

Pursuant to Article 39 of the Statute of the International School for Social and Business Studies (No. 11/2026-Statute), the Dean of ISSBS, Prof. Dr. Kristijan Breznik, adopted on 1 July 2026 the following:

CRITERIA FOR THE ASSESSMENT OF APPLICATIONS SUBMITTED BY STUDENTS AND ENROLMENT CANDIDATES

Article 1

These Criteria for the Assessment of Applications Submitted by Students and Enrolment Candidates (hereinafter: the Criteria) set out in greater detail the procedure for handling the various applications submitted by students and enrolment candidates (hereinafter: student) in accordance with Article 22 of the Statute, and define the criteria on the basis of which the competent commissions decide to approve or reject an application. The tasks and competences of the commissions are defined in the Statute.

Article 2

These Criteria apply to the assessment of student applications and justified grounds in the following cases:

- extension of student status,
- re-enrolment in a study year,
- exceptional enrolment in a higher study year,
- early completion of higher-year requirements,
- accelerated progression of a student who achieves above-average results in their studies, and completion of studies in a shorter time than envisaged by the study programme,
- enrolment in a higher study year (under the criteria for transfers or the conditions for accelerated progression),
- change of elective course,
- continuation of studies after an interruption of more than two years,
- change in the study mode,
- change of study programme,
- concurrent (parallel) studies,
- extension of the validity of the topic of a bachelor's thesis, master's thesis, or doctoral dissertation,
- recognition of requirements acquired through formal education, non-formal education, and/or informal learning,
- determination of bridging requirements,
- acquisition of special-status student status and/or the status of a student with special needs.

Article 3

The procedure begins with a written application submitted by the student, providing an appropriate justification and the relevant supporting documents.

The application is submitted electronically through the Faculty's Higher Education Information System (applications tab); exceptions are the application for resumption of studies after an interruption of more than 2 years, the declaration for re-enrolment, and the application for determination of bridging requirements, which are available on the Faculty's website. Each application must be accompanied by the relevant supporting evidence. Applications that are not available in the Faculty's Higher Education Information System are forwarded, together with all required documentation, to the Office for Study.

The Office for Study receives and duly records applications addressed to the competent commissions, and, in the event of incomplete documentation, invites students to supplement it.

Applications are assessed by the competent commission.

Justified grounds for the consideration of applications by the competent commission are objective or subjective reasons that have directly or indirectly affected the student's (in)ability to fulfil study requirements, or other reasons relevant to the particular type of application referred to in Article 2 of these Criteria.

Article 4

In considering an application, the competent commission shall take into account the following justified grounds and supporting evidence:

- special-status student status:
 - categorised athletes and coaches:
 - a certificate from the Olympic Committee confirming categorised-athlete status for the current year of study, or
 - another certificate of national-level sporting achievements in non-Olympic sports disciplines;
 - students who are recognised artists and cultural workers:
 - awards or recognitions from cultural or humanitarian organisations for outstanding activity or achievements in the cultural or humanitarian field, issued by the relevant national umbrella institutions at the national level,
 - a decision of the Faculty granting the status of a recognised-artist or volunteer student;
 - other students who participate in (field-specific) international competitions;
 - certificate of participation in international competitions;
 - student parents, until their child begins compulsory schooling:
 - an extract from the register of births for the child,
- status of a student with special needs:
 - blind and partially sighted students, students with visual impairment;
 - deaf and hard-of-hearing students;
 - students with speech and language disorders (communication difficulties);
 - students with specific learning disabilities;
 - students with physical disabilities,
 - students with long-term illness;
 - students with autism spectrum disorders;
 - students with psychosocial difficulties.

