

Lexicon of Higher Education in Slovenia

Note: The Lexicon was prepared by Pavel Zgaga and Vesna Marn Borec upon the initiative of CEEPES as a contribution to Volume II of the Multilingual Lexicon of Higher Education (1995). Revised 1997.

I. THE SYSTEM AS A WHOLE

1. **Akt o ustanovitvi visokošolskega zavoda.** Charter of a higher education institution (→ Visokošolski zavod); the charter of a public institution of higher education is adopted by the Parliament of the Republic of Slovenia.
2. **Avtonomija državne univerze, avtonomija visokošolskih zavodov.** Autonomy of a state university, autonomy of institutions of higher education. It is defined by the Constitution of the Republic of Slovenia and the Higher Education Act (→ Zakon o visokem šolstvu).
3. **Dodiplomski/podiplomski študij.** Undergraduate/postgraduate studies.
4. **Financiranje javne službe v visokem šolstvu.** Funding of public service in higher education. It is defined by the Higher Education Act and the Standards for Performing Higher Education Activities (→ Standardi za opravljanje visokošolske dejavnosti) and Standards for Financing the Master Plan for Higher Education (→ Normativi za financiranje nacionalnega programa v visokem šolstvu).
5. **Javni/zasebni visokošolski zavod.** Public/private higher education institution.
6. **Komisija za kvaliteto visokega šolstva.** Quality Assessment Commission. A commission established by all higher education institutions in the state in order to monitor and assess the quality of higher education activities.
7. **Koncesija za opravljanje javne službe v visokem šolstvu.** Concession for public service in higher education. It can be granted to private institutions of higher education by the Government of the Republic of Slovenia on the basis of a public tender.
8. **Merila in postopki za ocenjevanje študijskih programov in visokošolskih zavodov.** Criteria and procedures on accreditation of study programs and higher education institutions. They were adopted by the Council for Higher Education of the Republic of Slovenia (→ Svet za visoko šolstvo Republike Slovenije) in May 1994. (See chapter VI.)
9. **Nacionalni program visokega šolstva.** Master Plan for Higher Education. It is adopted by the Parliament and defines the fields in higher education which are of national importance, the standards for performing higher education activities, the framework budget, etc. (See chapter II.)
10. **Normativi za financiranje nacionalnega programa v visokem šolstvu.** Standards for Financing the Master Plan for Higher Education. They are set forth by the Government of the Republic of Slovenia.

11. **Odlok o preoblikovanju univerze** Regulation on Reorganization of Universities. Pursuant to the stipulations of the Higher Education Act (→ Zakon o visokem šolstvu), the Parliament sets forth the reorganization of the existing universities in accordance with the new legislation by this Regulation.

12. **Redni/izredni študij.** Full time studies/part time studies.

13. **Sprejem študijskih programov.** Approval of study programs. Study programs are adopted by the senate of a higher education institutions. University members (→ Članica univerze) shall first obtain the approval of proposed study programs by the university senate (→ Senat univerze), and free-standing institutions of higher education (→ Samostojni visokošolski zavod) need the approval of the Council for Higher Education of the Republic of Slovenia (→ Svet za visoko šolstvo Republike Slovenije). The expert opinion of the Council for Higher Education of the Republic of Slovenia is required for all new study programs.

14. **Spremljanje in ocenjevanje kvalitete.** Quality monitoring and assessment. See Quality Assessment Commission (→ Komisija za kvaliteto) and Council for Higher Education of the Republic of Slovenia (→ Svet za visoko šolstvo Republike Slovenije).

15. **Standardi za opravljanje visokošolske dejavnosti.** Standards for Performing Higher Education Activities. They are adopted by the Parliament as part of the Master Plan for Higher Education (→ Nacionalni program visokega šolstva).

16. **Statut visokošolskega zavoda.** Constitution of the higher education institution. The constitution of a higher education institution (→ Visokošolski zavod), which is a legal entity, is adopted by the institution; it regulates the institution's internal organization, study matters, scientific, artistic and professional activities, etc.

