Pursuant to point 2 of paragraph one of Article 21 of the Statute of the European Faculty of Law of New University (consolidated text of 28 September 2022), the Management Board of the European Faculty of Law of New University, at its 24th meeting on 29 September 2026, adopted amendments and supplements to the Regulations on Studies in Undergraduate Study Programmes of the European Faculty of Law of New University of 30 September 2024, which, as amended and supplemented, read as follows:

REGULATIONS ON STUDIES IN UNDERGRADUATE STUDY PROGRAMMES OF THE EUROPEAN FACULTY OF LAW OF NEW UNIVERSITY

I. GENERAL PROVISIONS

Article 1

(Subject matter of the Regulations)

These Regulations govern undergraduate study programmes, namely the requirements for progression to a higher year, exceptional enrolment, re-enrolment in a year, parallel studies, changing the mode of study, student status, resumption of studies following an interruption, requirements for completion of studies, selection of the topic of the final thesis and appointment of a supervisor, preparation and submission of the final thesis, defence of the final thesis, compulsory practical training and withdrawal from the European Faculty of Law of New University (hereinafter: the Faculty).

Article 2

(Conduct of students and the Faculty)

In all procedures, students shall be obliged to provide truthful information and shall not abuse rights conferred on them by law and these Regulations. The Faculty and its employees shall act diligently and promptly in their dealings with students and other stakeholders, in their best interests and in compliance with legislation and the Faculty's internal acts.

Article 3

(Calculation of time limits)

Where a time limit is expressed in days, the day of service or notification, or the day of the event from which the time limit is calculated, shall not be included; the time limit shall begin on the following day. A time limit expressed in months or years shall expire at the end of the day in the relevant month or year bearing the same number as the day on which a document was served or notified or the relevant event occurred. If the last month has no such day, the time limit shall expire on the last day of that month.

Sundays, public holidays of the Republic of Slovenia and other non-working days in the Republic of Slovenia shall not prevent time limits from commencing or running.

Where the last day of a time limit falls on a Sunday, a public holiday or other non-working day in the Republic of Slovenia, or on another day on which the authority before which the procedural action must be taken is closed, the time limit shall expire at the end of the next working day.

Time limits laid down by these Regulations for the Faculty Senate, the Study Committee and other committees, and time limits for technical reviews, public presentations and defences, shall not run during the summer holidays as specified in the academic calendar for the relevant academic year.

Article 4

(Grammatical form of expressions)

Expressions used in the masculine grammatical form in these Regulations shall be regarded as gender-neutral and shall apply to both women and men.

II. FIRST-CYCLE UNIVERSITY STUDY PROGRAMME IN LAW AND FIRST-CYCLE PROFESSIONAL HIGHER EDUCATION STUDY PROGRAMME IN LAW AND MANAGEMENT OF INFRASTRUCTURE AND REAL ESTATE

1. Progression to a higher year

Article 5

(Requirements for progression to a higher year)

A student may enrol in a higher year after completing all requirements of the study programme for the year in which the student is enrolled, or after obtaining at least 42 credit points (hereinafter: CP) from successfully passed examinations in courses of that year. The student must complete the outstanding examination requirements from the preceding year by the end of the new year. During that period, the student may normally undertake all study requirements of the year in which the student is enrolled.

Students shall enrol in a higher year by the deadline set each year by the Office for Study and Student Affairs (hereinafter: the Student Affairs Office), taking into account instructions from the competent ministry. This provision shall also apply to students repeating a year, enrolling in the additional year following the final semester, or extending their student status.

Article 6

(Exceptional enrolment in a higher year)

The Study Committee may, exceptionally and upon application by a student who has not fulfilled all the requirements for progression to a higher year, authorise enrolment in a higher year. Such exceptional enrolment may be authorised for a student:

- who was unable to fulfil the requirements for justified reasons;

- who can be expected to fulfil the remaining requirements.

The following circumstances, substantiated by appropriate credible evidence, may be considered justified reasons for exceptional enrolment:

- an illness lasting continuously for more than two months during examination periods, taking into account the nature of the illness;

- participation in top-level professional, cultural or sporting events;

- active participation in Faculty bodies (e.g. submitting initiatives, giving opinions and participating in decision-making in accordance with the Faculty Statute);

- exceptional family and social circumstances; and

- recognised status as a person with special needs and/or special status.

The student must demonstrate that the reason referred to in the preceding paragraph directly affected the fulfilment of study requirements; this shall be assessed by the Study Committee.

The Study Committee shall decide on exceptional enrolment in a higher year on the basis of the student's application. As a rule, the student shall submit the application electronically through the higher education information system (hereinafter: VIS) no later than ten days before the deadline for enrolment in a higher year, i.e. by 20 September of the current year.

