

Pursuant to Article 16 of the Statute of the International School for Social and Business Studies (Number: 13/2017-Statute), the Senate of the International School for Social and Business Studies, at its 88th session on 28 June 2017, has adopted

### **Rules on education in the context of lifelong learning**

#### **I. General provisions and definitions**

##### **Article 1 (content of the Rules)**

The Rules determine the conditions and procedures for enrolment, inclusion, implementation and completion of education for candidates, participants in lifelong learning at the International School for Social and Business Studies (hereinafter ISSBS).

Education process aimed at obtaining a level of education is not covered by these rules.

##### **Article 2 (types of education)**

Education for lifelong learning, covered by these Rules, is divided into formal and non-formal education.

Forms of formal education are supplementary study programmes, parts of study programmes and individual learning units of study programmes.

Forms of non-formal education are courses, seminars, lectures, round tables, workshops, and other education and trainings which have no public validity.

##### **Article 3 (characteristics of education)**

Supplementary study programmes are accredited study programmes, intended primarily for improving, supplementing, deepening and updating knowledge.

Parts of study programmes are substantively unified groups of learning units of accredited study programmes.

Individual learning units of study programmes are learning units of accredited study programmes.

Non-formal education is a shorter form of education that does not include the assessment of acquired knowledge.

##### **Article 4 (recognition of knowledge and skills acquired in education)**

Participants in education can use the acquired documents when enrolling in study programmes at the ISSBS. Applications are processed in accordance with the Rules on the procedure and criteria on the recognition of knowledge and skills.

Article 5  
(participants in education)

Education candidates, following enrolment in the programmes referred to in Article 2 of these Rules, acquire the status of a participant in education.

The Rules on student mobility and the Rules on the procedure and criteria on the recognition of knowledge and skills apply to students of other higher education institutions who are included in the ISSBS study programmes according to the principle of mobility.

II. Call for enrolment in study programmes

Article 6

The call for enrolment in supplementary study programmes at the ISSBS is made public. The call for enrolment is published in accordance with the requirements of the Higher Education Act (Official Gazette of the Republic of Slovenia No. 32/2012, ZViS-UPB7, hereinafter ZViS) and with reasonable application of the Rules on the call for enrolment and enrolment in higher education (Official Gazette of the Republic of Slovenia No. 7/10, 3/11, 6/12, 7/13, 6/14 and 5/15), hereinafter PRVViS).

The call for enrolment in supplementary study programmes and parts of study programmes of the ISSBS is published at least two months before the beginning of implementation.

The call for enrolment for individual learning units of the ISSBS study programmes is published in the form of a timetable for the academic year.

The ISSBS publishes the call for the implementation of non-formal education in the form of leaflets and / or on websites, but may also use other forms of publication (e.g. posters, advertisements in various media, direct mail, etc.). Publications show information on the content, provider, method of implementation and timing of education.

III. Compliance with the conditions

Article 7

In order to enrol in supplementary study programmes and parts of study programmes, candidates have to, in accordance with the ZViS and PRVViS, meet the conditions for enrolment, which are determined by the accreditation of a study programme. The conditions are published in the Call for enrolment in supplementary study programmes and parts of study programmes and on the ISSBS website. Evidence of compliance with the conditions has to be attached to the application form.

If the number of candidates for enrolment in supplementary study programmes and parts of study programmes is larger than the number of enrolment places, the ISSBS may limit the enrolment and select candidates in accordance with the conditions for enrolment in case of limited enrolment, as in the call.

A candidate having appropriate prior knowledge may enrol in an individual learning unit of the study programme. Prior knowledge does not need to be proven additionally.

IV. Application

Article 8

The procedure for application and enrolment in supplementary study programmes and parts of study programmes is carried out in accordance with the ZViS, with the reasonable application of the PRVViS.

Candidates who apply for supplementary programmes and parts of study programmes fill in the e-form, published on the ISSBS website and submit it, with the attachments required, to the ISSBS Office of Study Affairs (hereinafter referred to as the Office).

The application for enrolment in supplementary study programmes or parts of study programmes is considered to be submitted on time, if it is submitted within the deadline published in the call.

For enrolment in individual learning units of the study programme, candidates fill in the e-form, published on the ISSBS website, and submit it to the Office, as a rule, before the start of implementation of the learning unit.

For enrolment in non-formal learning forms, candidates apply through the application form published on the ISSBS website. As a rule, the application ends when the vacancies are filled and no later than three days before the beginning of implementation.

## V. Enrolment

### Article 9 (enrolment procedure)

Enrolment in supplementary study programmes and in parts of study programmes takes place in accordance with the call for enrolment. Candidates who meet the conditions for enrolment and are accepted in the event of restricted enrolment, receive an invitation to enrol, an invoice for contributions upon enrolment and for tuition fees.

Candidates are enrolled in individual learning units of the study programme if there are still vacancies in the group. Candidates who are accepted receive an application form for enrolment and an invoice for education and performing obligations respectively.

Candidates are enrolled in forms of non-formal education when they submit the application form and pay the invoice for education.

Participants involved in forms of formal education are provided with access to the higher education information system NOVIS, the use of the library and other infrastructure and equipment of the ISSBS.