17. **Svet za visoko šolstvo Republike Slovenije.** Council for Higher Education of the Republic of Slovenia. A 15-member buffer institution appointed by the Government. It gives advice in regulating higher education, it has certain legal powers (e.g. to grant accreditation in the procedure of establishing higher education institutions (→ Ustanovitev visokošolskega zavoda) and introducing new study programs (→ Uvedba študijskih programov). See also Criteria and procedures on accreditation (→ Merila in postopki za ocenjevanje študijskih programov in visokošolskih zavodov).

18. **Študij na daljavo.** Distance education.

19. **Študijski programi za izpopolnjevanje.** Credential study programs. Short study programs (one semester or similar) offering refreshment, improvement and credentials to graduates. (→ Potrdilo o izpopolnjevanju).

20. **Študijski programi za pridobitev univerzitetne izobrazbe.** Study programs leading to a university degree. They are offered by faculties and art academies and last 4 (the majority) to 6 years (medicine, dental medicine); see also Approval of study programs (→ Sprejem študijskih programov).

21. **Študijski programi za pridobitev visoke strokovne izobrazbe.** Study programs leading to a degree of a professional higher education institution. They last 3 to 4 years and include practical training. They are offered by professional higher education institutions

and may be offered by faculties as well. They were introduced by the new Higher Education Act. See also Approval of study programs (→ Sprejem študijskih programov).

22. Ustanovitev visokošolskega zavoda. Establishment of a higher education institution. The Council for Higher Education (→ Svet za visoko šolstvo) controls whether the requirements for establishing a higher education institution (fields of study, premises and equipment, academic staff, etc.) are met. Prior to adopting the charter of a new higher education institution (→ Akt o ustanovitvi visokošolskega zavoda), an expert opinion of the Council must be obtained.

23. Zaščita imen visokošolskih zavodov. Protected names of higher education institutions. The names of higher education institutions are protected by law and may be used only by higher education institutions established on the basis of the Higher Education Act (which stipulates that a positive expert opinion of the Council for Higher Education is required for the establishment of a higher education institution).

24. Zakon o visokem šolstvu (ZVŠ). Higher Education Act (HEA). It was adopted by the Parliament on December 7, 1993. (See chapter IV.)

SECTION II: INSTITUTIONS AND THEIR STRUCTURES

1. **Članica univerze.** University member. University members are faculties and art academies and possibly also professional higher education institutions. Public faculties and art academies may be established only as university members and not as free-standing institutions of higher education (→ Samostojni visokošolski zavodi).

2. **Drugi zavodi - članice univerze.** Other institutions, members of a university. They include university libraries, university institutes, student residence halls and other institutions needed in performing the activities of higher education institutions.

3. **Enota.** Unit. An organizational part of a higher education institution (→ Visokošolski zavod), e.g. a department, a center for distance education, a research center, a library, etc.

4. **Fakulteta.** Faculty (as an institution).

5. **Oddelek.** Department.

6. **Pridružena članica univerze.** Affiliated university member. See also free-standing higher education institution (→ Samostojni visokošolski zavod) established by a private founder, for example. They join a university and accept its regulations as far as the academic matters are concerned (e.g. for approval of new study programs, to award academic titles to faculty members, etc.).

7. **Samostojni visokošolski zavod.** Free-standing higher education institution. A public or private professional higher education institution which is not a university member (→ Članica univerze). It may also be a free-standing private faculty or private art academy which is not a university member. A free-standing higher education institution may become an affiliated university member (→ Pridružena članica univerze).

8. **Umetniška akademija.** Art academy.

9. **Univerza, državna univerza.** University, state university. It consists of faculties, art academies, possibly professional higher education institutions. Public faculties and art academies may be established only as members of a university; it is the university which is the legal person and not its members.

10. **Univerzitetni inštitut.** University institute.

11. **Višja šola.** Junior college. An institution (university member) which used to offer 2-year professional programs and was abolished with the new Higher Education Act. Pursuant to the stipulations of the Act on Vocational Education and Training (which was adopted on February 6, 1996), this type of colleges has been reintroduced as a post-secondary education institution belonging to the vocational education system. See also Associate degree (→ Višješolska izobrazba).

12. **Visoka strokovna šola.** Professional higher education institution.