Article 7

(Accelerated progression)

On the basis of an electronic application submitted through VIS and a reasoned opinion of the Study Committee, the Faculty Senate may allow a student holding student status to progress more rapidly through the programme and complete studies in a shorter period than that prescribed by the study programme.

Accelerated progression shall be permitted where the student has performed all study requirements at an above-average level and achieved a grade average of at least 8, or has demonstrated other above-average achievements related to the studies.

2. Re-enrolment in a year

Article 8

(Requirements for repeating a year)

A student who has not completed all requirements stipulated by the study programme for enrolment in a higher year may repeat a year once during studies at an individual cycle of study, provided the student has not previously repeated a year at that cycle.

The Study Committee shall decide on re-enrolment in the year on the basis of the student's written application. As a rule, the application shall be submitted electronically through VIS no later than ten days before the deadline for enrolment in a higher year, i.e. by 20 September of the current year.

3. Parallel studies

Article 9

(Definition of parallel studies)

Parallel studies mean studying in separate study programmes. A student who successfully completes all obligations under all study programmes shall receive separate diplomas for each of the parallel study programmes.

After successfully completing the first year of study, a student may enrol concurrently in another study programme, provided the enrolment requirements are met.

Article 10

(Requirements for parallel studies)

A student of the Faculty wishing to pursue parallel studies at another higher education institution shall submit an application for consent to the Study Committee. The application for consent shall be submitted electronically through VIS.

A student of another higher education institution wishing to pursue parallel studies at the Faculty shall attach to the enrolment application the consent of the higher education institution at which the student is already enrolled.

The Faculty shall lay down selection criteria in its own rules in the event of restricted enrolment in parallel studies.

A student enrolled in parallel studies shall have the same rights and obligations as other students, regardless of rights and obligations already exercised at the home faculty.

4. Changing the mode of study in the first-cycle Law programme

Article 11

(Changing the mode of study in the first-cycle Law programme)

A part-time student may, as a rule after the first year, transfer to full-time study during the course of studies if the student fulfils the requirements for enrolment in full-time study laid down in the Higher Education Act (hereinafter: ZViS).

The number of places for transfer from part-time to full-time study shall be limited by the number of full-time places in the first year.

If demand exceeds available places, priority shall be given to candidates with better academic achievement, taking into account the candidate's overall grade average on the date the application is considered.

As a rule, an application to change the mode of study shall be submitted electronically through VIS no later than ten days before the deadline for enrolment in a higher year, i.e. by 20 September of the current year. The Study Committee shall decide on the application.

The provisions concerning transfer from part-time to full-time study shall apply mutatis mutandis to transfers from full-time to part-time study.

5. Student status

Article 12

(Termination of student status)

Student status shall terminate:

1. for a student who completes a first-cycle study programme, at the end of the academic year in which the student completed the studies;

2. if a student fails to complete a first- or second-cycle study programme within 12 months after the end of the final semester;

3. if, during the course of studies, the student does not enrol in the next year or semester;

4. if the student withdraws;

5. if the student has been expelled.

Notwithstanding point 2 of the preceding paragraph, student status shall terminate at the end of the final semester if the student has repeated a year or changed the study programme or field during the studies, unless the student enrolled in a higher year than the year in which the student had already been enrolled at that cycle.

In the cases referred to in points 2 and 3 of paragraph one, student status may also be extended for justified reasons, but for no longer than one year.

Female students who give birth during their studies and students who become fathers during their studies shall be entitled to an extension of student status by one year for each live-born child.

In the case referred to in point 1 of paragraph one of this Article, a student may waive student status upon completion of the study programme.

The following circumstances, substantiated by appropriate credible evidence, may be regarded as justified reasons for extending student status:

- motherhood or fatherhood: female students who give birth during their studies and students who become fathers during their studies shall be entitled to an extension of student status by one year for each live-born child;

- an illness lasting continuously for more than two months during examination periods, having regard to the nature of the illness;

- participation in top-level professional, cultural and sporting events;

- active participation in Faculty bodies (e.g. submitting initiatives, giving opinions and participating in decision-making in accordance with the Faculty Statute);

- exceptional family and social circumstances; and

- recognised status as a person with special needs.

The student must demonstrate that the reason referred to in the preceding paragraph directly affected the fulfilment of study requirements. The Study Committee shall assess whether the reasons are justified and whether student status should be extended.

The Study Committee shall decide on the extension of status upon the student's application. As a rule, the student shall submit the application electronically through VIS no later than ten days before the deadline for enrolment in a higher year, i.e. by 20 September of the current year.

Article 13

(Additional year following the final semester)

A student shall obtain entitlement to the additional year following the final semester in accordance with the provisions of ZViS.

As a rule, no later than 20 September of the current year, the Student Affairs Office shall invite all students who meet the requirements for using the additional year to enrol. The student shall submit the required documentation and proof of payment of the enrolment fee by the end of the academic year.

