



**NEW
UNIVERSITY**



**EUROPEAN
FACULTY OF LAW**

**STUDENTS HANBOOK
EUROPEAN FACULTY OF LAW**



NEW UNIVERSITY, EUROPEAN FACULTY OF LAW

Ljubljana, October 2024

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1. INTRODUCTION

European Faculty of Law is a prominent member of the New University, whose first aim is to become an elite university in terms of quality of study programs with international comparability, while respecting high ethical standards in all fields. Selection of academic staff with invaluable domestic and foreign experience enables us, dear students, to pass on years of accumulated and proven academic knowledge and practical doctrines.

In recent years, we have made many important steps, in addition to updated study programs, we have acquired numerous research programs and projects that involve students, we have become involved in international educational and research streams and have become recognized and respected both domestically and abroad.

The three-year undergraduate Law program qualifies students for all types of legal professions and provides them with the knowledge that one needs regardless of the chosen career, whether in the judiciary, the economy, the non-economic sector or in public administration.. The three-year professional higher education study program in Law and Management of Infrastructure and Real Estate is designed interdisciplinary and integrates knowledge of law, infrastructure management and real estate. Both programs enable enrollment in the Postgraduate study program in Law, Law and management of real estate, Alternative Dispute Resolution, or Civil and Commercial Law and further into the Doctoral program in Law or Law and management of real estate. The programs are designed to enhance your theoretical and practical competences and experience. These are the challenges that follow the desire for new knowledge, research, academic fellowship and other study activities. The programs are not just about imparting new skills, but also about building your whole and mature personality.



2. CAMPUS IN LJUBLJANA

Ljubljana, the capital of Slovenia, is a beautiful small city situated on the river Ljubljanica that flows between the city center and the castle hill above. Its river banks are filled with great restaurants, and chic bars popular with visitors and locals alike. The town boasts, the most relaxing atmosphere of all European capitals and offers endless cultural events and excellent quality of life. Ljubljana is a relatively small place, so you may feel like taking a day trip.

Some say it is the cutest capital in Europe. Some compare it to Prague, others to Paris, third to Venice, then again some may say it is incomparable to any of the mentioned. Ljubljana is unique. It stores 5000 years of history, some of it in traces and some of it in the most luxurious and confident manner. Imagine a colorful baroque with medieval base escorted with Roman remains and followed by eternal Art Nouveau and Plecnik`s masterpieces. That`s Ljubljana that awaits to be discovered.

The European Law Faculty is located in the heart of Ljubljana. Ljubljana is the political, scientific and cultural center of the Slovenian nation, with a population of just over 288,000, the largest city in Slovenia and its most important economic center. The premises of the European Faculty of Law are located at Mestni trg 23, 1000 Ljubljana.



TRANSPORT:

BY AIR: Ljubljana Jože Pučnik Airport is the main airport in the country. It is located 30 km from the center of Ljubljana and has good connections with other European cities. Different options of public transport take you from the airport to Ljubljana in around half an hour. Public transport from the airport to Ljubljana:

1. Public bus no.28 operates between Ljubljana bus station and Ljubljana airport.

The ticket for the bus from the Airport to Ljubljana can be bought on the bus. The Journey takes 45 minutes and the last stop is the Central Bus Station in Ljubljana. Check the exact information about the departures from »letališče Brnik« at the web page: <http://www.ap-ljubljana.si/en/>.

Because of the proximity of some Airports (Venice, Trieste – Italy, Zagreb – Croatia, Graz and Klagenfurt – Austria) to Slovenia students arrive also by low cost airlines, flying to these airports.

You can check for transportation possibilities to Ljubljana by using the shuttle service. For more information please check: <http://www.goopti.com/index.php?lang=en>

BY TRAIN: Ljubljana has good railway connections with all large European cities. The railway station is located in the center of Ljubljana. Organizations in your own country may offer discounts to students and other under age 26. Train travel within Slovenia is convenient and inexpensive. For more information please see: <http://www.slo-zeleznice.si/en/passengers/slovenia>

BY BUS: The bus is one possible means of reaching Ljubljana. Organizations in your own country may offer discounts to students and other under age 26. For more information see: <http://www.ap-ljubljana.si/en/>.

BUS – CITY PUBLIC TRANSPORT

City buses have electronic payment system based on no-contact smart card called Urbana. Urbana cards are electronic ticket carriers. URBANA value card (yellow) is without a name of the holder and is transferable. You can buy and top it up with credit up to 50 EUR (at Urbanomat top-up stations; the lowest amount of credit is 1 EUR) or with transferable monthly and yearly tickets.

URBANA time card (green) is issued with the name of the holder and it is not transferable. You can top it up with a selected monthly ticket and/or with credit up to 50€.

Both types of cards are valid on all Ljubljana city bus routes. The credit does not lapse. The payment must be made at the beginning of the ride by touching with your card at one of the green readers (validators) on the bus. One fare will cost you 1,20€ including 90 min ride within all the City Public Transport bus routes. However, you should validate your card (touch the reader with the card Urbana) every time you enter the bus. In order to pay for two or more passengers, please tell the

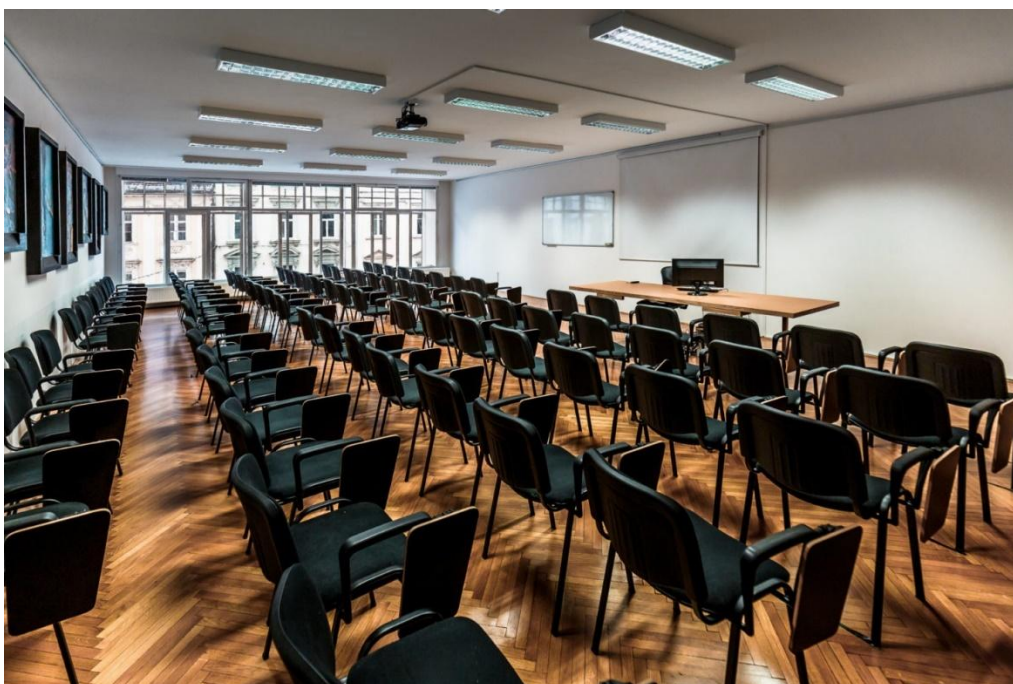
bus driver – before validation at the driver’s reader (validator) – that you wish to buy more than one ticket and how many would you like to buy. The passengers you paid for should during the ride stay near you.