13. **Visokošolski zavod.** Higher education institution. A generic concept denoting a university, a faculty, an art academy, a professional higher education institution. See also Protected names of higher education institutions (→ Zaščita imen visokošolskih zavodov). Universities (→ Univerza) and free-standing higher education institutions (→ Samostojni visokošolski zavod), e.g. a private faculty, a free-standing professional higher education institution, are legal persons.

SECTION III: GOVERNING AND ADMINISTRATIVE BODIES

1. **Dekan članice univerze.** Dean of a university member institution. (S)he is the academic head of the institution which is a university member; (s)he may be given other powers as well.

2. **Dekan samostojnega visokošolskega zavoda.** Dean of a free-standing university member institution. (S)he is the academic head and chief executive officer of the institution.

3. **Dekanat.** Dean's office. Administrative office of a faculty, art academy or professional higher education institution.

4. **Prodekan.** Vice-dean. As a rule, a faculty has 2 - 3 vice-deans.

5. **Prorektor.** Vice-rector. As a rule, a university has 4 vice-rectors.

6. **Rektor.** Rector. (S)he is the academic head and chief executive officer of the university. The Higher Education Act provides for a possible separation of the two functions (e.g. rector, director).

7. **Rektorat.** Rector's office. University administrative office headed by the secretary general or the director.

8. **Rektorska konferenca.** Rectors' conference.

9. **Senat univerze/fakultete/umetniške akademije/visoke strokovne šole.** Senate of the university/faculty/art academy/professional higher education institution. Academic bodies stipulated by the new legislation.

10. **Svet univerze.** University council. The administrative body of a higher education institution before the adoption of the new legislation.

11. **Študentski svet univerze/fakultete/umetniške akademije/visoke strokovne šole.** Student council of a university/faculty/art academy/professional higher education institution. It is a student representative body of a higher education institution with the right to veto and thus to postpone a decision concerning student rights and obligations (→ Pravice in dolžnosti študentov).

12. **Tajništvo visokošolskega zavoda.** Secretariat of a higher education institution. Higher education institution's administrative office. See also dean's office, rector's office.

13. **Upravni odbor univerze.** Administrative board of the university. The administrative body of the university stipulated by the new legislation.

14. **Znanstveno-pedagoški svet.** Teaching and research council. Prior to the adoption of the new legislation on January 1, 1994, it was the highest academic body of a higher education institution (→ Visokošolski zavod).

SECTION IV: ACADEMIC STAFF

1. **Gostujoči visokošolski učitelj.** Visiting scholar. Its status is defined by the Higher Education Act.

2. **Izvolitev v naziv visokošolskega učitelja, sodelavca ali znanstvenega delavca.** Award of titles to teaching and research faculty and faculty assistants (also: **habilitacija**). The title of a full professor is awarded by the university senate (→ Senat univerze) for an unlimited period of time. Other teaching faculty titles are awarded for 5 years by the university member institution's senate upon having obtained the approval of the university senate, or by the senate of the free-standing institution of higher education (→ Samostojni visokošolski zavod) upon having obtained the approval of the Council for Higher Education of the Republic of Slovenia (→ Svet za visoko šolstvo Republike Slovenije), respectively. The titles of research faculty and faculty assistants are awarded in a comparable manner.

3. **Merila za izvolitev.** Criteria for the award of titles to teaching and research faculty and faculty assistants. They are adopted by the university senate (→ Senat univerze) and the senate of a free-standing institution of higher education (→ Samostojni visokošolski zavod), respectively, upon having obtained an expert opinion of the Council for Higher Education of the Republic of Slovenia (→ Svet za visoko šolstvo Republike Slovenije). They represent a detailed stipulation of the requirements of the award of titles (→ Pogoji za izvolitev), especially of scientific, artistic and professional references.

4. **Pedagoška obveznost.** Teaching load. Number of contact hours per week to be served by a faculty member stipulated by law, e.g. 6 hours of lectures per week for full, associate and

assistant professors, 9 hours for senior lecturers and lecturers, up to 10 hours for teaching assistants, etc.

