INSTRUCTIONS FOR SUBMITTING REQUESTS

During their studies, students may submit various requests. Each request must be submitted on time and accompanied by the appropriate supporting documents. Requests are submitted **exclusively through the Web Office**, unless stated otherwise.

1. How to submit a request?

1. In Web Office, select **APPLICATIONS – Submission of the application** from the left-hand menu.
2. **Choose an application.**
3. Your personal details will be filled in automatically based on your enrolment record.
4. Select the **type of request** and the **reason**.
5. In the **Justification** field, clearly explain why you are submitting the request.
6. List and attach all required **supporting documents**.
7. Click **Send application**.

* If the justification is not entered, the system will not allow the request to be submitted.

2. How to check the status of your request?

You can review your submitted request at any time under **APPLICATIONS – Overview applications**.

- Until the Student Office enters the date of receipt, you can delete the request.
- Once the date of receipt has been entered, deletion is no longer possible.
- The status will change to **»Submitted application«.**

3. Supplementing a request

If the request is incomplete, the Student Office will invite you to supplement it via Web Office. You can complete the supplement in the tab **APPLICATIONS – Overview applications**, where you will see the instructions for completing the request.

4. Decision on the request

You will be notified of the decision via Web Office. The response can be found in the tab **APPLICATIONS – Overview applications.**

5. Submitting an appeal

If your request is rejected:

- You may submit an appeal within 8 days of receiving the decision. The button for submitting an appeal is visible for 8 days from the date the explanation is issued**.**
- Select the reason for the appeal and provide a justification for the appeal (mandatory).
- You may delete the appeal until the date of its receipt has been entered**.**
- A decision on the appeal must be made no later than one month after it has been received**.**

6. Commission meetings

The **Student and Academic Affairs Commission (KŠŠZ)** and the **Scientific Research Commission (KZRD)** usually meet **once a month (on the third Monday of the month)**. If you would like your request to be considered at the next meeting, you must submit it **no later than 3 days before the meeting (by Thursday at 23:59)**. Requests submitted after this deadline will be considered at the following meeting.

IMPORTANT:

Before submitting, please check:

- whether you have clearly stated the justification,
- whether you have attached all required supporting documents,
- whether you are submitting the request within the correct deadline.

Incomplete or late requests **may be rejected or considered later.**

REQUESTS RELATED TO TAKING AND RECOGNITION OF EXAMS

TYPE OF REQUEST	SUBMISSION DEADLINE	ATTACHMENTS
Application for the recognition of a course	Any time during the academic year	Form OBR-01, signed by the course holder, certificate of passed exams, and course syllabus.
Application for the recognition of non-formal knowledge and skills	Any time during the academic year	Form OBR-02, signed by the course holder, certificates, supporting documents, portfolio, proof of work experience, etc.
Application for taking courses from a higher year	Any time during the academic year	Justification stating the higher-year courses you wish to take.
Application for the change of an elective course	Any time during the academic year	Justification stating the previous and the new course.
Application for early completion of courses on the basis of justified reasons	Any time during the academic year	Justification and proof of justified reasons (minimum average grade of 8, study or internship abroad, hospitalisation during the examination period, childbirth, participation in a professional or cultural event, or a high-level sports competition, etc.).
Application for recognition of an elective course based on tutoring work	Any time during the academic year	Justification
Application for permission to take an elective course from another comparable study programme	The request must be submitted before the course begins.	Justification
Application for the recognition of a compulsory or elective course completed during mobility at a host institution	After the completion of the mobility period.	Form OBR-01, signed by the course holder, certificate of passed exams, and course syllabus.
Application for the recognition of non-formal knowledge and skills – internship completed during mobility at a host institution	After the completion of the mobility period.	Form OBR-02, signed by the course holder, certificates, supporting documents, portfolio, proof of work experience, etc.

REQUESTS RELATED TO COMPLETION OF STUDIES

TYPE OF REQUEST	SUBMISSION DEADLINE	ATTACHMENTS
Application for the extension of the bachelor's/master's thesis topic	Any time during the academic year	Justification stating the reasons for extending the validity of the bachelor's/master's thesis topic.
Application for the extension of the doctoral dissertation topic	Any time during the academic year	Justification stating the reasons for extending the submission deadline for the doctoral dissertation.
Application for accelerated progression / early completion of studies	Any time during the academic year	Justification
Application for extension of the deadline for submission of a conditionally approved dissertation proposal for justified reasons	Any time during the academic year	Justification
Application for an extension of the deadline for submission of the dissertation proposal (for students directly enrolled in the 2nd year of doctoral studies)	Any time during the academic year	Justification

CONTINUATION OF STUDIES

TYPE OF REQUEST	SUBMISSION DEADLINE	ATTACHMENTS
Application for continuation of studies (less than 10 years)	Any time during the academic year	Justification
Application for continuation of studies (more than 10 years)	Any time during the academic year	Justification
Application for transition to a new curriculum	Any time during the academic year	Justification

REQUESTS RELATED TO ENROLMENT

(Submission is possible **after the end of the autumn examination period**, unless stated otherwise.)