TICKETS: All tickets are carried on Urbana cards. Value ticket: single fare paid from pre-paid credit on Urbana card that enables free transfers within 90 minutes. Personalized monthly tickets: valid for an unlimited number of rides on all routes from the 1st day of the month until the 5th day of the following month. No photo necessary. A range of monthly tickets is available, some of them at subsidized prices. For more information please enquire at LPP Information Centre. For how to get from point A to point B by public transport use the application on the left side of the page: <http://www.jhl.si/en/lpp/city-public-transport>

For more information please see: <http://www.jhl.si/en/single-city-card-urbana>

BY BIKE: BIKIKELJ – CITY BIKE USE

Open 7 days a week, 24 hours a day, Bicikelj system enables you to travel freely by day or night. Whether you use the system regularly or just occasionally, you can make an unlimited number of trips over the period of your subscription. Bicikelj system stations consist of a main terminal and individual stands to which the bikes are attached (<https://aboen-ljubljana.cyclocity.fr/All-Stations/Station-Map>). Located in busy residential and shopping areas and near public transport, the stations are a simple and quick way to get around for a quick errand, the daily commute to work or getting to your favorite leisure activities. Whether starting a journey, ending a journey, or bridging the gap between two forms of transport, Bicikelj system encourages intermodality and eco-friendly choices. Simplicity itself to use: it takes only a few minutes to hire or return a bike.



The faculty has five lecture halls, two meeting rooms, library and a student office. The classrooms are thus comfortably equipped with all modern teaching and technical aids (projection surface in the projector, computers with Internet connection, wireless network, sound system, etc.). In addition, there are two meeting rooms available on the faculty premises, which utilize one-on-one personal staffing, individual consultations, speakers, and conversation to complete works.

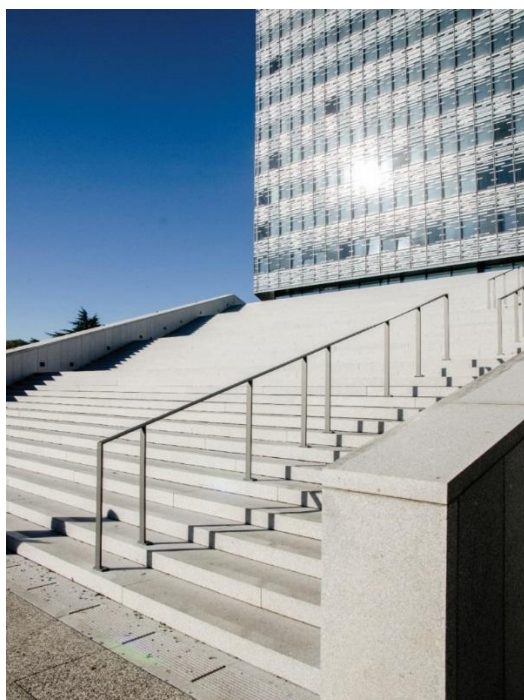
3. CAMPUS IN NOVA GORICA

Nova Gorica, known in Slovenia as the city of roses, with 13,491 inhabitants, is the tenth largest city in Slovenia. In the city you will find municipal administration, primary schools, health center, library, cultural center, theater etc. To this day, it has continuously developed and grown into the regional center of the Goriška statistical region and the northern Primorska region. Nova Gorica is also a university town, hosted by the University of Nova Gorica, along with many higher education institutions and faculties, including the European Faculty of Law in Nova Gorica. The student beat has become increasingly familiar with the city, and is also recognizable in the France Bevko Library of Gorizia, home to a modern building designed by architect Vojteh Ravnikar.

Faculty headquarters are in the very center of Nova Gorica, specifically in the new business and residential building EDA Center around which all civil, administrative and financial services and shops are located. After all it is an extremely important strategic position on the axis connecting the two Gorica (only 1 km distance). Faculty has five lecture halls with a total of 270 seats. All classrooms are on the same floor. Rooms are connected by hall where a bulletin board is installed but it also serves as an opportunity for socializing of the students. On the same floor one can find student office, the secretariat, dean's office, library, and two meeting rooms.

ACCOMMODATION:

Student accommodation has a significant impact on the decision regarding the location of study. Changing the residence location means making new friends, learning about new environment, autonomy as well as additional financial obligations. Prospective students look for accommodation in the new accommodation home for students and young PRESTA and in the youth home Nova Gorica. Since capacity in those homes is limited many of the prospective students rent a private apartment with other colleagues.



Accommodation contacts:

PRESTA, podjetje za nočitvene storitve d.o.o.

Marušičeva ulica 1, Bazoviška ulica 1a Nova Gorica

P: 05/3935-750;

F: 05/3935-752

E: info@prestagorica.si

Website: www.nastanitveni-dom.si

Student dormitory of Nova Gorica

Streliška pot 7

5000 Nova Gorica

P: 05 335-48-11

F: 05 302-14-41

E: info@ddng.si

Website: <http://ddng.si/>

Student dormitory of Biotechnical school

Ulica Padlih borcev 26 5290 Šempeter pri Gorici

Reception (05) 62 05 742

Secretary General (05) 62 05 740

Website: <http://dijaski.scng.si/kontakt/>

**Office for student dormitories
(admissions, extension of
residence)**

Svetčeva 9/Dom VI,

Poštni predal 99,

1001 Ljubljana.

tel.: (01) 530 6027

tel.: (01) 530 6028

Website: <http://www.stud-dom-lj.si/en/residence-halls/locations>



4. CAMPUS IN KRANJ

The Faculty of European Law of the New University also conducts its activities at the location in Kranj, namely at the address Žanova ulica 3. There, the faculty has one large lecture hall, two smaller lecture halls that can be combined if necessary, and three meeting rooms.



