

On the basis of Indent 16 Article 28 of the Statute of the European Faculty of Law the Management Board of the faculty adopted the following

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

- I. General provisions
- II. Undergraduate university study programme Law (1st cycle)
- III. Undergraduate professional higher education study programme Law and Management of Real Estate (1st cycle)
- IV. Professional master's study programme Law (2nd cycle), professional master's study programme Law and Management of Real Estate (2nd cycle), professional master's study programme Alternative Dispute Resolution and professional master's study programme Civil and Commercial Law
- V. Doctoral study programme Law (3rd cycle) and doctoral study programme Law and Management of Real Estate (3rd cycle)
- VI. Revocation of academic and scientific title
- VII. Communication between students, authorities and working bodies of the Faculty
- VIII. Assessment and evaluation of knowledge and examination regulations
- IX. Carrying out academic requirements as a citizen
- X. Rights and responsibilities of students with special status
- XI. International exchange of students
- XII. Final provision

I. GENERAL PROVISIONS

Article 1 (contents of rules and regulations)

These rules and regulations regulate the undergraduate, masters and doctoral study programmes, requirements for advancing to the next year, re-enrolment in the current year, parallel enrolment, changing the mode of study, student status, continuing studies after a break, topic selection for final papers and mentor selection, disposition for master's and doctoral theses, preparation and submission of completed theses, defence of the final paper and withdrawal from studies.

These rules furthermore regulate the withdrawal of expert and scientific titles, examination and evaluation of knowledge, examination rules, obligatory practice, disciplinary responsibility of students, awards and commendations, performance of study obligations as a citizen, rights and responsibilities of students with special statuses as well as the international exchange programme.

Article 2 (time limits)

Where a period is expressed in days, the date of notification or event is excluded, the period shall be deemed to fall on the first following day. A period expressed in months or in years ends with the expiry of whichever day in a month or in a year which falls on the same day when a person was notified or an event occurred, from which the period is counted. If the day does not occur in the last month, the period ends with the expiry of the last day of that month.

Periods include Sundays, official holidays and non-working days in the Republic of Slovenia.

If a period would otherwise end on a Sunday, official holidays or a non-working day in the Republic of Slovenia or on any other day, on which the competent authority cannot carry out a procedure, the period ends with the expiry of the first following working day.

The time limits set in these rules and regulations for the Faculty Senate, the Academic Affairs Committee and other committees, as well as deadlines for technical reviews are not measured during holidays as are determined with the academic calendar for each academic year.

Article 3 (the grammatical form of expressions)

In the rules and regulations, the expressions used, written in the male gender grammatical form, are to be considered as neutral for both men and women.

II. UNDERGRADUATE UNIVERSITY PROGRAMME IN LAW (1st cycle)

1. Advancing to the next year

Article 4 (requirements for advancing to the next year)

A student may enrol into a higher year after having completed all the requirements specified in the study program for the year they enrolled in, or has achieved at least 42 credit points (hereinafter : CP) with the successful completion of courses of the year they enrolled in. The student has to complete the remaining exam requirements of the previous year by the end of the new year. During this time, he may normally fulfil all the study requirements of the year in which he is enrolled.

Students enrol into a higher year within the deadline set each year by the Office for Student Affairs (hereinafter: the Office), following the instructions of the Ministry of Education, Science and Sport (hereinafter: MIZŠ). This provision also applies to students who are repeating the year, enrolling into a graduation year or extending their student status.

Article 5 (exceptional enrolment into a higher year)

Any student who failed to fulfil the requirements to advance to a higher year can, at their request, be exceptionally allowed to advance to a higher year by the Academic Affairs Committee. An exceptional enrolment can be allowed to the student who:

- failed to fulfil their requirements for justified reasons,
- is expected to fulfil other requirements,
- lacks at most one requirement which is the condition to advance to a higher year.

Taking into consideration sufficient credible evidence, a justified reason for an exceptional enrolment can be:

- an illness that lasted continuously for more than two months during the exam period, considering the nature of the illness,
- participation in top-level professional, cultural and sporting events,
- active participation in the Faculty's Bodies by giving initiatives, opinions and making decisions in accordance with the Faculty Statute,
- exceptional family and social circumstances and
- status of a person with special needs or disabilities.

The student must show that the reason from the previous paragraph directly influenced the fulfilment of the requirements, which is assessed by the Academic Affairs Committee.

The Academic Affairs Committee decides on the exceptional enrolment into a higher year upon the request of a student. The request for the exceptional enrolment shall be submitted by a student electronically via the higher education information system (hereinafter: VIS), not later

than ten days before the expiry of the period for enrolment, that is, by 20 September of the current year.

Article 6 (faster advancement)

A student is enabled faster advancement if the completion of their study requirements and exams in courses from lower years has been above average and if their average grade is at least eight.

The decision regarding this is made by the Senate on the basis of the candidate's request submitted electronically via VIS and the reasoned opinion of the Academic Affairs Committee.

2. Repeat enrolment

Article 7 (requirements for repeating the year)

A student who has not completed all their requirements determined in the study programme for the enrolment into a higher year, may repeat the year only once during their time enrolled at university, if they had so far not repeated a year or changed their study programme or field of specialisation due to the unfulfillment of requirements in their previous field of specialisation or study programme.

The Academic Affairs Committee decides on repeated enrolment on the basis of a written application from the student. The request to repeat a year must be submitted by the student electronically via VIS at the latest 10 days before the deadline for the enrolment into a higher year, which is by 20. 9. of the current year.

3. Parallel studies

Article 8 (definition of parallel studies)

Parallel study is a study on separate study programmes. A student who successfully completes study requirements for all study programmes is awarded a separate diploma for each of the completed study programmes.

Upon successfully completed first year of study, a student can additionally enrol into another study programme if they meet that programme's enrolment criteria.

Article 9 (conditions for parallel studies)

A student who wishes to study in parallel at another institution of higher education sends an application for approval to the Academic Affairs Committee. The student's application for consent is sent electronically via VIS.

A student of another institution of higher education who wishes to study in parallel at the faculty attaches to the requirement for enrolment the consent of the institution of higher education which they have already enrolled in.

With its rules and regulations, the Faculty determines the criteria in the case of limited enrolment into the study programme within parallel study.

A student enrolled into a study programme within parallel study has the same rights and obligations regardless of the rights and obligations they have already received at the parent faculty.

4. Changing the mode of study

Article 10 (changing the mode of study)

A part-time student may, in the course of their studies, as a rule after the first year, enter the full-time study mode if they fulfil the conditions for enrolment in full-time study by the Higher Education Act.

The number of enrolment places for changing from the part-time mode of study to the full-time mode of study is limited by the number of places designated for full-time study in the 1st year.

Taking into account that the demand exceeds this number, those candidates with better academic performance have an advantage, where the overall grade average of the candidate on the day of processing the application is considered.

The request for changing the study mode is sent by a student electronically via the higher education information system, as a rule not later than ten days before the expiry of the period for enrolment to a higher stage, that is, until September 20th of the current year. The Academic Affairs Committee decides on the request.

The provisions with regard to the transfer from the part-time to the full-time mode of study are also reasonably used in the transfer from the full-time to the part-time mode of study.

5. Student status

Article 11 (student status termination)

The student's status is terminated if the student:

- graduates;
- does not graduate from the 1st cycle study programme in 12 months following the conclusion of the last semester;

- withdraws;
- does not enrol into the following year or semester during their studies;
- was expelled.

Regardless of the second indent of the previous paragraph, the student's status is terminated at the conclusion of the last semester, if the student repeated the year or changed their study programme or field of specialisation.

In the event of the second and fourth indent of the first paragraph and second paragraph of this article, the student, due to justified reasons, may extend their student status, but for the maximum of one year.

The following reasons may be considered for extending their student status, if they are supported with the appropriate credible evidence:

- maternity or paternity: student mothers who give birth during their studies and students who become fathers during their studies have the right to extend their student status for one year for each live birth;
- illness, that continuously lasted more than two months during exam periods, taking into account the nature of the illness;
- participation in top-level professional, cultural and sporting events;
- active participation in the faculty's bodies by giving initiatives, opinions and making decisions in accordance with the Faculty Statute;
- exceptional family and social circumstances and;
- they are recognised as persons with special needs.

The student must show that the reason from the previous paragraph directly influenced the fulfilment of the requirements, which is assessed by the Academic Affairs Committee.

The request for the extension of the status shall be submitted by a student electronically via VIS not later than 10 days before the expiry of the period for the enrolment into a higher year, that is by 20 September of the current year.

