Based on the statute of Higher Educational Institution Fizioterapevtika, the board of directors of Higher Educational Institution Fizioterapevtika, in its session on the 11. 11. 2015, has accepted the following:

RULES OF STUDY

1 GENERAL PROVISIONS

Article 1

(1) This rules manage the study rules of syllabus of Higher Educational Institution Fizioterapevtika (from here on: Fizioterapevtika). Provisions of this rules of study are also sensibly used for other forms of education, organized by Fizioterapevtika and are subordinate for cooperation of Fizioterapevtika when conducting foreign syllabus, if not regulated by other acts.

Article 2

(1) In these rules, terms referring to persons which are written in masculine form, are used as the neutral of the female and male sex.

(2) In this rules, the term learning unit is used for objects, modules, graduation exam, thesis, seminary graduation exam, etc.

Article 3

(1) In accordance with the rates of the institution, students must pay a tuition, their study obligations or individual services, otherwise they are unable to perform their obligations in accordance with the syllabus.

2 ASSESSMENT AND GRADING OF KNOWLEDGE

Article 4

(1) Assessment of students is the basis for obtaining grades and credits in individual study units of the study program and for the advancement of students and their directing in further studies, while also giving them feedback on the level of their gained knowledge.
(2) Forms and methods of examination for each subject are set by the study program. All forms of examination test the knowledge, defined by the study program.

**Article 5**

(1) Forms of assessment are exams, preliminary exams, seminar papers, work reports, skills grading in exercises, reports on professional practice and theses, master's thesis.

(2) Types of examination and the conditions that the candidate must meet are published on the website no later than 15th October.

(3) The carrier and other associates in the execution of the class can not prescribe additional study obligations to students that are not already planned in the accredited study program.

**Article 6**

(1) The forms of knowledge assessment and grading are exams, preliminary exams, seminar assignment grading, tests and other forms of knowledge assessment, specified by the study plan.

(2) Knowledge assessment can be oral or written. It can also be oral and written. It can be gained by grading practical work, or it can combine multiple methods, featured in the study plan. Knowledge assessment can also be electronical.

(3) Knowledge of a class can also be assessed partially during the study year, if it is stipulated in the study plan. Grades of regularly assessed knowledge or benefit points are taken into account in the final grade, as is it defined in the study programme.

**Article 7**

(1) Registration for an exam is possible, if the student has the class in his curriculum and if he has fulfilled all of his set conditions for participation in the exam, as set in the classes study programme.

(2) The Commission for study issues decides on disputable cases, based on the students written request.

**Article 8**
(1) Exam is a regular form of final knowledge assessment and grading, which is taken by a student at the end of study process.

(2) Exam tests the knowledge of subject matter, which is set by a study plan for a specific study unit. Exam can have a practical part, if it is set by the study programme.

(3) For an individual study unit, the type and form of exam and the conditions for taking it is set by the study plan, which is an integral part of the study programme.

(4) When both oral and written exams are scheduled, they combine together to make one exam, which gives one grade.

Article 9

(1) Knowledge testing and grading is public.

(2) Exams are made public by announcing exam dates and that the date, hour, candidate list and place of exam is published. In an oral exam, the teacher may limit the number of attendats due to spatial limitations. Publicness is also provided by the fact that the student has the right to see his written exam and get an explanation about the acquired score. Student has the right to see his exam on the day, set by the examiner and published on courses website or announced in the exam.

(3) Other forms of publicness are set in the courses study plan, if it is necessary.

Article 10

(1) A student can fulfill the set study obligations of a study year, in which he is enrolled, and the missing study obligations and exams from previous study years.

(2) Exams are taken on exam terms, set by the institution. Students with status, except students with finished exams without graduation, can take exams in regular exam periods, which are scheduled by the study calendar as a part of the yearly work plan. Outside of these periods, they can take exams only if the institution provides additional terms or with deans agreement. This applies especially for students with special status (handicapped, sportsman, etc...).

Article 11

(1) Individual without student status keeps his right to take prescribed exams for the same study programme for two years after the his last year with status.
Article 12

(1) A student can exceptionaly take exams from a study year in which he is enroled.
(2) Taking exams outside scheduled terms can be approved by the dean on the basis of student request, if legitimate reasons are provided and suitable documentation is submitted (going on study or practise abroad, longterm hospitalization, giving birth, participating in top sports competitions, students with special needs, etc.) and if he decides, that students past study succes show merit for it.

Article 13

(1) Student can retake exams, which he has failed.
(2) Students can take their exams up to three times. If he fails his third try of the same exame, he is whitdrawn from the institution.
(3) The committee for study matters can make and exception to allow a student a fourth take of an exam, if the student has a good study record. The committee gives its final decision based on the students written application. If the student fails his fourth take, he is expelled from the institute.
(4) If a student fails his exam on his first try, automatism of the information system informs the dean in the same day. The dean summons the student to a discussion with the purpose of finding out the circumstances and providing posible help
(5) Subject carrier keeps and leads a written evidence of practical training and exams for the course. Written exams are kept in the deanery for at least 30 days after results of exams are published or until possible complaint procedures against the grade are final.

