all the prescribed obligations specified in the syllabus of the courses of the enrolled year, and can prove this in the prescribed manner.

Exceptionally, students of part-time studies may (due to the method of execution) take exams and perform other obligations also in courses of the higher year.

Each year, students can apply at the Student Affairs Office to take one additional course. These additional courses are taken in the same manner as the study programme courses in which a student is enrolled and according to the additional course's syllabus. The assessment of this additional course is added to the total average grade of one's studies.

The implementation and examination costs of more than one additional course per year must be covered by a student in line with the applicable UL SEB price list.

A student can obtain the right to take exams in the courses of the higher year also early, before the actual enrolment in the higher year, after passing all the exams for the current enrolment year and past years and after the approval of the Committee for Student Affairs.

When applying for the first approach to the examination of a particular course, each student must approach to completing and submitting a special questionnaire – a survey on the pedagogical work of teachers and associates in the course. Surveys are carried out electronically, ensuring complete anonymity of answers. Surveys are part of regular student obligations. Students must complete a separate questionnaire for each course they have attended during the semester (i.e., in which they have been enrolled), while retaining the right to refrain from answering some or all of the questions in the survey.

#### Article 9

A student who did not pass an exam can repeat the exam three times. It is possible to repeat the exam during the same examination period if the exam execution and the exam application procedure allow this to be possible, with a minimum of 10 days passing between the failed examination and the resit examination. A resit examination shall not be deemed to be a re-examination on the basis of the decision of the appeal against the examination assessment.

The Committee for Student Affairs may, at the student's request, grant permission for a fifth attempt at the examination.

The fourth and, where applicable, the fifth attempt at the examination shall be conducted before a Committee consisting of at least three members. Examination Committee members are higher education teachers with valid habilitation at the University of Ljubljana or visiting teachers involved in the implementation of the study programme. At least one member of the examination committee must be a higher education teacher habilitated for the field to which the course (in which the exam is carried out) belongs.

The examination before a board may be written, oral, or a combination of written and oral, as specified in the course syllabus, and shall be conducted in accordance with the provisions of the Statute of the University of Ljubljana. Where the course syllabus prescribes a written examination in the form of an examination paper, the members of the board shall review and grade the student's paper; in the case of an oral examination, the members of the board shall be present during the student's oral examination. The board shall assess and finally determine the student's performance. The record of the examination shall be signed by all members of the board.

#### Article 10

A course in which a student failed to pass the exam cannot be replaced with another course.

#### Article 11

If the student re-enrols in the same year, it is considered that he/she is taking an individual examination from this year for the first time after entering the exam for the first time after re-enrolment, regardless of whether he/she has already entered the exam at the first entry in this year.

A student who fails to pass an exam in taking the exam for the last possible time in accordance with the UL Statute, cannot complete the study in the study programme in which he/she is enrolled, but may perform other study obligations in the programme, until the end of the current academic year. In subsequent years, the student cannot re-enrol in the same year of this programme, nor can he/she advance to the higher year in this programme.

## **2.2 OTHER FORMS OF ASSESSMENT AND EVALUATION OF KNOWLEDGE**

### **Article 12**

The course syllabus for an individual course may also provide for other forms of knowledge verification and assessment. All forms of assessment, the manner of their implementation, any prerequisites for participation, and their impact on the final course grade must be specified therein.

At the beginning of the course, students must be informed of the method of instruction, the method of determining the final grade, when and under what conditions the results of continuous assessment are taken into account in the final grade, as well as how the final grade is determined if the results of continuous assessment are not taken into account.

### **Article 13**

The course syllabus may stipulate that forms of continuous knowledge verification and assessment (1) with a specified level of achievement constitute a prerequisite for a student to be eligible to sit the examination, and/or (2) that the results achieved in various forms of assessment are taken into account in the final course grade.

Where continuous forms of knowledge verification are a prerequisite for sitting the examination, a failing grade on the examination does not invalidate the results of continuous verification and assessment or other requirements successfully completed in the current or the two preceding academic years.

If the results of continuous assessment form part of the final course grade, the examiner shall keep a record of the results achieved in these forms and communicate the final course grade to the Student Affairs Office.

The examiner must inform the Student Affairs Office of any prerequisites for sitting the final examination in their course no later than the first day of the academic year. In organising these forms of assessment, the examiner must take into account the examination dates in order to ensure that students have the possibility to register for the final examination in due time (five days prior to the examination).

The Student Affairs Office must receive information on students who have met the prerequisites for sitting the examination no later than two days after the fulfilment of the requirement, or at the latest seven days before the scheduled examination date. The fulfilled prerequisites for sitting examinations must be recorded in the student records no later than the following working day after receipt of the information, so that students are able to register for the examination.

### **Article 14**

The examiner may also determine an alternative form of knowledge verification (e.g., an extended examination) that substitutes for continuous assessment, provided that it also enables the verification of the achievement of learning objectives. In such cases, the examiner must also specify the circumstances under which a student may fulfil the requirement in this alternative manner.

#### Article 15

Improvement of results achieved through continuous assessment or the subsequent completion of continuous requirements is not permitted, unless otherwise determined by the examiner and communicated to students at the beginning of the course. In such cases, the results of continuous assessment may be improved or subsequently completed only once.