Article 12 **(graduation year status)**

A student obtains his graduation year status in accordance with the provisions of the Higher Education Act.

As a rule, no later than on 20 September of the current year, the Office invites all eligible students to enrol. By the end of the academic year, the student must submit the necessary documentation and a certificate of the enrolment fee payment.

Article 13
(fulfilling academic requirements after the loss of student status)

A student who does not fulfil the requirements for enrolment into a higher year or for repeating a year, or their time limit for the completion of their studies has expired, loses their student status, and the Faculty enters them into their records as a student without a student status.

A student without student status must settle the financial obligations for each exam, term paper or diploma thesis in accordance with the Faculty price list.

The bill for the missing requirement is sent to the student by the Office for Student Affairs.

On the basis of payment of the individual missing requirements, the student may take each individual exam three times.

In special, justified, cases, the Board of Directors may decide otherwise.

6. Continuation of studies after cessation

Article 14
(counting the cessation of studies)

The cessation of studies is counted from the day when the student no longer has their student status. Examples of student status loss are defined in Article 11 of these rules and regulations.

Article 15
(cessation of studies)

If the student discontinues their studies for less than two years, they are able to continue and complete the same study programme that was valid at the time of enrolment.

If more than two years have passed since the student discontinued their studies, they must submit a request to continue and complete their studies to the Academic Affairs Committee electronically via VIS, with the intention of continuing and completing their studies. On the basis of a positive resolution, a contract is concluded for the continuation and completion of studies, with which the mode of completing the missing obligations is determined, as well as the deadline for completing their studies and means of payment in accordance with the Faculty's price list.

If during the cessation of studies, the study programme has changed, the Academic Affairs Committee mentioned in the previous paragraph may determine bridging exams or other additional requirements as a condition for the advancement or completion of studies.

If due to the progress of the profession during a prolonged interruption of studies, knowledge that was required on an exam prior to the termination of studies has become inappropriate, the academic committee, in addition to the bridging requirements, can determine that the student must repeat certain exams or other requirements that had already been completed before the interruption of studies.

On the basis of the payment of the individual missing requirements, the student may take each individual exam three times.

7. Completion of studies for students who enrolled before the year 2019/20

Article 16 (requirements for the completion of studies)

The mandatory conditions for the completion of studies are:

- fulfilled requirements set by the faculty with its pedagogical plan (seminars, oral and written exams) and
- preparation and successful defence of the diploma thesis.

By preparing and defending the thesis, the student demonstrates a certain level of knowledge and ability to use theoretical and practical knowledge, as well as the ability to use domestic and foreign professional and scientific literature independently when discussing the topic in writing.

The concluding academic requirement that a student has to complete is their diploma thesis - which they prepare and successfully defend to obtain the professional title of Bachelor of Law (abbrev. LLB) (diplomirani pravnik (UN) / diplomirana pravica (UN), abbreviation: dipl. prav. (UN)).

It is possible to defend the diploma thesis after first completing all other academic requirements and settle any outstanding financial liabilities towards the Faculty.

In the event that the student wishes to continue studying on the second cycle, they can, as an exception, obtain the title of Bachelor of Law (diplomirani pravnik (UN)) also by writing a text in the form of an article that follows all the criteria for writing a scientific article (graduate scientific article). The Academic Affairs Committee decides on the request in which a student requests the direct transition and to which a special statement on the continuation of their studies.

The content of the scientific article must be in accordance with the field of the study programme. The length of the article should be at least 5,000 words which equals approximately 16 type-written double-spaced pages 32 lines long with approximately 60 characters per line or roughly 30,000 characters including spaces.

The student submits a proofread article to be assessed by their mentor. When their mentor determines that the article is suitable, the student defends the article following the same procedure defined for the defending of a diploma thesis. The student's article and defence is evaluated by the committee following the European Credit Transfer and Accumulation System (hereinafter: the ECTS) grading scale with the overall grade of: Excellent (10), Very Good (9), Very Good (8), Good (7), Satisfactory (6), or Unsatisfactory (5).

If a student, who enrolls into the second cycle of studies, due to any reason does not finish the second cycle, the student is required to prepare and defend a diploma thesis to complete the first cycle.

8. Choosing a topic and determining a mentor

Article 17 (diploma thesis)

A diploma thesis is a written work and must be the result of the independent professional work of the student. In their diploma thesis, the student resolves a professional or scientific problem using analytical methods and demonstrates that they are capable of critically, systematically analysing and evaluating as well as comprehensively dealing with their chosen topic.

Article 18 (language of the diploma thesis)

The diploma thesis must be written in the Slovenian language. The student may exceptionally write their diploma thesis also in English language, if a justifiable reason exists for doing so. The request for writing the thesis in English must be submitted electronically via VIS, which is assessed by the Academic Affairs Committee. If the diploma thesis is written in the English language, it must have a longer abstract in Slovenian, ranging from 20 to 25 per cent of the thesis's text or at least nine pages.

The diploma thesis must be prepared in accordance with the Instructions for the Preparation of Theses.

Article 19 (language of the diploma thesis for VTI (transnational) students)

The diploma thesis must be written in the English or Albanian language. If the diploma thesis is written in the Albanian language, it must have a longer abstract in English, ranging from 20 to 25 per cent of the thesis's text or at least nine pages.

The diploma thesis must be prepared in accordance with the Instructions for the Preparation of Theses.

Article 20

(requirement for the registration of a topic)

A student can register their diploma thesis, when they have a maximum of 30CP missing and have settled all their financial obligations towards the Faculty.

The student registers their topic using the form Registration of the Diploma Thesis Topic (Annex 1) in the Office for Student Affairs for undergraduate studies (hereinafter: the Office for Student Affairs). By signing this form, their mentor confirms that they accept the mentorship. It is the responsibility of the student to read the Instructions for Preparation of Theses document when they register their topic.

The form Registration of the Diploma Thesis Topic is written in Slovene. A mandatory annex to the topic registration form is the diploma thesis's disposition, which comprises up to four A4 pages and includes: a working title of the diploma thesis, a definition of the issue dealt with and the theoretical basis, purpose and objectives of the diploma thesis, foreseen methods for achieving the objectives of the diploma thesis, foreseen presumptions and limitations in dealing with the issue, the foreseen content structure – table of contents, list of foreseen literature and sources- at least 10 units.

After the registration of the topic, the Office checks whether the student fulfils the requirements for graduation. The Office for Student Affairs forwards the application to the mentor of the diploma thesis within seven days. The mentor returns the confirmed application with their opinion to the Office for Student Affairs within fifteen days. The signed form is sent for the approval to the Dean. The topic is accepted when approved by the Dean. The Office records the application and sends a copy of the form to the student and mentor within seven days, while archiving one copy.

If during the process of writing the diploma thesis in accordance with the approved topic, the need arises for the title to be altered and the main content of the topic remains unchanged, the mentor can approve the alteration.

Article 21

(requirement for the registration of a topic for VTI students)

A VTI student can register their diploma thesis, when they have a maximum of 30CP missing and have settled all their financial obligations towards the Faculty.

The student registers their topic using the form Registration of the Diploma Thesis Topic (Annex 1) in the Office for Student Affairs for undergraduate studies (hereinafter: the Office for Student Affairs). By signing this form, their mentor confirms that they accept the mentorship. It is the

responsibility of the student to read the Instructions for Preparation of Theses document when they register their topic.

The form Registration of the Diploma Thesis Topic is written in English. A mandatory annex to the topic registration form is the diploma thesis's disposition, which comprises up to four A4 pages and includes: a working title of the diploma thesis, a definition of the issue dealt with and the theoretical basis, purpose and objectives of the diploma thesis, foreseen methods for achieving the objectives of the diploma thesis, foreseen presumptions and limitations in dealing with the issue, the foreseen content structure – table of contents, list of foreseen literature and sources- at least 10 units.

After the registration of the topic, the Office checks whether the student fulfils the requirements for graduation. The Office for Student Affairs forwards the application to the mentor of the diploma thesis within seven days. The mentor returns the confirmed application with their opinion to the Office for Student Affairs within fifteen days. The signed form is sent for the approval to the Dean. The topic is accepted when approved by the Dean. The Office records the application and sends a copy of the form to the student and mentor within seven days, while archiving one copy.

If during the process of writing the diploma thesis in accordance with the approved topic, the need arises for the title to be altered and the main content of the topic remains unchanged, the mentor can approve the alteration.

Article 22

(choice of topic)

The student chooses a diploma thesis topic from a list of topics published by the Faculty or chooses a topic in agreement with their mentor. The title of the diploma thesis must reflect its content and must be clear and concise.