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5. CAMPUS IN MARIBOR

The Faculty of European Law of the New University also conducts its activities at a location in Maribor, namely at Prešernova Street 17, in the business premises of IZUM. There, the faculty has three lecture halls and a lecture hall.



6. HOW TO CONTACT US?

DEPARTMENT OF STUDENT AND ACADEMIC AFFAIRS

Nova Gorica

Delpinova ulica 18 b, 5000 Nova Gorica

Office hours: Monday – Thursday: 08.30-15.30; Friday: 08.30-14.30.

– T: 05/ 338 44 03; E: referat@epf.nova-uni.si

Ljubljana

Mestni trg 23, 1000 Ljubljana

Office hours: Monday – Friday: 08.30-17.00

- T: +386 5/934 47 62 (Suzana Dejić), E: suzana.dejic@epf.nova-uni.si
- T: +386 1/251 44 80 (Martina Zrimšek), E: info.ljubljana@epf.nova-uni.si
- T: +386 5/934 47 67 (Anamarija Kočevar), E: referat.ljubljana@epf.nova-uni.si

The aim of Department of Student and Academic Affairs at the European Faculty of Law is to provide comprehensive education and assistance to students. The Department of Student and Academic Affairs, which operates at the headquarters of the faculty in Nova Gorica and in Ljubljana, is the communication center of the Faculty. The first information related to the application, enrollment, course of study is provided to the candidate in these places. The Department ensures timely regulation of all student matters related to the study process of the individual (rights and duties, schedules and examination deadlines) and communication between the secretariat / department - professor - student.

In addition, the Department of Student and Academic Affairs strives to promote the overall education of students, such as intellectual learning as well as their personal development.

On our website we also have [frequently asked questions](#) regarding study, exams, enrollment, etc

INTERNATIONAL OFFICE AND CAREER CENTER

Delpinova ulica 18 b, 5000 Nova Gorica

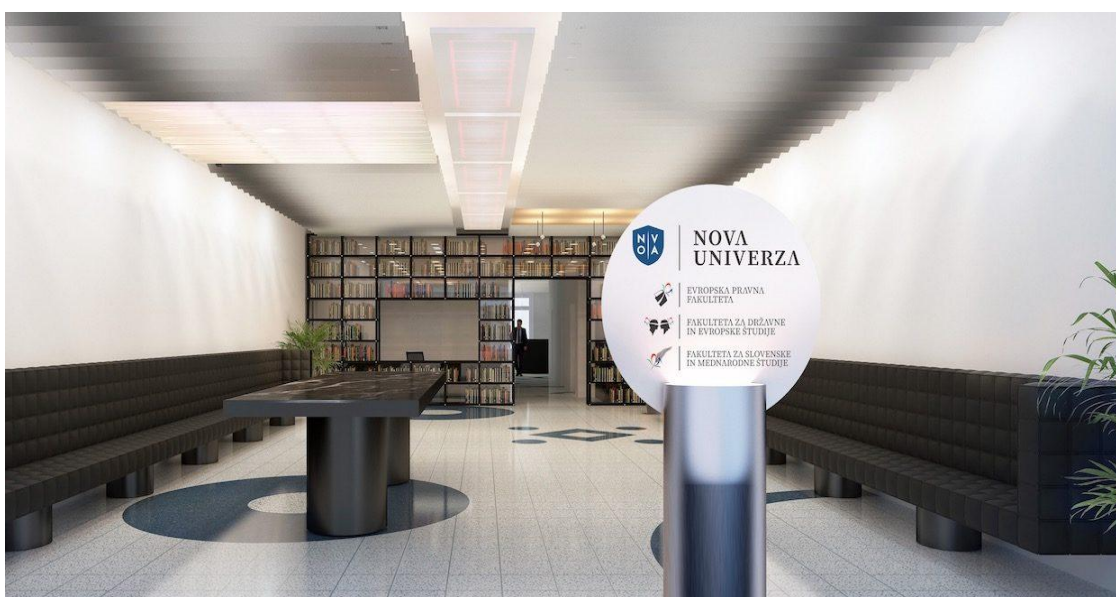
Office hours: Monday – Thursday: 08.30-15.30; Friday: 08.30-14.30.

T: +386 5 934 47 65

E: international.department@epf.nova-uni.si

In 2008, the European Faculty of Law was awarded an Erasmus Extended University Charter, which was later, in early 2014, replaced by Erasmus Charter for Higher Education 2014-2021 (ECHE) within the new and expanded Erasmus program (Erasmus+). The Charter commits the Faculty to exploring and engaging with the wide range of international mobility opportunities. ECHE allows Higher Education Institutions (HEI) to organize student mobility, teaching and other staff mobility, to carry out Erasmus intensive language courses and intensive program, and to apply for multilateral projects, networks, accompanying measures and to organize preparatory visits. It is a prerequisite for participating in the program for all HEIs, which are located in an eligible country as well as willing to participate in learning mobility of individuals and in cooperation for innovation and good practices.

The Career Centre of the European Faculty of Law (EFL CC) represents the connecting point between students, graduates, the Faculty and potential employers. The EFL CC was established in 2012 at the initiative of the Student Council of the European Faculty of Law with the purpose of advising the students or graduates in their career development and providing support for study and practical choices.



UNIVERSITY LIBRARY OF NEW UNIVERSITY

Mestni trg 23, 1000 Ljubljana

Office hours: Monday – Friday: 09.00-16.00

T: +386 1/251 44 85

E: knjiznica@nova-uni.si

Website: <https://epf.nova-uni.si/en/activities/#library-and-publishing>



University Library of New University (ULNU) provides library information and optimal conditions for study and scientific research at New University members.