Article 14

(Completion of study requirements after loss of student status)

A student who does not meet the requirements for enrolment in a higher year or for repeating a year, or whose period for completing studies has expired, shall lose student status and shall be recorded by the Faculty as a student without status.

In order to complete outstanding requirements (examinations, seminar papers, compulsory practical training and the final thesis), a student without status shall pay the fees for the respective examination, seminar paper, compulsory practical training or final thesis in accordance with the Faculty's price list.

The Student Affairs Office shall issue an invoice for the outstanding requirement.

Payment for an individual outstanding requirement shall entitle the student to take an individual examination three times.

In particularly justified cases, the Faculty Management Board may decide otherwise.

6. Resumption of studies following an interruption

Article 15

(Calculation of interruption of studies)

An interruption of studies shall be calculated from the date on which the student's status terminated. The cases of termination of student status are laid down in Article 12 of these Regulations.

Article 16

(Interruption of studies)

If a student interrupts studies for less than two years, the student may resume and complete studies under the same study programme as was in force upon enrolment.

If more than two years have elapsed since the student interrupted studies, the student shall apply to the Study Committee for permission to resume or complete studies. The student shall submit the application electronically through VIS. Following a favourable decision, an agreement on the resumption or completion of studies shall be concluded, specifying the method of completing outstanding requirements, the deadline for completing studies and the method of payment in accordance with the Faculty's price list.

If the study programme has changed during the interruption, the Study Committee may require the student to pass differential examinations or complete other additional requirements as a condition for resuming or completing studies.

If, due to developments in the field during a prolonged interruption, the knowledge required for an individual examination before the interruption has become inadequate, the Study Committee may, in addition to specifying differential requirements, decide that the student must retake individual examinations or complete other requirements already completed before the interruption.

Upon payment for an individual examination, the student may take that examination three times.

7. Completion of studies for student cohorts enrolled before academic year 2019/20

Article 17

(Requirement for completion of studies – first-cycle Law)

The mandatory requirements for completing studies are:

- completion of the study requirements of courses as determined by the Faculty in its teaching plan (seminar papers and oral and written examinations); and

- preparation and successful defence of a bachelor's thesis.

By preparing and defending the bachelor's thesis, the student demonstrates a certain level of knowledge and the ability to apply theoretical and practical knowledge, and the ability to make independent use of domestic and foreign professional and scientific literature in discussing a topic in writing.

The bachelor's thesis may be defended after the student has completed all other study requirements and settled all financial obligations to the Faculty.

A student who successfully completes the undergraduate university study programme in Law acquires the professional title diplomirani pravnik (UN), abbreviated dipl. prav. (UN).

If a student wishes to continue studies at the second cycle at the European Faculty of Law of New University, the student may exceptionally acquire the professional title diplomirani pravnik (UN) also by preparing a text in the form of an article meeting all criteria for writing a scientific article (a bachelor's scientific article). The Study Committee shall decide on an application for direct progression, to which a special declaration on continuation of studies is attached.

The content of the professional article shall be consistent with the fields of the study programme. As a rule, the article shall comprise at least 5,000 words, corresponding approximately to one author's sheet (16 pages of 32 lines with approximately 60 characters per line, or approximately 30,000 characters including spaces).

The student shall submit the proofread article to the supervisor for assessment. When the supervisor determines that the article is suitable, the student shall defend it according to the same procedure as prescribed for defence of a bachelor's thesis. The defence committee shall assess the article and the student's defence according to the European Credit Transfer and Accumulation System (hereinafter: ECTS) grading scale, assigning an overall grade of excellent (10), very good (9), very good (8), good (7), satisfactory (6) or insufficient (5).

If a student who enrols in second-cycle studies fails to complete that cycle for any reason, preparation and defence of a bachelor's thesis shall be mandatory for completion of first-cycle studies.

Article 18

(Requirement for completion of studies – first-cycle Law and Management of Infrastructure and Real Estate)

The mandatory requirements for completion of studies are:

- completion of the study requirements of courses as determined by the Faculty in its teaching plan (seminar papers, oral and written examinations);

- completion of compulsory practical training and preparation of a report; and

- preparation and successful defence of a bachelor's thesis.

By preparing and defending the bachelor's thesis, the student demonstrates a certain level of knowledge and the ability to apply theoretical and practical knowledge, and to make independent use of domestic and foreign professional and scientific literature in discussing a topic in writing.

The bachelor's thesis may be defended after the student has completed all other study requirements and settled all financial obligations to the Faculty.

A student who successfully completes the undergraduate professional higher education study programme in Law and Management of Infrastructure and Real Estate acquires the professional title

diplomant prava in managementa infrastrukture in nepremičnin (VS), abbreviated dipl. prav. in manag. infra. in neprem. (VS).