If the same topic is chosen by more than one student, the candidate with a higher grade average is given priority.

Article 23

(mentorship)

The mentor of the diploma thesis is a qualified higher education teacher with the title of assistant professor, associate professor or full professor, as a rule a holder or a teacher of courses in the first-cycle study programme, it can also be any other member of the academic corps of the faculty or a habilitated higher education teacher with the title of assistant professor, associate professor or full professor who is not a member of the academic assembly of the faculty (external mentor).

As a rule, the student arranges their mentorship with one of the higher education teachers who are part of the academic assembly of the Faculty. It is the mentor's duty to provide suitable immediate and ongoing professional help to the student regarding the making of their diploma thesis.

In the event that the student is unable to find a suitable mentor, the Dean recommends one to them.

The mentor is approved by the Academic Affairs Committee. In the case of an external mentor, the student must submit a reasoned request electronically via VIS to the Academic Affairs Committee.

An educational contributor can take on fifteen mentorships of theses in a particular academic year. The Student Affairs Office supervises the mentorships taken on by an individual educational contributor.

Article 24 (changing mentors)

If a student, during the process of preparing their diploma thesis, finds that they are unable to continue working with their mentor or co-mentor, they may request the Dean (Annex 2) to name another mentor or co-mentor. The request is submitted in electronic form via VIS.

The mentor or co-mentor may also resign from the position of mentor or co-mentor, if they find that they are unable to continue working with the student. The mentor or co-mentor informs the Dean about the reasons for resignation in the written form.

The Dean decides on the justification of the exchange in fifteen days at the latest. In this case, the entire procedure of diploma thesis topic registration is repeated. During the preparing of the diploma thesis, one exchange of mentor or co-mentor is permitted at most.

9. Preparation and submission of the diploma thesis

Article 25 (submission of the diploma thesis)

The candidate can submit their graduate thesis, when they complete all their exams and term papers foreseen in their study programme.

Article 26 (withdrawing from the topic)

If a student, while preparing their diploma thesis, discovers that they will be unable to complete their diploma thesis or wish to change the topic, they can request to resign from the approved

diploma thesis. The request is sent electronically via VIS. The justified request to resign (Annex 3) is handled by the mentor and the Dean within fifteen days of submission. If the Dean approves the resignation from the already approved diploma thesis, the student is allowed to register a new diploma thesis. In this case, the entire procedure of the diploma thesis topic registration is repeated.

The student is allowed to request resignation from an approved diploma thesis once.

Article 27 **(reviewing the diploma thesis)**

A draft of the diploma thesis is submitted by the student to be reviewed by their mentor. The mentor gives the student written recommendations for amendments and supplements thirty days at the latest after receiving the diploma thesis draft. If the thesis is written in English, the recommendations must be written in English. The mentor also informs the student on whether they have to submit the corrected diploma thesis to be reviewed again. In the event of suspected plagiarism, the mentor can submit the thesis to the library for preliminary verification and on the basis of the result, they act in accordance with the Instructions for Preparation of Theses.

The mentor is responsible for ensuring the adherence with the Instructions for Preparation of Theses prior to approving the suitability of the thesis to be defended. They have a duty to request a plagiarism report and fill out a statement on the suitability of the thesis (Annex 4) and also send it to the Faculty's Office for Student Affairs.

When the mentor has no more comments regarding the diploma thesis they inform the Office for Student Affairs that the thesis is ready to be defended, and the student submits the following to the Office for Student Affairs:

- a proofread diploma thesis in the Microsoft Word format, written in accordance with the Instructions for the Preparation of Theses;
- a statement of authorship (Annex 5).

After receiving the electronic version of the proofread diploma thesis, the Office for Student Affairs forwards the thesis for a technical review to the library, which evaluates whether the diploma thesis meets the technical requirements set out in the Instructions for the Preparation of Theses. The review must be carried out by the library within ten days at the latest. The library and the student directly cooperate in the elimination of technical irregularities in the thesis. The time period from when the diploma thesis is first received for technical review to its final approval must not be more than thirty days.

Upon approval by the library, the student submits two copies of the proofread diploma thesis in electronic form (PDF and Word format) to the Office. The date of submission of the diploma thesis is entered in the database, which is also visible in the student's electronic index.

A proof-reader carries out the linguistic examination to ensure the spelling, grammatical and stylistic adequacy of a text. The proof-reader of the master's thesis in Slovene language is a professor of Slovene, a graduate of Slovene or a person with a proofreading license. The proof-reader of the master's thesis in English language is a person with a university degree in English.

10. Defending the diploma thesis

Article 28

(determining the defence)

The student defends their diploma thesis in front of a thesis committee. The thesis committee comprises the mentor and the member of the thesis committee, who is also its president. If the co-mentor was chosen, they are also on the thesis committee.

The Dean, within ten days from receiving a notification from the Office for Student Affairs, that the diploma thesis is ready to be defended, names a higher education teacher of the faculty, who will lead the defence (hereinafter: the president of the thesis committee). On the basis of the Dean's decision on the nominating of the questioner, the Office for Student Affairs in collaboration with the members of the thesis committee, set a date for the defence. The Office for Student Affairs forwards an electronic invitation to the student at least seven days prior to the defence.

The Office for Student Affairs sends the members of the thesis committee a notification about the defence as well as an electronic copy of the diploma thesis.

Article 29

(publishing the defence)

The defence is of a public nature. The time and location of the defence of the diploma thesis are published on the Faculty's website approximately five days before the day of the defence.

Recording the defence is permissible with the written consent of the Faculty, the candidate and the members of the thesis committee.

Article 30

(procedure of the defence)

The defence of the diploma thesis is conducted so that the thesis committee president introduces the student. They then explain the defence procedure to the student. Defending the diploma thesis takes place individually or in front of other candidates.

The student presents their diploma thesis.

The presentation with electronic slides lasts 10 minutes at the most. The student may distribute A4 sheets of paper covering the main points of their diploma thesis to all participants.

After the presentation, the president of the thesis committee and mentor put forward a total of 1 to 3 questions to the student, who is defending their thesis. The student answers the questions for 10 minutes at the most.

Article 31 **(evaluation of the diploma thesis quality)**

After the student defends their thesis, the thesis committee, in the absence of the student, convenes and evaluates the quality of the diploma thesis, the student's diploma thesis presentation and the quality of the answers to the questions posed. On the basis of these grades, the thesis committee grades the student's diploma thesis and defence following the European Credit Transfer and Accumulation System (hereinafter: the ECTS) grading scale with the overall grade of: Excellent (10), Very Good (9), Very Good (8), Good (7), Satisfactory (6), or Unsatisfactory (5).

Immediately after the thesis committee adopts the decision on the grade, the president of the thesis committee publicly and orally declares the grade. The grade is written into the diploma record (Annex 6), which is then signed by the president and member of the thesis committee, and if the co-mentor was chosen, they also sign it.

If the mentor is of the opinion that the diploma thesis meets the requirements for commendation, they put forward a proposal on the defence record, together with a short explanation, which is then signed by the member of the thesis committee.

Article 32 **(repeat defence of the diploma thesis)**

If the final grade of the diploma thesis is Unsatisfactory (5), the student may defend the same diploma thesis again. A student is allowed to defend the same diploma thesis twice at the most during their time at university. If the final grade of the diploma thesis is once again Unsatisfactory (5), the entire registration procedure for the diploma thesis is repeated.

Article 33 **(contesting the grade)**

If the student does not agree with the grade given their diploma thesis, they may submit a written objection. To resolve this objection, this chapter, which deals with contesting the grade, is to be used reasonably.

Article 34
(certificate of graduation)

Within fifteen days of completing the defence, the student submits two copies of their proofread diploma thesis in electronic form (PDF and Word format) to the Office for Student Affairs for the library.

After the successful defence of the diploma thesis, the Office for Student Affairs enters the student's grade received at the defence of their diploma thesis into their e-index and issues the student three temporary Certificates of Graduation, which are substitutes for the Diploma until it is issued. The certificates are signed by the Dean.

The date of the student's defence of their diploma thesis is also the day they receive their professional title.

Article 35
(copies of the diploma thesis)

The Office for Student Affairs sends two identical copies of the diploma thesis in electronic form (PDF and Word) to the library to post it online. The student may submit the printed version to the mentor.

Article 36
(graduate records)

The Office for Student Affairs keeps a folder on each graduate. It contains the following forms:

- Registration of diploma thesis topic from Annex 1 with a disposition;
- Statement on the suitability of the thesis from Annex 4;
- Statement of authorship from Annex 5;
- Record of the diploma from Annex 6.