University Library of New University (ULNU) collects, processes, stores and transmits Slovenian and foreign scientific literature covering the study areas of the University members, to all students, members of the Academic Assembly, researchers and other employees of the University. For the study programs of the European Faculty of Law ULNU provides two copies of basic literature for subjects, slovene and foreign scientific monographs, commentary acts, domestic and foreign periodical publications. Specifically, ULNU has 7,313 legal publications; 1,003 Law / Legal Studies units; 594 Constitutional Law Units; 979 Human Rights Units; 997 Policy Units; 304 Sociology Units; 1,150 units for International Law; 329 units for Real Estate Law, Urbanism and Architecture; 869 Alternative Dispute Resolution Units and 195 Units in the European Union.

ULNU provides access to study materials for students, where study process is held in Nova Gorica and also in Ljubljana. In accordance with the standards for higher education libraries, UKNU also provides suitable study rooms and computer reading rooms. The library's open schedule is adjusted to the needs and number of students, faculty staff and the study schedule.

Contractually, ULNU cooperates with public and other libraries, allowing users to make appropriate use of resources and services. The cooperation is concluded, among other, with the Central Judicial Library, and ULNU also cooperates with the Library of the Faculty of Law, University of Ljubljana and inter-library with all higher education and general and professional Slovenian libraries.

ELECTRONIC RESOURCES AND BIBLIOGRAPHIC DATABASES

Access to electronic resources and bibliographic databases: <https://epf.nova-uni.si/en/activities/library/electronic-resources-and-bibliographic-databases/>

To access electronic resources and bibliographic databases, contact the library during office hours or by email.



PROFESSORS

The professors at the European Faculty of Law are very friendly and willing to help. Survey results have shown that student communication with the professors is rarely an issue. Chances are professors will explain their preferred method of communication in the syllabus.

HOW TO ESTABLISH COMMUNICATION WITH THE PROFESSOR?

If you have any questions for the professor, you can ask them after lectures or during office hours. You can also send an email to your professors, who will respond to you as soon as possible.

Professors encourage our students to ask questions, but when the answer is clearly written in the syllabus, it is likely that it will upset the professor. First, check the syllabus before trying to connect with your professor. If you don't find the answer in the syllabus, try to ask your questions clearly and concisely.

Below we present three tips for successful communication with professors:

1. **Don't be afraid to send an e-mail.** If you have any questions or concerns about the subject, do not be afraid to email the professor. Professors expect you to have questions that will be answered as soon as possible. Always be polite when writing your email and ask your questions clearly.
2. **Schedule an appointment to discuss accommodations during professors' office hours or at some mutually convenient time.** Professors list office hours in the syllabus and are often available also by prior arrangement. Email the professor to schedule a time to talk. Professors want you to get the best results, so they're here to help!
3. **Ask all the questions in one email and clearly state them.** You no longer send emails that will make your professors' mailboxes overload

When You're Emailing...

1. Include your full name and ID number
2. Include the name of the class you're taking, e.g. Civil law
3. Address your professor as "Dear Prof. {X}". Don't use "Hey" or other informal, casual language.
4. Understand that you may not get an immediate response. A few days is not an unreasonable wait time.
5. Think before you send. Did you check the syllabus for the answer? Are you clearly articulating your question or concern? The easier it is to understand what you're saying in the email, the easier it is for your professor to reply

STUDENT TUTORING

What is tutoring anyway?

The easiest way to answer this question is: tutoring is organized help for students. Through tutoring we want to facilitate the integration of students into the university environment and advise them on their studies as well as in solving any problems they may face.

Tutoring is a process of support for education in which a tutor who is an expert with experience in a particular field transfers his / her competences, experiences and acquaintances to the tutors.

At the European Faculty of Law, we have four basic forms of tutoring: introductory tutoring, subject tutoring, tutoring for foreign students and tutoring for students with special needs.

INTRODUCTION TUTOR is intended for 1st year students who have entered a new study environment. Introductory tutors present effective ways of studying and preparing for exams, basic information about 1st year subjects and present extracurricular activities.

SUBJECT TUTOR is focused on a specific subject. Student tutors who have excelled in a particular subject offer other students additional assistance in understanding and learning the subject matter of each subject.

TUTOR FOR STUDENTS WITH SPECIAL NEEDS is intended for students who are faced with various barriers during their studies. The tutor directs the student with special needs to develop those abilities that enable him / her to successfully integrate into study work and student life. It is done individually and is thus adapted to the needs of each individual student.

TUTOR FOR FOREIGN STUDENTS (mostly foreign students who come to us for an exchange under ERASMUS programs). The main tasks of tutors for foreign students are to provide a variety of information about student and extracurricular life at the faculty, to help with administrative matters and to help overcome cultural differences. These tutors work in close collaboration with the International Office.



STUDENTS WITH SPECIAL NEEDS

The European Faculty of Law enables students with special needs suitable adjustments of the study process that assure their equal participation and integration into all procedures at the faculty. Thus, the faculty is responsible to provide equal rights and access to information available to the public.

Students with special needs at the European Faculty of Law are in accordance with the Rules of studies of the NU entitled to special benefits. The latter defines terms for granting a status of a student with special needs and common rights and adjustments of the study process. In order to enforce the rights arising from the mentioned Rules, the students must submit an application to the Commission for Student Affairs at the European Faculty of Law.

In specific cases, the Faculty enables individual procedures that are based on coordination of individual student's needs on one side and characteristics of a single study program on the other. The support in the field of enrolment, introduction into the study process, adjustment of study materials and study support to students with special needs is provided by the Faculty's Student Office.

– **CONTACT:** info.ljubljana@epf.nova-uni.si

The Career Centre of the European Faculty of Law provides students with special needs with different forms of individual assistance. Herewith it provides individual career counselling, support in selection of studies, support at the introduction into the study process, assistance in career plan preparation, various free workshops in order to obtain additional knowledge, visits to working environments, presentations of employers, assistance in transition into employment (preparation of written presentation, preparation of innovative presentation to the employer) and other activities.

– **CONTACT:** karierni.center@epf.nova-uni.si

The European Faculty of Law also enables additional adjustment of the study process with the assistance of E-studies. This type of studies represents an extreme opportunity for many who find the classical form of studies inappropriate and is also suitable for students who travel a lot or reside in remote parts of Slovenia or abroad, and is especially friendly to students with special needs. The advantages of E-studies are hidden in the flexibility of studies and the ability of individual adjustment of the pace of learning to individual's needs. In addition, in many cases the average learning time is shortened, study results are improved, since the student is:

- enabled with unlimited insight into video footage of lectures and electronic study material,
- enabled with interactive participation of selected discussions and debates at selected dates,

- enabled with individual monitoring of study progress,
- and enabled with adjusting the font size and volume of recordings for students with a vision or hearing problem.