In courses without a final examination, the examiner must determine the manner in which a student may improve their grade. The examiner may stipulate that, in order to improve the grade, the student must also repeat one of the continuous requirements, thereby ensuring that the learning objectives are achieved at a sufficiently high level.

#### Article 16

The course examiner may determine that such forms of knowledge verification and assessment are not mandatory for part-time students, due to the different organisation of the pedagogical process, as well as for students with special status and students with special needs who, owing to functional impairments or justified absence, are unable to participate in these forms of assessment. In such cases, the examiner must ensure that the final examination is organised in a manner that does not disadvantage the student in the assessment process.

#### Article 17

In the performance of all forms of knowledge assessment, UL SEB grants special status to students who, on the basis of written documentation, demonstrate that they are:

- categorised athletes/coaches (students who, alongside their studies, compete in a sporting discipline at a recognised level and achieve significant sporting results, or students who are coaches of categorised athletes);
- recognised artists/cultural workers (students who, alongside their studies, pursue artistic or cultural activities of national or international significance);
- students participating in (disciplinary) international competitions;
- student parents until the beginning of the child's compulsory schooling (students who have a child or children not yet enrolled in compulsory schooling and/or who have a child born during their studies).

In the performance of all forms of knowledge assessment, UL SEB grants the status of a student with special needs to students who, due to long-term impairments, disorders, deficits, or illnesses, require support and adjustments for effective inclusion in their studies and for the completion of study requirements.

The written documentation for claiming the status of a student with special needs must specify the type, degree, and duration of the deficits, impairments, or disorders that hinder the student in fulfilling prescribed study obligations.

The Committee for Academic Affairs decides on the granting of special status and the status of a student with special needs. Special status and the status of a student with special needs are normally granted for the current academic year, and for the entire duration of studies only in cases where the written documentation clearly demonstrates that the grounds for granting such status will persist throughout the studies.

Students with a special status or the status of a student with special needs who, due to technical barriers or absences related to activities justifying their special status, are unable to attend the prescribed pedagogical process, shall be exempt from the requirement of mandatory attendance at lectures and tutorials. However, they must fulfil all other obligations stipulated in the course syllabus that constitute a prerequisite for admission to the examination.

If a student with special status or with the status of a student with special needs is objectively unable to complete the forms of continuous assessment that are taken into account in the final grade, the course coordinator shall allow the student to take the final examination in a manner that enables them to substitute for the prescribed forms of continuous assessment. A student who has undertaken the forms of continuous assessment but has not achieved a satisfactory result shall not be entitled to such an arrangement.

### **3 EXAMINATION TERMS AND STUDENT INFORMATION**

#### **Article 18**

Examinations are conducted during examination terms, which may be regular and extraordinary.

#### **Article 19**

Regular examination terms are examination terms within regular examination periods determined by the Senate of the University of Ljubljana with an academic calendar and are arranged in such a way that three examination terms are provided for each course in an academic year, from the end of the organised forms of coursework of an individual course to the end of the deadline for the enrolment in the next year.

In an individual academic year, there are the following regular examination periods:

- winter examination period which takes place after the end of the winter semester,
- spring examination period which takes place after the end of the spring semester,
- fall examination period which takes place before the end of enrolment in a new academic year.

The UL SEB Senate determines the number of examination terms in an individual examination period for an individual academic year. The Student Affairs Office prepares the schedule of examination terms in regular examination periods by individual days. In the schedule, it should be taken into consideration that the student is not obliged to take the exam on more than one compulsory course from the same semester of the last year enrolled on the same day, and that, if conditions permit it, at least 10 days must pass between two consecutive examination terms for the same course.

Among regular examination terms the first two examination terms for the courses of the full-time study, which are carried out modularly, are also considered. The first two examination terms for these courses are set after the module implementation completion of a course; the third examination term, however, is set in the fall examination period.

#### **Article 20**

Examination terms in regular examination periods (regular examination terms) are issued for full-time and part-time students. In the event that due to the excessive number of registered full-time students it is not possible to ensure a normal course of an exam, the lecturer responsible for the course determines a special examination term for students of part-time study.

Examination terms in regular examination periods for the current academic year are published on the UL SEB web page, on the page of a particular course. Students and examiners are required to comply with the schedule of examination terms.

#### **Article 21**

The examiner must provide all necessary for the examination to be carried out in the examination term. In case of absence, he/she must ensure that another higher education teacher or higher education assistant carries out the written part of the exam.



Regular examination terms should not be postponed, but their performance may be postponed due to force majeure. In the case of spatial problems, the written part of the examination may be organised within one week from the day of the published examination term.

The examiner shall be responsible for the proper performance of the written examination.

#### Article 22

Extraordinary examination terms are the examination terms outside regular examination periods. Extraordinary examination terms shall be determined for the courses that are in the current academic year conducted in part-time studies.

Upon completion of the study process, two examination dates will be set for each course and will be administered according to the agreed upon schedule during the current academic year. They are determined by the course coordinators and assistants themselves, or in agreement with part-time students, as a rule at the beginning of the delivery of each course.

An extraordinary examination term must be published at least 14 days before the date of the issued examination term.