11. The completion of study for students who have enrolled since 2019/20

Article 37
(condition for completion of study)

Required conditions for completion of the study are:

- completed study requirements, as determined by the faculty with its pedagogical plan (seminars, oral and written exams),
- completed compulsory traineeship.

By completing the compulsory traineeship, the student uses their acquired legal knowledge on specific legal cases in the work environment, thus demonstrating a certain level of knowledge and ability to use theoretical and practical knowledge and ability to work independently.

Article 38
(traineeship)

The traineeship is a compulsory and pre-planned element of each study program. The purpose of the traineeship is for the student to complement theoretical knowledge with the practical. The student acquires the practical knowledge and skills necessary to solve complex professional and work problems, the traineeship enhances their ability to communicate in the profession and professional criticality, responsibility, initiative and independence.

Article 39
(traineeship regulation)

The traineeship is governed by the Traineeship Rules, which regulate fundamental issues, the process of traineeship, the goals and duration of the traineeship, and the rights and duties of the entities involved.

12. Withdrawal

Article 40
(withdrawal from the faculty)

A student that does not intent to complete their studies may withdraw from the Faculty. The request to withdraw must be submitted in an electronic form via VIS.

The Accounting Office must then verify if the student has settled all their financial obligations.

When the student has settled all of their financial obligations towards the Faculty, the Office for Student Affairs issues a written withdrawal from the Faculty.

III. UNDERGRADUATE PROFESSIONAL HIGHER EDUCATION STUDY PROGRAMME LAW AND MANAGEMENT OF INFRASTRUCTURE AND REAL ESTATE (1st cycle)

1. Advancing to the next year

Article 41 (requirements for advancing to the next year)

A student may enrol into a higher year after having completed all the requirements specified in the study program for the year they enrolled in, or has achieved at least 42 credit points (hereinafter : CP) with the successful completion of courses of the year they enrolled in. The student has to complete the remaining exam requirements of the previous year by the end of the new year. During this time, he may normally fulfil all the study requirements of the year in which he is enrolled.

Students enrol into a higher year within the deadline set each year by the Office for Student Affairs, following the instructions of the Ministry of Education, Science and Sport. This provision also applies to students who are repeating the year, enrolling into a graduation year or extending their student status.

Article 42 (exceptional enrolment into the next year)

Any student who failed to fulfil the requirements to advance to a higher year can, at their request, be exceptionally allowed to advance to a higher year by the Academic Affairs Committee. An exceptional enrolment can be allowed to the student who:

- failed to fulfil their requirements for justified reasons,
- is expected to fulfil other requirements,
- lacks at most one requirement which is the condition to advance to a higher year.

Taking into consideration sufficient credible evidence, a justified reason for an exceptional enrolment can be:

- an illness that lasted continuously for more than two months during the exam period, considering the nature of the illness,
- participation in top-level professional, cultural and sporting events,
- active participation in the Faculty's Bodies by giving initiatives, opinions and making decisions in accordance with the Faculty Statute,
- exceptional family and social circumstances and
- status of a person with special needs or disabilities.

The student must show that the reason from the previous paragraph directly influenced the fulfilment of the requirements, which is assessed by the Academic Affairs Committee.

The Academic Affairs Committee decides on the exceptional enrolment to a higher year upon the request of a student. The request for the exceptional enrolment shall be submitted by a student electronically via the VIS, not later than ten days before the expiry of the period for enrolment, that is, by 20 September of the current year.

Article 43 (faster advancement)

A student is enabled faster advancement if they fulfilled all the requirements from the current and previous years and if the completion of their study requirements and exams in courses from lower years has been above average and if their average grade is at least eight.

The decision regarding this is made by the Senate on the basis of the candidate's electronic request submitted via the VIS and the reasoned opinion of the Academic Affairs Committee.

2. Repeat enrolment

Article 44 (requirements for repeating the year)

A student who has not completed all their requirements determined in the study programme for the enrolment into a higher year, may repeat the year only once during their time enrolled at university, if they had so far not repeated a year or changed their study programme or field of specialisation due to the unfulfillment of requirements in their previous field of specialisation or study programme.

The Academic Affairs Committee decides on repeated enrolment on the basis of a written application from the student. The request to repeat a year must be submitted by the student not later than 10 days before the expiry of the period for the enrolment into a higher year, that is, by 20 September of the current year.

3. Parallel studies

Article 45 (definition of parallel studies)

Parallel study is a study on separate study programmes. A student who successfully completes their study requirements for all study programmes is awarded a separate diploma for each of the completed study programmes.

Upon successfully completed first year of study, a student can additionally enrol into another study programme if they meet that programme's enrolment criteria.

Article 46
(conditions for parallel studies)

A student interested in parallel study on the other higher education institution submits electronically via the VIS a request for consent for parallel studies to the Academic Affairs Committee.

A student of another institution of higher education who wishes to study in parallel at the faculty attaches to the requirement for enrolment the consent of the institution of higher education which they have already enrolled in.

With its rules and regulations, the Faculty determines the criteria in case of limited enrolment into the study programme within parallel study.

A student enrolled into a study programme within parallel study has the same rights and obligations regardless of the rights and obligations they have already received at the parent faculty.

4. Student status

Article 47
(student status termination)

The student's status is terminated, if the student:

- graduates;
- does not graduate from their 1st cycle study programme within 12 months of the conclusion of the last semester;
- withdraws;
- does not enrol into the following year or semester during their studies;
- was expelled.

Regardless of the second indent of the previous paragraph, the student's status is terminated at the conclusion of the last semester, if the student repeated the year or changed their study programme or field of specialisation.

In the event of the second and fourth indent of the first paragraph and second paragraph of this article, the student, due to justified reasons, may extend their student status, but for the maximum of one year.

The following reasons may be considered for extending their student status, if they are supported with the appropriate credible evidence:

- maternity or paternity: student mothers who give birth during their studies and students who become fathers during their studies have the right to extend their student status for one year for each live birth;
- illness, that continuously lasted more than two months during exam periods, taking into account the nature of the illness;
- participation in top-level professional, cultural and sporting events;
- active participation in the faculty's bodies giving initiatives, opinions, making decisions in accordance with the Statute of the faculty;
- exceptional family and social circumstances and
- they are recognised as persons with special needs.

The student must show that the reason from the previous paragraph directly influenced the fulfilment of the requirements, which is assessed by the Academic Affairs Committee.

The request for extension of the status must be submitted electronically by the student at the latest 10 days before the expiry of the period for the enrolment into a higher year, that is, by 20 September of the current year.

Article 48 **(graduation year status)**

The student obtains their graduation year status in accordance with the provisions of the Higher Education Act.

No later than September 20 of the current year, the Student Affairs Office invites all eligible students to enrol. By the end of the academic year, the student must submit the necessary documentation and a certificate of the registration fee payment.

Article 49 **(fulfilling academic requirements after the loss of student status)**

A student, who does not fulfil the requirements for enrolment into a higher year or for repeating a year, or their time limit for the completion of their studies has expired, loses their student status, and the Faculty enters them into their records as a student without a student status.

A student without student status must settle the financial obligations for each exam, term paper or diploma thesis to be able to complete their missing requirements (exams, term papers, diploma thesis) in accordance with the Faculty price list.

The bill for the missing requirement is sent to the student by the Office for Student Affairs.

On the basis of payment of the individual missing requirements, the student may take each individual exam three times.

In special, justified, cases, the Board of Directors may decide otherwise.

5. Continuation of studies after cessation

Article 50 (counting the cessation of studies)

The cessation of studies is counted from the day when the student no longer has their student status. Examples of student status loss are defined in Article 48 of these rules and regulations.

Article 51 (cessation of studies)

If the student discontinues their studies for less than two years, they are able to continue and complete the same study programme that was valid at the time of enrolment.

If more than two years have passed since the student discontinued their studies, they must submit a request to continue and complete their studies to the Academic Affairs Committee electronically via VIS. On the basis of a positive resolution, a contract is concluded for the continuation and completion of studies, with which the mode of performing missing obligations is determined, as well as the deadline for completing their studies and means of payment in accordance with the Faculty price list.

If during the cessation of studies, the study programme has changes, the academic committee mentioned in the previous paragraph may determine bridging exams or other additional requirements as a condition for the advancement or completion of studies.

If due to the progress of the profession during a prolonged interruption of studies, knowledge that was required on an exam prior to the termination of studies has become inappropriate, the academic committee, in addition to the bridging requirements, can determine that the student must repeat certain exams or other requirements that had already been completed before the interruption of studies.