– **CONTACT:** info@epf.nova-uni.si

STUDENTS COUNCIL

Strictly organizationally, the Student Council of the European Faculty of Law is a body of the faculty and represents the interests of the students of the faculty. It is determined by the Higher Education Act, the Faculty Statute and the Student Council Rules of Procedure. Within the given framework, he represents and represents the interests of students, takes care of their well-being, discusses and gives the competent authorities of the faculty an opinion on the faculty statute, gives an opinion on all matters relating to the rights and duties of students, and adopts and implements a program of student interest activities. The Student Council of the European Faculty of Law consists of up to ten student representatives, elected by the students of the faculty directly in elections. The mandate of the elected members of the Student Council lasts one year.

However, what gives the Student Council of the European Faculty of Law an extra dimension and content is that it nurtures and cares for ongoing dialogue between the faculty and its students. In the given context, therefore, the primary mission of the Student Council is, above all, to co-create, through dialogue, a quality and timeless academy based on knowledge, experience, mutual involvement and cooperation. During this process, students also acquire indispensable competences and knowledge that they would not be able to acquire within the framework of the classical study process. Thus, not only do students build higher quality faculty, but the faculty also builds higher quality students.

The mission of the Student Council of the European Faculty of Law is therefore not simply to represent students' interests and to carry out activities of interest, but above all to co-create a high-quality higher education institution that students will be proud of.

E-mail: sseвроpf@gmail.com



7. ACADEMIC CALENDAR 2024/2025

In accordance with Article 37 of the Higher Education Act (Official Gazette of the Republic of Slovenia No 100/04 and onwards), an academic year starts on October 1st and ends on September 30th.

1st semester	period of carrying out lectures and exercises	2 October –12 January 2025
	1st examination period	8 January –7 February 2025
1 October 2024	OPENING OF ACADEMIC YEAR	
31 October 2024	public holiday	REFORMATION DAY
1 November 2024	public holiday	ALL SAINTS' DAY
25 December 2024	public holiday	CHRISTMAS
26 December 2024	public holiday	INDEPENDENCE AND UNITY DAY
25 December– 31 December 2024	HOLIDAYS	
1 January–2 January 2025	public holiday	NEW YEAR
8 February 2025	public holiday	PREŠEREN DAY, THE SLOVENE CULTURAL HOLIDAY
14 and 15 February 2025	INFORMATION DAYS FOR UNDERGRADUATE STUDY PROGRAMMES	
2nd semester	period of carrying out lectures and exercises	10 February – 28 May 2025
	2nd examination period	29 May – 4 July 2025
20 April 2025	public holiday	EASTER
21 April 2025	public holiday	EASTER MONDAY
27 April 2025	public holiday	DAY OF UPRISING AGAINST OCCUPATION
1 and 2 May 2025	public holiday	MAY DAY HOLIDAY
5 - 10 May 2025	SPRING SCHOOL (FSIS)	
25 June 2025	public holiday	STATEHOOD DAY
7 July–16 August 2025	HOLIDAYS	
15 August 2025	public holiday	ASSUMPTION DAY
18 August–12 September 2025	3rd examination period	
15 September –19 September 2025	SUMMER SCHOOL (EVRO PF)	
29 September 2025	University Day	

8. LEGAL ACTS

The Faculty's legal acts are published on the Faculty's website at: <https://epf.nova-uni.si/en/faculty/about-the-faculty/legal-acts/> and in the Vis system.

Important legal acts:

- STATUTE OF THE NEW UNIVERSITY, EUROPEAN FACULTY OF LAW

This Statute is the basic general legal act which defines the basic arrangements of the European Faculty of Law. Among other things, the statute also defines the fundamental rights and obligations of students.

Article 89. of this document defines the right to object a decision that the faculty bodies adopted on their rights, duties and liabilities. The student can file an objection within fifteen days of finding out about the rights violation or when they were served a decision with which their rights were infringed. The associate dean for academic affairs rules on the objection of the student, if it is not otherwise determined in this statute of other rules. The associate dean for academic affairs rules on the matter within fifteen days of receiving the objection.

An administrative dispute can be initiated against the final decision of the competent faculty body on the gain or loss of student status and other matters in connection with studies.

- RULES AND REGULATIONS OF THE NEW UNIVERSITY, EUROPEAN FACULTY OF LAW

This document regulates the enrollment requirements for undergraduate and postgraduate study, promotion to higher year, re-enrollment, parallel study, change of study, withdrawal, student status, continuation of study after termination, completion of study, choice of topic and mentor, production, submission of the final work and defense of the final work at the European Faculty of Law.

This document also defines an objection to the grade in Article 216. A student can contest a grade they received in an exam. A justified objection can be submitted by the student within four days of the day they accessed and went over the exam. A student can request access and go over their exam within fifteen days of receiving the grade. The faculty is required to provide the exam papers within eight days of the request.

The Office for Student Affairs forwards the objection to the course coordinator within three days of receiving of the objection. If within three days of receiving the objection the course coordinator informs the Office for Student Affairs that there are no grounds for changing the grade, or if they do not notify about anything, the Office for Student Affairs informs the Dean about this who then nominates a two member committee and decides upon a president of the said committee. The course coordinator cannot be a member of the committee.

If an objection against the grade of an oral exam is submitted, the committee, within seven days of

its nomination, once again questions the student and gives them a grade.

If an objection against the grade of a written exam is submitted, the committee, within seven days of its nomination, assesses the student's written work and gives them a grade. The provisions of the second and third paragraph of this article are to be used reasonably also in the case that the exam is both written and oral. The examination committee makes a record on the process of re-evaluation of the exam grade, signed by both members, and forwards it to the Dean. The record includes the reasons for the confirmation or changing of the grade.

- STUDENT INTERNSHIP RULES

These Rules regulate the fundamental issues, related to the compulsory internship for students in undergraduate and master's study programs at the members of New University. The Rules regulate the process of internship, its objectives and duration as well as the rights and obligations of all this subjects involved.