8. Selection of a bachelor's thesis topic and appointment of a supervisor

Article 19

(Bachelor's thesis)

A bachelor's thesis is a written work and must be the result of the student's independent professional work. Using analytical methods, the student addresses a particular professional or scientific problem and demonstrates the ability to analyse critically and systematically, assess and discuss the chosen topic.

Article 20

(Language of the bachelor's thesis)

The bachelor's thesis shall be written in Slovenian. Exceptionally, a student may write it in a foreign language if the requirements laid down in the Regulations on the Preparation of Final Theses in a Foreign Language at New University are met.

Article 21

(Requirement for registration of a topic)

A student may register a bachelor's thesis topic when no more than 30 CP of study requirements remain to be successfully completed and all financial obligations to the Faculty have been settled.

The student shall register the topic at the Student Affairs Office using the form 'Application for a Bachelor's Thesis Topic' (Annex 1). By signing the form, the supervisor confirms acceptance of the supervision. When registering the topic, the student is obliged to familiarise themselves with the document 'Technical Guidelines for the Preparation of Final Theses'.

As a rule, the 'Application for a Bachelor's Thesis Topic' shall be written in Slovenian. A mandatory attachment is a bachelor's thesis proposal of up to four A4 pages containing: the working title, definition of the problem and theoretical background, purpose and objectives, proposed methods for achieving the objectives, envisaged assumptions and limitations in addressing the problem, proposed structure or table of contents, and a list of intended literature and sources comprising at least ten items.

After receiving the application, the Student Affairs Office shall verify whether the student meets the graduation requirements and forward the application to the supervisor within seven days. The supervisor shall return the endorsed application, with an opinion, to the Student Affairs Office within fifteen days. The Student Affairs Office shall submit the signed application to the Dean for approval. The topic shall be deemed approved when confirmed by the Dean. The Student Affairs Office shall record the application, provide a copy to the student and the supervisor within seven days at the latest, and archive one copy.

If, during preparation of the bachelor's thesis on an already approved topic, a change to the title becomes necessary while the essential subject matter remains unchanged, the supervisor may approve the change.

Article 22

(Selection of topic)

The student shall select a bachelor's thesis topic from the list published by the Faculty or determine it in agreement with the supervisor. The title shall indicate the content and shall be clear and concise.

If several students wish to select the same topic at the same time, priority shall be given to the student with the higher grade average.

Article 23

(Supervision of the bachelor's thesis)

A bachelor's thesis supervisor shall be an academically appointed higher education teacher holding the title of Assistant Professor, Associate Professor or Full Professor, or Lecturer or Senior Lecturer in the case of professional higher education study programmes only. As a rule, the supervisor shall be the course coordinator or teacher on the first-cycle study programme, but may also be any other member of the Faculty's academic assembly, or an academically appointed higher education teacher holding one of the above titles who is not a member of the Faculty's academic assembly (external supervisor). The supervisor is obliged to provide the student with appropriate, prompt and ongoing professional assistance in preparing the bachelor's thesis.

As a rule, the student shall personally agree with the selected higher education teacher on undertaking supervision. If the selected supervisor does not respond (i.e. confirm acceptance) within three days of receiving the request, the student shall notify the Student Affairs Office, which shall again invite the selected supervisor to respond and inform the Dean.

If the student is unable to find a suitable supervisor, the Dean shall propose one.

The supervisor shall be approved by the Dean. In the case of an external supervisor, the student shall submit a reasoned application to the Study Committee electronically through VIS.

As a rule, a member of the teaching staff may undertake no more than ten supervisions of final theses in an academic year across undergraduate and master's study programmes of New University. The Student Affairs Office shall monitor supervision assignments for each member of the teaching staff.

Article 24

(Change of supervisor)

If, while preparing the bachelor's thesis, the student determines that cooperation with the supervisor or co-supervisor is no longer possible, the student shall request that the Dean appoint a different supervisor or co-supervisor (Annex 2). The application for a change of supervisor or co-supervisor shall be submitted electronically through VIS.

A supervisor or co-supervisor may also withdraw from supervision if cooperation with the student is no longer possible. The supervisor or co-supervisor shall inform the Dean of the reasons for withdrawal in writing.

The Dean shall decide on the justification for the change within fifteen days at the latest. In this case, the entire procedure for registering the bachelor's thesis topic shall be repeated. No more than one change of supervisor or co-supervisor is permitted during preparation of the bachelor's thesis.

Article 26

(Replacement of a supervisor)

If a supervisor is no longer able to carry out supervisory duties due to death, termination of employment or cooperation with the higher education institution, retirement, prolonged absence or another reason, the competent body shall appoint a new supervisor for the student without undue delay.

The new supervisor shall assume supervision on the date of appointment and from that date shall have all rights and obligations of a supervisor under these Regulations and other acts of the higher education institution. The new supervisor shall be entitled to review and assess afresh, and where necessary require amendments or additions to, parts of the student's work previously reviewed, approved or confirmed by the former supervisor, where necessary to ensure the professional suitability and quality of the work.