On the basis of the payment of the individual missing requirements, the student may take each individual exam three times.

6. Completion of studies for students who enrolled before the year 2019/20

Article 52 (condition for the completion of studies)

The mandatory conditions for the completion of studies are:

- fulfilled requirements set by the faculty with its pedagogical plan (seminars, oral and written exams),
- completed compulsory traineeship and preparation of a report and
- preparation and successful defence of the diploma thesis.

By preparing and defending the thesis, the student demonstrates a certain level of knowledge and ability to use theoretical and practical knowledge, as well as the ability to use domestic and foreign professional and scientific literature independently when discussing the topic in writing.

The concluding academic requirement that a student has to complete is their diploma thesis - which they prepare and successfully defend to obtain the professional title of Bachelor of Law and Management of Infrastructure and Real Estate (abbrev.: LLB in Management of Infrastructure and Real Estate (VS)) (diplomant prava in managementa infrastruktura in nepremičnin (VS) / diplomantka prava in managementa infrastruktura in nepremičnin (VS), abbreviation: dipl. prav. in manag. infra. in neprem. (VS)).

It is possible to defend the diploma thesis after first completing all other academic requirements and settle any outstanding financial liabilities towards the Faculty.

7. Deciding on a topic and determining a mentor

Article 53 (diploma thesis)

A diploma thesis is a written work and must be the result of the independent professional work of the student. In their diploma thesis, the student solves a professional or scientific problem using analytical methods and proves, that they are able to critically, systematically analyse and evaluate as well as comprehensively approach the chosen topic.

Article 54 (language of the diploma thesis)

The diploma thesis must be written in the Slovenian language. The student may exceptionally write their diploma thesis also in English, if a justifiable reason exists for doing so. The request for writing the thesis in English must be submitted electronically via the VIS by the student. The Academic Affairs Committee decides on the request. If the diploma thesis is written in the English language, it must have a longer abstract in Slovenian, ranging from 20 to 25 per cent of the thesis's text or at least nine pages.

The diploma thesis must be prepared in accordance with the Instructions for the Preparation of Theses.

Article 55
(language of the diploma thesis for VTI (transnational) students)

The diploma thesis must be written in the English or Albanian language. If the diploma thesis is written in the Albanian language, it must have a longer abstract in English, ranging from 20 to 25 per cent of the thesis's text or at least nine pages.

The diploma thesis must be prepared in accordance with the Instructions for the Preparation of Theses.

Article 56
(requirement for the registration of a topic)

A student can register their diploma thesis, when they have a maximum of 30CP missing and have settled all their financial obligations towards the Faculty.

The student registers their topic using the form Registration of the Diploma Thesis Topic (Annex 1) in the Office for Student Affairs. By signing this form, their mentor confirms that they accept the mentorship. It is the responsibility of the student to read the Compliance with Copyrights and Prevention of Plagiarism document when they register their topic.

"The registration of the topic" is written in Slovene. A mandatory annex to the topic registration form is the diploma thesis's disposition, which comprises up to four A4 pages and includes: a working title of the diploma thesis, a definition of the issue dealt with and the theoretical basis, purpose and objectives of the diploma thesis, foreseen methods for achieving the objectives of the diploma thesis, foreseen presumptions and limitations in dealing with the issue, the foreseen content structure – table of contents, list of foreseen literature and sources – at least 10 units.

After the registration of the topic, the Office checks whether the student fulfils the requirements for graduation. The Office for Student Affairs forwards the application to the mentor of the diploma thesis within seven days. The mentor returns the confirmed application with their opinion to the Office for Student Affairs within fifteen days. The signed form "Registration of the thesis topic" is submitted to the Dean for approval. Thesis topic is accepted when approved by the Dean. The Office records the application and sends a copy of the form to the student and mentor within seven days, while archiving one copy.

If during the process of writing the diploma thesis in accordance with the approved topic, the need arises for the title to be altered and the main content of the topic remains unchanged, the mentor can approve the alteration.

Article 57
(requirement for the registration of a topic for VTI students)

A VTI student can register their diploma thesis, when they have a maximum of 30CP missing and have settled all their financial obligations towards the Faculty.

The student registers their topic using the form Registration of the Diploma Thesis Topic (Annex 1) in the Office for Student Affairs for undergraduate studies (hereinafter: the Office for Student Affairs). By signing this form, their mentor confirms that they accept the mentorship. It is the responsibility of the student to read the Instructions for Preparation of Theses document when they register their topic.

“The registration of the topic” is written in English. A mandatory annex to the topic registration form is the diploma thesis’s disposition, which comprises up to four A4 pages and includes: a working title of the diploma thesis, a definition of the issue dealt with and the theoretical basis, purpose and objectives of the diploma thesis, foreseen methods for achieving the objectives of the diploma thesis, foreseen presumptions and limitations in dealing with the issue, the foreseen content structure – table of contents, list of foreseen literature and sources – at least 10 units.

The Office checks whether the student fulfils the requirements for graduation. The Office for Student Affairs forwards the application to the mentor of the diploma thesis within seven days. The mentor returns the confirmed application with their opinion to the Office for Student Affairs within fifteen days. The signed form “Registration of the thesis topic” is submitted to the Dean for approval. Thesis topic is accepted when approved by the Dean. The Office records the application and sends a copy of the form to the student and mentor within seven days, while archiving one copy.

If during the process of writing the diploma thesis in accordance with the approved topic, the need arises for the title to be altered and the main content of the topic remains unchanged, the mentor can approve the alteration.

Article 58
(choice of topic)

The student chooses a diploma thesis topic from a list of topics published by the Faculty or chooses a topic in agreement with their mentor. The title of the diploma thesis must reflect its content and must be clear and concise.

Article 59 (mentorship)

The mentor of the diploma thesis is a qualified higher education teacher with the title of assistant professor, associate professor or full professor, as a rule a holder or a teacher of courses in undergraduate study programmes, it can also be any other member of the academic corps of the faculty or a habilitated higher education teacher with the title of lecturer, senior lecturer, assistant professor, associate professor or full professor who is not a member of the academic assembly of the faculty (external mentor).

As a rule, the student arranges their mentorship with one of the higher education teachers who are part of the academic assembly of the Faculty. It is the mentor's duty to provide suitable immediate and ongoing professional help to the student regarding the making of their diploma thesis.

In the event that the student is unable to find a suitable mentor, the Dean recommends one to them.

The mentor is approved by the Academic Affairs Committee. In the case of an external mentor, the student must submit a reasonable request to the Academic Affairs Committee. The request is sent electronically via the VIS.

An educational contributor can take on 15 mentorships of theses in a particular academic year. The Office for Student Affairs supervises the mentorships taken on by an individual educational contributor.

Article 60 (changing mentors)

If a student, during the process of preparing their diploma thesis, finds that they are unable to continue working with their mentor or co-mentor, they may submit a written request electronically via VIS to the Dean (Annex 2) to name another mentor or co-mentor.

The mentor or co-mentor may also resign from the position of mentor or co-mentor, if they find that they are unable to continue working with the student. The mentor or co-mentor informs the Dean in writing about the reason for resignation.

The Dean decides on the justification of the exchange in fifteen days at the latest. In this case, the entire procedure of topic registration is repeated. During the preparing of the diploma thesis, one exchange of mentor or co-mentor is permitted at most.

8. Preparation and submission of the diploma thesis

Article 61 (submission of the diploma thesis)

The candidate can submit their graduate thesis, when they complete all their exams and term papers foreseen in their study programme.

Article 62 (withdrawing from the topic)

If the student discovers that they are unable to use or wish to change their topic while in the process of preparing their thesis, they may request the withdrawal from the approved diploma thesis. The request must be submitted electronically via VIS. The justified request for resignation (Annex 3) are handled by their mentor and the Dean within fifteen days. If the Dean approves the resignation from the already approved diploma thesis, the student is allowed to register a new diploma thesis. In this case, the entire procedure of topic registration is repeated.

The student is allowed to request resignation from an approved diploma thesis once.

Article 63 (reviewing the diploma thesis)

A draft of the diploma thesis is submitted by the student to be reviewed by their mentor. The mentor gives the student written recommendations for amendments and supplements thirty days at the latest after receiving the diploma thesis draft. If the thesis is written in English, the recommendations must be written in English. The mentor also informs the student on whether they have to submit the corrected diploma thesis to be reviewed again. In the event of suspected plagiarism, the mentor can submit the thesis to the library for preliminary verification and on the basis of the result, they act in accordance with the Instructions for Preparation of Theses.

