



Reference No.: 014-4/2022

Date: 22 November 2022

Pursuant to Article 1 of the Rules on students with special needs and special status at the University of Ljubljana the Rector of the University of Ljubljana hereby adopts the following

Rules for granting the status of candidate with special needs and status of candidate with special status in the application and admission procedure for enrolment in master's and doctoral study programmes at the University of Ljubljana

- I.** The decision regarding the granting of the status of candidate with special needs and status of candidate with special status in the application and admission procedure for enrolment in master's and doctoral study programmes is taken by the competent member faculty or academy committee, and in the case of interdisciplinary second-cycle study programmes by the committee of the coordinator member faculty or academy based on the individual request of the candidate and appropriate evidence. The competent committee is appointed by the member faculty or academy senate or this task is assigned to the existing committee at the member faculty or academy.

In the case of interdisciplinary doctoral studies the decision on granting the status of candidate with special needs and status of candidate with special status in the application and admission procedure for enrolment may be taken by the competent body authorised by the member faculty or academy senate to decide in this procedure.

- II.** A request for granting the status of candidate with special needs and status of candidate with special status together with appropriate evidence shall be lodged by the candidate in the eVŠ information system by the deadline set in the Call for Enrolment in masters and doctoral study programmes.
- III.** A candidate's request and attached evidence in accordance with these Rules shall be processed by the committee or other competent body in accordance with the provisions of the Statutes of the University of Ljubljana (Official Gazette of the Republic of Slovenia, No. 4/17 and subsequent) and taking into consideration the provisions of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/12 and subsequent).

IV. Appropriate evidence:

The status of candidate with special needs **may** be granted to a candidate that attaches to their request documents demonstrating:

- disability or special needs based on the findings or diagnoses of specialist physicians, or
- a long-term illness affecting a level of academic performance that is a condition for enrolment in master's or doctoral study programmes.

The status of candidate with special status **may** be granted to a candidate that attaches to their request documents demonstrating:

- the status of a categorised athlete/trainer of categorised athletes in accordance with the Sports Act (Official Gazette of the Republic of Slovenia, No. 29/17 and subsequent), at any time during studies that are a condition for enrolment in master's or doctoral study programmes;
- the status of a recognised artist/creative professional at any time during studies that are a condition for enrolment in masters or doctoral study programmes;
- an extraordinary achievement in (sectoral) international competitions at any time during studies that are a condition for enrolment in masters or doctoral study programmes;
- the birth and/or parenting of a child not yet enrolled in compulsory schooling at any time during studies that are a condition for enrolment in masters or doctoral study programmes.

Relevant documents demonstrating the status referred to in the preceding paragraphs:

- a decision on the placement of children with special needs or a certificate from a specialist physician or the expert opinion of a relevant institution;¹
- categorisation confirmed by the Slovenian Olympic Committee (hereinafter: SOC) as an athlete in the Olympic, world, international, promising, national or youth class or an equivalent international certificate;
- elite achievements at the national or international level in sports branches and disciplines which, in accordance with the conditions, rules and criteria for registering and categorising athletes in Slovenia are not categorised by the SOC and which are confirmed by the individual national sports federation, or an equivalent international certificate;
- a candidate who demonstrates the status of trainer of categorised athletes must attach to their application confirmation of the **official appointment** by the national sports federation or club as a trainer and confirmation of **their direct involvement** in the preparation and implementation of categorised athletes programmes, as confirmed by the individual national sports federation or other appropriate sports body (e.g. club), or equivalent international certificate. The candidate must enclose the application certification from the sectoral federation or club confirming the training of a categorised athlete being trained and confirmation from the SOC of the categorisation of the athlete being trained, or an equivalent international certificate. Certification of professional expertise must also be attached (sports professional 1 or 2);
- elite achievements of a disabled sportsperson at the national or international level, confirmed by the Slovenian Sports Federation for the Disabled – Slovenian Paralympic Committee, or confirmation from the individual national sports federation regarding sports achievements at the national and international level in sports branches and disciplines which, in accordance with the conditions, rules and criteria for registering and categorising athletes in Slovenia are not categorised by the Slovenian Sports Federation for the Disabled – Slovenian Paralympic Committee, or an equivalent international certificate;
- confirmation of full membership in a national or international society involved in the arts and culture or status of independent artist or creative professional;
- authorship or involvement in the production of artistic or cultural work (prizes or commendations for outstanding achievements) in the national or international field;
- confirmation of elite ranking in international competition;
- birth certificate of child or other appropriate proof of the birth of a child.

Candidate should preferably submit evidence in the Slovenian language. In exceptions evidence may be submitted in a foreign language. In the event that a translation of evidence is required, the candidate will be called to submit a translation.

¹ Evidence of difficulties or hindrances includes in particular the findings of healthcare or other institutions (hospitals, rehabilitation centres, counselling centres) regarding chronic or long-lasting illnesses, impediments or impairments, deficiencies, a decision granting disability status, the opinion of a disability commission for the placement of children, adolescents or young adults with physical or mental health impairments, or a decision granting the status of special needs child (decision on placement or categorisation).

- V. The committee or other competent body will issue the candidate a decision granting the status of candidate with special status or candidate with special needs, or will refuse their application. A candidate who submits an incomplete application will be asked to supplement it. If the application is not supplemented within the deadline, the committee or other competent body will reject the application by official decision.
- VI. The granted status of candidate with special needs and status of candidate with special status is valid for processing the candidate in the application and admission procedure for the academic year for which the candidate submits a request.
- VII. Candidates granted special status or special needs status will be placed on the list of accepted candidates **above the limited number of enrolment places**, if in the selection procedure of the application deadline in which they submitted applications they meet the general conditions for enrolment in the study programme and **in the regular selection procedure they were not accepted into any master's study programme** at the member faculty or academy **or into the selected doctoral programme**, and they have attained at least 90% of the minimum points required for admission.
- VIII. These Rules shall enter into force on the day after being posted on the University of Ljubljana website.

Prof. Dr Gregor Majdič,
Rector