5. **Pogoji za izvolitev.** Requirements for the award of titles to teaching and research faculty and faculty assistants. They are stipulated by the Higher Education Act (→ Zakon o visokem šolstvu) and the Criteria for the award of titles to teaching and research faculty and faculty assistants (→ Merila za izvolitev). The requirements for a full, associate and assistant professor, for example, are: a Ph.D. degree, demonstrated satisfactory teaching performance and scientific, artistic and professional references.

6. **Sistemizacija delovnih mest.** Position classification. In public higher education institutions it is determined by the rector (→ Rektor) or the dean (→ Dekan) of a free-standing institution of higher education upon having obtained the approval of the minister responsible for higher education.

7. **Sobotno leto.** Sabbatical. It is a right granted to the teaching faculty by the Higher Education Act.

8. **Visokošolski učitelji, sodelavci in znanstveni delavci.** Teaching and research faculty and faculty assistants. Teaching faculty positions are: full professor, associate professor, assistant professor, at professional higher education institutions also senior lecturers and lecturers. Faculty assistants are: assistant, lector, expert adviser, senior adviser, junior expert and instructor. Research faculty positions are: research adviser, senior researcher and researcher.

9. **Zasebni visokošolski učitelj.** Private higher education teacher. His/her status is determined by the Higher Education Act; private higher education teachers are not higher education institution's employees, but work on a contractual basis.

SECTION V: STUDENTS

1. **Pravice in dolžnosti študenta.** Student rights and obligations. Certain fundamental student rights (e.g. the right to study, the right to repeat a year once in a course of study, the right to second-degree studies, the right to proceed with the studies on accelerated basis, the right to participate in administration) are stipulated by the Higher education Act (→ Zakon o visokem šolstvu), the others are determined in detail by the constitution of a higher education institution (→ Statut visokošolskega zavoda). Other rights (e.g. health care; student employment → Študentski servis) are stipulated by special legislation.

2. **Redni/izredni študent.** Full-time student/part-time student.

3. **Skupnost študentov.** Student union. Students enjoy the autonomous right to form a student union. The manner of implementing this right is stipulated by law.

4. **Status študenta.** Student status. It is obtained by enrollment into an institution of higher education and is terminated by graduation (→ Dokončanje študija), withdrawal, etc.; dodiplomski študent (undergraduate student); podiplomski študent (graduate student).

5. **Šolnina.** Tuition. No tuition is charged for state approved undergraduate study programs offered as a public service (full-time studies). Tuition and other fees are determined by a separate piece of legislation.
6. **Štipendija.** Scholarship/grant. Scholarships and grants are offered by ministries, public and private funds and employers; **štipendist** Grantee.
7. **Študentska organizacija.** Student organization. The activities of the student organization of a university are based on the Student Union Act.
8. **Študentski dom.** Student residence hall.
9. **Študentski servis.** Student employment center. It is a service provided for students seeking occasional part-time jobs. Student work is not taxed; a fee which is used for financing the student organization is charged instead.
10. **Študentsko posojilo.** Student loan.

SECTION VI: ACCESS AND ADMISSION

1. **Diploma.** Diploma/degree. A state recognized document awarded to a graduate after (s)he has met all the requirements of a study program leading to a degree of a professional higher education institution or a university degree.
2. **Dokončanje študija.** Completion of studies. Fulfillment of all graduation requirements of a study program. As a rule, the last requirement is the defense of the thesis (for a bachelor's, master's or Ph.D. degree); see also *diploma.
3. **Informativni dan.** Open house day. On open house days, which are usually organized by higher education institutions in February, information on admission opportunities and requirements is offered to prospective applicants.
4. **Matura.** Secondary school-leaving state examination. It is taken after the fourth year of general secondary education. It took place in 1995 for the first time. After 1995 it is a general prerequisite for enrollment into all higher education study programs, obligatory for study program leading to a university degree. The examination is taken in three compulsory subjects (mother's tongue, mathematics, first foreign language) and two electives. It is carried out by the National Examinations Center. See also *zaključni izpit (final examination), *vpisni pogoji (admission requirements).
5. **Omejitev vpisa.** Enrollment limitations. When the number of applicants for undergraduate study programs carried out as public service significantly exceeds the number of places available, the university or the free-standing institution of higher education passes the conclusion to limit the enrollment, for which the approval of the Government of the Republic of Slovenia is required.
6. **Prehodi med študijskimi programi.** Transferring. The right of a student who meets all requirements for the next class standing to transfer from one study program to the other.

