

FURTHER PROFESSIONAL EDUCATION ACT (ZVSI)*

I. GENERAL PROVISIONS

**Article 1
(content of the Act)**

- (1) This Act regulates education leading to and training for certified further professional education, and the organisation of further professional colleges.
- (2) The provisions of the act regulating the organisation and financing of education shall apply to issues not regulated by this Act.

**Article 2
(objectives)**

- (1) Further professional colleges (hereinafter: colleges) shall perform the following tasks:
- to provide at an internationally comparable level knowledge and skills required for work and for continuing education;
 - to develop awareness of the rights and responsibilities of persons and citizens (hereinafter: citizens);
 - to develop and foster awareness of belonging to the state and national identity, and of the integrity of the individual (hereinafter: individual), and to develop and preserve cultural traditions;
 - to develop awareness of belonging to the European culture and history, and thereby to enable international links;
 - to promote lifelong education;
 - to enable the development and achievement of the highest level of creativity;
 - to develop independent critical judgement and responsible action;
 - to develop abilities to perform tasks of management, planning and supervision in working processes;
 - to enable the acquisition of vocational competences in accordance with vocational standards.
- (2) Colleges shall undertake development tasks in their professional fields.

**Article 3
(language of instruction)**

- (1) Slovenian shall be the language of instruction. Colleges providing education under certified study programmes may provide the following in foreign languages:
- parts of study programmes involving visiting lecturers or with significant numbers of foreign students enrolled;
 - whole study programmes, if they are also provided in Slovenian.
- (2) Colleges shall ensure the development of Slovenian as a professional language.
- (3) Foreign citizens and Slovenians without Slovenian citizenship shall be enabled to learn Slovenian.

* Adopted by the National Assembly of the Republic of Slovenia at its session on 15 July 2004.

(4) The minister responsible for further education (hereinafter: minister) shall determine the detailed method of concern for the development and learning of Slovenian.

Article 4
(education under equal conditions)

(1) Citizens of the Republic of Slovenia, Slovenians without Slovenian citizenship and citizens of the member states of the European Union may receive education in colleges under equal conditions.

(2) Slovenians without Slovenian citizenship under this Act shall mean descendants of persons of Slovenian nationality up to the third generation in the direct line.

(3) Foreign citizens may receive education in colleges under the same conditions as citizens of the Republic of Slovenia where they are in education under the principle of reciprocity.

(4) The minister shall define detailed conditions relating to the number of places, the payment of tuition fees and other rights and responsibilities of students in accordance with the law for the education of Slovenians without Slovenian citizenship, citizens of member states of the European Union and foreign citizens.

Article 5
(education of students with special needs)

Students with special needs shall be provided with the necessary additional equipment, while the organisation of study and assessment may be adapted to them under the rules adopted by the lecturers' assembly of the college.

II. STATUS AND BODIES

Article 6
(establishment and organisation of colleges)

(1) Public colleges shall be established by the Republic of Slovenia as public educational institutions or as organisational units of educational institutions.

(2) Private colleges may be established by Slovenian and foreign natural or legal persons. They may be established as educational institutions or as commercial companies, or may be organised as organisational units of institutions, commercial companies or other legal persons.

Article 7
(college bodies)

(1) Bodies of colleges organised as institutions shall be: college council, director, lecturers' assembly, professional staff, study committee and quality assessment and assurance committee.

(2) Bodies of colleges organised as organisational units shall be: strategic council, principal, lecturers' assembly, professional staff, study committee and quality assessment and assurance committee.

(3) If a private college is organised as a commercial company, it shall in addition to the bodies of the company also have: a strategic council, principal, lecturers' assembly, professional staff, study committee and quality assessment and assurance committee.

(4) Colleges shall also have other bodies in accordance with their charters and other regulations.

Article 9
(college council)

(1) The council of a college established as an educational institution shall comprise:

- two representatives of the founder,
- two representatives of employers appointed by the founder,
- five representatives of college staff, and
- two representatives of students.

(2) The college council shall appoint and dismiss the director, adopt the development programme of the college, the annual working plan and the report on the realisation thereof, decide on the introduction of above-standard and other programmes, adopt the financial plan and the final account of the college, discuss reports on study problems, decide on complaints regarding student status and on complaints relating to the rights, obligations and responsibilities of staff arising from labour relations, discuss matters submitted to it by the lecturers' assembly, the study committee and the quality assessment and assurance committee, schools inspectorate, representative trade union of employees, students or the community of students, and shall undertake other tasks defined by law and the charter.

Article 9
(council of colleges organised as organisational units)

Colleges organised as units shall have their representatives in the council of the institution or in the management body of the commercial companies of which they are organisational units. The chairman of the strategic council shall *ex officio* be a member of the council of the institution, while no less than three representatives of students must also be members thereof. The number of representatives in the council and the composition thereof shall be defined by the charter.

Article 10
(strategic council)

(1) The strategic council shall be appointed by the council of the college or the management board of the commercial company for a period of six years. It shall comprise:

- three lecturers of the college;
- two representatives of the relevant chamber, ministries or employers;
- two representatives of students,
- one representative of graduates (hereinafter: graduates).

(2) The strategic council shall be managed by a chairman, who shall be elected by council members from among their number.

