

Pursuant to the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/12 - officially consolidated text, 40/12 - ZUJF, 57/12 - ZPCP-2D and 109/12, 85/14, 75/16, 61/17 - ZUPŠ and 65/17) and the Statute of the School of Advanced Social Studies in Nova Gorica (SASS), the Senate of the SASS adopted the following document at its 9th regular meeting on 30 September 2019:

Rules on part-time study

Article 1 (General provisions)

These Rules shall regulate:

- the scope of implementation of the programmes for the part-time students in 1st, 2nd and 3rd cycle, and in the training study programme Psychotherapeutic Propaedeutics,
- timetable for the implementation,
- conditions for transfers,
- re-enrolment of part-time students,
- methods of informing students about the implementation of part-time studies.

The Senate of the SASS may also offer the possibility of enrolment into a part-time study programme if staff and premises are available and if the nature of the study allows it.

SASS may determine in the call for enrolment that part-time studies will not be carried out if less than a certain number of candidates are enrolled in the 1st year.

The masculine forms of nouns in this document are used generically as neutral gender forms.

Article 2 (Organization and implementation of part-time studies)

If compatible with the nature of the study, the organization and schedule of lectures, seminars and exercises in the study programme may be adapted to the possibilities of students (part-time studies).

Schedules must be prepared before the beginning of the semester for each year of study in which part-time students are enrolled.

Part-time study is the same in terms of content and complexity as full-time study. The part-time student must complete all the obligations required in the full-time study.

In part-time study, all contact hours planned in the curriculum shall be carried out, and a certain part of contact hours can be organized as modern forms of teaching through ICT tools (e.g. online classroom), if compatible with the nature of the study.

The organization of part-time study must be designed in such a way as to enable students to achieve all general and subject-specific competencies, objectives and learning outcomes defined in the study programme.

Article 3

(Implementation of a programme or a course for 5 or less students)

Consultations are a form of direct teaching obligation.

If 5 or fewer students are enrolled in an individual year, or if there are only 5 or less students in a certain course, all contact hours provided for in the curriculum shall be carried out. Contact hours can be conducted in the form of a combination of consultations and modern forms of teaching through ICT tools (e.g. online classroom), if compatible with the nature of the study.

The organization of the method of part-time study must be designed in such a way as to enable students to achieve all general and subject-specific competencies, objectives and learning outcomes defined in the study programme.

The method and organization of the implementation of contact hours from the previous two paragraphs of this article is decided by the School Senate for each individual academic year.

Article 4

(Conditions for transfers)

A student of part-time studies can normally transfer to regular studies after the first year of studies if they meet the conditions laid down by the law for enrolment to full-time studies.

The Dean decides about the request for transfer upon a proposal of the Committee for Study and Students Affairs and based on the average grade of the candidate and the number of enrolment places for individual year of regular studies. If there are more applications than enrolment places, the Committee makes a selection based on the average grade and completed requirements of the candidates.

A regular student can transfer to part-time studies at any point during studies. The student enrolls into a year in accordance with their completed requirements.

If a study programme or criteria for transfer do not define the conditions in detail, The Senate of the School shall decide on the conditions on a proposal of the Committee for Study and Students Affairs.

Article 5
(Rights of part-time students)

The study conditions for part-time students must be comparable to those for full-time students (e.g. consulting hours, consultations, study literature, library, student office hours, participation in the student council of the School and in the work of the department council).

Candidates must be acquainted with the rules of study (including financial) and with the basic dynamics and method of study in due time, i.e. when applying for part-time studies.

Students must be acquainted with the method of part-time study in the current year (conditions for advancement to a higher year, conditions for transfer from part-time to full-time study, information on the availability of offices, libraries, consulting hours ...).

The conditions for advancement in the programme shall be the same for full-time and for part-time students.

Article 6
(Financing of part-time studies)

The financing of part-time studies is determined by a special act of the School.

Tuition is paid in full upon enrolment or in as many instalments as laid down in the Rules on contributions and evaluation of costs at the School of Advanced Social Studies in Nova Gorica.

A student who repeats the year of the study programme for which they have paid the tuition fee shall not be charged the tuition fee for the same year again. In this case, the student only pays the enrolment fee.

Article 7
(Final provisions)

These Rules shall enter into force the day after their adoption at the meeting of the Senate of the SASS.

On the day these Rules enter into force, the Rules on part-time studies from 16 June 2011 shall cease to apply.

These Rules shall be published on the School's website.

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Dean