At the extraordinary examination period, examinations may be taken by part-time students, full-time students enrolled in an additional year (*absolventi*), and candidates entitled to complete their studies after an interruption who are no longer formally enrolled (i.e., without valid student status). The Committee for Student Affairs may, on the basis of justified reasons stated in the student's request and supported by appropriate documentation, exceptionally permit full-time students to sit an examination during the extraordinary examination period. Justified reasons may include special status or the status of a student with special needs, extended hospitalisation during the examination period, participation in professional practice abroad, childbirth, and similar circumstances. Full-time students who are permitted to sit an examination during the extraordinary examination period must first complete all course requirements that constitute prerequisites for sitting the examination in the regular study programme.

#### Article 23

A student must register for an exam no later than 5 days before the examination term. As a rule, students will register for the exam via the information system (Student-net), where all instructions for the registration process are also available. If students cannot register in the prescribed manner, they must arrange to register for the exam in person or by e-mail at the Student Affairs Office no later than 5 days before the examination term. If all the conditions for taking the examination are not met, the information system or the Student Affairs Office shall reject the registration.

Pursuant to Article 8 of these Rules, students must complete a questionnaire on the pedagogical work of teachers and associates in the course before their first registration for the exam.

The student is deemed to have registered in time if the Student Affairs Office has registered his/her registration 5 days before the examination term.

The student is responsible for the correct and complete registration for the exam.



## Article 24

The Student Affairs Office must publish the place and time of the exam on Student-net three working days before the examination term. If a student who considers that he/she has arranged the registration for the exam finds that he/she has not been registered for the exam, he/she must check the reason why he/she is not registered; this must be done in the Student Affairs Office no later than one working day before the exam. If the Student Affairs Office determines that the error was not the student's fault, the student shall subsequently be registered and entered on the list and the Student Affairs Office shall inform the examiner of the additional candidate. If the registration was not arranged for reasons on the student's side, the approach to the exam is denied.

## Article 25

A student who has already passed an examination in a particular course and wishes to achieve a higher grade shall be allowed to be reassessed. In each course, the student may be reassessed only once, and reassessment must be undertaken any time prior to graduation/completion of study. The Student Affairs Office takes care of the exam reassessment. A student who has failed the examination in a course twice or more shall not have the possibility of retaking the examination for the purpose of improving the grade.

A student who has had an examination recognised (e.g., on the basis of study exchanges, summer/winter schools, a change of study programme, etc.) may improve the recognised grade once. The improvement of the grade shall be arranged through the Student Affairs Office.

The exception is the improvement of the grade after the last exam obligation of the programme, whereby the student must submit a registration to the examination to improve the grade in the form of a written application to the Student Affairs Office within 10 days from the publication of the exam results of the last exam obligation. Upon completion of the final exam obligation, the student can improve the grade only at the first next examination term for the course.

In the case of reassessment, the higher of the two grades shall prevail. However, both grades should be recorded in the study record in the Student Affairs Office.

## Article 26

Only students who are entered on the list of registered candidates for a given examination may sit the examination. Invigilators shall verify the identity of participants against the list of registered students. Identity is established on the basis of a valid official photo identification document.

Students who are not on the list may not be permitted by the invigilator to take the examination. If the invigilator subsequently determines that a student has taken the examination without authorisation, the student shall be prohibited from continuing to write the examination. The student must leave the lecture room, and their examination paper shall be graded with a failing grade. The invigilator shall add the student's name to the list and record that the student appeared for the examination.

If, during the verification of identity, the examiner or the invigilator determines that a person other than the registered student has attempted to sit the examination, they shall, upon establishing the violation, be obliged to propose the initiation of disciplinary proceedings against the students involved.

If a student withdraws during the examination, it shall be considered as if the examination has not been successfully completed.

#### Article 27

A student who will not be able to participate in the exam must deregister from the exam no later than noon (by 12.00 p.m.) the day before the exam. Deregistration takes place via the student information system (Student-net), however the student can also deregister in person or by e-mail at the Student Affairs Office, but taking into account the time limit, by which time the deregistration is possible.

It is considered that a student who, without a justifiable reason, did not enter the examination on the day determined for him/her has used the examination term. In this case, the words NP (in Slovene: "ni pristopil" (NP) / not attended) are entered in the record of studies.

If a student did not enter the examination due to a justifiable reason and if within 3 working days after the exam, or immediately after the termination of the existence of a justifiable reason, the student has provided the appropriate proof, it is considered that he/she has deregistered from the exam in a timely manner. In such a case, the student must address a request for determination of the timeliness of the deregistration to the Committee for Student Affairs, which, on the basis of the request and the relevant proof, determines whether the student had justifiable reasons to take into account the timeliness of his/her deregistration.

### 4 FORMS AND METHODS OF VERIFICATION OF COMPLETED OBLIGATIONS

#### Article 28

The list of registered students is available to the examiners on the UL SEB intranet at the link Report of final examination grades five (5) days before the examination deadline. During these five days, students still have the possibility to withdraw, so the final list is available from 12.00 p.m. on the day before the exam.

An examiner who authorises the Student Affairs Office to reproduce the examination papers must submit the examination paper to the Student Affairs Office no later than three working days before the examination is held. The Student Affairs Office provides the appropriate amount of needed administrative material (examination papers, additional sheets) for the examination in scope and form previously ordered by the examiner. If the examiner does not order this material, it means that he/she will arrange everything properly.