The replacement of a supervisor shall not in itself affect the validity of an already approved topic or title of the final thesis, unless the new supervisor determines that a change of topic or scope is necessary for professional reasons. The competent body shall decide on such change in accordance with these Regulations.

9. Preparation and submission of a bachelor's thesis

Article 27

(Submission of a bachelor's thesis)

A candidate may submit the bachelor's thesis once all examinations, seminar papers and other requirements envisaged by the study programme have been completed.

Article 28

(Withdrawal from the approved topic)

If the student determines during the preparation of a bachelor's thesis that they cannot complete it or wishes to change the topic, the student may apply to withdraw from the approved bachelor's thesis. The application shall be submitted electronically through VIS. The supervisor and Dean shall consider the reasoned request for withdrawal (Annex 3) within fifteen days. If the Dean approves withdrawal from the already approved thesis, the student may register a new bachelor's thesis. In that case, the entire registration procedure shall be repeated.

The student may apply to withdraw from an approved bachelor's thesis once.

Article 29

(Review of a bachelor's thesis)

The student shall submit a draft of the bachelor's thesis to the supervisor for review. The supervisor shall give the student written instructions for amendments and additions within thirty days of receiving the draft. If the thesis is written in English, the written instructions shall be in English. The supervisor shall also inform the student whether the revised thesis must be resubmitted for review. If plagiarism is suspected, the supervisor shall submit the work to the library for a preliminary check, in accordance with the applicable Technical Guidelines for the Preparation of Final Theses.

Before approving a thesis as suitable for defence, the supervisor shall ensure compliance with the applicable Technical Guidelines for the Preparation of Final Theses. Before the supervisor finally confirms that the thesis is ready for defence, the supervisor and student shall also ensure that the DPV report from the library is satisfactory (similarity to other works shall fall within the limits set by the applicable Technical Guidelines for the Preparation of Final Theses). The supervisor shall then complete a declaration of the suitability of the final thesis (Annex 4) and forward it to the Student Affairs Office.

When the supervisor has no further comments, the supervisor shall notify the Student Affairs Office that the thesis is ready for defence, and the student shall submit to the Student Affairs Office:

- the bachelor's thesis in Word format, prepared in accordance with the applicable Technical Guidelines for the Preparation of Final Theses;

- the Declaration of Authorship (Annex 5).

Upon receipt of the electronic version, the Student Affairs Office shall forward the thesis to the library for a technical review to verify compliance with the technical requirements of the Technical Guidelines for the Preparation of Final Theses. The library shall complete the first review within seven days.

The library, student and supervisor shall cooperate directly in correcting technical deficiencies. No more than thirty days may elapse between the first submission of the thesis for technical review and final approval.

The library shall provide two free sample technical reviews of the bachelor's thesis, on the basis of which the student shall comprehensively correct all technical deficiencies. If the student fails to do so, the library shall refuse to confirm the technical suitability of the thesis. A third unsuccessful technical review and any subsequent sample technical reviews shall be chargeable according to the price list.

Once the library approves the technical review, the student shall send the bachelor's thesis for proofreading.

The proofreader shall check the language and ensure the orthographic, grammatical and stylistic correctness of the text. A proofreader for a bachelor's thesis in Slovenian shall have a university qualification in Slovenian, be a professor of Slovenian or a graduate in Slovenian studies. A proofreader for a thesis in a foreign language shall have a university qualification in that foreign language.

After proofreading, the student shall submit to the Student Affairs Office two electronic copies of the proofread bachelor's thesis (PDF and Word formats), together with the completed and signed Proofreader's Declaration (Annex 6).

10. Defence of a bachelor's thesis

Article 30

(Scheduling the defence)

The student shall defend the bachelor's thesis before a defence committee. The committee shall consist of the supervisor and a member of the defence committee who shall act as its chair. If a co-supervisor was appointed, the co-supervisor shall also be a member of the committee.

Within ten days of receiving notification from the Student Affairs Office that the thesis is ready for defence, the Dean shall appoint a higher education teacher of the Faculty to chair the defence (hereinafter: the chair of the defence committee). On the basis of the Dean's decision appointing the examiner, the Student Affairs Office shall determine the date of the defence in cooperation with committee members.

As a rule, the defence shall be held within fifteen days of submission to the Student Affairs Office of two electronic copies of the proofread thesis (PDF and Word formats), except during the summer holidays, when time limits do not run, and in the period following the summer holidays, when the bachelor's thesis must be submitted to the Student Affairs Office by the end of August of the current academic year so that the student can defend it in the following month.

The Student Affairs Office shall send the student an electronic invitation at least seven days before the defence.

The Student Affairs Office shall send members of the defence committee notification of the defence and an electronic copy of the bachelor's thesis.