The mentor is responsible for ensuring the adherence with the Instructions for the Preparation of Theses prior to approving the suitability of the thesis to be defended. They have a duty to fill out a statement on the suitability of the thesis (Annex 4) and also send it to the Faculty's Office for Student Affairs.

When the mentor has no more comments regarding the diploma thesis they inform the Office for Student Affairs that the thesis is ready to be defended, and the student submits the following to the Office for Student Affairs:

- a proofread diploma thesis in an electronic form of the Microsoft Word format, written in accordance with the Instructions for the Preparation of Theses;
- a statement of authorship (Annex 5);

After receiving the electronic version of the proofread diploma thesis, the Office for Student Affairs forwards the thesis for a technical review to the library. The review must be carried out by the library within ten days at the latest. The library and the student directly cooperate in the elimination of technical irregularities in the thesis. The time period from when the diploma thesis is first received for technical review to its final approval must not be more than 30 days.

Upon approval by the library, the student submits two copies of the proofread diploma thesis in electronic form (PDF and Word format) to the Office for Student Affairs. The date of submission of the diploma thesis is entered into the database, which is also visible in the student's electronic index.

A proof-reader carries out the linguistic examination to ensure the spelling, grammatical and stylistic adequacy of a text. The proof-reader of the master's thesis in Slovene language is a professor of Slovene, a graduate of Slovene or a person with a proofreading licence. The proof-reader of the master's thesis in English language is a person with a university degree in English.

9. Defending the diploma thesis

Article 64 (determining the defence)

The student defends their diploma thesis in front of a thesis committee. The thesis committee comprises the mentor and the member of the thesis committee, who is also its president. If the co-mentor was chosen, they are also on the thesis committee.

The Dean, within ten days from receiving a notification from the Office for Student Affairs, that the thesis is ready to be defended, names a higher education teacher of the faculty, who will lead the defence (hereinafter: the president of the thesis committee). On the basis of the Dean's decision on the nominating of the questioner, the Office for Student Affairs in collaboration with the members of the thesis committee, set a date for the defence. The Office for Student Affairs forwards an electronic invitation to the student at least seven days prior to the defence.

The Office for Student Affairs sends the members of the thesis committee a notification about the defence as well as an electronic copy of the diploma thesis.

Article 65 (publishing the defence)

The defence is of a public nature. The time and location of the defence of the diploma thesis are published on the Faculty's website approximately five days before the day of the defence.

Recording the defence is permissible with the written consent of the Faculty, the candidate and the members of the thesis committee.

Article 66 **(procedure of the defence)**

The defence of the diploma thesis is conducted so that the thesis committee president introduces the student. They then explain the defence procedure to the student. Defending the diploma thesis takes place individually or in front of other candidates.

The student presents their diploma thesis.

The presentation with electronic slides lasts 10 minutes at the most. The student may distribute A4 sheets of paper covering the main points of their diploma thesis to all participants.

After the presentation, the president of the thesis committee and mentor put forward a total of 1 to 3 questions to the student, who is defending their diploma thesis. The student answers the questions for 10 minutes at the most.

Article 67 **(evaluation of the diploma thesis quality)**

After the student defends their thesis, the thesis committee, in the absence of the student, convenes and evaluates the quality of the diploma thesis, the student's diploma thesis presentation and the quality of the answers to the questions posed. On the basis of these grades, the thesis committee grades the student's diploma thesis and defence following the European Credit Transfer and Accumulation System (hereinafter: the ECTS) grading scale with the overall grade of: Excellent (10), Very Good (9), Very Good (8), Good (7), Satisfactory (6), or Unsatisfactory (5).

Immediately after the thesis committee adopts the decision on the grade, the president of the thesis committee publicly and orally declares the grade. The grade is written into the diploma record (Annex 6), which is then signed by the president and member of the thesis committee, and if the co-mentor was chosen, they also sign it.

If the mentor is of the opinion that the diploma thesis meets the requirements for commendation, they put forward a proposal on the defence record, together with a short explanation, which is then signed by the member of the thesis committee.

Article 68
(repeat defence of the diploma thesis)

If the final grade of the diploma thesis is Unsatisfactory (5), the student may defend the same diploma thesis again. A student is allowed to defend the same diploma thesis twice at the most during their time at university. If the final grade of the diploma thesis is once again Unsatisfactory (5), the entire registration procedure for the diploma thesis is repeated.

Article 69
(contesting the grade)

If the student does not agree with the grade given their diploma thesis, they may submit a written objection. To resolve this objection, this chapter, which deals with contesting the grade, is to be used reasonably.

Article 70
(certificate of graduation)

Within fifteen days of completing the defence, the student submits two copies of their proofread diploma thesis in electronic form (PDF and Word format) to the Office for Student Affairs for the library. Upon agreement with the mentor, the student also submits a printed version of the final work for the mentor. On this basis, the Office for Student Affairs enters the diploma thesis assessment into the electronic index and issues three provisional Certificates of Graduation to the student, replacing the Diploma until its issue. The certificates shall be signed by the Dean.

After the successful defence of the thesis, the Office for Student Affairs enters the student's grade into their e-index and issues the student a temporary Certificate of Graduation, which is a substitute for the Diploma which is issued at graduation ceremony.

The date of the student's defence of their diploma thesis is also the day they receive their professional title.

Article 71
(copies of the diploma thesis)

Upon approval by the library, the student submits two copies of the proofread diploma thesis in electronic form (PDF and Word format) for the library to the Office for Student Affairs. The date of submission of the diploma thesis is entered into the database, which is also visible in the student's electronic index. Upon agreement with the mentor, the student also submits a printed version of the final work for the mentor.

Article 72
(graduate records)

The Office for Student Affairs keeps a folder on each graduate. It contains the following forms:

- Registration of diploma thesis topic from Annex 1 with a disposition;
- Statement on the suitability of the thesis from Annex 4;
- Statement of authorship from Annex 5;
- Record of the diploma from Annex 6.

10. Completion of the study for students who have enrolled since the year 2019/20

Article 73
(condition for completion of study)

Required conditions for completion of the study are:

- completed study requirements, as determined by the faculty with its pedagogical plan (seminars, oral and written exams),
- completed compulsory traineeship.

By completing the compulsory traineeship, the student uses their acquired legal knowledge on specific legal cases in the work environment, thus demonstrating a certain level of knowledge and ability to use theoretical and practical knowledge and ability to work independently.

Article 74
(traineeship)

The traineeship is a compulsory and pre-planned element of each study program. The purpose of the traineeship is for the student to complement theoretical knowledge with the practical. The student acquires the practical knowledge and skills necessary to solve complex professional and work problems, the traineeship enhances their ability to communicate in the profession and professional criticality, responsibility, initiative and independence.

Article 75
(traineeship regulation)

The traineeship is governed by the Traineeship Rules, which regulate fundamental issues, the process of traineeship, the goals and duration of the traineeship, and the rights and duties of the entities involved.

11. Withdrawal

Article 76 (withdrawal from the faculty)

A student that does not intend to complete their studies may withdraw from the Faculty. They must submit a request to withdraw in an electronic form via VIS. The Accounting Office must then verify if the student has settled all their financial obligations.

When the student has settled all of their financial obligations towards the Faculty, the Office for Student Affairs issues a written withdrawal from the Faculty.

IV. MASTER'S STUDY PROGRAMME LAW (2nd cycle), MASTER'S STUDY PROGRAMME LAW AND MANAGEMENT OF REAL ESTATE, MASTER'S STUDY PROGRAMME ALTERNATIVE DISPUTE RESOLUTION AND MASTER'S STUDY PROGRAMME CIVIL AND COMMERCIAL LAW (2nd cycle)

1. Advancing to the next year

Article 77 (requirements for advancing to the next year)

In master's study programme Law (2nd cycle) and in master's study programme Law and Management of Real Estate (2nd cycle) in order to advance into a higher year by the end of the academic year, a student must have completed all the requirements determined by the individual study programme for the advancement into a higher year, or must have achieved at least 38 CP by passing exams in courses of the academic year they are enrolled into, and have successfully completed all assigned differential exams.

In master's study programme Alternative Dispute Resolution (2nd cycle) in order to advance into a higher year by the end of the academic year, a student must have completed all the requirements determined by the study programme for the advancement into a higher year, or must have achieved at least 42 CP by passing exams in courses of the academic year they are enrolled into, and have successfully completed all assigned differential exams.

In the master's study programme Civil and Commercial Law, in order to advance into a higher year by the end of the academic year, a student must have completed all the requirements determined by the study programme for the advancement into a higher year, or must have achieved at least 40 credits by passing exams in courses of the academic year they are enrolled into and have successfully completed all assigned differential exams.

