



Milica Poletanović PR Foreign Language Learning Studio Infinitiv (hereinafter referred to as: Studio), registration number: 63946753, on 05 April 2021 adopts the following

RULEBOOK ON ISSUANCE OF CERTIFICATE ON ACQUIRED KNOWLEDGE OF SLOVENIAN LANGUAGE AT BASIC LEVEL AS THE SECOND/FOREIGN LANGUAGE

Article 1

The Studio, pursuant to the decision on the approval of status of publicly recognized organizer of adult education activities by the Agency for Qualifications of the Republic of Serbia number: 610-04-108/2020-4 as of 24 March 2021, adopts this Rulebook on Issuance of Certificate on Acquired Knowledge of Slovenian Language at Basic Level as the Second/Foreign Language.

This Rulebook refers to all candidates for taking the exam on acquired knowledge of Slovenian language at basic level as the second/foreign language.

Article 3

Studio teaches and tests candidates and issues the certificate on acquired knowledge of Slovenian language at basic level as the second/foreign language in line with the adopted Plan and Program of education and testing.

Article 3

Candidates shall pay the fee for exam taking to the Studio at the moment of applying for test. Candidate shall be considered an applicant when the entire fee for exam taking is paid in full.

Exam taking fee shall be determined by the Studio in line with individual contracts signed with candidates. The fee shall include costs of exam execution and preparation of material for exam taking, as well as notifying candidates on important information.

After the payment of exam fee, the Studio shall not refund fee amount to the candidates in case the candidate withdraws from taking exam in a given term.

Each candidate that is not able to take the exam in a given term may delay exam taking once. Candidate shall notify the Studio on the inability to take the exam within seven days before the scheduled date of the exam such candidate is unable to take, at the latest, where after first delay, there is no option for further delay or money refund.

Article 4

Candidate shall be notified in advance on the place and time of exam taking by the Studio.

Candidate shall be notified on exam results within 3 weeks from exam taking date at the latest.

Article 5

In case the candidate passes the exam successfully, certificate on acquired knowledge of Slovenian language at basic level as the second/foreign language shall be issued by the Studio, in line with the decision of the Agency for Qualifications and other general acts of the Studio.

Stated certificate may be delivered in person at the premises of the Studio or sent by registered mail to the candidate.

Article 6

When taking the exam, the candidates are obligated to present an identification personal documents with photograph (ID card or passport) to the examiner for identity determination, prior to exam taking.

Personal data of the candidate as well as exam results shall be treated and kept confidential by the Studio in line with current regulations on personal data protection and shall not be available to the public. Candidate shall be entitled to review own results and personal information and data.

Article 7

This Rulebook shall come into effect on the date of adoption.

Rulebook shall be published on the webpage of the Studio and shall be available to all candidates.

In Belgrade

05 April 2021

Milica Poletanović PR Foreign
Language Learning Studio
Infinitiv

Legal Representative