#### Article 29

The examiner and/or the associates for the course must be present at the examination. If for objective reasons they cannot attend the examination, they must arrange for a replacement. The examiner is obliged to specify on the examination paper or the enclosed instructions the time of the examination and permitted aids, material, tables, etc., which students can use during the exam.

If the exam time is not specified, the written examination is considered to last 90 minutes. The duration of the written examination may not exceed four school hours.

#### Article 30

For the supervision of mass examination sessions, the Student Affairs Office appoints individual staff members as invigilators and informs them in due time. The associates who are unable to attend supervision for justifiable reason must provide for a replacement with another associate or arrange their absence with the Vice-Dean for Academic Affairs and inform the Student Affairs Office.

Unjustified absence of a member of teaching staff who causes disturbance in the performance of a written examination constitutes a violation of work obligation.

#### Article 31

The study programme, the course syllabus of each individual course, and these Rules determine the manner in which the examination shall be conducted.

If an exam is performed as a combination of different forms of examination and assessment of knowledge (for example, written and oral), the examination must be completed no later than two weeks after the date of the examination term.

An exam can be conducted using modern information and communication technology, and as a distance exam if the conditions are met to prevent the violation of the examination rules and it is provided for in the syllabus of the course.

#### Article 32

The oral examination is conducted in the form of a personal interview between an examiner and a candidate. The oral examination is public. The assessment of the oral examination shall be announced on the day of the examination.

#### Article 33

The oral examination lasts up to 2 school hours per individual candidate. The oral examination can be conducted individually or in a group of candidates. If the examination was also in writing, candidates may view their examination paper and receive any results clarification they require.

The examiner in the course determines the method of asking questions at the oral examination (written or oral).

#### Article 34

A written examination is conducted in the form of a written work; examination papers are, as a rule, distributed to students in printed form at the beginning of the examination. At the request of the invigilator or examiner, students must return the written examination questions together with their answers. Failure to do so, despite the explicit request of the invigilator or examiner, shall be deemed a violation in accordance with the Rules on Disciplinary Responsibility of Students of the University of Ljubljana. Upon establishing such a violation, the student may not continue the examination, must leave the lecture room, and their work shall be immediately graded with a failing grade.

#### Article 35

Students who hold a special status or the status of a student with special needs referred to in Article 17 of these Rules shall be allowed to take the exam and all other forms of assessment in a manner appropriate to their abilities. Within the spatial capacities of the UL SEB and in agreement with the lecturer responsible for the course, students who have the status of a student with special needs shall be provided with the written examination on the same day and at the same time as the examination term takes place in one of the following ways:

- having the time for the written exam extended by one-third in the lecture room where the student is classified according to the official list,
- having the time for the written exam extended by one-third in a special room if the student does not have the possibility to access the lecture room in which the exam is allocated,
- having the time for the written exam extended by one-third if the exam is conducted online,
- assistance in reading exam questions or writing answers in a special space,
- in accessible form adapted examination assignments (electronic format, enlarged font, etc.),
- possible use of suitable technical devices,

Students must register for the exam in accordance with the provisions of Article 23 of these Rules and in a timely manner (at least 5 days prior to the exam) in written form inform the Student Affairs Office of their approach so that the Office can prepare such a way of taking an exam and inform the examiner and exam supervisors.

In agreement with the lecturer responsible for the course, the student with a special status or the status of a student with special needs is able to take the exam once on a specially agreed examination date if the exam is being taken for the first time. In line with the provisions of Article 23 of these Rules, a student must register for the examination date at the Student Affairs Office and inform it in writing about the desired date, as well as propose the time frame for sitting the exam. The Student Affairs Office then informs the lecturer responsible for the course, sets the date of the examination, as well as provides room and supervision for the examination. The lecturer responsible for the course forwards the exam paper to the Student Affairs Office no later than one working day before the agreed exam date. In the event that the student did not pass the exam on a specially agreed examination term, he/she can resit the exam only on the published exam dates.

In exceptional cases, a student who is not able to take an examination in any of the above ways will be allowed oral examination if the lecturer responsible for the course assesses that in this way it is possible to examine the student's knowledge at the level required by the course syllabus.

For students with hearing impairment, the presence of an interpreter for the sign language shall be ensured in the oral examination. In accordance with the provisions of Article 23 of these Rules, a student must register for the examination term in the Student Affairs Office and inform the Student Affairs Office in writing about the desired term; the Office then informs the examiner responsible for the course.

Students who leave for foreign exchange in the spring semester based on a signed agreement shall be allowed to enter the examinations of the courses of the completed winter semester on the pre-terms at the end of December or in the beginning of January, only for courses which, due to their departure for an exchange, cannot be taken on the first examination date of the winter examination period. Students who have exercised the right to the pre-term do not have the right to enter the first exam date during the winter examination period. Examination in the pre-term is only possible for type 2 and type 7 courses in first-cycle studies, and type 9 and type 10 at second-cycle studies, within the capability for other types as well. Students must register for the exam in accordance with the provisions of Article 23 of these Rules and inform the Student Affairs Office in writing about their approach, so that the Student Affairs Office can prepare such a way of taking an exam and inform the examiner and the exam supervisors about it.