(3) The strategic council shall:

- adopt the long-term development programme of the college;
- propose above-standard programmes;
- propose the annual working plan of the college;
- propose the financial plan of the college;
- monitor quality assurance of further education;
- discuss reports on study problems or matters submitted to it by the lecturers' assembly, study committee, quality assessment and assurance committee, education inspectorate, representative trade union of employees or students, and
- undertake other tasks in accordance with the charter.

(4) The strategic council shall adopt the long-term development programme of the college in agreement with the council of the institution or the management board of the commercial company. In adopting the annual working plan of the college, the council of the institution may not implement decisions contravening the proposal of the strategic council. In the event of discrepancies in the assessment of financial capacities or consequences of a proposed annual working plan, the positions of both bodies must be harmonised. The council of the institution or the management board of the commercial company shall take the final decision on the annual working plan.

(5) The strategic council shall cooperate with all bodies of the college.

Article 11 (director and principal)

(1) The head of a college organised as an independent institution shall be the director, while the head of a college organised as a unit shall be the principal.

(2) The director shall be the teaching head and management body of the college, and shall perform the following tasks:

- organise, plan and manage the work of the college,
- prepare the long-term development programme of the college,
- ensure the international comparability of the college,
- prepare annual working and financial plans, and be responsible for the implementation thereof and prepare annual reports on the realisation thereof,
- ensure the quality provision of study programmes, cooperate with employers and conclude contracts on practical education of students,
- be responsible for the exercise of the rights of students,
- manage the work of the lecturers' assembly,
- appoint examination committees,
- formulate proposals for above-standard programmes,
- monitor the work of professional staff and associates, advise them and foster their professional education and training,
- decide on the promotion of staff to higher pay classes and propose their promotion to titles,
- foster and monitor the work of students and the student council,
- decide on disciplinary measures and on the implementation of programmes for students with special needs,
- represent the college and be responsible for the quality and lawfulness of work,
- determine the systematisation of work posts, ensure and accept responsibility for the financial operations of the college,
- determine salaries for employees, and accept responsibility for the correct calculation thereof,
- decide on the conclusion of labour relations and disciplinary responsibility of staff, and undertake other tasks in accordance with the law and other regulations.

(3) If a college is organised as an organisational unit, the principal shall independently undertake the tasks from the previous paragraph except for those undertaken in cooperation with him or her by the director of the institution or of the commercial company as the management body. The director of the institution or commercial company shall in cooperation with the principal:

- harmonise the annual working and financial plans of the college, accept responsibility for the implementation thereof, and prepare annual reports on the realisation thereof,
- determine the systematisation of work posts, ensure and accept responsibility for the financial operations of the college,

- determine salaries for employees, and accept responsibility for the correct calculation thereof,
- decide on the conclusion of labour relations and disciplinary responsibility of staff, and
- undertake other tasks in accordance with the law and other regulations.

Article 12
(lecturers' assembly)

(1) The lecturers' assembly shall consist of lecturers of the college. It shall be managed by the director or principal.

(2) The lecturers' assembly shall:

- discuss and decide on professional issues relating to educational work,
- issue opinions on the annual working plan,
- issue opinions on the long-term development programme of the college,
- discuss the annual quality report,
- propose the introduction of above-standard and other programmes and activities,
- decide on modernisation of study programmes and their implementation in accordance with regulations,
- adopt rules for adapting study for students with special needs,
- issue opinions on proposed appointment of the principal or director,
- issue initiatives for the promotion of professional staff and opinions regarding proposals of the principal or director for promotions,
- appoint lecturers of the college,
- cooperate with students, and
- perform other tasks in accordance with the law.

Article 13
(professional staff)

(1) Professional staff of the college shall comprise lecturers in the same subject or subject area or related groups of subjects.

(2) The professional staff shall discuss problems of a subject or subject area, harmonise criteria for assessment, submit proposals to the lecturers' assembly to improve study work, discuss comments of students and perform other professional tasks defined by the annual working plan.

(3) The director or principal shall appoint the head of the professional staff.

Article 14
(study committee)

(1) The study committee shall comprise no less than three lecturers of the college, and shall be managed by the chairman, who shall be one of the members. Members and the chairman of the study committee shall be appointed by the lecturers' assembly for four years, and may be reappointed.

(2) The study committee shall discuss issues relating to enrolment, advancement of students, and adaptation and modernisation of study programmes, and shall adopt criteria for determining, confirming and verifying knowledge obtained through work or other informally acquired knowledge recognised for students in complying with study obligations, and perform other tasks under authorisation of the lecturers' assembly.

- (3) The lecturers' assembly shall adopt standing orders for the operation of the study committee.
- (4) The study committee shall cooperate with students in its work.

