Pursuant to point 2 of the first paragraph of Article 21 of the Statute of the European Faculty of Law of New University (consolidated text dated 28 September 2022), the Management Board of the European Faculty of Law of New University of New University, at its 24th meeting held on 29 September 2026, adopted amendments and supplements to the Rules of Procedure of the Study Committee dated 10 March 2021, which, as amended and supplemented, read as follows:

RULES OF PROCEDURE OF THE STUDY COMMITTEE

I. General Provisions

Article 1
(purpose of the Rules)

These Rules set out in greater detail the competences, manner of operation and organisation of the work of the Study Committee at the European Faculty of Law of New University (hereinafter: the Faculty).

Article 2
(composition of the Committee)

The Study Committee and its Chair shall be appointed by the Management Board for a term of two years, with the possibility of reappointment. It shall comprise at least four members, including at least one representative of the Law programme, one representative of the Law and Real Estate Management programme, and one student representative.

The term of office of the Committee members may end:

- upon resignation of a member;
- upon expiry of the term of office;
- upon dismissal if a member fails to fulfil their duties. A reasoned proposal for dismissal shall be considered by the Management Board, which shall decide on it by resolution;
- upon loss of the status (for example, student status, the office of Vice-Dean, etc.) on the basis of which the person was appointed to the Committee.

II. Tasks of the Study Committee

Article 3
(tasks of the Study Committee)

The Study Committee shall perform the following tasks:

- decide on the possibility of completing studies in the first-cycle undergraduate Law programme on the basis of an article;
- consider and approve master's thesis topics and approve supervisors or co-supervisors;
- appoint an expert committee for the assessment and defence of a master's thesis;
- propose to the Senate the appointment of an expert committee to assess the suitability of a doctoral dissertation topic;
- propose to the Senate the approval of a doctoral dissertation topic and supervisor or co-supervisor;
- propose to the Senate the appointment of an expert committee to assess a doctoral dissertation;

- propose to the Senate the approval of the assessments of the expert committee for the assessment of a doctoral dissertation and the appointment of an expert committee for its defence;
- consider applications for transfers between study programmes;
- consider applications for extensions of master's and doctoral thesis topics;
- on the basis of a student's application, decide on the student's re-enrolment in the same year of study (re-enrolment) and enrolment in a higher year of study where the student has not completed all the obligations prescribed by the study programme for enrolment in the higher year (conditional or exceptional enrolment);
- on the basis of a student's application, issue a reasoned opinion on the student's accelerated progression;
- on the basis of a student's application, decide on an application for the early taking of examinations from a higher year of study;
- on the basis of a student's application, decide on an application to change an elective course;
- on the basis of a student's application, decide on an application for the granting of the status of a student with special needs and special status;
- on the basis of a student's application, decide on an application for an extension of student status;
- on the basis of a student's application, decide on the recognition of study obligations on the basis of formal or non-formal education or completed practical training;
- on the basis of a student's application, decide on exemption from mandatory practical training;
- on the basis of a student's application, decide on an application to resume studies following an interruption of more than two years;
- on the basis of a student's application, decide on an application for recognition of study obligations completed abroad as part of an Erasmus+ exchange;
- designate a professor, where a course has no designated co-teacher, to attend a lecture given by the course teacher and draw up a brief record thereof;
- maintain records of reports on the monitoring of course delivery;
- maintain records of proposals received for awards/commendations for final theses;
- before each graduation ceremony, examine all proposals received and select three recipients of an award/commendation for an above-average final thesis in each study programme of NU, EFL;
- perform other tasks related to the Faculty's study activities where no other Faculty body has competence for them.

III. Student Request or Application

Article 4
(request or application)

A student shall submit a request or application in accordance with the provisions of the Rules on Studies at the respective level, which govern submission deadlines, conditions, form and enclosures to the request or application.

IV. Operation of the Study Committee

Article 5
(operation of the Study Committee)

The Committee shall adopt its expert decisions in accordance with the Higher Education Act, acts adopted by the Slovenian Quality Assurance Agency for Higher Education, and the acts of the Faculty. Administrative procedures not governed by these Rules shall be subject to the provisions of the General Administrative Procedure Act.

The Study Committee shall have discretionary authority to decide and assess, in each individual case, whether the student demonstrates justified grounds for granting the request or application.

In performing its work, the Study Committee shall cooperate with the Faculty management, professional services and students.

Article 6
(Secretary of the Study Committee)

The organisational and administrative services required for the work of the Committee shall be performed by the officer for academic and student affairs (Secretary of the Study Committee), who shall not be a member of the Committee.