Appropriate evidence in the case of claiming the status of a student with special needs:

- a medical certificate for the student or the student's child, indicating the duration of the illness, a description of the illness, and its effect on the student's ability to fulfil study requirements,
- an injury report, hospital discharge letter, or other medical certificate for the student or the student's child, indicating the treatment and the duration of the illness,
- a decision of the Health Insurance Institute of Slovenia (ZZZS),
- a certificate from a specialist gynaecologist confirming a high-risk pregnancy and related health problems during pregnancy,
- decisions of the Centre for Social Work concerning the student or family members in the same household,
- opinions of the Centre for Social Work concerning the student or family members in the same household,
- decisions of the Financial Administration of the Republic of Slovenia concerning the student or family members in the same household,

- decisions of the Pension and Disability Insurance Institute of Slovenia concerning the student or family members in the same household,
 - a certificate from the Employment Service of Slovenia confirming unemployment of family members in the same household,
 - judgments in family-law or criminal matters concerning the student or family members in the same household,
 - police reports or measures demonstrating exceptional social and family circumstances,
 - an extract from the register of births for the child (for children up to 3 years of age); the same applies, *mutatis mutandis*, to a student father who lives with the child in the same household,
 - an extract from the register of deaths for a close family member (father, mother, brother, sister, spouse, child, or guardian) in the current or previous academic year,
 - a disability decision concerning the student or family members in the same household,
 - a certificate demonstrating a serious illness or condition of a family member in the same household requiring additional assistance or care,
 - a certificate from the Administrative Unit confirming a shared household (only as supplementary evidence, where the supporting evidence relates to family members in the same household),
 - a decision issued to the student by the commission on the basis of the student's request for the granting of special status.
- concurrent enrolment of a student in two or more study programmes (parallel studies),
 - certificates of enrolment for both study programmes in the current academic year,
 - a transcript of completed requirements for both study programmes for all completed years of study.
 - study abroad,
 - an agreement on study abroad lasting more than 90 days in the current academic year (does not apply to professional practice/internship).
 - above-average results achieved by the student in their studies,
 - a certificate of completed study requirements,
 - a justification of the above-average nature of the study results, and
 - the learning units specified in the application that the student intends to complete early.
 - other longer-term reasons which, in the commission's opinion, are relevant to the assessment.

The evidence referred to in this Article, in accordance with the general provisions of this act, shall apply *mutatis mutandis* to other procedures under this act.

Article 5

(extension of student status)

A student's status may, for justified reasons (e.g., prolonged illness, exceptional family and social circumstances, parenthood), be extended in accordance with Article 116 of the Higher Education Act (HEA) (Official Gazette of the RS, No. 56/25, as amended) and Article 78 of the ISSBS Statute (11/2026-Statute), but by no more than one academic year. The decision on the extension of status on justified grounds is made by the competent ISSBS commission.

Female students who give birth during their studies, and students who become fathers during their studies, are entitled to an extension of student status by one year for each child born.

Article 6

(re-enrolment in a year of study and use of status for 12 months)

Article 111 of the HEA provides that students have the right to enrolment and education under the same conditions laid down by law, the Statute, and the study programme. In this regard, students:

- are educated and complete their studies, in the case of regular progression, under the conditions that applied at the time of enrolment,
- may change their study programme or its field,
- may repeat a year of study once during their studies at each individual cycle,
- may study concurrently on a parallel study programme,
- may progress through and complete full-time studies in a shorter time than envisaged by the study programme.

In accordance with Article 116 of the HEA, a student's status expires upon completion of the last semester if the student has, during their studies, repeated a year or changed their study programme or field, unless they enrolled in a higher year than the one in which they were already enrolled at that cycle. If a student exercises the right to re-enrolment or to a change of study programme or field without thereby progressing to a higher year, they may no longer make use of the 12-month status following completion of the final year, i.e., graduate status.

If a student wishes to exercise the right to re-enrolment in accordance with Article 111 of the HEA, they must submit a Declaration for Re-enrolment to the Office for Study, which the Office for Study then forwards to the competent commission for assessment.

If a student withdraws from a study programme or field and transfers to another study programme before the end of the academic year, their student status does not expire (Article 116 of the HEA).

Article 7 (exceptional enrolment in a higher year)

A student may enrol in a higher year of study once they meet all enrolment conditions. This means that the student must have accumulated a sufficient number of credit points (hereinafter: ECTS) and settled all financial obligations to the Faculty (payment of enrolment fees, tuition instalments, and any other invoices issued by the Faculty, publishing house, etc.).