Article 15
(quality assessment and assurance committee)

- (1) The quality assessment and assurance committee shall comprise a chairman and six members, to wit:
- five representatives of the college, such that all study areas or all subject groups are represented, and
 - two students.
- (2) The quality assessment and assurance committee shall perform the following tasks:
- create conditions for the establishment and development of quality education in the college,
 - establish mechanisms for current monitoring and assessment of quality and efficiency in the college through definition of evaluation methods, subjects of evaluation, the selection of instruments and criteria of evaluation and determination of the contents of evaluation,
 - plan, organise and coordinate the monitoring and assurance of quality in the college,
 - cooperate with the Council for the Evaluation of Higher Education and undertake comparisons with other colleges at home and abroad,
 - monitor graduate employment opportunities,
 - based on the responses of employers, formulate proposals for improvements, and
 - prepare reports on evaluation for discussion at the Council for the Evaluation of Higher Education and the Further-Education Study Programmes Accreditation Committee.
- (3) The chairman and members of the quality assessment and assurance committee shall be appointed by the lecturers' assembly.

Article 16
(community of further professional colleges)

- (1) Colleges may associate in the Community of Further Professional Colleges of the Republic of Slovenia (hereinafter: Community of Colleges) for the purposes of cooperation among themselves and with the relevant professional councils, the Further-Education Study Programmes Accreditation Committee, ministries, higher-education institutions and international associations regarding:
- the performance of development tasks in further education,
 - the preparation and provision of study programmes,
 - the introduction and monitoring of the quality of work,
 - the development and introduction of new forms and methods for working with students,
 - the introduction of interdisciplinary studies,
 - the promotion of further-education programmes,
 - monitoring international development guidelines in the area of further professional education, and cooperation with colleges and institutions at home and abroad,
 - the planning and provision of professional training,
 - the allocation of awards and prizes for students and college lecturers,
 - the preparation of graduate-employment programmes and monitoring of employment,
 - the preparation of starting points and renewal of further-education study programmes,
 - the preparation and introduction of common criteria for determining, confirming and verifying students' knowledge acquired through work,

- the formation of criteria for evident achievements in the professional field for the acquisition of the title of lecturer of a further professional college,
- the formation of legislation and regulations governing further education,
- the formation of a network of colleges,
- the establishment of a unified information system,
- the establishment of shared databases of college publications, and
- with employers for the purposes of practical education and modernisation of programmes with regard to the needs of the economy.

(2) The Community of Colleges shall propose members of the Further-Education Study Programmes Accreditation Committee, the Committee for the Appointment of Lecturers of Further Professional Colleges and the Council for the Evaluation of Higher Education.

(3) The Community of Colleges may be established if it associates no less than 70% of all colleges. The consent of the Government of the Republic of Slovenia shall be required for the charter.

III. STUDY PROGRAMMES AND CERTIFIED EDUCATION

Article 17 (certified education)

(1) Certified education shall be obtained under further-education study programmes and under training study programmes adopted under the procedure prescribed by law.

(2) Training study programmes are intended for training, additional training and updating and deepening knowledge at the same level of difficulty.

Article 18 (vocational standard)

(1) Further-education study programmes shall be designed on the basis of vocational standards adopted in accordance with the law.

(2) Training study programmes shall also be adopted on the basis of vocational standards when they enable the acquisition of a new title of professional education.

Article 19 (acquisition of education and documents)

(1) Anyone completing all obligations from a further-education study programme shall obtain a certified education and a diploma, which shall be a public document. The contents and form of diplomas shall be determined by the minister.

(2) The Appendix to the diploma shall be a constituent part of the diploma. Colleges shall issue them in Slovenian and one of the official languages of the European Union. Components of the form shall be determined by the minister at the suggestion of the Further-Education Study Programmes Accreditation Committee.

(3) Diplomas and Appendices to diplomas shall be free of charge.

(4) Anyone completing all obligations under a training study programme or under part of a study programme shall acquire a certified education and a certificate, which shall be a public document.

(5) Documents regarding the acquisition or supplementing of education obtained abroad shall be recognised in accordance with the law regulating the recognition and evaluation of education.

Article 20
(further-education study programmes)

(1) Further-education study programmes shall be designed according to common European principles on short programmes in higher-education, and shall consist of general and special parts.

(2) The general part shall contain:

- the name of the programme,
- the basic objectives of the programme or definition of the general and vocational competences acquired,
- the duration of studies,
- entrance conditions and selection criteria in the event of restricted enrolment,
- compulsory methods of knowledge assessment,
- method and forms of provision of study,
- conditions for advancement under the programme and for completion of studies,
- conditions for transfers between programmes,
- conditions for completing individual parts of the programme, if it contains such,
- data on the international comparability of the programme,
- data on links with programmes of other colleges in the single European further-education space.

(3) The general part shall also contain the title of the professional education acquired on completion of studies, and the abbreviation thereof.

(4) The special part shall contain:

- the syllabus with evaluation of study obligations under the European Credit Transfer System (hereinafter: ECTS),
- catalogue of knowledge,
- knowledge required of providers of individual subjects.

(5) Study programmes may be designed for multiple vocational standards. In such instances, modules shall be designed that enable the acquisition of a vocational qualification in accordance with the regulations governing national vocational qualifications.

Article 21
(training study programmes)

Training study programmes shall consist of general and special parts. In addition to the components from Article 20 of this Act, the general part shall also contain data on the method of recognising knowledge and skills acquired.

Article 22
(joint study programmes)

(1) Joint study programmes shall be further-education study programmes provided by colleges from the Republic of Slovenia with one or more colleges from the Republic of Slovenia or from abroad.

