



Univerza v Mariboru

Fakulteta za turizem

Academic Affairs Committee FT UM:
 - approves the request
 - denies the request

REQUEST TO ACADEMIC AFFAIRS COMMITTEE FOR ENROLMENT IN HIGHER YEAR, REPEATING, EXTENSION OF GRADUAND STATUS

1. Information about student

Student's name and surname: _____ Street name and number: _____ Post code and city: _____ Year of first enrolment: _____ Year of studies: _____ Type of degree programme: Profesional Master's	Registration number: _____ Mobile number: _____ E-mail: _____ Mode of study: Full-time Part-time
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To date I have gained _____ ECTS.

2. I want to extend enrollment in the same year of studies.

3. I would like to be admitted to the _____ year.

In order to meet the admission requirements, I would have to gain _____ ECTS and pass the examination in:
 _____.

4. I would like to repeat the _____ year; I have obtained _____ ECTS.

5. I would like to renew the graduand status; in order to graduate, I need to pass _____ examinations totalling _____ ECTS.

6. I could not fulfil all the requirements for the following justifiable reason (mark the number in front of the relevant justifiable reason):

- a) **Studying for two or more degrees at the same time;** *I enclose (mark appropriately):*
 - proof of enrolment for both degree programmes for the current academic year,
 - proof of fulfilled study obligations for both degree programmes for all years.

- b) **Top athlete status;** *I enclose (mark appropriately):*
 - the Olympic Committee's certificate of the athlete's status for the current year or other certificate of sporting achievements at the national level for non-Olympic sports
 - the faculty's decision granting athlete status
 - award or prize at the university level

- c) **Engagement in cultural activities and humanitarian work;** *I enclose (mark appropriately):*



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- awards and prizes awarded by cultural institutions and humanitarian organizations for active engagement or important achievements in the cultural or humanitarian field issued by relevant framework institutions at the national level
 - the faculty's decision granting artist status or volunteer status
 - award or prize at the university level
- d) **Maternity; I enclose (mark appropriately):**
- a copy from the birth certificate register (for children up to 1 year)
- e) **Illness lasting at least three months during classes or one month during the examination period; I enclose (mark appropriately):**
- a medical certificate for the student or student's child (issued after treatment) establishing the diagnosis, the duration of the illness as well as its effect on the student's ability to fulfil the study obligations
 - injury information form, discharge letter from the hospital or other medical certificate for the student or the student's child establishing the course of treatment and duration of the illness
 - certificate of high-risk pregnancy or medical problems during pregnancy issued by a gynaecologist
- f) **Military service; I enclose (mark appropriately):**
- certificate of the Ministry of Defence establishing the duration of military service
- g) **Exceptional social and family circumstances; I enclose (mark appropriately):**
- decisions of the Social Work Centre for the student or family members forming part of the student's household
 - opinions of the Social Work Centre for the student or family members forming part of the student's household
 - decisions of the Tax Administration of the Republic of Slovenia for the student or family members forming part of the student's household
 - decisions of the Pensions and Disability Institute of the Republic of Slovenia for the student or family members forming part of the student's household
 - Employment Office's certificate of unemployment of the student's family members
 - verdicts in family and criminal matters for the student or family members forming part of the student's household
 - police reports or measures establishing exceptional social and family circumstances
 - copy from the birth certificate register (for children up to 3 years). The same applies for male students if they are living with their child
 - copy from the death certificate register (father, mother, brother, sister, spouse, child or caregiver; for the current or previous academic year)
 - certificate of disability of the student or family members forming part of the student's household
 - certificate of a serious illness or condition of a family member forming part of the student's household and requiring help or nursing
 - the Administrative Unit's certificate of common household (only as an additional certificate if other documents relate to family members forming part of the student's household)
- h) **Studying abroad; I enclose (mark appropriately):**
- an agreement on studying abroad for more than 90 days in the current academic year (with the exception of internship)
- i) **Active participation in the bodies of the university or its members; I enclose (mark appropriately):**
- the rector's, dean's or presiding body's certificate of membership and active participation in bodies of the university or its members, including an attendance record

