

UP FAMNIT
Vpis v študijskem letu 2021/2022

MOŽNOSTI PROŠENJ ŠTUDENTOV ZA VPIS

Navodila ter novost v študijskem letu 2021/2022

Vse prošnje s prilogami in pritožbe, vezane na vpis v študijskem letu 2021/2022, študentu oddajajo v ŠIS-u. Študento prošenj za vpis ne oddajajo več fizično v referat.

Popolne prošnje, ki bodo pravočasno oddane, obravnava Komisija za študijske in študentske zadeve UP FAMNIT.

Študent lahko do odločitve komisije dostopa v ŠISu (pri posamezni oddani prošnji) po zasedanju Komisije za študijske in študentske zadeve (seja je predvidena 17. 9. 2021):

- **POZITIVNO REŠENA PROŠNJA:** študentom, ki bomo imeli pozitivno rešeno prošnjo, bo odprt vpisni list (*študent bo o odprtem vpisnem listu obveščen preko e-pošte*),
- **NEGATIVNO REŠENA PROŠNJA:** študenti, ki bodo imeli negativno rešeno prošnjo, bodo imeli vpogled v odločbo v ŠISu, poslana pa jim bo tudi na domači naslov.

Komisija za študijske in študentske zadeve **NE BO OBRAVNAVALA:**

- **nepopolnih prošenj:** prošenj, ki so nepopolno izpolnjene ali nimajo priloženih ustreznih dokazil, v kolikor so pri vrsti prošnje potrebna (prošnja za podaljšanje statusa študenta ter prošnja za pogojno napredovanje v višji letnik),
- **prepozno oddanih prošenj:** prošnje, ki bodo oddane po roku (10. 9. 2021 do 15. ure).

Prošnje s prilogami je potrebno v ŠIS-u oddati najkasneje do 10. 9. 2021 do 15. ure.

Za dodatna pojasnila se lahko obrnete na Referat za študente (referat@famnit.upr.si).

VRSTE PROŠENJ

Leto plus

Študentom, ki so ob vpisu v 1. letnik oddali prijavo za Leto plus, se ob zaključku tekočega študijskega leta in ob dejstvu, da je študent pridobil skupno najmanj 30 kreditnih točk (KT), od tega najmanj 6 kreditnih točk (KT) iz znanja slovenskega jezika ter 24 KT iz obveznosti 1. letnika, omogoči podaljšanje statusa v 1. letniku na podlagi prijave za Leto plus.

Študent mora za koriščenje Leta plus v ŠISu oddati prošnjo za podaljšanje statusa študenta ter v utemeljitev zapisati, da želi podaljšati status na podlagi prijave za Leto plus.

Priloge: Niso potrebne.

Prošnjo študent odda v ŠIS-u najkasneje do 10. 9. 2021 do 15. ure.

Podaljšanje statusa študenta

V skladu z Zakonom o visokem šolstvu (70. člen.) lahko študent v času študija zaprosi za podaljšanje statusa študenta, vendar največ za eno leto in mora zato imeti upravičene razloge.

Študent mora za podaljšanje statusa v ŠISu oddati prošnjo za podaljšanje statusa študenta ter v utemeljitev zapisati, da želi podaljšati status ter razloge zakaj želi podaljšati status študenta.

Priloge: Prošnji mora priložiti ustrezna dokazila s katerimi izkazuje razloge, ki jih je navedel v utemeljitvi.

Prošnjo s prilogami študent odda v ŠIS-u najkasneje do 10. 9. 2021 do 15. ure.

Ponovni vpis v letnik

Študent, ki ni opravil vseh obveznosti, določenih s študijskim programom za vpis v višji letnik, lahko, ob upoštevanju določil Zakona o visokem šolstvu, v času študija enkrat ponavlja letnik (PMA, PRIN, PZ: Študent lahko v času študija enkrat ponavlja letnik, če zbere vsaj 18 KT vpisanega letnika; VN, TGO: Študent lahko v času študija enkrat ponavlja letnik, če doseže najmanj 24 kreditnih točk vpisanega letnika).

Študent mora za koriščenje ponovnega vpisa v ŠISu oddati prošnjo za ponovni vpis v letnik.

Priloge: Niso potrebne.

Prošnjo študent odda v ŠIS-u najkasneje do 10. 9. 2021 do 15. ure.

Vpis v višji letnik brez opravljenih študijskih obveznosti

Študent se lahko izjemoma vpiše v višji letnik, tudi če ni opravil vseh obveznosti, določenih s študijskim programom za vpis v višji letnik, kadar ima za to opravičene razloge, kot npr.: materinstvo, daljša bolezen, izjemne družinske in socialne okoliščine, priznan status osebe s posebnimi potrebami, aktivno sodelovanje na vrhunskih strokovnih, kulturnih in športnih prireditvah, aktivno sodelovanje v organih univerze.