(2) Joint study programmes shall be adopted in accordance with the law or the starting points defined by the Further-Education Study Programmes Accreditation Committee. Common European principles on short programmes in further education shall be taken into account in the determination of the starting points for the design and adoption of joint study programmes.

(3) Anyone completing all obligations under a joint study programme shall acquire a joint diploma that cites all the colleges participating in its implementation. Joint diplomas shall be

public documents. Colleges shall determine the contents and form of joint diplomas and appendices to diplomas by agreement.

Article 23
(title of professional education)

- (1) The title of a professional education shall indicate the level and type of education acquired on completion of a certified study programme, and shall be recorded on the diploma, which shall be a public document.
- (2) The title of a professional education shall form a constituent part of the study programme and shall be determined for both sexes. It shall be awarded by colleges.
- (3) Regulations and other acts governing higher education shall be taken into account in the creation of titles of professional education and the abbreviations thereof.
- (4) The title of professional education shall be written after the name and surname.

Article 24
(study obligations and duration of education)

- (1) Study obligations in study programmes shall be evaluated with credits under the ECTS. Individual years of further-education study programmes shall be valued at 60 credits.
- (2) Further-education study programmes shall be valued at 120 credits and shall last for two years.
- (3) Training study programmes shall be valued at no less than 10 and no more than 35 credits.
- (4) Credit values shall be confirmed by the Further-Education Study Programmes Accreditation Committee.

IV. ACCREDITATION OF STUDY PROGRAMMES AND RECORDING IN RECORDS

Article 25
(Further-Education Study Programmes Accreditation Committee)

- (1) The Professional Council of the Republic of Slovenia for Vocational and Professional Education (hereinafter: professional council) shall appoint the Further-Education Study Programmes Accreditation Committee. The Committee shall perform the following tasks:
 - produce professional starting points for the preparation of further-education study programmes and training study programmes in accordance with the law,
 - analyse conformity of proposed new further-education study programmes and training study programmes with the starting points, and submit them for adoption by the professional council,
 - confirm the evaluation of study programmes under the ECTS,
 - discuss evaluation reports of colleges,
 - determine the criteria for evident achievements in the professional field for the acquisition of the title of lecturer of a further professional college,
 - perform other tasks in accordance with the law.
- (2) In its work, it shall cooperate with professional councils for individual areas of education and with the Vocational Education Centre of the Republic of Slovenia.
- (3) The Further-Education Study Programmes Accreditation Committee shall have 11 members as follows:
 - one representative of the Government of the Republic of Slovenia,

- one expert in the field of further professional education,
- three college lecturers,
- one expert in the field of higher education,
- two representatives of employers,
- one representative of the representative trade unions, and
- two representatives of students.

(4) The professional council shall propose the expert in the field of further professional education. College lecturers and students shall be proposed by colleges or the Community of Colleges, the expert in the field of higher education by higher-education institutions, and representatives of employers by the relevant chambers and associations.

(5) The chairman of the Further-Education Study Programmes Accreditation Committee shall be one of the members and shall be nominated by the professional council.

Article 26

(conditions for the performance of further-education activities)

(1) Colleges providing education under certified study programmes shall be obliged to have secured professional staff and associates with the prescribed education, and the premises and equipment defined by the minister after prior consultation with the relevant chambers or associations of employers. College lecturers must be appointed to a title in accordance with this Act.

(2) Colleges shall be obliged to employ a full-time director or principal and organiser of practical education, and a student-affairs officer, and to conclude employment or labour contracts with other professional staff and associates.

(3) In addition to lecture theatres, other classrooms and laboratories, colleges shall be obliged to have a suitable library, a students' office and premises for professional staff and associates. All premises must be in a location that enables the undisturbed provision of the study programme.

(4) The ministry shall *ex officio* verify compliance with the conditions from this Article every five years.

Article 27

(recording in records)

(1) Colleges may commence the performance of further-education activities on their recording in the records maintained by the ministry.

(2) Public colleges shall be recorded in the records *ex officio*. They shall be obliged to submit to the ministry contracts with employers regarding practical education of students, which in accordance with analysis of staffing needs, must be created on the adoption of the further-education study programme and be confirmed by the Chamber of Commerce and Industry of Slovenia or by another relevant chamber.

(3) Private colleges shall be recorded in the records at the proposal of the founder. In addition to the charter, evidence of professional staff and associates, premises and equipment, they shall also attach to the proposal for recording in the records contracts with employers regarding practical education of students, which in accordance with analysis of staffing needs, must be created on the adoption of the further-education study programme and be confirmed by the Chamber of Commerce and Industry of Slovenia or by another relevant chamber.

(4) The records shall also record the provision of certified study programmes abroad organised by the college independently or in cooperation with other colleges.

(5) The format of records and the procedure for recording and deletion shall be determined by the minister.

Article 28
(prohibition of the performance of educational activities)

A college shall be prohibited by decision of the minister from providing a certified study programme if the competent inspectorate finds that:

- it violates the prescribed tender-enrolment procedure,
- it fails to provide study programmes in accordance with the law and other regulations,
- it fails to perform further-education activities in appropriate premises and with staff who comply with the prescribed conditions, or
- if the Council for the Evaluation of Higher Education in its opinion concludes that it fails to achieve the prescribed standards.