- 1st cycle study programme:
 - A student may progress to the 2nd year if they have accumulated at least 45 ECTS.
 - A student may progress to the 3rd year if they have accumulated a total of at least 90 ECTS.
 - Students enrolled in the 2nd year of a first-cycle study programme under the transfer criteria must accumulate 90 ECTS to enrol in the 3rd year, taking into account the sum of requirements completed as part of studies at ISSBS and ECTS recognised from prior studies (under the commission's decision at the time of enrolment in the study programme).
- 2nd cycle study programmes:
 - A student may progress to the 2nd year if they have accumulated at least 45 ECTS.
- 3rd cycle study programmes:
 - A student may progress to the 2nd year if they have accumulated at least 45 ECTS from the 1st year.
 - A student may progress to the 3rd year if they have accumulated at least 60 ECTS from the 1st year and 30 ECTS from the 2nd year.

If a student does not meet the above progression conditions, they may submit an application for Exceptional Enrolment in a Higher Year without Completed Requirements to the competent commission.

Article 8 (early completion of higher-year requirements, accelerated progression, and enrolment in a higher year under the transfer criteria or accelerated-progression conditions)

Completion of higher-year requirements is possible where the student meets at least one of the following conditions:

- a) a student with an average grade generally above 8.5 and outstanding academic achievements (e.g., publication of contributions at an international scientific conference, sole-authored publications in scientific or professional journals, awards at student competitions) may be permitted to complete more than 60 ECTS in an academic year,
- b) a student who, already at the time of enrolment in a year of study, has partially completed the requirements of the enrolled year to the extent of at least 12 ECTS, may be permitted to take examinations of higher years up to a total of 60 ECTS in that academic year.

Completion of higher-year requirements is approved by the competent commission, which determines the list of eligible learning units and the scope of ECTS the student may complete. In determining the requirements, the commission takes into account their vertical and horizontal connections.

The Faculty delivers learning units during the academic year in accordance with the delivery plan. This means that, where a student is granted the right to complete higher-year requirements, the Faculty does not guarantee an adapted delivery schedule or examination dates.

Accelerated progression of a student

A student who demonstrates outstanding academic achievements and, in accordance with point (a) of the preceding paragraph, completes the corresponding scope of higher-year requirements ahead of schedule, thereby meeting the conditions for progression, shall, on the basis of the student's application, be permitted to enrol in the higher year for which they meet the conditions. The application for accelerated progression must be submitted before delivery of the learning units the student wishes to complete begins.

Enrolment in a higher year (under the transfer criteria)

Transfers between study programmes are possible in accordance with the applicable Higher Education Act, the ISSBS Criteria for Transfers between Study Programmes, the accredited study programme, and the ISSBS Statute.

Applications from candidates for enrolment in a higher year (under the criteria for transfers between study programmes or the conditions for accelerated progression) are considered by the competent ISSBS commission. In the procedure for the recognition of knowledge and skills, the commission may recognise part of the study requirements for the candidate and determine the study requirements the candidate must complete in order to complete their studies on the study programme.

Article 9

(changes to elective learning units)

Students choose their elective learning units at the time of enrolment in a year of study. A change of an elective learning unit is possible only if delivery of both the originally chosen and the desired learning unit has not yet begun.

At a later stage, students may change elective courses only where justified reasons exist for doing so, including subsequently changed delivery circumstances beyond the student's control (a subsequent timetable change affecting attendance, non-delivery of a course) or a prolonged absence of the student (study exchange, prolonged illness, maternity/paternity, etc.). The student must demonstrate the justified reasons in a duly submitted application accompanied by supporting evidence.

All changes after the start of the academic year are decided by the competent commission. Changes are possible until available places in the particular learning unit are filled.

Article 10

(resumption of studies after an interruption of more than two years)

An interruption of studies occurs on the date the student withdraws from the study programme, or by not enrolling in a higher year, or if the student does not make use of the possibility of enrolment within twelve months of completing the last semester.

If a student interrupts their studies for 24 months or less, they may resume and complete their studies under the study programme in which they are enrolled, thereby retaining the right to fulfil study requirements under that study programme.

If more than 24 months have elapsed since the end of the academic year in which the student was last enrolled, the student must submit an application to the competent commission in order to resume their studies. The application, and any outstanding study requirements determined by the decision, are charged in accordance with the applicable Price List.

If a student has interrupted their studies or repeated a year, and the study programme in which they were enrolled has changed prior to re-enrolment, the requirements already completed that correspond to the requirements of the amended programme may be recognised, and the student may be permitted to resume or complete their studies under the amended study programme, with study requirements determined in a scope and content that enable the student to achieve the learning outcomes of the amended study programme. In such cases, the conditions of the amended study programme apply to the student upon resumption of studies. The student submits an application to the competent commission.