Students enrol into a higher year within the deadline set each year by the Office for Student Affairs, following the instructions of the Ministry of Education, Science and Sport. This provision also applies to students who are repeating the year, enrolling into a graduation year or extending their student status.

Article 78 (exceptional enrolment)

Any student who failed to fulfil the requirements to advance to a higher year can, at their request, be exceptionally allowed to advance to a higher year by the Academic Affairs Committee. An exceptional enrolment can be allowed to the student who:

- failed to fulfil their requirements for justified reasons,
- is expected to fulfil other requirements,
- lacks at most one requirement which is the condition to advance to a higher year.

Taking into consideration sufficient credible evidence, a justified reason for an exceptional enrolment can be:

- an illness that lasted continuously for more than two months during the exam period, considering the nature of the illness,
- participation in top-level professional, cultural and sporting events,
- active participation in the Faculty's Bodies by giving initiatives, opinions and making decisions in accordance with the Faculty Statute,
- exceptional family and social circumstances and
- status of a person with special needs or disabilities.

The student must show that the reason from the previous paragraph directly influenced the fulfilment of the requirements, which is assessed by the Academic Affairs Committee.

The Academic Affairs Committee decides on the exceptional enrolment to a higher year upon the request of a student. The request for the exceptional enrolment shall be submitted by a student electronically via the VIS, not later than ten days before the expiry of the period for enrolment, that is, until 20 September of the current year.

Article 79 **(faster advancement into the next year)**

A student is enabled faster advancement if the completion of their study requirements and exams in courses from lower years has been above average and if their average grade is at least eight.

The decision regarding this is made by the Senate on the basis of the candidate's request submitted electronically via VIS and the reasoned opinion of the Academic Affairs Committee.

2. Repeat enrolment

Article 80 **(requirements for repeating the year)**

A student who has not completed all their requirements determined in the study programme for the enrolment into a higher year, may repeat the year only once during their time enrolled at university, if they had so far not repeated a year or changed their study programme or field of specialisation due to the unfulfillment of requirements in their previous field of specialisation or study programme.

The Academic Affairs Committee decides on repeated enrolment on the basis of a request submitted in an electronic form via VIS by the student. The request must be submitted by the student at the latest 10 days before expiry of the period for the enrolment into a higher year, that is, by 20. September of the current year.

3. Parallel studies

Article 81 (definition of parallel studies)

Parallel study is a study on separate study programmes. A student who successfully completes their study requirements for all study programmes is awarded a separate diploma for each of the completed study programmes.

Upon successfully completed first year of study, a student can additionally enrol into another study programme if they meet that programme's enrolment criteria.

Article 82 (conditions for parallel studies)

A student interested in parallel study on the other higher education institution submits electronically via the VIS a request for consent for parallel studies to the Academic Affairs Committee.

A student of another institution of higher education who wishes to study in parallel at the faculty attaches to the requirement for enrolment the consent of the institution of higher education which they have already enrolled in.

With its rules and regulations, the Faculty determines the criteria in case of limited enrolment into the study programme within parallel study.

A student enrolled into a study programme within parallel study has the same rights and obligations regardless of the rights and obligations they have already received at the parent faculty.

4. Changing the mode of study

Article 83 (changing the mode of study)

A part-time student may, in the course of their studies, as a rule after the first year, enter the full-time study mode if they fulfil the conditions for enrolment in full-time study by the Higher Education Act.

The number of enrolment places for changing from the part-time mode of study to the full-time mode of study is limited by the number of places designated for full-time study in the 1st year.

Taking into account that the demand exceeds this number, those candidates with better academic performance have an advantage, where the overall grade average of the candidate on the day of processing the application is considered.

The request for changing the study mode is sent by a student electronically via the higher education information system, as a rule not later than ten days before the expiry of the period for enrolment to a higher stage, that is, until September 20th of the current year. The Academic Affairs Committee decides on the request.

The provisions with regard to the transfer from the part-time to the full-time mode of study are also reasonably used in the transfer from the full-time to the part-time mode of study.

5. Student status

Article 84 (student status termination)

The student's status is terminated, if the student:

- graduates;
- does not graduate from their 2nd cycle study programme within 12 months of the conclusion of the last semester;
- withdraws;
- does not enrol into the following year or semester during their studies;
- was expelled.

Regardless of the second indent of the previous paragraph, the student's status is terminated at the conclusion of the last semester, if the student repeated the year or changed their study programme or field of specialisation.

In the event of the second and fourth indent of the first paragraph and second paragraph of this article, the student, due to justified reasons, may extend their student status, but for the maximum of one year.

The following reasons may be considered for extending their student status, if they are supported with the appropriate credible evidence:

- maternity or paternity: student mothers who give birth during their studies and students who become fathers during their studies have the right to extend their student status for one year for each live birth
- illness, that continuously lasted more than two months during exam periods, taking into account the nature of the illness;
- participation in top-level professional, cultural and sporting events;
- active participation in the faculty's bodies giving initiatives, opinions, making decisions in accordance with the Statute of the faculty;
- exceptional family and social circumstances and;
- they are recognised as persons with special needs.

The student must show that the reason from the previous paragraph directly influenced the fulfilment of the requirements, which is assessed by the Academic Affairs Committee.

The request for extension of the status must be submitted electronically by the student at the latest 10 days before the expiry of the period for the enrolment into a higher year, that is, by 20 September of the current year.

Article 85
(graduation year status)

The student obtains their graduation year status in accordance with the provisions of the Higher Education Act.

No later than September 20 of the current year, the Student Affairs Office invites all eligible students to enrol. By the end of the academic year, the student must submit the necessary documentation and a certificate of the registration fee payment.

Article 86
(fulfilling academic requirements after the loss of student status)

A student, who does not fulfil the requirements for enrolment into a higher year or for repeating a year, or their time limit for the completion of their studies has expired, loses their student status, and the Faculty enters them into their records as a student without a student status.

A student without student status must settle the financial obligations for each exam, term paper or diploma thesis to be able to complete their missing requirements (exams, term papers, diploma thesis) in accordance with the Faculty price list.

The bill for the missing requirement is sent to the student by the Office for Student Affairs.

On the basis of payment of the individual missing requirements, the student may take each individual exam three times.

In special, justified, cases, the Board of Directors may decide otherwise.

6. Continuation of studies after cessation

Article 87
(counting the cessation of studies)

The cessation of studies is counted from the day when the student no longer has their student status. Examples of student status loss are defined in Article 84 of these rules and regulations.

Article 88

(cessation of studies)

If the student discontinues their studies for less than two years, they are able to continue and complete the same study programme that was valid at the time of enrolment.

If more than two years have passed since the student discontinued their studies, they must submit a request to continue and complete their studies to the Academic Affairs Committee electronically via VIS, with the intention of continuing and completing their studies. On the basis of a positive resolution, a contract is concluded for the continuation and completion of studies, with which the mode of completing the missing requirements is determined, as well as the deadline for completing their studies and means of payment in accordance with the Faculty price list.

If during the cessation of studies, the study programme has changes, the academic committee mentioned in the previous paragraph may determine bridging exams or other additional requirements as a condition for the advancement or completion of studies.

If due to the progress of the profession during a prolonged interruption of studies, knowledge that was required on an exam prior to the termination of studies has become inappropriate, the academic committee, in addition to the bridging requirements, can determine that the student must repeat certain exams or other requirements that had already been completed before the interruption of studies.

On the basis of the payment of the individual missing requirements, the student may take each individual exam three times.

7. Completion of studies

Article 89

(condition for the completion of studies)

The master's thesis is the final academic requirement that the student must complete - prepare and successfully defend to obtain their professional title of Master of Law (magister prava / magistrica prava), following their name and surname, Master of Law and Management of Real Estate (magister prava in managementa nepremičnin), following their name and surname, or Master of Civil and Commercial Law (magister civilnega in gospodarskega prava), following their name and surname or Master of Alternative Dispute Resolution (magister/ magistrica alternativnega reševanja sporov), following their name and surname.

It is possible to defend the master's thesis after the student has completed all other academic requirements and settled all financial obligations towards the Faculty.

8. Choosing a topic and determining a mentor

Article 90 (master's thesis)

A master's thesis is a written work and must be the result of the independent professional work of the student, which is why it cannot be the result of group work. In their master's thesis, the student solves a professional or scientific problem using analytical methods and proves, that they are able to critically, systematically analyse and evaluate as well as comprehensively approach the chosen topic. The topic must be new, appropriate, current, and beneficial.