V. ENROLMENT

Article 29
(entrance requirements)

(1) Anyone who has completed a general or vocational *matura* may enrol in further education.

(2) Anyone who has completed crafts, foreman or management examinations, who has three years work experience and who passes a test of knowledge in general-education subjects to the extent prescribed for the vocational *matura* in secondary professional education may also enrol in further education.

(3) Individual further-education study programmes may also define as entrance requirements special talents, skills and psycho-physical capacities important for the successful performance of a particular vocation.

Article 30
(tender)

(1) Enrolment in further-education study programmes shall be conducted pursuant to a public tender. A joint tender for enrolment shall be published for education under certified programmes no less than six months prior to the start of the new academic year.

(2) In addition to the name and address of the college and the name of the study programme, the tender must also contain data on:

- venue for provision of studies,
- duration of studies,
- entrance requirements and criteria in the event of restricted enrolment,
- envisaged number of places in an individual programme,
- procedure and deadlines for applications, and implementation of enrolment.

(3) Public colleges shall be obliged to obtain the consent of the minister regarding the number of proposed places. For private further professional colleges, the maximum permitted number of places shall be determined by a decision upon entry in the records.

(4) Practical education of students must be ensured for all advertised places; colleges shall demonstrate this through a contract with employers recorded in the records of the relevant chamber.

(5) The minister shall determine the procedures and deadlines from the last indent of the second paragraph and the method of publication of the tender.

Article 31
(restricted enrolment)

(1) Colleges may restrict enrolment in the first year of an individual further-education study programme if the number of applications substantively exceeds the number of places advertised.

(2) Public colleges shall be obliged to obtain the consent of the minister regarding the resolution on restricted enrolment.

Article 32
(selection criteria)

When enrolment is restricted, selection criteria defined by the study programme shall be taken into account in the selection of candidates. In particular, general success in the *matura* or general success in the last two years of secondary school or in a professional course shall be taken into account, while success in individual subjects of secondary school, or general success in crafts, foreman or management examinations and marks in the test of knowledge of general-education subjects may also be taken into account.

VI. PROFESSIONAL STAFF

Article 33
(professional staff)

(1) Professional staff in colleges shall be: further professional college lecturers, instructors and librarians.

(2) Professional associates in colleges shall be laboratory assistants.

(3) Lecturers shall be obliged to have an appropriate university education, teacher-training, three years relevant work experience and evident achievements in their professional fields.

(4) Lecturers must be appointed to titles on the basis of criteria for evident achievements in their professional fields for the acquisition of the title of college lecturer adopted by the professional council.

(5) Instructors shall be obliged to have appropriate higher education and teacher training.

(6) Librarians shall be obliged to have appropriate higher education and teacher training.

(7) Laboratory assistants shall be obliged to have at least a further professional education.

(8) Persons without teacher training in accordance with this Act but who do have a valid title of higher-education teacher and who comply with the other prescribed conditions may also be lecturers.

(9) Irrespective of the provision of the third paragraph of this Article, persons who have not completed teacher training in accordance with this Act and who are not employed in education but who do have proof of the acquisition of teacher-training knowledge may exceptionally also be lecturers. The professional council shall decide on the suitability of the evidence in the procedure for appointment to the title of lecturer.

Article 34
(appointment to the title of lecturer)

(1) The title of lecturer shall be awarded by the lecturers' assembly of the relevant college. The professional council must agree to the appointment. If the lecturers' assembly has yet to be constituted, or if it is necessary to appoint a lecturer for an educational programme being newly introduced by the college, the title shall be awarded by the professional council.

- (2) Lecturers shall be appointed for a period of five years, and may be re-appointed.
- (3) The criteria for initial appointment to the title of lecturer shall determine the teaching and professional achievements demonstrated by the candidate:
- through relevant work experience in education, the preparation of study programmes, the writing of textbooks, the editing of textbooks, mentor work for young people, trainees or students, the organisation of educational activities for companies, and professional or research work in the field of education,
 - through work experience in a relevant professional field, postgraduate education, published professional articles, patents or the management of or participation in challenging projects, or through appropriate qualifications demonstrated by certified documents.
- (4) The professional council may stipulate the maximum number of different subjects for which a further professional college lecturer may be appointed.
- (5) In the reappointment of a lecturer, the candidate shall also be obliged to demonstrate educational achievements linked to work in further professional colleges or higher-education institutions.
- (6) In the procedure for the reappointment of a college lecturer, the lecturers' assembly shall be obliged to obtain the opinions of students. The method of formulating opinions shall be determined by the lecturers' assembly.
- (7) The professional council shall publish the criteria for evident achievements in the professional fields for the acquisition of the title of college lecturer in the *Uradni List of the Republic of Slovenia*.

Article 35
(committee for the appointment of lecturers)

- (1) The professional council shall appoint a committee for the preparation of decisions on the appointment of college lecturers or for the formulation of consents to such appointments. The committee shall comprise four lecturers proposed by colleges or the Community of Colleges, and one member of the professional council. The committee shall:
- prepare proposed criteria for evident achievements in a professional field,
 - prepare proposals for the appointment of lecturers or proposals for consent to such appointments,
 - maintain records on appointed lecturers.
- (2) The procedure for the acquisition of the title of lecturer shall be determined by the minister.