In the performance of examination in the courses of the 1st year of the first-cycle study, foreign citizens enrolled in Slovene programme with completed secondary school abroad, are based on a written request allowed for the first examination to have extended time for one third and, if needed, an oral defence.

#### Article 36

During the exam, students are required to remove all personal items from their desks, including computers, phones, smart/watches, pens, clothing, etc. During the exam, personal items must be properly stored in bags and the bags must be hung on hangers in the lecture hall or placed on the floor in front of the blackboard in the lecture hall. Any other items that may be the subject of unauthorized accessories (e.g., umbrellas, jackets, scarves, etc.) must also be hang on hangers. A student may carry only a pencil, eraser and other accessories, specifically permitted by the examiner. The use of all other equipment and items is not permitted.

A student who has unauthorised aids at a written examination (all smart electronic gadgets are considered as unauthorised gadgets, e.g. smartphones, smart watches, etc.) or copies or converses with other students or in any way disturbs the performance of an exam, violates the examination rules. The same is to be considered if, during or after the end of a written examination, it is determined that a student has replaced or has not submitted the examination paper.

In the case of fraud during the examination or fraud in the performance of other study obligations (e.g. failure to comply with the instructions of the lecturer during the course examination, unauthorised collaboration, or in the event that the student has at his disposal unauthorised aids, plagiarism, misrepresentation) immediately after the established violation, the examiner shall prohibit the student from continuing the examination, confiscate the examination paper, and require the student to leave the examination room. The examination shall be graded with a failing grade.

If the examiner establishes or suspects that cheating has occurred during the examination, they may, at their discretion, conduct an oral defence with the student within five working days of the publication of the results. In the event of an established or suspected case of mass cheating in an examination, the Vice-Dean for Student Affairs may annul the examination session for all students involved.

A student who, within the scope of obligations determined by the study programme or the course syllabus, submits any written work (homework, seminar paper, project assignment, final paper, etc.) which the examiner determines is not the student's independent work, or which has been copied or reproduced from sources that are not properly cited, shall be considered to have violated the Examination Rules, which constitutes a violation under the Rules on Disciplinary Responsibility of Students of the University of Ljubljana.

#### Article 37

The examiner is responsible for collecting the completed examination papers. In cases where the examination papers are sent by post or scanned due to the justified absence of the examiner, the Student Affairs Office must retain copies of the examination papers until the examination results have been received.

The examiner must publish the examination results no later than the seventh working day after the examination. A longer period is permitted only exceptionally; however, in such cases, the examiner must inform the students, the Student Affairs Office, and the Vice-Dean for Student Affairs in due time, stating the reasons.

Final grades are communicated through the application available on the UL SEB intranet under the link "Reporting of Final Examination Grades." The Student Affairs Office records the submitted grades and confirms them in the student information system. Once confirmed by the Student Affairs Office, the final grades become visible to students in Student-net.

The examiner may also inform students of the results earlier (e.g., via Canvas, or by arranging for the results to be posted in the lecture room or in the examiner's office, where students may inspect their examination paper), before communicating the final grades to the Student Affairs Office. For the protection of personal data, which includes examination grades, the results must be published in a manner that ensures each student can only see and understand their own grade.

#### Article 38

As the date of taking an exam, the date of the examination term shall be entered in the list of registered candidates, regardless of when the exam was conducted. The same applies to the oral examination.

#### Article 39

The examiner keeps his/her own record of exam grades at least for a current academic year. The examiner keeps written assignments of students from various forms of examinations (exam papers, written examinations or term papers, seminar papers, etc.) for a period of one year.

#### Article 40

Unless otherwise stipulated by these Rules, the same examination regime applies to part-time students as to full-time students, both for examinations conducted at the School and online.

#### Article 41

A student enrolled in part-time studies has the right to sit examinations in the courses of the enrolled programme and year(s) of study, after the lectures in the respective course have been completed.

Once the right to sit an examination in a course has been obtained, a part-time student may take the examination in all scheduled examination periods.

The Committee for Student Affairs may impose additional restrictions on sitting examinations in individual courses, where objective reasons exist that could seriously jeopardise the conduct of the examination.

#### Article 42

Registration for examinations, the conduct of examinations, and the reporting of grades in part-time studies take place in the same manner as in full-time studies.

### **4.1 COURSE OF A WRITTEN AND/OR ORAL ONLINE EXAM**

#### Article 43

Online exams may be implemented in various ways. This means that the standard written assessment of knowledge can be replaced with an oral online exam and a written online exam.

If the circumstances allow, the UL SEB enables those students who have not met the conditions for taking online exams to sit for an exam on the UL SEB premises.

#### Article 44

The examiner is responsible for the conduct of the online examination. The examiner and the course assistants must be present at the examination. If, for objective reasons, they are unable to attend the online examination, they must arrange for a replacement with another member of the teaching staff and provide them with all instructions regarding the conduct of the examination, in particular the time of the examination, any specific features concerning its administration, and the expected date of publication of the results.