Article 14

(1) Exam terms must be set in a way, that two tearms of the same course are at least 14 days appart.

Article 15

(1) In a exam, the knowledge is tested and graded by a higher educational teacher, who is the education carrier of the course. Also, other habilitated higher educational teachers from the same field can test and grade knowledge, if the course contains chapters from their scientific field.
Article 16

(1) Students pay for the third and exceptional fourth exam try of the same exam according to the valid price list.

Article 17

(1) Preliminary exams, participation in lectures, seminars, training and grading papers, study performances and practical work are forms of regular student knowledge grading and testing from individual study units.

(2) Regular knowledge from individual study units are checked and graded by a higher educational teacher or higher educational associate, who has a habilitation for the appropriate study field and participates in the execution of the study unit.

(3) Grades, gained by preliminary exams, tests, seminars and practice are taken into account in the exam from the study unit in a way, which is set by the study programme.

Article 18

(1) Study programme can predict a diploma exam or assignment at the end of education.

(2) Diploma exam is a final exam, which tests and evaluates all knowledge a student must master in order to successfully finish his study.

(3) Diploma exam can be retaken only once. If the student fails it for the second time, he is forbidden to take it for the duration on twelve months.

(4) Diploma assignment is the final assignment, which checks and grades all knowledge a student must master in order to successfully finish his study in a study discipline.

(5) Length, content and type of diploma exam and diploma assignment is determined by the study programme.

3 RECOGNITION OF KNOWLEDGE AND SKILL GAINED OUTSIDE OF INSTITUTION

Article 19

(1) A student who studied in another higher or high educational institution, can request the institution for recognition of knowledge and skill gained in his former
studies which comply with the study programme of the institution after enroling. A student can generally ask for a recognition of skills and knowledge, for which he has successfully passed exams in the last five years in other higher educational institutions.

(2) To an application for recognition (Appendix 1), in which it has to be explicitly stated, for which course the applicant wishes to have his knowledge and skill recognized, a student must enclose the course syllabus with the inclusion of mandatory study literature, from which he studied for his exam in the other institution, confirmed by this institution, receipt of passed exams, which includes the dates of taking exams, his score and the number of lecture and training hours or the number of credit points from the ECTS system.

Article 21

(1) The Committee for study matters has 30 days to study and decide on the matter.

Article 22

(1) The decision of recognition regards the affinity of the study programmes content, in which the student has passed his exam, along with the students former study programme and its difficulty. Exams can be wholly recognized, if at least 75% of content, difficulty and hour range or ECTS range of a finished course in previous institution meets standards of the course in institution.

Article 23

(1) If the Commite for study matters comes to the conclusion, that gained knowledge and skill can be recognized, it is evaluated with the same number of ECTS points as in the content course field of Fizioterapevticas study programme.

(2) Recognition of passed exam is noted in study record.
4 STUDY ORDER

Article 24

(1) Exam dates are set after individual lecture cycles, with disregard to exam periods. First exam date is generally one month after lectures finish.

(2) Exam dates are set at least three times a year.

(3) Exams from mandatory courses of a specific semester inside individual study programme can not be set for the same day.

(4) Exam dates list for individual courses is prepared and published by the institution until 15th of October, or for course in summer semester until 1st of February.

(5) If the exam is performed both orally and in writing, the schedule for oral exams is published along with results of the written part.

(6) Dates for other forms of knowledge testing is set by the study unit carrier and are published in suitable manner by the institution, generally in the beginning of the study process.

Article 25

(1) Student registers for the exam from VIS, according to rules, at least three days before the date of the exam.

(2) Teachers are forbidden to except students to a exam for which they are not registered.

Article 26

(1) Student can resign from a exam three days from the exam date the latest. If he does not resign via web page and does not have excusable reasons for absence, the examiner gives him a negative grade.

Article 27

(1) The course carrier/exam performer is responsible for the correct exam execution.

(2) If the study unit carrier can not attend the exam, he is responsible for providing a substitute, adequately habilitated higher educational teacher or higher educational associate from the study unit, with regard, that the higher educational teacher cannot grade a written exam, but can suggest a grade to the carrier.

(3) Subject carrier decides on the time limit for the exam based on its difficulty.
(4) Exam performer is obliged to check the presence and identity of registered students. Students must have a identification document with him at the exam.

(5) Exam performer is obliged to acquaint students on allowed accessories at the exam.

(6) Student cannot remove him self from exam taking area during the exam without exam performers permission.

(7) Student passes an exam, if he gets at least 55,0% of all possible points.

(8) Resigning during an exam is graded as a failed exam attempt.

(9) If a student resignes during an exam, hand in a written exam without his name and surname / registration number, whitout content or does not hand it in at all, it counts as a failed exam.

(10) Results and grades of written exams are published up to eight work days after the exam has taken place. Students have the right to look into their written exams in a 30 day time period, starting with the day his grade was published. If a student passed his exam, the written exam can be destroyed after that date.

Article 28

(1) The subject carrier / exam performer is responsible for the correct execucion of the oral exam.