- RULES ON THE CONTENT AND FORMAT OF NEW UNIVERSITY DIPLOMAS

This policy defines the form, content and procedure for issuing diplomas and certificates of other forms of education. The diploma is awarded to a student who completes all the obligations of the study program for obtaining a publicly valid education.

- NEW UNIVERSITY CODE OF ETHICS

This Code defines the minimum ethical standards of members of the New University community who, in fulfilling their mission in the areas of teaching, research, learning and action in the immediate and wider community, should contribute to the progress and well-being of the entire society. The purpose of the code is to build and maintain high professional and ethical standards for members of the university community, thereby enhancing the university's affiliation, transparency and social responsibility, freedom of research, teaching and learning, and the university's social and academic reputation.

- NEW UNIVERSITY STUDENTS DISCIPLINARY RULES

This document determines the disciplinary authorities for disciplinary proceedings against students, the competences of the disciplinary authorities, the breach of student obligations, the deadlines for conducting the procedure, the disciplinary measures that can be applied by the disciplinary authorities and the legal remedies that can be used in the procedure before the second instance authority. New university conducts procedures and pronounces measures for violations of the obligation of non-fulfillment of the obligations of students of the disciplinary commission of members at the I. level and deans of the members at II. Level.

A student who, through his fault, fails to fulfill his duties and obligations laid down in the regulations and acts of a member or university or fails to follow the decisions made at a member or university,

or what has been decided by an authorized person, violates the study obligation.

One of the following disciplinary actions may be imposed on a student for breach of duty and default:

- warning,
- reprimand,
- prohibition of passing exams,
- suspension,
- final exclusion.

Article 24. defines appeal against a decision on a measure. An appeal may be lodged against the decision of the Member's Disciplinary Board.

The appeal may be filed within 15 days after the service of the decision in writing by:

- student,
- his advocate or
- the complainant for the initiation of the procedure.

An appeal may be brought against a decision of a member's disciplinary committee on a material breach of the rules of procedure, error or incomplete findings of fact or from misapplication of substantive law.

- EXAMINATION PROTOCOL FOR THE NEW UNIVERSITY AND ITS MEMBERS

The purpose of this protocol is to introduce a unified examination order at the New university and its members in order to improve the organization, implementation, control and reduction of possible violations of the examination order.

- TECHNICAL INSTRUCTIONS FOR THE PREPARATION OF THESIS FOR THE STUDENTS OF NEW UNIVERSITY

These instructions govern the rules for writing the final thesis of New university study programs. Technical instructions govern the process of writing the final thesis, formatting rules, structure of the final thesis and citation. These instructions apply to all students, staff, researchers and professors.

- RESPECT FOR COPYRIGHT AND CHECKING SIMILARITY OF CONTENTS AT NEW UNIVERSITY

A thesis is an individual intellectual creation by the author - student. All theses submitted at New University must comply with the Slovenian copyright legislation in force, including the Copyright and Related Rights Act, Official Gazette of the RS, No. 16/07 – official consolidated text, 68/08, 110/13, 56/15 and 63/16 – ZKUASP.

Plagiarism is the representation of the work of another author as one's own original work without citing the real author or the source. If plagiarism is detected in a submitted thesis, disciplinary proceedings may be initiated against the student.

A thesis is plagiarism when:

- a student labels copyright work by another author under their own name.
- a student does not give the name of the (actual) author when using parts of texts by other authors. The following is also considered plagiarism:
 - appropriation and representation of other people's ideas or words as one's own.
 - presenting an idea or product which has been taken from an existing source by another author as new and original.
 - including text as one's own without giving the name of the actual author or source.

Examples:

- a student signs a seminar paper or thesis written by another author with their own name and submits it as their own original work.
- a student includes a paragraph in the thesis which has been copied from a book but does not mention the book's author as its author, but instead presents it as an original piece of text.
- a student presents a colleague's idea, heard at a conference, as their own hypothesis in the conclusion.
- a student copies a part of their own bachelor thesis in the master's thesis but fails to give self-citing.

There are four levels of taking action in case the content of a thesis is suspected to be unsuitable:

- Step 1: identifying plagiarism,
- Step 2: confirming the suspicion of plagiarism;
- Step 3: assessing the gravity of plagiarism, and
- Step 4: taking action in the event of confirmed plagiarism.

The student and the mentor are responsible for the content of the thesis. In case it is shown in the future that a part or whole thesis is plagiarism/copyright theft, e.g. because of a complaint, report, etc., specialist services of the faculties and New University assume no responsibility for any moral or material damage.



9. TIMETABLE

Timetable is published in VIS system, under the rubric **TIMETABLE**.

The screenshot shows the 'wise time table' interface. At the top, there is a navigation bar with several tabs: 'Datum/teden', 'Program/Letnik/Smer', 'Skupine', 'Izvajalci', 'Prostori', and 'Predmeti'. Below these tabs, there are several buttons: 'Izpis', 'iCal-teden', 'iCal-vse', 'Pregled po prostorih', 'Pomoč', and 'Prijava'. A dropdown menu is open under the 'Program/Letnik/Smer' tab, showing a list of programs: 'PMIN 1.st.LJ', 'PMN 2.st.LJ', 'PMN 2.st.NG', 'PMN 3.st.LJ', 'PRAVO 1.st.(ZREDNI-LJ)', and 'PRAVO 1.st.(REDNI-NG)'. The main area of the interface is a grid representing the timetable. The columns represent days of the week: 'Ponedeljek,30.09.2019', 'Sreda,02.10.2019', 'Četrtek,03.10.2019', and 'Petek,04.10.2019'. The rows represent time slots from 07:30 to 13:30 in 30-minute increments. A 'Pomoč' button is located in the top right corner of the main area.

Timetable changes

All changes regarding the schedule are published on the Faculty's website, under the bulletin board: <https://epf.nova-uni.si/en/news/>.

The Faculty informs the students about the change of the timetable by e-mail and, exceptionally, via SMS, if the lecture is canceled on the same day as scheduled.

10. EXAMS

All exam deadlines are published by the faculty in the VIS system (under the exam section).

The exam deadlines are published by the end of November for the entire academic year.

Each student registers and withdraws from the exams through the VIS system in accordance with the deadlines specified in the Study Rules.

In case the VIS system fails, the student can arrange the registration/withdrawal from the exam, according to the deadline from the New university students disciplinary rules, via the e-mail addressed to the Department of Student and Academic Affairs.