### **4.2 ONLINE ORAL EXAMINATION**

The following instructions must be followed in courses for which an oral examination is prescribed in the course syllabus:

- students must register for an examination via Student-net as set out in these Rules;

- the examiner must inform the students about the video-conference meeting that will take place at the time of the scheduled examination in the Canvas online classroom for the individual course, as well as publish the relevant link;
- the examiner must publish in advance the rules and protocol of the examination in the Canvas online classroom for the relevant class (they inform students about the time of the oral examination, give instructions about communication with the exam supervisors (e.g. private chat), give instructions in the case of technical problems and the interruption of the conference, define clearly what is permitted and prohibited (e.g. conversation with other persons, moving beyond reach of the camera etc.) and publish a telephone number which the student must call in the event the Internet connection is lost;
- oral exams are held with several students at the same time and are divided into groups of 2 to at the most 5 students
- students register for the video-conference by providing their name and surname;
- students who have registered for the exam and attend the video-conference identify themselves by showing their personal ID document with a photo in front of the video-camera; in case the examiner knows students personally, the identification procedure may be omitted; in case a student refuses to show their personal ID document in front of other students, that student is identified separately in the 'breakout room', as enabled by the video-conference application;
- at the beginning of the exam, the examiner informs the students about all the conditions of the examination procedure in the same way as if the examination were being conducted in a physical classroom;
- at the end of the examination, while other students are still present in the video-conference, the examiner does not tell students their exam grades but may tell them whether they have passed the exam or not; they may comment on the students' knowledge using comparative descriptions that do not reveal a numerical grade;
- the examination process may not be recorded.

#### Article 45

### 4.3 ONLINE WRITTEN EXAMINATION

Online written exams are conducted using tools for the preparation, distribution and delivery of exam papers and for video-conference surveillance.

Course of an examination:

- students must register for an examination via Student-net as set out in these Rules;
- the examiner publishes in advance the rules and the protocol of the examination in the Canvas online classroom for the relevant class (they inform students about the time of the oral examination, give instructions about communication with the exam supervisors (e.g. private chat), give instructions in the case of technical problems and interruption of the conference, define clearly what is permitted and prohibited (e.g. conversation with other persons, moving beyond reach of the camera etc.) and publish a telephone number which the student must call in the case the Internet connection is lost;
- the examiner allows students to join the video-conference 20–30 minutes before the start of the exam to allow them enough time to resolve any technical problems;
- students register for the video-conference by providing their name and surname;
- students identify themselves by showing their personal ID document with a photo in front of the video-camera; in case a student refuses to show their personal ID document in front of other students, that student is identified separately in the 'breakout room', as enabled by the video-conference application;
- when the preparations are completed, the examiner appropriately adjusts the settings of the video-conference environment (e.g. disables private chats among attendees), gives students access to the exam questions and enables them to respond;



- during the online written examination students are monitored by a supervisor (video-conference, quiz moderation in the online classroom) who can take measures, if required, in accordance with these Rules;
- it is not permitted to make an audio- or video-recording of the examination process;
- if during the examination the Internet connection of a student is lost, the student is obliged to call the contact person (examiner, course leader or provider) on the telephone number provided – the examiner must ensure they are available on the said telephone number; the contact person agrees by telephone with the student whether the examination will continue in online form or will be concluded and the student will take an oral exam or resit the online exam. If the examiner decides on a resit of the exam, it is recommended that all relevant students sit for the exam on the same day (an oral exam is possible);
- in the case of an unclear image or sound during the video-conference that means the supervisor is unable to monitor the student (blurry face, face too dark etc.), the supervisor first warns the student; if the latter does not resolve the problem, the exam is suspended until the problem is resolved;
- if necessary, the examiners hold a discretionary right to orally examine students who have taken a written online exam within 5 working days of publication of the results based on a predefined schedule.

#### Article 46

A student holding a special status or the status of a student with special needs is allowed to take an online exam in a manner appropriate to their abilities (defined in more detail in Article 35 of these Rules).

#### Article 47

The examiners must report the final grades to the Student Affairs Office within the time limit set in Article 37 of these Rules. The Student Affairs Office accepts the final grades and confirms them in the student information. The official lists of students with the exam results and the signature of the examiner are kept as archives in the Government Connect document management system.

The examiner, who subsequently determines that an exam result is necessary to be changed, will arrange for the official correction of the exam grade in the Student Affairs Office, no later than the end of the academic year (30 September of the current year).

#### Article 48

The Student Affairs Office, when entering the examination results in the student's record card, verifies if the registration for the examination was conducted according to the provisions of these Rules and if the candidate had the right to take the exam. The Student Affairs Office also checks if the student has paid all the obligations to the UL SEB.

If the Student Affairs Office finds irregularities, it informs the Dean and the examiner who submitted the examination result about the issue.

### **5 RECOGNITION OF COMPLETED REQUIREMENTS AT UL SEB OR AT OTHER INSTITUTIONS**

#### Article 49

The recognition of courses for UL SEB students who have interrupted their studies for more than two years and have submitted a written request to continue and complete their studies is decided by the Committee for Student Affairs, which determines whether the study programme can still be completed and sets any conditions for its completion.

Courses successfully completed by a student at UL SEB in a first-cycle study programme shall not be recognised as courses in a second-cycle study programme, and vice versa.