Before a certificate of graduation can be issued, the student must have settled all financial and other obligations related to the completion of studies.

Article 11 (change in the mode of study)

When changing the mode of study at the 1st or 2nd cycle, the following instructions apply where enrolment is in the same or a higher year:

- Candidates wishing to change their mode of study must submit an enrolment application via the eVŠ web portal within the announced application deadlines.
- At the same time, the candidate must also submit an application for a change in the mode of study through the Faculty's Higher Education Information System .
- Candidates apply/enrol for places that remain available.
- In considering applications, the commission takes into account the availability of places and whether enrolment conditions are met.
- If, when changing the mode of study, the student also wishes to move to a higher year, it is additionally verified, alongside the other conditions, whether the student meets the conditions for progression to a higher year.

Article 12 (change of study programme)

When changing the study programme at undergraduate or postgraduate level, the following instructions apply where enrolment is in the same or a higher year:

- Candidates wishing to change their study programme must submit an enrolment application via the eVŠ web portal within the announced application deadlines.
- At the same time, the candidate must also submit an application for a change of study programme through the Faculty's Higher Education Information System.
- Candidates apply/enrol for places that remain available.
- In considering applications, the commission takes into account the availability of places and whether enrolment conditions are met.

- If, when changing the study programme, the student also wishes to move to a higher year, it is additionally verified, alongside the other conditions, whether the student meets the conditions for progression to a higher year.

Article 13 (parallel studies)

After successfully completing the first year of study, a student may enrol concurrently in another study programme, provided they meet the enrolment conditions.

A student wishing to study concurrently at ISSBS must attach to their application a certificate of completed requirements and a certificate of enrolment in a higher year at the higher education institution where they are already enrolled, the consent of the (home) higher education institution to concurrent study, and all documentation prescribed by the enrolment call.

Where enrolment in concurrent studies is limited, the average grade of all previously completed study requirements at the higher education institution where the student is already enrolled is taken into account.

An ISSBS student wishing to study concurrently must successfully complete the 1st year of study. The application for concurrent studies is addressed to the competent ISSBS commission.

Article 14 (extension of validity of the topic of a bachelor's thesis, master's thesis, or doctoral dissertation)

The procedure for extending the validity of the topic of a bachelor's thesis, master's thesis, or doctoral dissertation shall be governed by the Rules on the Completion of First- or Second-Cycle Studies, or the Rules on Doctoral Studies, as applicable.

Article 15 (recognition of requirements)

The procedure for recognising requirements completed at other institutions or study programmes, and for recognising non-formally acquired knowledge, shall be governed, *mutatis mutandis*, by the Rules on the Procedure and Criteria for the Recognition of Knowledge and Skills, the Rules on Professional Practice, and these Criteria.

Article 16 (determination of bridging requirements)

Candidates who are graduates of other professional fields seeking enrolment in second-cycle study programmes must, prior to enrolment, complete study requirements from the professional fields of the programme. Candidates may complete these study requirements as part of first-cycle education, a supplementary study programme, or through bridging examinations, determined for them by the competent ISSBS commission on the basis of their prior knowledge.

The application for the determination of bridging requirements and the bridging programme are subject to a fee in accordance with the applicable Price List.

Article 17 (special-status student status and/or status of a student with special needs)

Students with special needs and special status are defined in Article 115 of the Higher Education Act (ZViS):

- Students with special needs are blind and partially sighted students or students with visual impairment, deaf and hard-of-hearing students, deafblind students, students with speech and language disorders, students with specific learning disabilities, students with physical disabilities, students with long-term illness, students with autism spectrum disorders, and students with psychosocial difficulties;
- Students with special status are students who are categorised athletes, coaches, recognised artists and cultural workers, other students participating in (field-specific) international competitions, and student parents until their child begins compulsory schooling.

Students with special needs and students with special status are entitled to adaptation of the delivery of study programmes on the basis of an individualised adjustment plan (Annexes 1 and 2), prepared by the higher education institution following an interview with the student. Students are, as a rule, invited to the interview within 2 months of the issuance of the competent commission's decision. On this basis, they may progress through and complete their studies over a longer period than envisaged by the study programme, while retaining the other rights and benefits of students under the first paragraph of Article 114 of the Higher Education Act (ZViS).