To take the exam, students must meet the 80% attendance requirement, which is recorded by scanning a QR code available before each lecture in the lecture hall and in the e-classroom. Students are responsible for meeting the attendance requirement themselves.*



NOVA UNIVERZA
EVROPSKA PRAVNA FAKULTETA

Ime in priimek:

Pregled prijav

Datum roka	Ura	Kraj	Predmet	Predava
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- MOJI PODATKI
- IZPITI
 - Pregled prijav
 - Vnos rezultatov
 - Vnos obveznosti
 - Statistika
 - Vsi izpitni roki
- KOLOKVLIJI
- ŠTUDENTI
- GRADIVA
- URNIK
- IZHOD

*Notes: We recommend using the Chrome browser to use the attendance application, not Safari or Mozilla Firefox.

11. APPLICATIONS IN CONNECTION WITH THE STUDY

Students submit their applications for study through the VIS system, under the application section. Applications are submitted through the VIS system:




- **Applications related to enrollment** (exceptional enrollment in a higher year, extension of student status, conditional promotion to a higher year, repetition of a year etc.);
- **The deadline for submitting** (applications in accordance is **September 20th** of the current academic year);
- **Examination applications** (individual examination, improvement of grade, early completion of the senior year's obligations);
- **Request for recognition** of commitments made under the exchange;
- **Application for recognition of education** (recognition of formal and non-formal education before admission to faculty, recognition of formal and non-formal education while studying at the faculty);
- **Application for special student status** (cultural status, athlete status, special needs student status);
- **Application for exemption from internship;**
- **Request for continuation of study after a break of more than two years;**
- **Application for changing the elective subject** (deadline for submission of applications is October 30th of the current academic year);
- **Application for withdrawal;**
- **Application for consent for parallel study;**
- **Request for faster promotion;**
- **Complaints on requests.**


Applications are reviewed by the Study Committee, which meets, once a month, on the first Wednesday of the month.

Deadline for submitting application is 3 days prior to the meeting



12. IMPORTANT DEADLINES - RELATED TO STUDY

 EXAMS	
EXAM APPLICATION	7 days before the exam (The last day for applying for the exam is seven days before the scheduled date for the exam. The exam deadline also includes the exam day.)
EXAM CANCELLATION	4 days before the exam (The last day for canceling the application for the exam is four days before the scheduled date for the exam. The day for the exam is also counted as the exam deadline.)
EXAM GRADE	You will get the grade 8 days from writing the exam
 DIPLOMA THESIS	
GRADUATE APPLICATION	A student can apply for a diploma thesis when he or she still lacks 30 credits and completes all financial obligations to the Faculty.
THESIS SUBMISSION	A student can submit a diploma thesis after completing all the exams and seminar assignments envisaged by the study program and completes all financial obligations towards the Faculty.
DEFENCE OF THE DIPLOMA THESIS	Within ten days of receiving the notification from the Department of study affairs that the diploma thesis is ready for defense, Dean appoints a professor of the Faculty (chairman of the defense committee) to lead the defense.
 MASTER THESIS	
APPLICATION FOR MASTERS DEGREE TOPIC	A student can apply for a master's thesis when he or she has completed all the exam requirements from the first two semesters and passed all the differential exams if they were a prerequisite for enrollment in the master's program

TOPIC EXPIRATION DATE	The approved topic of the master's thesis is valid for two years from the approval of the topic at the Study Committee.
SUBMISSION OF THE MASTER'S THESIS	The candidate can start the process of submission of the master's thesis after completing all the exams and seminar assignments (totaling 90 credits), envisaged by the study program
DEFENCE OF THE MASTER'S THESIS	The student is informed 5 days before the defense of master's thesis.
	PhD
PhD SUBMISSION	The student submits the application for the PhD thesis topic to the Study Committee, and submits the topic submission in triplicate, together with the application form for the topic.
DEFENCE OF THE PhD	Within 30 days of the day the PhD thesis was accepted by the Evaluation Committee, the defense of the thesis shall take place.
APPLICATIONS	
SUBMISSION OF APPLICATIONS	Students submit their applications for admission via the VIS system, under the heading APPLICATIONS, no later than 20 September of the current year. All other applications can be submitted by students at any time.

13. THE INSTRUCTIONS FOR INCOMING FOREIGN STUDENTS

1. EU STUDENTS

Health insurance:

Students from within the EU area should bring with them basic EU health insurance from their own county. For additional types of health insurance, accident insurance, etc., they may enter one of international health insurance schemes (e.g. CORIS, STA) in Slovenia. Also, they are advised to make a copy of their health insurance and leave it with their friend, mentor, etc., in case of accident.

Registration at a Public Administration Division, Department for Foreigners (The Foreigners Act, Off. Gaz. No. 50/2011 – hereinafter ZTuj-2):

Without being properly registered students may reside in Slovenia in the duration of up to 3 months. Should they wish to remain there longer they must register at a Public Administration Division by submitting an application for student residence. A confirmation of student status (e.g. scholarship contract or confirmation of enrolment), a valid ID or passport, sufficient financial means for living (a written statement), and appropriate health insurance should be enclosed (ZTuj-2, Sect. XIII).

Registration of residence:

The landlord must register the temporary residence of a foreigner who has a valid residence permit for the Republic of Slovenia when such foreigner temporarily settles down at his premises, at any administrative division within the period of 3 days of his or her acceptance irrespective of the duration of settlement. The landlord must report a foreigner who settles down at his premises but does not possess a permit for residing in the Republic of Slovenia to the police station in the area of the foreigner's settlement, in 3 days after the crossing of the state border or after the change of his or her settlement.

Taxes, income tax:

- Work through the student's service office: the income received by a foreign student is subject to the same tax rate as that obtained by Slovene students.
- A scholarship received by a foreign student in Slovenia is exempted from taxation (Income Tax Act (ZDoh-2), Arts. 25 and 106).

2. NON - EU STUDENTS

Health insurance:

Students should be properly insured already at the time of obtaining a residence permit (while still at home). They must get health insurance that covers the EU area or only Slovenia. Students from countries which have signed a special social and health insurance agreement with Slovenia may take the opportunity of that. Also, they are advised to make a copy of their health insurance and leave it with their friend, mentor, etc., in case of accident.