#### Article 50

A student who studied at another higher education institution prior to enrolment at the University of Ljubljana, School of Economics and Business (UL SEB), may, after enrolment at UL SEB, apply for recognition of successfully completed courses from their previous studies that correspond to the UL SEB study programme. A student may request recognition only for those courses which they successfully completed at another higher education institution at the same or higher level of study and for which no more than 10 years have passed since the date of the examination.

Recognition is possible in cases where one of the following conditions is met:

- the school at which the course was completed holds at least one of the following international accreditations: EQUIS, AACSB, AMBA;
- UL SEB has a cooperation agreement with that school;
- the course was completed at another member school of the University of Ljubljana or at a comparable university according to international university rankings.

Recognition of courses is only possible in full.

#### Article 51

The recognition of courses for candidates who have completed examinations in study programmes in economics and business at other institutions, for the continuation of studies in UL SEB programmes with enrolment in a higher year, is decided by the Committee for Student Affairs.

For a student transferring from another higher education institution with a related programme, up to a maximum of 90 ECTS of completed courses may be recognised in a first-cycle programme at UL SEB.

For a student transferring from another higher education institution with a related programme, up to a maximum of 60 ECTS of completed courses may be recognised in a second-cycle programme at UL SEB.

A student who has completed all requirements of the Ljubljana MBA professional training programme may have up to a maximum of 90 ECTS recognised in a related second-cycle programme.

A student who has been recognised up to 90 or 60 ECTS upon transfer in accordance with the provisions of this Article may still exercise the right to participate in international exchange, in which case up to a maximum of 30 ECTS may be recognised, while all remaining courses and requirements must be fully completed at UL SEB.

In the second-cycle study programme, a student may exceptionally apply for recognition of up to two general elective courses of type 13, in a total scope of no more than 14 ECTS credits. Recognition is possible only for fourth-year courses of a first-cycle study programme comprising 240 ECTS credits. For courses completed in integrated master's study programmes, courses from the fourth or fifth year may be used as the basis for the recognition of up to two general elective courses of type 13. General elective courses shall be recognised without verification of the relatedness of course content.

#### Article 52

A student may submit a request for recognition of courses only upon first enrolment in the year in which the course for which recognition is sought is offered. The request must be submitted no later than 15 days after the beginning of the academic year.

The request for recognition must list all courses for which the student seeks recognition. The request must be accompanied by an official transcript of completed examinations, including the date of the

examination, the grade obtained, and the number of ECTS credits awarded, as well as course syllabi certified by the other higher education institution, specifying the content, number of contact hours, and mandatory study literature used in the examinations completed at the other higher education institution. Until a decision has been made, the student must act as if the course will not be recognised. In the meantime, the student may complete the continuous requirements in the course, which, however, shall not be taken into account in the decision on course recognition.

A student who has already sat the examination in a particular course at UL SEB may not apply for recognition of that course.

#### Article 53

The Student Affairs Office maintains a catalogue of course recognitions from individual faculties. If a recognition from a particular school is not yet included in the catalogue, the request for recognition of a course shall be reviewed by all course coordinators. A course may be recognised only if all course coordinators agree. In cases involving the recognition of several courses, a committee shall be formed consisting of the head or coordinator of the study programme and the course coordinators of the courses concerned.

The request must be resolved within 30 days. The recognition of a completed course for an individual student shall be recorded in the student information system.

#### Article 54

The relatedness of course content is verified only in cases of recognition of compulsory courses within the programme.

In deciding on recognition, consideration is given to the relatedness of the course content of the study programme in which the student completed the examination with the study programme at UL SEB, as well as to the level of difficulty of the study programme previously attended by the student. A course may only be recognised in full, provided that at least 75% of the content, level of difficulty, and contact hours or credit volume of the course completed at the other institution correspond to the course at UL SEB.

#### Article 55

The recognition of study requirements completed by students within the framework of international exchange, as well as all other obligations and duties directly related to study exchange, is governed by the UL SEB Rules on the Selection of Candidates and the Completion and Recognition of Study Requirements Carried Out Abroad, as adopted and approved by the Senate of UL SEB.

#### Article 56

### **TAKING EXAMINATIONS BY PERSONS NOT ENROLLED AT UL SEB**

A *resident* is a person who is not a student of UL SEB, does not hold a valid enrolment or student status, but wishes to complete study requirements prescribed by the study programmes of UL SEB. A resident may complete study requirements in courses of first- or second-cycle study programmes, as well as differential courses that are prerequisites for enrolment in a particular study programme.

A resident must cover the costs of course delivery and examinations in accordance with the valid UL SEB price list for the current academic year. The payment covers three examination attempts in an individual course.

With respect to the completion of individual study requirements, a resident has the same rights and obligations as enrolled students of UL SEB.

Upon completion of the study requirements, the resident receives a *Certificate of Completed Study Requirements* stating the number of ECTS credits obtained, which may be recognised upon enrolment in UL SEB study programmes.

A resident cannot complete a study programme and obtain a formal qualification with a diploma without being enrolled in the programme.

## **6 COMPLAINTS**

### **6.1 APPEAL AGAINST AN EXAMINATION GRADE**

#### Article 57

A student who believes that they have been unfairly graded in an examination or that the examination was conducted in a manner not in accordance with the UL SEB Examination Rules may, on the first day following the completion of an oral examination or within three working days of the date designated for the review of a written examination, lodge an appeal with the Dean and request a reassessment of the written examination, or, in the case of an oral examination, an additional oral questioning. The written appeal with justification shall be submitted to the Student Affairs Office.

