

GUIDELINES FOR PARTICIPANTS – PROFESSIONAL SCHOOL

1. COURSE APPLICATION AND GRANTS

Important information:

Applicant needs to submit the application on time (through e-registration).

Each participant has to meet the following basic criteria:

- participant submitted complete application with required enclosures (*curriculum vitae* and *copy of the transcript with grade point average of current or previous study*),
- participant has completed study obligations in the amount of (at least) 180 ECTS at the bachelor level,
- participant is considered an adult (of age) in his/her country.

Criteria for selection of participants:

In case more than 30 participants will apply for the course, the participants will be selected according to the following criteria:

- grade point average or current or previous study (or enrolment into the 'EMUNI label master study programme 2010/11),
- recommendation letter(s) (of teacher or employer),
- connection of the field of study/work with the selected course.

Criteria for grants:

Only students can apply for grants. The grants committee will give the grants to the students on the bases of the following criteria:

- grade point average (or enrolment into the 'EMUNI label master study programme 2010/11),
- recommendation letter(s) (of teacher or employer).

2. DIDACTICS:

E-classroom (on-line)

Students will begin their preparation for the course approx. a month prior to the beginning of the face-to-face tuition. This part of the course will consist of on-line activities (reading/studying the course literature via e-classroom). On-line activities will continue after face-to-face lectures when final assignments need to be done.

Face-to-face tuition

During classical part of the course the participants should attend all lectures and other organised forms of education within the course. Furthermore, during this time, the students will have the opportunity to discuss issues with the professors on a daily basis.

Assessment

Students will be evaluated during the time of the lectures (shorter oral and written exams, evaluation based on active participation). Detailed instruction will be given at the beginning of the course.

Other forms of learning evaluation/assessment will be performed after the face-to-face tuition, when the students will be required to submit their final assignment.

All participants will receive a Certificate of Attendance, issued by EMUNI University. Participants that will receive a positive grade will receive a Transcript of Records with obtained ECTS credits.

Students' learning achievements are graded according to the following system:

Slovene grade	ECTS grade	Definition
10 (excellent)	A	Outstanding performance with only minor errors
9 (very good)	B	Above the average standards, but with some errors
8 (good)	C	Generally sound work with a number of notable errors
7 (satisfactory)	D	Fair, but significant shortcomings
6 (sufficient)	E	Performance meets the minimum criteria
1-5 fail	F, FX	Some more work required before the credit can be awarded