Article 36
(promotion to a title)

- (1) Lecturers and instructors may be promoted to the title of mentor, advisor or councillor.
- (2) Directors and principals may also be promoted to the titles from the previous paragraph.
- (3) The conditions, method and procedure for professional education and training and for promotion to titles shall be determined by the minister.

VII. COLLEGE STUDENTS

Article 37
(students)

(1) Anyone enrolling in further professional college on the basis of the enrolment tender and in education under a further education study programme shall be a college student (hereinafter: student).

(2) Student status shall be demonstrated by a student identity card or by an index booklet.

Article 38 (educational method)

Students shall be educated under further-education study programmes provided as full-time or part-time courses or distance-learning courses as a form of part-time study.

Article 39 (rights and obligations of students)

(1) Students shall have the right to enrolment and education under equal conditions laid down by law, other regulations and the study programme, wherein:

– in the event of regular advancement, they shall receive education and complete studies under the conditions applicable on enrolment;

– they may receive parallel education under multiple study programmes at the same college or at different colleges and study (interdisciplinary or individual) programmes at higher-education institutions;

– they may advance and complete education sooner than envisaged by the study programme;

– they may, if they have not complied with all obligations from the study programme, repeat a year or change study programmes or transfer to another further professional college;

(2) Students may complete their obligations from another year by examination.

(3) If a student is receiving parallel education at two or more colleges or higher-education institutions, these shall by agreement harmonise the method of compliance with education-related obligations.

(4) The study committee of the college shall decide on accelerated advancement of a student.

(5) If a student wishes to change study programme or transfer to another college, the director or principal of such college shall determine the number of credits obtained in studies to date, and shall determine the obligations that must be completed for the student to continue studies, and the intervals within which he or she must so do. The director or principal shall be obliged to obtain the opinion of the study committee prior to the decision.

Article 40 (special rights of students)

Compliance with the obligations from the study programme shall on the basis of a special request be adapted for students in parallel education, elite sportsmen and women and students preparing for international competitions in knowledge in the manner defined by the director or principal.

Article 41 (other rights and benefits of students)

(1) Irrespective of whether they are studying full-time or part-time, students shall have the right to health insurance and other benefits and rights (for instance food, transport, grants) in accordance with special regulations, unless they are in labour relations or are registered jobseekers.

- (2) Students complying with the prescribed conditions may live in a student hostel.
- (3) Students may exercise the rights and benefits from student status for no longer than three years.

Article 42
(commendations, prizes and other awards)

Colleges shall determine the criteria and procedure for the granting of commendations, prizes and other awards to students.

Article 43
(responsibilities of students)

Detailed provisions regarding the responsibilities of students, the procedures and method for issuing measures and the rights and responsibilities of students in a disciplinary procedure shall be determined by the director or principal. He or she shall be obliged to obtain the opinion of students prior thereto.

Article 44
(interruption of education)

The director or principal shall determine the conditions for the continuation and completion of studies for students who have interrupted their education for more than three years if the programme has substantively changed.

Article 45
(organisation of students)

- (1) Students may organise a student council.
- (2) The student council shall comprise representatives of students of the first and second years. The student council shall consist of five members elected by secret ballot. Members of the council shall elect a president of the council from among their number.
- (3) The student council shall discuss and submit to the competent bodies opinions on all matters relating to the rights and responsibilities of students, opinions on candidates for director or principal and on candidates for reappointment to the title of college lecturer, and adopt and implement a programme of interest activities for students in cooperation with the community of students.
- (4) Student councils may associate in a community of students, which shall be the representative student body on the national level.

Article 46
(cessation of student status)

- (1) College student status shall cease if the student:
 - graduates,
 - fails to graduate within 60 days of completion of the second year,
 - fails to enrol in the next year during his or her studies,
 - drops out,
 - is expelled.

(2) In instances from the second and third indents of the previous paragraph, student status may be extended on reasonable grounds, but by no more than one year.

(3) Those eligible under the previous paragraph shall include students from Article 40 of this Act and students failing to advance or complete their studies due to parenthood, military service, exceptional family and social circumstances or serious illness.

Article 47
(judicial protection of rights)

An administrative dispute may be lodged against a final decision on the acquisition or loss of student status and in other matters related to study.

VIII. ORGANISATION OF STUDY WORK

a) Organisation

Article 48
(academic year)

(1) The academic year shall run from 1 October to 30 September.

(2) Students' work in an individual academic year shall last from 37 to 42 weeks at 40 hours per week (full-time study).

(3) Where possible due to the nature of studies (part-time), students' work for an individual study year may irrespective of the provisions of the previous paragraph be spread over a longer period, but over no more than one-and-a-half academic years.

(4) The academic year shall have no less than 34 weeks of organised educational work.

(5) Organised education work shall include:

- lectures and exercises,
- practical education,
- professional excursions.

(6) There may be no less than 20 and no more than 40 hours of lectures and exercises per week.

(7) The director or principal shall determine the distribution of education, days off, the duration and distribution of student holidays, the distribution of annual leave and professional training for professional staff in accordance with the calendar adopted by the minister.