7. **Preizkus posebnih nadarjenosti oziroma psihofizičnih sposobnosti.** Test of special talents or mental and physical aptitude. It is required for enrollment in arts and sports study programs.

8. **Razpis za vpis.** Pre-enrollment announcement. It is a public announcement of study places available for new applicants. It is usually published in January. It includes basic data on study programs, number of places available, admission requirements as well as application procedures and deadlines. The announcement is passed by a university or a free-standing higher education institution upon consent of the Government of the Republic of Slovenia.

9. **Študijsko leto.** Academic year. It lasts from October 1 to September 30.

10. **Tedenski/letni obseg študijskih programov.** Course load per week/year. Undergraduate study programs comprise at least 20 and 30 hours of lectures, seminars and exercises per week at the most; they last 30 weeks a year.

11. **Trajanje študija.** Duration of studies. See study programs leading to a degree of a professional higher education institution or to a university degree (*študijski programi za pridobitev visoke strokovne/univerzitetne izobrazbe).

12. **Vpis.** Enrollment. A student status is acquired by enrollment; **vpis v prvi oziroma višji letnik** (first-year enrollment and subsequent registrations), **vpis v podiplomski študij** (graduate enrollment).

13. **Vpisni pogoji.** Admission requirements. See also *matura, final examination (*zaključni izpit), test of special talents or mental and physical aptitude (*preizkus posebnih nadarjenosti oziroma psihofizičnih spretnosti), pre-enrollment announcement (*razpis za vpis). Till 1994, graduation from a four-year secondary school was a general requirement for admission to higher education study programs; in cases of limited enrollment also a satisfactory score at special selective tests (entrance examinations) given by individual higher education institutions was required. Since 1995 a general admission requirement to study programs leading to an university degree is *matura* and to study programs leading to a degree of a professional higher education institution is *matura or final examination*; in cases of limited enrollment (*omejitev vpisa) grades at matura or final examination (in principle 60%) and grades at the end of third and fourth year of secondary school (40%) are decisive. With exception of tests of special talents or mental and physical aptitude no other entrance examinations are required any more.

14. **Zaključni izpit.** Final examination. Between 1984 and 1991 there was no examination at the end of secondary education. Till 1994 final examination was compulsory in all types secondary schools (gymnasium, technical and professional secondary schools). Since 1995 it has been in principle examination at the end of a technical or professional secondary school, however students can choose also matura examination. Final examination consists of examinations in the mother's tongue and *either* mathematics *or* first foreign language plus two elective subjects. Compared to *matura, it is not an external examination. If students apply for admission to study programs leading to a degree of a professional higher education institution, the final examination after a corresponding secondary school program has an equal standing with the matura (according to the principle of professional vertical combination), but it does not meet the requirements for enrollment in study programs leading to a university degree.

SECTION VII: TEACHING AND LEARNING

1. **Diplomsko delo/naloga.** Degree thesis. A written thesis to be defended (*zagovor) usually at the end of studies; the thesis defense leads to the completion of studies.
2. **Govorilne ure.** Individual consultation. A fixed time once a week when the instructor is available for individual consultation with students.
3. **Letnik.** Year of study consisting of two semesters (*semester).
4. **Praksa.** Practical training. See also study programs leading to a degree of a professional higher education institution (*študijski programi za pridobitev visoke strokovne izobrazbe); **učna praksa,** practice teaching. A compulsory part of study programs in education.
5. **Predavanje.** Lecture. As a rule, it is given for a large group of students or even all of them.
6. **Predmet; obvezni, izbirni.** Subject; compulsory, elective.
7. **Predmetnik.** Syllabus. List of subjects of individual study programs.
8. **Semester.** Semester. It lasts 15 weeks.
9. **Seminar.** Seminar. It is usually offered for a fairly small group of 30 students.
10. **Urn timer.** Schedule of classes.
11. **Vaje; laboratorijske, eksperimentalne, terenske.** Exercises; laboratory, experimental, field work. They are offered for fairly small groups (30, 15 and less students).