### Article 10 (contributions upon enrolment, tuition fees and costs of educational services)

Candidates for education in supplementary study programmes and parts of study programmes pay for education in accordance with the valid price list of the ISSBS.

Candidates for education in individual learning units of study programmes pay the invoice in accordance with the valid price list of the ISSBS. It is calculated on the basis of the number of credit points and in accordance with the valid price list of the ISSBS.

Candidates for forms of non-formal education are issued an invoice for education on the basis of the application. In the event that education is provided by an external provider and the ISSBS only being an organiser, the tuition fee may be issued by the organisation providing the education. Candidates pay the registration fee by the deadline stated on the invoice. The ISSBS reserves the right to cancel the implementation of an individual term of education. In case of cancellation, the registered candidates are notified before the beginning of the implementation. In case of cancellation by the ISSBS, the registration fee shall be refunded in full to the registered candidates.

## VI. Implementation of education

### Article 11

The ISSBS implements the supplementary study programmes and parts of the study programmes on the basis of a call for enrolment and in accordance with the annual implementation plan. The number of enrolment places for supplementary programmes and parts of study programmes is defined in the call.

As a rule, participants in supplementary programmes, individual parts of study programmes and individual learning units are included in the implementation, which takes place in organised education process according to the timetable for the academic year.

Participants in supplementary study programmes, parts of study programmes and individual learning units perform all study obligations that are provided by the curricula of respective learning units.

## VII. Completion of education

### Article 12

Participants in supplementary study programmes, parts of study programmes and individual learning units of study programmes complete their education when they successfully (with a positive grade) complete all study obligations.

Participants in the forms of non-formal education complete the education when implementation is completed.

### Article 13

Participants in supplementary study programmes and parts of study programmes have to perform and complete all anticipated obligations within 12 months of the date of enrolment. After this period, they may apply for an extension, but not more than once and not more than up to one year.

Participants address the application for extension to the competent commission and submit it to the Office. The competent commission shall issue an appropriate decision within 15 days.

Participants in individual learning units of study programmes have to complete all anticipated obligations of the subject within 12 months from the date of enrolment. After this period, they have to re-enrol if they want to complete the course.

## VIII. Suspension of education

### Article 14

If participants of supplementary study programmes and parts of the study programmes do not complete all the anticipated study obligations within 12 months after the date of enrolment and if they do not apply for an extension of this period, they shall be considered as to have suspended their education.

## IX. Certificates of education

### Article 15

Participants in supplementary study programmes and parts of study programmes that have successfully completed their education receive a certificate, which is a public document and is issued by the ISSBS, as a rule, once a year. The date is set in the study calendar of the current academic year.

The ISSBS may issue a certificate of enrolment in supplementary study programmes or parts of study programmes, a certificate of completed study obligations and a temporary certificate of completion of education to participants in supplementary study programmes or parts of study programmes.

Participants in the forms of formal education obtain a certificate of participation for each individual learning unit upon completion.

Participants of individual learning units of the study programme receive a certificate of completed study obligation after having successfully completed the learning unit.

Participants in forms of non-formal education receive a certificate of participation at the end of their education.

### Article 16

The content and form of certificates of completed education for participants in supplementary study programmes and parts of study programmes is determined by the Decision on the content and form of public certificates on completed education at the ISSBS.

Participants in forms of non-formal education obtain a certificate containing the serial number of the certificate, the provider, the name and surname of the participant, date of birth, place and country of birth, address and duration of training upon completion of the education.

## X. Records of personal data of participants

### Article 17

The ISSBS is obliged to collect, keep and store records containing personal data of participants in supplementary study programmes, parts of study programmes and individual learning units in accordance with Articles 81, 82 and 83 of the ZViS.

For participants in the form of non-formal education, the ISSBS collects, manages and stores only data on name, surname, date of birth, place and country of birth and contact address (e.g. e-mail address).

Personal data of participants in education are collected, kept and stored only for the purposes of the procedures for registration, entry and issue of certificates and keeping records described in these Rules. The procedures are carried out in accordance with the principles and provisions of the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, No. 94/07, ZVOP-1-UPB1).

The records of issued certificates are kept by the ISSBS in accordance with the relevant instructions and documents on completed education at the ISSBS.

## XI. Transitional and final provisions

### Article 18

Participants in supplementary study programmes, parts of study programmes, individual learning units of study programmes and forms of non-formal education have the right to appeal against decisions taken by the ISSBS bodies on their rights, obligations and responsibilities. The injured parties may appeal to the ISSBS Senate within 15 days from the day of service of the decision.

### Article 19

The Rules shall enter into force on 1 July 2017 and are published in the higher education information system NOVIS and on the ISSBS website. On the day of the entry into force of these Rules, the Rules on Education for Lifelong Learning, number: 31/2015-PR.VŽU, from 30 September 2015 shall cease to be valid. On the day the Rules enter into force, the procedures running on the day of the application of these Rules or having started before the entry into force of this procedure shall be completed in accordance with the provisions of the Rules on education for lifelong learning, number: 31/2015, from 30 September 2015.

Doc. Dr. Srečko Natek  
Dean of the ISSBS

Celje, 28 June 2017  
Number: 17/2016-PVŽU

E-forms:

- [Application for participants in education within the framework of Lifelong Learning at the International School for Social and Business Studies \(ISSBS\).](#)
- Registration for participants in non-formal education.