The Secretary of the Study Committee shall maintain and be responsible for the archives of the Study Committee.

Article 7
(meetings of the Committee)

The Study Committee shall operate and take decisions at regular meetings. Where necessary and depending on the urgency of the matter, a correspondence meeting may also be convened.

Regular and correspondence meetings shall be convened by the Chair of the Study Committee.

Article 8
(regular meetings)

Regular meetings of the Study Committee shall, as a rule, be scheduled in advance and convened once a month (normally on the first Wednesday of the month). Where necessary, the Study Committee may also meet more frequently.

The meeting shall be convened and chaired by the Chair of the Study Committee. The Secretary of the Study Committee shall prepare the notice of meeting in accordance with the Chair's instructions and enclose the materials required for individual items on the proposed agenda.

In addition to Committee members and the Secretary of the Study Committee, the Chair of the Study Committee may also invite Faculty management, proponents of proposals on the agenda and other experts who could contribute to the successful resolution of individual issues.

Persons who attend meetings of the Study Committee but are not its members shall have the right to participate in discussions but shall not have the right to make decisions.

The Chair of the Study Committee shall open and close meetings of the Study Committee, lead discussions, give the floor to members and other participants in discussions, and propose and announce resolutions of the Study Committee.

On the Chair's own initiative or at the initiative of Study Committee members, the Chair may supplement or extend the proposed agenda accompanying the notice of meeting with new items.

Article 9
(correspondence meetings)

A correspondence meeting of the Study Committee may be convened where the circumstances requiring the meeting do not allow compliance with the time limits for convening a regular meeting (such as the need to adopt a resolution as soon as possible), where the physical attendance of members cannot be ensured in time, or where the Chair of the Study Committee so decides.

A correspondence meeting shall be convened by email. The notice of meeting, together with the materials and proposed resolutions, shall be sent by email to all members of the Study Committee. The notice shall also specify the duration of the meeting. At a correspondence meeting, members of the Study Committee shall vote by communicating their opinion by email during the period of the meeting.

Student applications and other materials for meetings of the Study Committee shall be collected by the Secretary of the Study Committee.

Article 10
(rights and duties of members)

Members of the Study Committee shall have the right and duty to attend meetings and participate in the work of the Committee. A member of the Study Committee who is unable to attend a meeting shall notify the Secretary of the Study Committee thereof in good time. Members and the Secretary of the Study Committee, as well as other persons invited to a meeting, shall be obliged in their work to comply with the Rules on the Protection of Personal and Confidential Data at the European Faculty of Law.

Article 11
(quorum of the Study Committee)

A meeting of the Study Committee shall have a quorum if a majority of its members are present. The Chair of the Study Committee shall establish whether a quorum is present at the beginning of the meeting. Where necessary, the quorum shall also be established during the meeting.

If the quorum requirement is not met, the person chairing the meeting shall postpone the start of the meeting by 15 minutes. If a quorum is still not present after that time, the meeting shall be postponed or a correspondence meeting shall be convened.

Article 12
(voting)

The Study Committee shall adopt resolutions by a majority of the votes of all its members. Resolutions shall be valid as of the day on which they were adopted by the Study Committee.

Voting at a meeting shall, as a rule, be open, unless the Study Committee resolves that it shall be by secret ballot.

Article 13
(minutes)

The Secretary of the Study Committee shall prepare minutes of meetings of the Study Committee. The minutes shall record the sequential number of the meeting, the place and time of the meeting, those present and absent, the resolutions adopted and any dissenting opinions on individual agenda items.

Article 14
(implementation of adopted resolutions)

The basis for implementing resolutions adopted at a meeting shall, as a rule, be the minutes adopted by the Study Committee. The Secretary of the Study Committee shall be responsible for distributing adopted resolutions to the relevant professional services and individuals whom the resolutions oblige to take or refrain from certain actions.

Article 15
(issuance of a decision)

A written decision of the Study Committee, accompanied by appropriate reasons and information on legal remedies, must be issued and served on the student immediately, and no later than within 10 working days after the conclusion of the procedure.

The decision of the Study Committee shall be served on the student electronically via VIS or, exceptionally, in writing by post.

V. Transitional and Final Provision

Article 16
(entry into force of the Rules)

The amendments and supplements to these Rules shall enter into force on the day on which they are adopted by the Management Board of the European Faculty of Law of New University, and shall apply from 1 October 2026.

The Rules, as amended and supplemented, shall be published on the website of the European Faculty of Law of New University.

Nova Gorica, 29 September 2026



Prof. Dr. Peter Jambrek
Chair of the Management Board of the European Faculty of Law