An application for the acquisition of the status of a student with special needs and/or special status may be filed by a student of the first, second, or third cycle of study. The student submits the application to the Faculty's competent commission, either at the time of enrolment or at any time during the academic year when the grounds for acquiring the status arise.

The application is submitted through the Faculty's Higher Education Information System, in accordance with the provisions of this document. In the application, the student must clearly state which status they are claiming, describe the difficulties or obstacles they face, and attach the relevant supporting evidence substantiating their statements or demonstrating the specific deficiency, obstacle, or disorder.

The student is informed of the competent commission's decision regarding the acquisition of the status of a student with special needs or special status by a decision served via ZUP (General Administrative Procedure Act) service of process.

Individual adjustments or limitations for students, related to the status acquired, are addressed on a case-by-case basis. A student with special status exercises adjustments in the delivery of lectures, exercises, and knowledge assessment in accordance with an individual arrangement with the relevant learning-unit instructor. Regardless of status, all students must complete the learning unit in accordance with the curriculum and achieve the learning outcomes defined therein. The student consults with the higher education teacher of the relevant learning unit on the manner of achieving the learning outcomes. The student may obtain additional professional support in the relevant subject area through the ISSBS Tutoring system.

Instructors/coordinators of individual learning units are informed by the Office about students with special status/needs. In accordance with Article 115 of the ZViS, instructors/coordinators of learning units are informed that these students are entitled to adaptation of the delivery of study programmes on the basis of the individualised adjustment plan, which forms the basis for exercising such adjustments. The student informs the instructors/coordinators of individual learning units of the adjustments defined in the individualised adjustment plan (IAP) themselves.

Article 18

The student submits the application by the deadline set by the Faculty. The Faculty sets the deadline in accordance with the end of the examination period, but no later than 28 September of the current year.

The competent commission considers only complete applications. The application must be comprehensible and must include the appropriate documentation. The application must contain the student's explanation of why, and on which justified ground, they are relying, and must be accompanied by the evidence specified in these Criteria for the particular ground stated, demonstrating the truthfulness of the student's statements. The application must also be accompanied by proof of payment for the application, in accordance with the applicable ISSBS Price List.

If the student's application is incomplete or incomprehensible, or if the student does not attach supporting evidence to the application while relying on justified grounds in it, the Office shall, within 7 days, invite the student to remedy the deficiencies within a specified deadline or to attach the appropriate evidence referred to in Article 4 of this act, demonstrating the particular justified ground relied upon by the student. Invitations to supplement the application and notification of the student take place through the Faculty's Higher Education Information System.

If the student fails to remedy the deficiencies or to attach the appropriate evidence within the deadline, the competent commission shall dismiss the application by decision.

Article 19

The commission has the discretionary right to decide and assess, in each individual case, whether the student has demonstrated justified grounds for the approval of the application.

Article 20

The commission must issue the student a decision with a reasoned ruling and instructions on legal remedy within 7 days of the session of the commission that considered the application.

Pursuant to Article 96 of the ISSBS Statute, a student may lodge an appeal against the commission's decision within 15 days of the date of service of the decision. The competent commission is the first-instance authority for deciding on applications from students and candidates. As the second-instance authority, the Dean decides on appeals against decisions of the competent commissions, while the Senate decides on appeals against first-instance decisions of the Dean. An administrative dispute may be initiated against the final decision.

Article 21

These Criteria shall also apply to all other student applications not specifically defined herein, where the student relies on justified grounds.

Article 22

These Criteria shall enter into force on 1 July 2026 and shall be published in the Faculty's higher education information system and on the ISSBS website. Upon entry into force of these Criteria, the Criteria for the Assessment of Student Applications at the International School for Social and Business Studies, No. 14/2023-MerilaPR, dated 23 August 2013, shall cease to apply.

Prof. dr. Kristijan Breznik
ISSBS Dean

Celje, 1 July 2026

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Annexes:

- [Annex 1: Individualised Adjustment Plan](#),
- [Annex 2: Instructions for Preparing the Individualised Adjustment Plan](#)