SECTION VIII: EXAMINING AND EVALUATION

1. **Izpit; ustni, pisni, ustni in pisni.** Examination; oral, written, oral and written. It is stipulated by law that a student may take an examination in the same subject three times in the same academic year.
2. **Izpitno obdobje.** Examination term. Examinations are conducted at various terms and usually at three periods: June - July, September, January - February.
3. **Kolokvij.** Colloquium. Oral or written test of a student's knowledge before the examination.
4. **Komisijski izpit.** Examination in front of an examination committee. After a student has failed an examination three times in a row, (s)he shall take the examination in front of an examination committee consisting of three members.
5. **Ocena.** Grade. 10 - excellent, 6 - pass, 5 - fail.

6. **Ponovni izpit.** Repeated examination. Second and subsequent taking of an examination; a student may repeat an examination in order to obtain a higher grade.

7. **Seminarska naloga.** Seminar paper. A type of course requirement; a short paper which is a result of student's independent work and is presented and defended. It usually forms part of an examination.

8. **Zagovor diplomskega dela.** Defense of a degree thesis. An examination conducted by the examination committee where the candidate defends his/her degree thesis (*diplomsko delo/naloga).

SECTION IX: DEGREES AND DIPLOMAS

1. **Diploma.** Diploma/degree. A state recognized document awarded to a graduate after (s)he has met all the requirements of a study program adopted in accordance with the procedure in force. (See also *univerzitetna izobrazba; *visoka strokovna izobrazba).

2. **Diplomant.** Graduate. A person who holds an undergraduate degree.

3. **Doktor.** Doctor. A person who holds a Ph.D.

4. **Doktorat znanosti.** Doctorate (Ph.D.). Academic rank granted after a graduate (doctoral) study program. The program (doctoral dissertation preparation) lasting four years is approved by the university senate. Graduates with a master's degree enrol in a doctoral program, however the Higher Education Act sets forth a possibility to enrol in a doctoral program immediately after the completion of an undergraduate study program leading to an university degree.

5. **Javno veljavna visokošolska izobrazba.** State approved higher education qualification. It is granted to a student who has fulfilled all requirements for a degree or a credential study program adopted in accordance with the procedure in force.

6. **Magister.** Master. A person who holds a master's degree.

7. **Magisterij.** Master's degree. Academic rank granted after a completed graduate study program before a doctorate. Master's degree programs last two years and are offered by faculties and art academies.

8. **Potrdilo o izpopolnjevanju.** Certificate. A state recognized document awarded to a student after (s)he has fulfilled all requirements of a credential study program (* študijski program za izpopolnjevanje) adopted in accordance with the procedure in force.

9. **Specialist.** Specialist. A person who holds a specialist degree.

10. **Specializacija.** Specialist degree. Academic rank granted after a completed graduate study program lasting one to two years which is offered by faculties, art academies and also professional higher education institutions.

11. **Univerzitetna izobrazba.** University degree. Academic rank granted after a completed undergraduate study program leading to a university degree (see also *študijski program za

pridobitev univerzitetne izobrazbe). First generation of students enrolled to this type of programs in 1995. (See also * visokošolska izobrazba).

12. **Višješolska izobrazba.** Associate degree. Academic rank granted after completed 2-year study programs pursuant to the stipulations valid before 1994. The Higher Education Act does not define this rank any more. Last generation of students enrolled to this type of programs in 1995. See also junior college (*višja šola).

13. **Visoka strokovna izobrazba.** Professional higher education degree. Academic rank granted after a completed study program at a professional higher education institution. See also study program leading to a degree of a professional higher education institution (*študijski program za pridobitev visoke strokovne izobrazbe). First generation of students enrolled to this type of programs in 1995.

14. **Visokošolska izobrazba.** Higher education degree. Academic rank granted after completed 4 to 6-year undergraduate study programs valid before 1995. (See also *univerzitetna izobrazba).

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