Article 31

(Announcement of the defence)

The defence shall be public. As a rule, the place and time of the bachelor's thesis defence shall be published on the Faculty's website five days before the defence.

Recording the defence shall be permitted subject to the prior consent of the Faculty, the candidate and the members of the defence committee.

Article 32

(Conduct of the defence)

The defence shall begin with the chair of the defence committee introducing the student, followed by an explanation of the defence procedure. The defence may be held individually or in the presence of other candidates for defence.

The student shall present the bachelor's thesis.

A presentation using electronic slides may last no longer than ten minutes. The student may distribute one A4 sheet setting out the highlights of the thesis to all participants in the defence.

After the presentation, the chair of the defence committee and the supervisor shall put a total of one to three questions to the student defending the thesis. The student shall have no more than ten minutes to answer the questions.

Article 33

(Assessment of the quality of the bachelor's thesis)

After the defence, the bachelor's thesis defence committee shall meet in the student's absence to assess the quality of the bachelor's thesis, the student's presentation and the quality of the answers to the questions asked. On the basis of these assessments, the defence committee shall assign a combined grade to the thesis and defence according to the ECTS grading scale: excellent (10), very good (9), very good (8), good (7), satisfactory (6) or insufficient (5).

The chair of the defence committee shall announce the grade publicly and orally as soon as the defence committee adopts its decision on the grade. The grade shall be entered in the minutes of the bachelor's thesis defence (Annex 7), which shall be signed by the chair and the committee member and, if appointed, also by the co-supervisor.

A final thesis supervisor who considers the thesis to meet the conditions for an award/commendation shall submit a proposal for the award/commendation to the Study Committee, together with a brief explanation. Before each degree-awarding ceremony, the Study Committee shall consider all proposals submitted and select three recipients of awards/commendations for above-average final theses in each Faculty study programme.

Article 34

(Repeated defence of a bachelor's thesis)

If the final grade of the bachelor's thesis is insufficient (5), the student may defend the same thesis once more. During their studies, the student may defend the same thesis at most twice. If the final grade remains insufficient (5) after the repeated defence, the entire procedure for registering the bachelor's thesis shall be repeated.

Article 35

(Objection to a grade)

If a student disagrees with the grade awarded to the bachelor's thesis, the student may lodge a written objection. The chapter of these Regulations governing objections to grades shall apply mutatis mutandis to the resolution of the objection.

Article 36

(Certificate of graduation)

Following a successful defence of the bachelor's thesis, the Student Affairs Office shall enter the grade in the electronic student record and issue three provisional certificates of graduation, which shall substitute for the degree certificate until it is issued. The certificates shall be signed by the Dean.

The date on which the professional title is acquired shall be the date of defence of the bachelor's thesis.

Article 37

(Copies of the bachelor's thesis)

The Student Affairs Office shall forward identical electronic copies of the bachelor's thesis (PDF and Word formats) to the library for publication online.

If a student does not wish the full text of the final thesis to be made publicly available online in the ReVIS repository, the student must nevertheless submit electronic copies in PDF and Word formats as well as two printed copies to the Student Affairs Office (printing and binding rules are set out in the Technical Guidelines for the Preparation of Final Theses). The bachelor's thesis shall be entered in COBISS, recorded and searchable in the ReVIS repository, but its full text shall not be publicly accessible. The library shall make one printed copy available for lending and retain the other as an archive copy.

By agreement with the supervisor, the student shall also submit one printed copy of the final thesis for the supervisor.

Article 38

(Graduate records)

The Student Affairs Office shall maintain a file for each bachelor's thesis containing the following forms:

- Application for a Bachelor's Thesis Topic from Annex 1, together with the thesis proposal;

- Declaration of Suitability of the Final Thesis from Annex 4;

- Declaration of Authorship from Annex 5;

- Proofreader's Declaration from Annex 6;

- Minutes of the Bachelor's Thesis Defence from Annex 7.

11. Completion of studies for student cohorts enrolled from academic year 2019/20 onwards

Article 39

(Requirements for completion of studies – first-cycle Law and first-cycle Law and Management of Infrastructure and Real Estate)

The mandatory requirements for completion of studies are:

- completion of the course requirements as determined by the Faculty in its teaching plan (seminar papers, oral and written examinations);

- completion of compulsory practical training.

A student completes studies on the day on which the last study requirement prescribed by the study programme is completed and 180 ECTS credit points have been obtained.

On that date, the Faculty shall arrange the student's deregistration and issue Certificates of Graduation. After that date, no further requirements may be undertaken (more specifically, grades of examinations already passed may not be improved) within the completed study programme.

Article 40

(Compulsory practical training)

Compulsory practical training is governed by the Regulations on Compulsory Practical Training, which define the fundamental issues, the procedure for undertaking practical training, its objectives and duration, and the rights and duties of the parties involved.