Residence permit:

Students from non-European countries in order to study in Slovenia should obtain a student residence permit prior to their entry into Slovenia. For that purpose they should submit an application for the permit at the Slovenian embassy or the embassy that is authorized for accepting applications for residence permits in Slovenia. Students may request the extension of a residence permit at an administrative division in Slovenia. In order to obtain the residence permit they must submit a proof of student status, a proof of having sufficient financial resources for living, a valid passport, appropriate health insurance, and also indicate a place of temporary residence in Slovenia. The process of obtaining the permit usually takes at least 6 weeks.

More information

Long-term residence visa:

Students may enter Slovenia also on the basis of a long-term residence visa. The so-called D Visa may be issued for taking part at a course or another similar kind of education or specialization due to which a foreigner does need a student residence permit.

Registration of residence:

The landlord must register the temporary residence of a foreigner who has a valid residence permit in the Republic of Slovenia when such foreigner temporarily settles down at his premises, at any administrative division within the period of 3 days of his or her acceptance irrespective of the duration of settlement.

Taxes, income tax:

- Work through the student's service office: the income received by a foreign student is subject to the same tax rate as that obtained by Slovene students.
- A scholarship received by a foreign student in Slovenia is exempted from taxation.

3. PROFESSORS

Incoming professors:

Professors who come on a short visit here and are EU citizens do not need any residence permit. Professors who come on a short visit here and originate from countries whose citizens may enter and reside in the country without a visa also do not need to obtain special entry documents. If professors come from a country whose citizens need a visa for entering and residing here, the professors must obtain a visa for short-term residence (C Visa) for which the hosting institution must write a letter of invitation or a letter of guarantee.

Taxes, income tax:

- Professors are liable to income tax.
- If there exists a double tax avoidance agreement between Slovenia and the professor's country (KIDO 7), the professor should fulfil a KIDO 7 form so that the tax is not assessed in Slovenia but in his or her own country.

4. RESEARCHERS

From the EU

Entry and residence:

Researches who come to Slovenia to make research and who are at the same time paid for their work here must register at an administrative division due to work or employment. For the registration they need a valid ID, a proof of research work or a contract of employment and appropriate health insurance (European card of health insurance).

Not from the EU

Entry and residence:

Researchers who are not paid for their work in Slovenia must prior to their entry into Slovenia obtain a temporary residence permit for work in the area of research and higher education (ZTuj-2, Art. 38). The application may be filed by the researcher alone or by the research institution at the Slovene embassy in his or her own country. In the case of employment the researcher is issued a temporary residence permit for high qualified employment – EU Blue Card (ZTuj-2, Arts. 39-43). The researcher must have a valid passport, appropriate health insurance, a contract of employment or a confirmation of that he or she will get employment and a proof of appropriate education or comparable work experiences.

Taxes, income tax:

Researchers who are employed in Slovenia are liable to taxes. If there exists a double tax avoidance agreement between Slovenia and the professor's country (KIDO 7), the professor should fulfil a KIDO 7 form so that the tax is not assessed in Slovenia but in his or her own country.

Researcher's family members:

The family members of a researcher who has a Blue Card may on the basis of such request a temporary residence permit to unit their family (ZTuj-2, Arts. 42 and 47).

More information: <http://studyinslovenia.si/>



14. HEALTH AND SAFETY INFORMATION

The staff members of the European Faculty of Law are here to help you. They will guide you through the entire study process, such as tutoring, mental health, international support, academic support, and more. - the list is endless. Our friendly, confidential and impartial team will be happy to assist you. We are here to improve coexistence at the faculty and to connect students with each other and encourage them to interact as closely as possible.

All locations of the faculty are tailored to the needs of students with special needs in terms of premises, equipment and telecommunication and information accessibility, so that they can participate appropriately in their studies and meet their needs.

Depending on the deficits, obstacles or disabilities of students with special needs, adjustments can be made in the course of studies in the delivery of lectures and exercises, in the way of knowledge assessment and assessment, and in the use of the library.

FIRE SAFETY

During an emergency, a fire alarm will sound, and all occupants will exit the building via safe exit. Persons with disabilities should proceed with their assistants (if available) to the nearest safe exit.

Anyone who notices the fire should remove the danger or extinguish the fire if he can do so without danger to himself and others. If he cannot do it himself, he must

immediately inform other people in the facility and the notification center. The fire notice must contain accurate information of the location in the facility where the fire occurred, about the size fire and material which is covered by the fire and information if anyone got injured. The evacuation from the premises begins according to the evacuation plan. At the collection point, the number of evacuees is checked and the responsible person and the fire department informed.



FIRE AID

Any student need first aid should inform the department of student affairs so they can call a first aider. For any accidents that occur at any of the faculty locations, please report this to department of student affairs.

SMOKING

In Slovenia, we have introduced a ban on smoking in both indoor and public spaces, which has led to a significant reduction in tobacco smoke exposure among the population. Smoking is thus prohibited at the New University and all its members.

ACTIVITES

The European Faculty of Law offers students various forms of extracurricular activities while studying.



1. **Professional excursions:** Within the framework of professional excursions, we visited the Supreme Court, the Constitutional Court, the Administrative Court, the Penitentiary Institutions, the National Assembly, the Commission for the Prevention of Corruption, the District Court in Nova Gorica, ministries, the Ombudsman, court autopsies, etc.
2. **Professional excursions abroad:** field trips abroad took us to Brussels, Luxembourg and Strasbourg, where we got a closer look at the workings of the major institutions of the European Union within each country.
3. **Participation in various competitions:** Rubicon competition, Pitamič competition of law students and other international competitions.
4. **Summer / Autumn Schools:** The faculty organizes summer and fall schools each year with interesting topics. In accordance with the rules and regulations, the Faculty offers recognition of non-formal education.
5. **Roundtables:** A number of roundtables on interesting topics are held at the faculty each year. Faculty invitations are posted on the website (bulletin board).
6. **Guest Lectures:** The faculty offers students the opportunity to enrich their knowledge by attending guest lectures. Guest lectures are given by foreign and Slovenian experts. Invitations to guest lectures by the faculty are published on the website (bulletin board).
7. **Free Legal Aid Project.**
8. **New university Running Club:** All students are invited to join the New university Running Club. Fill out the application form and send it to the paper in Ljubljana or Nova Gorica.



**NEW
UNIVERSITY**



**EUROPEAN
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