Article 49
(annual working plan)

(1) Educational work shall be provided under the annual working plan, which must contain:

- the extent (duration) and distribution of lectures, exercises and other educational work under the syllabus,
- enrolment plan,
- distribution of students by year and group,
- deadlines for passing examinations,
- quality assessment and assurance through self-evaluation,
- professional training for lectures and other professional staff,
- cooperation with other colleges, employers, chambers, societies and associations, and
- other tasks.

(2) On adoption of the annual working plan, its financial feasibility shall particularly be verified.

(3) Colleges shall be obliged in a special publication to present to students their rights and responsibilities, the characteristics of study programmes and the organisation of work in the college.

Article 50
(practical education)

(1) Colleges shall be obliged to cooperate with employers providing the practical part of education. The college, the employer and the student shall conclude a contract on the practical education in accordance with the study programme.

(2) The contract shall stipulate the rights and responsibilities of the student and the tasks and responsibilities of the employer and the college.

(3) An employer may conclude a contract on the provision of practical education for students if:

- it has suitable premises and equipment,
- its operation comprises activities for the occupation which the student is studying,
- it has an employee able to be a mentor for the student of a further professional college.

(4) Detailed conditions for the premises, equipment and mentor to be met by the employer shall be determined by the relevant chamber, which shall maintain a register of employers complying with the conditions from the previous paragraph.

(5) Detailed conditions on the content and procedure of maintenance of the register from the previous paragraph shall be determined by the minister responsible for the economy.

b) Assessment

Article 51
(assessment of knowledge and credit valuation)

(1) The knowledge of students shall be assessed in individual subjects and other components of the study programme through exercises, seminar papers and also possibly through products, project works, performances, services or in some other manner if such is stipulated by the study programme and through examinations.

(2) Students must be informed immediately of the result of an oral assessment of knowledge, and of the results of a written assessment within ten days of sitting the examination. Students shall have the right to inspect assessed written papers.

(3) Students' performance of obligations shall also be assessed with credits.

Article 52
(advancement)

(1) Students shall advance to the second year if at the end of the academic year they have completed all obligations defined by the study programme. For part-time students, study obligations may also be organised in a different manner.

(2) Students shall have the right to sit an examination in the same subject three times in the academic year.

Article 53
(right of appeal)

(1) Students may within three days of being informed of the result of an examination submit to the principal or director an appeal against the result. The principal or director shall be obliged within three days of submission of the appeal to appoint a committee, which in turn shall be obliged no later than within three days to reassess the student's knowledge. The lecturer who assessed the student in the examination may not sit on the committee.

(2) The decision of the principal or director and the assessment of the committee shall be final.

Article 54
(implementing regulations)

The minister shall prescribe in greater detail the method and procedures for the assessment of the knowledge of students, the examination schedule, the management of records and documentation and the form and contents of public documents.

IX. ADAPTATION OF EDUCATION FOR PART-TIME STUDENTS

Article 55
(adaptation)

(1) Colleges shall adapt the organisation and extent of education to part-time students. The extent of education shall be adapted so as to enable students to obtain credits defined by the study programme.

(2) Instructions for the adaptation of education for part-time students shall be adopted by the professional council at the proposal of the Further-Education Study Programmes Accreditation Committee.

X. COLLECTION AND PROTECTION OF PERSONAL DATA

Article 56
(list of records with personal data of students)

(1) Colleges shall keep the following records containing students' personal data:

1. records of students registered for enrolment and registered students,
2. personal file kept for each student from enrolment in the college to completion of studies or withdrawal,
3. examination records, recording registration for the examination, examination procedure and result achieved,
4. records of documents issued on completed studies.

(2) Records from clauses 1, 2 and 4 of the previous paragraph shall comprise: personal name of the student (also maiden name for female students), sex, date, place and municipality of birth, country of birth, permanent and temporary residence, EMŠO - standardised personal registration number of the resident, citizenship, previous education, method of study and other data under special regulations. Records from clause 2 of the previous paragraph shall also comprise data on examinations passed, advancement and completion of studies.

(3) Records from clause 3 of the first paragraph of this Article shall comprise: personal name of the student (also maiden name for female students), sex, EMŠO - standardised personal registration number of the resident, method of study, year of study, academic year of first enrolment, examination date, whether the examination is taken for the first time or repeated, result awarded.

Article 57

(list of records with employees' personal data)

(1) Colleges shall keep the following records with employees' personal data:

1. employee records,
2. salary records.

(2) The employee record shall contain data for each employee in labour relations. It shall first be managed when a worker concludes labour relations, and shall cease on the date of cessation of labour relations. Workers shall be obliged to report to the employer any changes to the data recorded in the record on the basis of their statements or personal documents within 15 days of the onset of such changes, unless the employer was directly informed in some other manner.

(3) Salary records shall first be managed for an individual worker on the date of conclusion of labour relations, and shall cease on the date of cessation of labour relations.

(4) Records from clauses 1 and 2 of the first paragraph of this Article shall contain: name and surname of the worker (also maiden name for female workers), sex, date and municipality of birth, permanent and temporary residence and other places from which the worker travels to work, EMŠO - standardised personal registration number, tax number of the worker, place of work, occupation, education, professional training for the performance of certain work or tasks, application for election to the title of lecturer, resolution of the professional council or resolution of the college and consent of the professional council for appointment to the title of lecturer, period of appointment, work post, description of work and tasks and responsibilities, working time of the worker in hours per week, temporary/permanent employee, part-time employee, disabled or retired, name of other employer, date of conclusion of labour relations, employer consent, date of cessation of labour relations and reason for cessation of labour relations.