(2) Individual student takes a oral exam for two hours at most. Oral exams can be executed individually or with a group of students. Exam performer must check the identity of a student, who is taking an oral exam. A student must have an identification document with him at the exam.

(3) Exam performer informs the student with his grade after finishing with questions.

Article 29

(1) If the exam is taken both orally and in writting, the schedule for oral exams are published along with the results of the written part of the exam. Oral part of the exam has to be finnished two weeks after the publish of writtens exam results at the latest.

(2) If a student resigns during the written or oral part of the exam, it is considered as failing the exam.

(3) The oral and written part of the exam form an integral whole, which is graded by one grade.
Article 30

(1) Students moral duty is to fairly show his knowledge level at an exam.

(2) Students, who use accessories which are not allowed at an exam (including electronic accessories), copy from other tests, talks to other students or in any way violate the exam order, the person, who is monitoring the exams, whitout a beforehand warning disallows further participation in the exam and grades the exam with a negative grade.

Article 31

(1) Success in an exam is graded numericaly, according to subjects study syllabus. It is graded numericaly following the next grading scale:

10 – Excellent: remarkable results with neglectable errors

9 – Good: Above avarage knowledge, but with some errors

8 – Good: Solid result

7 – Satisfactory: Good knowledge, but with bigger errors

6 – Marginal pass: Knowledge meets minimum standards

5 – Inadequate: Knowledge does not meet minimum standards

Article 32

(1) Student has the right to retake an exam from a course he has already passed, before finishing his study in order to raise his grade at an individual course. Individual exams can be retaken once. If the student gets a lower grade than the first time, the first, higher grade is valid. Student pays the cost of retaking an exam in compliance with the valid price list

Article 33

(1) Student can contradict against the grade he has received at an exam

(2) Student must file a written appeal with a explanation the next day after he was informed about his oral exam grade or in a case of written exam, the next day after looking into his exam.

(3) Instiutions dean appoints a committe in a three day time limit after receiving the appeal against the grade. The committee immediatelly checks the grades adequacy.

(4) The committee has a president and two members, one of which is the teacher, wherein the student took the exam, against the grade of which he is appealing.

(5) The comittee can also decide on the adequacy of the grade with anew knowledge test.
(6) The committees grade is final. Note of the procedure is put in to VIS.

**Article 34**

(1) Regulations of these study rules are sensibly used for other forms of knowledge testing, except for diploma and masters exam

**5 STUDY ORDER VIOLATIONS**

**Article 35**

(1) Student violates the study order, if he cooperates with others in a unsanctioned way or uses unsanctioned accessories during knowledge testing.

(2) Considered as a violation is also plagerism at seminar and diploma assignments, programmes and other written products, whose grade contributes to the final grade of a study unit.

(3) After a found violation the student cannot continue with knowledge testing, his product is graded with a negative grade and the violation is marked on the list of present students. Violation is recorded by the exam performer.

**6 RECORDING COMPLETED STUDY OBLIGATIONS**

**Article 36**

(1) On his registered student list, the exam performers records students who attended the exam, records grades and possible other observations (for example, violations of study order)

(2) An electronic record in VIS is kept for results of knowledge testing and grading for individual students. List of grades signed by the exam performer is kept in administration and by the grade performer himself.

(3) A personal information record is kept for students, which amongst other must include information of passed and failed exams and of finishing study obligations.

(4) Representative person for study matters has the jurisdiction for changing grades in formal records based on the exam record. If a formal grade change is made (for example because of a issue in index completion, when enrolling into higher study year, etc.) when checking students record or personal file, the change can be made based on the written order form the dean and a beforehand written note to the student about grade change in his record.

**7 ADVANCEMENT AND REPETITION OF STUDY YEAR**

**Article 37**

(1) Student advances to a higher study year, if he fulfills all the requirements, which are set by the study programme. Conditions for advancement are also published in the lecture list for the running study year.
(2) Committee for Study Matters can allow advancement in a case, when a student did not fulfill all the requirements, if adequate reasons and documents are given (studying or training abroad, longer hospitalization during the study year, giving birth, participating in top sports events, students with special needs, etc.) and, based on the study success of applicant in the past, decides that such a permission is valid. Regardless of the previous paragraph, the committee for study matters on the initiative of the dean can allow a student to exceptionally progress in a case, when the student has not provided good reasons, but he shows good study results and a suitable attitude towards study. In both cases, the committee sets the deadline, until which the student has to finish his obligations, which are the condition for advancement.

(3) Committee's decision is given in written form. Student can appeal on the decision to the Senate. The Senate's decision is final.

Article 38

(1) Student can repeat one study year during his study. In order to repeat, he has to fulfill the conditions set by the study programme and be without a loss of a study year due to study programme change. Condition fulfillment is checked by professional service on enrolment.

8 FINAL PROVISION

Article 39

(1) This rule is set in to legal standing, when confirmed by the board of directors and published in a common way. The same day the Study rules from 2.10.2015 stop standing.

Medvode, 11.11.2015

Higher educational institution Fizioterapevtika

Board of Directors president

Prof. Dr. Janez Kresal