12. Withdrawal of a professional title

Article 41

(Withdrawal of a professional title)

Withdrawal of a professional title shall be governed by the Regulations on the Withdrawal of Professional or Scientific Titles at New University and its Member Institutions.

13. Withdrawal from the Faculty

Article 42

(Withdrawal from the Faculty)

A student who does not intend to complete studies may withdraw from the Faculty. The student shall submit an application for withdrawal electronically through VIS.

The Student Affairs Office shall check with the accounting department whether the student has settled all financial obligations.

Once the student has settled all financial obligations to the Faculty, the Student Affairs Office shall issue a written certificate of withdrawal from the Faculty.

14. Communication between students and the bodies and working bodies of the Faculty

Article 43

(Communication through the higher education information system)

In procedures for consideration of and decisions on student applications, communication between students and the Faculty's bodies and working bodies shall take place through VIS.

Exceptionally, communication between students and the Faculty shall take place by sending documents in physical form by post. A student who cannot use VIS for objective reasons shall submit to the Student Affairs Office a request for written communication by post, stating the justified reasons for such an arrangement.

Article 44

(Submission of an application)

A student may submit an application electronically through VIS, identifying themselves with their username and password. Any attachments to the application may also be submitted in electronic (scanned) form by email.

If a student fails to submit an electronic application in accordance with the preceding paragraph, the Student Affairs Office shall inform the student by email of the correct method of submitting the application.

Article 45

(Issuing decisions in electronic form)

The bodies and working bodies of the Faculty shall issue decisions on students' submissions and other applications electronically. A decision shall be deemed to have been issued electronically if it bears the electronic signature, supported by a qualified certificate, of the person authorised to issue it, or if it was issued in physical form and converted (scanned) into electronic form by the Faculty's Student Affairs Office.

Article 46

(Service)

Decisions of the bodies and working bodies of the Faculty shall be served on students electronically through VIS or, exceptionally, in writing by post.

A document shall be deemed served on the student on the third working day following the date on which it is recorded in VIS. The student shall be notified of service through VIS by text message and/or email. If a document is exceptionally served by registered post, it shall be deemed served in accordance with the provisions of the General Administrative Procedure Act (hereinafter: ZUP).

If the student was unable to acquaint themselves with the document for justified reasons, the student may request restoration to the previous procedural position in accordance with ZUP.

III. FINAL PROVISION

Article 47

(Entry into force of the Regulations)

The amendments and supplements to these Regulations shall enter into force on the day of their adoption by the Management Board of the European Faculty of Law of New University and shall apply from 1 October 2026.

These Regulations, 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
European Faculty of Law of New University

ANNEXES

Annex 1: APPLICATION FOR A BACHELOR'S THESIS TOPIC

Annex 2: CHANGE OF SUPERVISOR FOR A BACHELOR'S THESIS OR SCIENTIFIC ARTICLE

Annex 3: WITHDRAWAL FROM A BACHELOR'S THESIS

Annex 4: DECLARATION OF SUITABILITY OF THE FINAL THESIS

Annex 5: DECLARATION OF AUTHORSHIP

Annex 6: PROOFREADER'S DECLARATION

Annex 7: MINUTES OF A BACHELOR'S THESIS DEFENCE

Annex 1

APPLICATION FOR A BACHELOR'S THESIS TOPIC

Student registration number: _____

Student (full name): _____

Address: _____ Postcode and town: _____

Telephone/mobile: _____ Email: _____

Undergraduate study programme: _____

Enrolment in Year 1 – academic year _____/_____

Enrolment in Year 2 – academic year _____/_____

Enrolment in Year 3 – academic year _____/_____

Enrolment in the additional year – academic year _____/_____

I HEREBY APPLY TO REGISTER THE FOLLOWING BACHELOR'S THESIS TOPIC:

(Please write the exact title legibly in lowercase block letters.)

_____

_____

☐ Topic proposed by the supervisor

☐ Topic proposed by the candidate in agreement with the supervisor

SUPERVISOR: _____ Signature: _____

CO-SUPERVISOR: _____ Signature: _____

I attach the following to the application for approval of the topic and supervisor:

- the supervisor's consent (the supervisor's signature above);

- a short explanation of the bachelor's thesis topic (thesis proposal).

I confirm that before registering the topic I checked the list of registered and approved topics and the list of completed bachelor's theses on the Faculty website in order to avoid duplication of topics.