On the first working day following receipt of the appeal, the Dean shall appoint a three-member committee, which may not be chaired by an examiner against whose assessment the candidate has submitted a request for a reassessment of the written examination or a request to be further examined.

If an appeal for an oral examination is made, the Committee shall, on the first working day following its appointment, further examine and assess the candidate.

If an appeal is made to reassess the written examination, the Committee shall, on the first working day following its appointment, examine and reassess the candidate's examination paper.

Where the examination is both written and oral, a candidate may also submit an appeal to challenge only the marking of the written or oral part of the examination. A student who has submitted a written appeal against an examination grade has the right to be present at the meeting of the committee.

If the appeal concerns the conduct of the examination, the committee shall examine the student's claims regarding violations in the conduct of the examination. In the event that such violations are established, the committee shall annul the examination grade, and the student shall be allowed to retake the examination at the next examination periods. In this case, the attempt shall not count as a resit.

If the conduct of the examination is significantly affected by external factors, the Committee for Student Affairs may, at the proposal of the students or the examiner, schedule an extraordinary examination period for all students who sat the examination under such conditions, including within a shorter time frame than that provided in Article 19 of these Rules.

No appeal may be lodged against the grade awarded by the committee.

#### Article 58

The procedure for resolving written appeals to the examination is as follows:

- the Committee reads a written request and examines what it relates to: whether the exam grade or the manner of the examination procedure.

In the event that the appeal relates to the grade achieved, the Committee shall take the following steps:

- check all documentation on the basis of which the student has made an appeal;
- re-examine the knowledge of the student if the student performed the oral exam;
- re-evaluate the examination paper if the student performed the exam in writing;
- informs the student about its assessment.

#### Article 59

The chair of the Committee conducts the procedure for resolving the appeal and organises the preparation of a record of this procedure, signed by all members of the Committee. The student receives a copy of the record as well, which he/she confirms by signing the original that is stored in the student's file in the Student Affairs Office.

#### Article 60

If an individual member of the Committee does not agree with the decision proposed by the other two members, it is recorded separately in the record, along with the reasons for the disagreement.

### 6.2 APPEAL AGAINST A FINAL ASSIGNMENT GRADE

#### Article 61

A student has the right to disagree with the grade of their final assignment. In this case, he/she must file a written appeal against the grade, including the obligatory justification according to individual assessment criteria (under Article 23 of the Rules on master's theses, Article 19 of the Rules on the Bachelor's Thesis of the University of Ljubljana, School of Economics and Business and Article 17 of the Rules on the Final Thesis of the Higher Business School Degree Programme), with the Student Affairs Office within 24 hours of defending the thesis. The appeal is examined by the Dean who, on the first working day of receiving the appeal, appoints a three-member Committee, namely, a chair and two members, one member of whom is the mentor of the final thesis.

The Committee must examine the case within 3 working days after its appointment.

If an appeal has been filed to reassess the final assignment, the Committee, within the shortest possible time after its appointment (but no longer than 10 days), must examine the final assignment and reassess it. The Committee may also propose that the student again defend their final work. The appointed Committee is then present at the repeated defence of the final work.

#### Article 62

The procedure for solving the appeal against the final assessment grade is as follows:

- the Committee reads the written objection and examines it;
- it examines all of the documentation based on which the student has appealed;
- reassesses the final assignment, considering all assessment criteria;
- it may propose that the student re-defend their final assessment (if the student wishes);
- it informs the student about their grade.

The grade received by the student in the reassessment of their final work replaces the grade against which the student had appealed.

#### Article 63

The Chair of the Committee conducts the appeal resolution procedure and organises for minutes to be taken of the procedure, which must be signed by all Committee members. The student receives one copy of these minutes which he/she confirms by signing the original; the latter is stored in the student's file in the Student Affairs Office.

#### Article 64

If a member of the Committee does not agree with the decision proposed by the other two members, this must be recorded separately in the minutes, together with the reasons for their disagreement.

### 7 TRANSITIONAL AND FINAL PROVISIONS

#### Article 65

Examination Rules are adopted by the UL SEB Senate at the proposal of the Committee for Student Affairs.

The Rules enter into force and apply from the beginning of the academic year 2017/2018, on the day of the entry into force of the respective rules, the UL SEB Examination Rules adopted on 24 May 2004, with amendments, supplements and corrections cease to apply.

The supplements and amendments to the Examination Rules of 16 June 2025 shall enter into force on 1 October 2025.

#### Article 66

Any amendments and supplements to these Rules shall be adopted in the manner and in accordance with the procedure under which these Rules were adopted.

The provisions of these Rules are explained and interpreted by the UL SEB Senate.

#### Article 67

The Rules are published on the UL SEB website in a way that they are publicly available.

Prof Dr Tomaž Turk,  
President of the UL SEB Senate

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*Legal notice: This is a translation of the Rules which constitutes an informative device. In the event of disputes concerning the interpretation of the individual provisions of the Rules the Slovenian version shall be used for interpretation.*