TYPE OF REQUEST	SUBMISSION DEADLINE	ATTACHMENTS
Application for the extension of student status (including the absolvent year)	After the end of the autumn examination period	Certificate of participation in high-level professional, cultural or sports events, decision confirming special needs or special status, child's birth certificate, medical certificate, certificate confirming exceptional family or social circumstances, other supporting documents.
Application for progression with outstanding requirements	After the end of the autumn examination period	Certificate of participation in high-level professional, cultural or sports events, decision confirming special needs or special status, child's birth certificate, medical certificate, certificate confirming exceptional family or social circumstances, other supporting documents.
Application for transfer (full-time / part-time studies)	After the end of the autumn examination period	Justification
Application for late enrolment on justified reasons	After the end of the autumn examination period	Certificate of participation in high-level professional, cultural or sports events, decision confirming special needs or special status, child's birth certificate, medical certificate, certificate confirming exceptional family or social circumstances, other supporting documents.
Application for enrolment in a parallel study programme	During the enrolment period	Justification

APPLICATION FOR OBTAINING THE STATUS OF A STUDENT WITH SPECIAL NEEDS / STUDENT WITH SPECIAL STATUS

(Submission possible at the time of enrolment or at any time during the academic year.)

TYPE OF REQUEST	ATTACHMENTS
Application for the status of a student-parent	Child's birth certificate. In the Justification field, you must specify the requested adjustments.
Application for the status of a student participating in discipline-specific international competitions	Proof of participation in international competitions or a confirmed competition registration. In the Justification field, you must specify the requested adjustments.

Application for the status of a student artist or cultural practitioner	Proof of artistic achievements or status as a cultural worker (awards, recognitions, certificate from the Ministry of Culture). In the Justification field, you must specify the requested adjustments.
Application for the status of a categorised athlete or coach	Appropriate proof of athlete or coach status issued by the Olympic Committee of Slovenia, a national sports federation, the Sports Federation for the Disabled of Slovenia – Paralympic Committee, or another competent sports authority (in Slovenia or abroad). In the Justification field, you must specify the requested adjustments.
Application for the status of a student with special needs	Justification and appropriate supporting documents, e.g. a certificate from a medical specialist. In the Justification field, you must specify the requested adjustments.

REQUESTS FOR WITHDRAWAL FROM STUDIES

TYPE OF REQUEST	SUBMISSION DEADLINE	ATTACHMENTS
Certificate of withdrawal	Any time during the academic year	Justification
Certificate for withdrawal for citizens	Any time during the academic year	Justification

SUBMISSION OF A DISSERTATION SEMINAR DRAFT

TYPE OF REQUEST	SUBMISSION DEADLINE	ATTACHMENTS
Draft for the presentation within the course *Dissertation Seminar*	Any time during the academic year	Draft of the doctoral dissertation (after approval by the mentor and the potential co-mentor).

FINAL THESIS – FIRST AND SECOND CYCLE

(Submission via Web Office under **COMPLETION OF STUDIES**)

TYPE OF REQUEST	FORM	SUBMISSION DEADLINE	ATTACHMENTS
Thesis topic registration	Bachelor's-master's thesis topic application (OBR-06)	Any time during the academic year	Completed and signed form and the mentor’s signature (or co-mentor’s signature if the mentor is not a member of the SASS Academic Assembly).

Review and submission	Review and submission of the bachelor's-master's thesis (OBR-07)	At the time of submission for technical review	/

FINAL THESIS – THIRD CYCLE

(Submission via Web Office under **COMPLETION OF STUDIES**)

TYPE OF REQUEST	FORM	SUBMISSION DEADLINE	ATTACHMENTS
Registration of the doctoral dissertation topic	Doctoral Dissertation Topic Application (OBR-10)	Any time during the academic year	Completed and signed form and the mentor's signature (or co-mentor's signature if the mentor is not a member of the SASS Academic Assembly).
Doctoral dissertation proposal	Doctoral disposition (dissertation proposal) (OBR-11)	Any time during the academic year	Completed and signed form.
Review and submission of the doctoral dissertation	Review and submission of the doctoral dissertation (OBR-14)	At the time of submission for technical review	/

DOCTORAL STUDIES

(Submitted via email at doktorski@fuds.si)

TYPE OF REQUEST	FORM	SUBMISSION DEADLINE	ATTACHMENTS
Evaluation of the doctoral candidate's individual work	Assessment of the individual work of the doctoral candidate's (OBR-09)	Any time during the academic year	/
Preparation of the doctoral dissertation	Doctoral dissertation preparation (OBR-017)	Any time during the academic year	/

ETHICS AND RESEARCH

(Submission by email to the Chair of the Research Ethics Commission)

TYPE OF REQUEST	FORM NAME	SUBMISSION DEADLINE
Application to the Research Ethics Commission	Request for ethical approval of research (OBR-04)	Any time during the academic year

Informed consent form for participation in research	Informed consent to participate in research (OBR-05)	Any time during the academic year

ENROLMENT BASED ON TRANSFER CRITERIA

(To obtain the form, please contact vpisi@fuds.si at any time during the academic year)

LEVEL OF ENROLMENT	ATTACHMENTS
First cycle	Certificate of passed exams, syllabi of completed courses, secondary school completion certificate, certificate of graduation (if applicable).
Second cycle	Certificate of passed exams, syllabi of completed courses, certificate of graduation.
Third cycle	Certificate of graduation, certificate of passed exams, syllabi of completed courses, certificate confirming the submission or approval of the doctoral dissertation proposal.

For additional information regarding requests and applications, you may contact us at: ana.mohorc@fuds.si or by phone at 064 260 818.