(5) Records from clause 2 of the first paragraph of this Article shall also contain data on the worker's working hours and use thereof, the weekly teaching obligation, hours worked by months, annual leave and use thereof, absences due to professional education and training, absences due to temporary incapacity or absence from work for which salary compensation is received, overtime hours, data on working and insurance period, previous consent for supplementary work, consent for concluding a labour contract, data on determination of salary or pay, on gross salary or pay, on paid salary (basic salary, performance bonus, other) or pay, on paid personal income by purpose (solidarity assistance, redundancy, anniversary bonus, annual leave bonus), on paid salary compensation by purpose at the expense of other organisations or bodies, date of last promotion, number of promotions.

Article 58

(use of records with students' personal data)

(1) Students' personal data from the records from Article 56 of this Act shall be collected, processed, stored and supplied for the needs of further-education activities of colleges, further-education application services, state bodies, bodies of local communities, holders of public powers relating to the exercise of the rights of students under special regulations.

(2) The production of statistical analyses may use and publish personal data such that the identity of the student is not evident.

Article 59

(use of records with employees' personal data)

Employees' personal data from the records from Article 57 of this Act shall be collected, processed, stored and supplied for the needs of the further-education activities of colleges, for the needs of state bodies or for holders of public powers relating to implementing the salary system in the public sector and determining compliance with personnel conditions.

Article 60
(storing records)

Records from Articles 56 and 57 of this Act shall be permanently stored in accordance with special regulations, with the exception of records of students registered for enrolment, which shall be kept until registration is completed or a complaint procedure terminated.

Article 61
(documentation)

Provisions relating to the management, use and storage of personal data from records under this Act shall also apply to documentation on the basis of which personal data were collected. Documents on previous education shall be returned to students when enrolment is completed.

XI. SUPERVISION

Article 62
(inspection)

Supervision of compliance with the provisions of this Act shall be undertaken by the Education Inspectorate. Supervision of the exercise of the rights of students in practical education with an employer shall be undertaken by the inspectorate responsible for labour.

Article 63
(monetary fines)

(1) A fine of between SIT 2,000,000 and SIT 3,000,000 shall be imposed for a misdemeanour on a legal person, and from SIT 500,000 to SIT 1,000,000 on the responsible person of the legal person providing education under a certified study programme despite not being listed in the records in accordance with this Act.

(2) A fine of between SIT 500,000 do 1,000,000 shall be imposed for a misdemeanour on a legal person, and from SIT 150,000 to SIT 300,000 on the responsible person of the legal person, who provide certified study programmes using lecturers not appointed to a title in accordance with the law, or using unsuitable professional staff and associates.

(3) A fine of between SIT 500,000 do 1,000,000 shall be imposed for a misdemeanour on a legal person, and from SIT 150,000 to SIT 300,000 on the responsible person of the legal person, who provide certified study programmes in inappropriate premises or using inappropriate equipment.

(4) A fine of between SIT 500,000 do 1,000,000 shall be imposed for a misdemeanour on a legal person, and from SIT 150,000 to SIT 300,000 on the responsible person of the legal person, who violate the prescribed tender-enrolment procedure or who fail to provide certified study programmes in accordance with the law and other regulations.

XII. TRANSITIONAL AND FINAL PROVISIONS

Article 64
(cessation of provisions)

On the entry into force of this Act, the provisions of the Vocational and Professional Education Act (*Uradni List* RS 12/96 and 44/2000) and of the Adult Education Act (*Uradni List* RS 12/96) referring to further professional colleges shall cease to apply.

Article 65
(harmonisation of implementing regulations)

Implementing regulations defined by this Act must be issued within one year of its entry into force.

Article 66
(harmonisation of charters and bodies of colleges)

Charters and the composition of college bodies must be harmonised with this Act within one year of its entry into force.

Article 67
(lecturers and instructors)

Lecturers and instructors who complied with the statutory conditions for the performance of educational work in further professional colleges may continue to perform educational work after the entry into force of this Act.

Article 68
(Further-Education Study Programmes Accreditation Committee)

The professional council shall appoint the Further-Education Study Programmes Accreditation Committee no later than within three months of the entry into force of this Act, and its mandate shall cease together with the mandate of the professional council.

Article 69

Fines defined in Article 63 of this Act shall until the entry into application of the Misdemeanours Act (*Uradni List* RS 7/03) in the misdemeanours procedure be issued as monetary fines within the limits defined by the Misdemeanours Act (*Uradni List* SRS 25/83, 36/83 – corr., 42/85, 2/86 – corr., 47/87 and 5/90 and *Uradni List* RS 10/91, 13/93, 66/93, 35/97, 73/97 – CC ruling, 87/97, 73/98, 31/2000 and 24/01).

Article 70
(entry into force of the Act)

This Act shall enter into force on the day after its publication in the *Uradni List of the Republic of Slovenia*.