Študent mora za vpis v višji letnik brez opravljenih študijskih obveznosti oddati prošnjo v svojem ŠISu. Pod utemeljitev na kratko zapiše zakaj ni opravil študijskih obveznosti.

Priloge: Prošnji mora priložiti ustrezna dokazila s katerimi izkazuje razloge, ki jih je navedel v utemeljitvi.

Prošnjo s prilogami študent odda v ŠIS-u najkasneje do 10. 9. 2021 do 15. ure.

Vzporedni vpis

Prošnjo za vzporedni vpis oddajo študenti UP FAMNIT, ki želijo vzporedno študirati na UP FAMNIT. Pogoji za vzporedni vpis je minimalna povprečna ocen 8 ter pozitivno rešena prošnja za vzporedni vpis.

Priloge: Niso potrebne.

Prošnjo študent odda v ŠIS-u najkasneje do 10. 9. 2021 do 15. ure.

UP FAMNIT
Enrollment in the academic year 2021/2022

ENROLLMENT REQUESTS FOR STUDENTS

Instructions and newness in academic year 2021/2022

All requests for enrolment and appeals in academic year 2021/2022 have to be submitted in ŠIS with attachments. Students do not submit requests for enrolment in Student Services any more.

Requests, submitted on time, will be examine by the Committee for Study and Student Affairs UP FAMNIT.

Committee decision will be available in student's ŠIS (at individual request) after the committee session (17th September 2021):

- **APPROVED REQUEST:** students with approved request will be able to fulfil the enrolment paper (will be notified via e-mail),
- **DISAPPROVED REQUEST:** students with disapproved request will be able to review a committee decision in ŠIS, also the decision will be send to home address.

Committee for Study and Student Affairs **WILL NOT EXAMINE:**

- **incomplete requests:** incomplete request fulfilment or request without attachments, if needed (request for extension of the student status and request for enrolment in a higher study year without completed study obligations),
- **requests submitted after the deadline:** request submitted after the deadline (10th September 2021 until 3 pm).

Request have to be submitted in ŠIS no later that 10th September 2021 until 3 pm.

For any further questions please contact Student Services UP (referat@famnit.upr.si).

REQUESTS

Year plus

Students that have submitted the application for year plus with the enrollment paper in the 1st year, and if the student has obtained at the end of the current academic year a total of at least 30 credits (ECTS), of which at least 6 credits (ECTS) from knowledge Slovene language and 24 ECTS from the obligations of the 1st year, enables the extension of the status in the 1st year on the basis of the application for Year plus.

In order to use Year plus, the student must submit an application in ŠIS for the extension of student status and state in the justification that he / she wishes to extend the status on the basis of the application for Year Plus.

Attachments: Not required.

Request have to be submitted in ŠIS no later that 10th September 2021 until 3 pm.

Extension of the student status

In accordance with the Higher Education Act (Article 70), a student may apply for an extension of student status during his / her studies, but for a maximum of one year and must therefore have justified reasons.

In order to extend his / her status in ŠIS, the student must submit an application for the extension of the student's status and state in the justification that he / she wants to extend the status and the reasons why he / she wants to extend the student's status.

Attachments: The application must be accompanied by relevant evidence showing the reasons given in the statement of reasons.

Request with the attachments have to be submitted in ŠIS no later than 10th September 2021 until 3 pm.

Repeating the year (Re-enrollment)

A student who has not completed all the obligations set out in the study program for enrollment in a higher year may, taking into account the provisions of the Higher Education Act, repeat the year once during their studies (PMA, PRIN, PZ: A student may repeat a year once during his / her studies if he / she collects at least 18 ECTS of the enrolled year; VN, TGO: A student may repeat a year once during his / her studies if he / she achieves at least 24 credits of the enrolled year).

To use the re-enrollment, the student must complete the request in ŠIS.

Attachments: Not required.

Request have to be submitted in ŠIS no later than 10th September 2021 until 3 pm.

Enrolment in a higher study year without completed study obligations

Exceptionally, a student may enroll in a higher year, even if he / she has not fulfilled all the obligations set out in the study program for enrollment in a higher year, when he / she has justified reasons, such as: maternity, illness, exceptional family and social circumstances, students with special needs, active participation in top professional, cultural and sports events, active participation at the University.

The student must submit an application in his / her ŠIS for enrollment in a higher year without completed study obligations. Under the justification, he briefly writes down why he did not complete his study obligations and why he wants to enrol in a higher study year.

Attachments: The application must be accompanied by relevant evidence showing the reasons given in the statement of reasons.

Request with the attachments have to be submitted in ŠIS no later than 10th September 2021 until 3 pm.

Parallel enrolment

Parallel enrolment request have to be submitted by UP FAMNIT students, who want to parallel study at UP FAMNIT. Students have to have a minimum average grade of 8 and approved parallel enrolment request.

Attachments: Not required.

Request have to be submitted in ŠIS no later that 10th September 2021 until 3 pm.