ANY COMMENTS BY THE SUPERVISOR:

_____

_____

Date: _____ Student's signature: _____

Annex 2

CHANGE OF SUPERVISOR FOR A BACHELOR'S THESIS OR SCIENTIFIC ARTICLE

Student registration number: _____

Student (full name): _____

Address: _____ Postcode and town: _____

Telephone/mobile: _____ Email: _____

Study programme: _____

Title of the approved bachelor's thesis topic:

_____

_____

Reasoned grounds for changing the supervisor:

_____

_____

Proposed new supervisor: _____

SUPERVISOR: _____ Signature: _____

CO-SUPERVISOR: _____ Signature: _____

Date: _____ Student's signature: _____

APPROVED / NOT APPROVED

Date: _____ Dean's signature: _____

Annex 3

WITHDRAWAL FROM A BACHELOR'S THESIS

Student registration number: _____

Student (full name): _____

Address: _____ Postcode and town: _____

Telephone/mobile: _____ Email: _____

Undergraduate study programme: _____

Enrolment in Year 1 – academic year _____/_____

Enrolment in Year 2 – academic year _____/_____

Enrolment in Year 3 – academic year _____/_____

Additional-year student – academic year _____/_____

Enrolment in the extended additional year – academic year _____/_____

Title of the approved bachelor's thesis topic:

_____

_____

Reasoned grounds for withdrawal:

_____

_____

_____

SUPERVISOR: _____ Signature: _____

CO-SUPERVISOR: _____ Signature: _____

Date: _____ Student's signature: _____

APPROVED / NOT APPROVED

Date: _____ Dean's signature: _____

Annex 4

DECLARATION OF SUITABILITY OF THE FINAL THESIS

I, the undersigned supervisor, _____

(full name of the supervisor)

and co-supervisor(s), if any, _____

(full name(s) of co-supervisor(s))

hereby declare that the student:

Full name: _____

Student registration number: _____

Study programme: _____

prepared a final thesis entitled:

_____

_____

_____

(title in Slovenian)

in accordance with the approved final thesis topic, the Technical Guidelines for the Preparation of Final Theses and my (our) instructions.

Date and place: _____ Supervisor's signature: _____

Date and place: _____ Co-supervisor's signature, if any: _____

Annex 5

DECLARATION OF AUTHORSHIP

Student details:

Student registration number: _____ Student (full name): _____

Address: _____ Postcode and town: _____

Telephone/mobile: _____ Email: _____

Study programme: _____

Final thesis details:

Title of the approved final thesis topic:

_____

SUPERVISOR: _____ CO-SUPERVISOR: _____

By signing, I declare that:

- the submitted final thesis is exclusively the result of my own research work;

- the thesis was prepared in accordance with the Technical Guidelines of New University and the comments of the supervisor and committee members;

- I have ensured that works and opinions of other authors used in the submitted thesis are acknowledged or cited in accordance with Faculty guidelines;

- I am aware that plagiarism – presenting the work of others, whether as quotations, verbatim paraphrases or graphics, in such a way that the thoughts or ideas of others are presented as my own – is punishable by law (Copyright and Related Rights Act (ZASP), Official Gazette of the Republic of Slovenia, No. 16/07 – official consolidated text, as amended);

- the electronic version of the submitted thesis has been technically approved and is suitable, and I consent to the University Library of New University publishing the final thesis on its websites under conditions permitting unlimited reproduction, distribution, making available to the public and adaptation for translation for non-commercial purposes, provided that authorship of the original work is properly acknowledged. If only part of the final thesis is subsequently reproduced or disseminated, this must be clearly indicated. The authorisation for subsequent transfer of rights granted pursuant to this indent shall also apply to the transfer of rights to openly accessible digital libraries and repositories;

- I have settled my obligations to the library.

Date: _____ Student's signature: _____

Annex 6

PROOFREADER'S DECLARATION

I, the undersigned, _____

(full name and professional title of proofreader)

Date of birth: _____

hereby declare that the final thesis entitled:

_____

_____

_____

by: _____

(full name of the author of the final thesis)

is correct in terms of grammar, language and professional terminology.

Place and date: _____

_____

(Proofreader's signature)

*Note: The proofreader's declaration does not form part of the final thesis. The completed and signed declaration must be submitted to the Student Affairs Office.

Annex 7

MINUTES OF THE BACHELOR'S THESIS DEFENCE

Student: _____

Bachelor's thesis title: _____

Date: _____ Time: _____

Place of defence: _____

1. Student details

Student registration number: _____

Surname and given name: _____

Date of birth: _____

Place of birth: _____

Address: _____

Year of enrolment at the European Faculty of Law: _____

2. Defence committee

Chair of the committee: _____

Supervisor: _____

3. Supervisor's report on the suitability of the bachelor's thesis for defence

_____

_____

_____

_____

4. The candidate presented the bachelor's thesis

Title of the bachelor's thesis: _____

5. The committee asked the candidate the following questions

1. Chair of the committee:

_____

_____

_____

2. Supervisor:

_____

_____

_____

Defence grade:

excellent (10)

very good (9)

very good (8)

good (7)

satisfactory (6)

insufficient (5)

Committee signatures:

Chair of the committee: _____

Supervisor: _____