Article 91 (master's thesis language)

The master's thesis must be written in the Slovenian language, with the consent of the Academic Affairs Committee it can also be in English. The request for writing the thesis in English must be submitted electronically via the VIS by the student. If the master's thesis is written in the English language, it must have a longer abstract in Slovenian, ranging from 20 to 25 per cent of the thesis's text or at least eighteen pages.

The master's thesis must be prepared in accordance with the Instructions for the Preparation of Theses.

Article 92 (language of the master's thesis for VTI (transnational) students)

The master's thesis must be written in the English or Albanian language. If the master's thesis is written in the Albanian language, it must have a longer abstract in English, ranging from 20 to 25 per cent of the thesis's text or at least eighteen pages.

The master's thesis must be prepared in accordance with the Instructions for the Preparation of Theses.

Article 93 (requirements for the registration of a topic)

The student registers their master's thesis topic when they have completed all exam requirements from the first two semesters as well as all bridging exams, if they were a condition for enrolment into the master's programme.

The registration of the master's thesis topic must be submitted in one copy on the "Registration of the master's thesis topic" form (Annex 7), which comprises:

- information on the student;
- the proposed working title of the master's thesis;
- the names of the mentor and co-mentor as well as their consent of nomination (signature);

A copy of the master's thesis disposition, written in accordance with these rules and regulations and the Instructions for the Preparation of Theses, and the possible request for writing the text in English in an electronic form must be annexed to the registration form.

The topic registration and annexes are, as a rule, written in Slovenian, while the consent of the Academic Affairs Committee is needed to write it in English.

Article 94 **(requirements for the registration of a topic for VTI (transnational) students)**

The VTI student registers their master's thesis topic when they have completed all exam requirements from the first two semesters as well as all bridging exams, if they were a condition for enrolment into the master's programme.

The registration of the master's thesis topic must be submitted in two copies on the "Registration of the master's thesis topic" form (Annex 7), which comprises:

- information on the student;
- the proposed working title of the master's thesis;
- the names of the mentor and co-mentor as well as their consent of nomination (signature);

Five copies of the master's thesis disposition, written in accordance with these rules and regulations and the Instructions for the Preparation of Theses must be annexed to the registration form.

The topic registration and annexes are written in English.

Article 95 **(choice of topic)**

The student chooses a master's thesis topic from a list of topics published by the Faculty or chooses a topic in agreement with their mentor.

Article 96

(mentorship)

The mentor of the master's thesis is a qualified higher education teacher with the title of assistant professor, associate professor or full professor, as a rule a holder or a teacher of courses in study programmes of 2nd cycle, it can also be any other member of the academic corps of the faculty or a habilitated higher education teacher with the title of assistant professor, associate professor or full professor who is not a member of the academic assembly of the faculty (external mentor).

As a rule, the student arranges their mentorship with one of the higher education teachers who are part of the Faculty Academic Assembly. It is the mentor's duty to provide suitable immediate and ongoing professional help to the student regarding the preparation of their master's thesis.

In the event that the student does not manage to find a suitable mentor, the Academic Affairs Committee shall suggest a mentor.

The mentor is approved by the Academic Affairs Committee. In the event of an external mentor, a request in an electronic form via VIS must be submitted to the Academic Affairs Committee by the student.

An educational contributor can take on up to 15 thesis mentorships in a particular academic year. The Academic Affairs Committee supervises the mentorships taken on by an individual educational contributor.

Article 97

(changing mentors)

If a student, during the process of preparing their master's thesis, finds that they are unable to continue working with their mentor or co-mentor, they may submit a request electronically via VIS to the Academic Affairs Committee (Annex 9) to name another mentor or co-mentor.

The mentor or co-mentor may also resign from the position of mentor or co-mentor, if they find that they are unable to continue working with the student. The mentor or co-mentor must inform the Academic Affairs Committee about the reasons for resignation.

The Academic Affairs Committee decides on the justification of the exchange at their first next regular meeting. In this case, the entire procedure of master's thesis topic registration is repeated. During the preparing of the master's thesis, one exchange of mentor or co-mentor is permitted at most.

Article 98
(topic validity period)

A confirmed master's thesis topic is valid for two years after the topic confirmation by the Academic Affairs Committee. The Academic Affairs Committee can grant a student an extension of the validity period for a year, on the basis of a request submitted electronically via VIS, to which their mentor has given explicit consent.

Article 99
(withdrawal from the topic)

If a student, while preparing their master's thesis, discovers that they are unable to write their master's thesis or wish to change the topic, they can submit a written request to the Academic Affairs Committee to withdraw from the approved master's thesis topic (Annex 8).

If the Committee approves the resignation from the already approved master's thesis, the student is allowed to register a new thesis topic. In this event, the entire registration procedure is repeated.

The request to withdraw from the topic can be submitted only once.

9. Master's thesis disposition

Article 100
(disposition title and structure)

The title must be new, current and beneficial, while being simple and clear, and furthermore unambiguously express the essence of the thesis's content. The title must not be too long nor too short. It must include the key words of the topic dealt with. It can include a maximum of nine words.

The disposition generally comprises three sections over twelve to twenty pages:

- the descriptive part of the disposition;
- the thesis's structure;
- the separate lists of the foreseen literature and sources.

Article 101
(the descriptive part of the disposition)

The descriptive part of the disposition should have the following structure in points and order:

a) The working title of the master's thesis

A master's thesis is the result of a student's independent work at the conclusion of their studies. Students can choose a proposed topic for their master's thesis from the master's thesis topics listed on the Student Affairs Office webpage or they propose them themselves in an agreement with their mentor. The topic must refer to the professional or scientific field that the student is studying. The topic must reflect the content of the master's thesis.

b) Defining the issue dealt with and its theoretical basis

In this item of the master's thesis disposition, the student defines the field that they will be dealing with and from whence the issue arises. The definition of the issue must be clear and exact. It may also include an explanation of the dimension of the issue and the significance of solving the issue. A suitably defined issue and research subject are the basis for the student to formulate working hypotheses (research questions).

c) Purpose and objectives of the master's thesis

The main purpose of the master's thesis arises from the issue addressed and means searching for an answer to the main hypothesis (research question). The student must answer the question of why they are analysing the topic.

The objectives of the master's thesis state everything that the student must do to achieve the purpose of their research. There can be more than one objective, the student can also set themselves a number of sub-objectives. It is recommended that the student sets questions to which they will, during the process of researching, formulating and presenting in writing the results of their research, endeavour to give justified answers.

d) Foreseen methods for reaching the objectives of their master's thesis

In their master's thesis disposition, the student must also list the methods they will use to reach the objectives of their master's thesis. With the help of the foreseen methods, the student will endeavour to resolve the issue and research subject and prove the formulated working hypothesis (research question). The student most frequently uses one scientific research method, in addition to which they may use many others, which are considered auxiliary methods. It is not sufficient that the methods are simply listed, the area of use and the means of use must also be stated for each method.

e) Foreseen assumptions and limitations when dealing with the problem

In this item, the student determines the main assumptions or hypotheses (research questions). The assumptions or hypotheses (research questions) and limitations represent the start of approaching a topic. Assumptions are important as it is virtually impossible to include all factors that determine an area when dealing with a topic. This is why assumptions are used, to simplify the approach. In this way, the student assumes, that many factors of an issue do not change, which alleviates their work, as they are then able to focus in more detail on the narrower field or even a specific case. The assumptions or hypotheses must be clearly defined.

The limitations encountered when carrying out their research can be included in their master's thesis. For example, the student can list any problems due to limited access to data, business or state secrets, a lack of professional literature, people responsible being unwilling to cooperate, etc.

f) Verification of hypotheses

In this item, the student writes how or in which way they will test their hypotheses.

g) An assessment of the research carried out in the particular field so far

In this chapter, the student should accurately refer to already published work in the particular field dealt with. It is necessary to explain in what ways their thesis will differ from the existing published literature.

h) Expected results of the thesis

In this item, the student lists the more significant results that they expect to achieve with their research.

Article 102
(disposition structure)

In the structure of the disposition, the student states the indicative index of the master's thesis (chapters and subsections). For each work or chapter, the student indicates what they intend to address in the relevant chapter.

Article 103
(the separate lists of the foreseen literature and sources)

In the last item of the disposition, the student lists the literature and sources. The master's thesis disposition must include at least 30 units of literature and sources, of which at least 1/5 of the units must be from foreign literature and sources.

When registering their master's thesis topic, in particular when choosing a topic, defining the working theses (structure) and explanation of the topic, the student should be aware of the fact that:

- this the master's thesis is a professional piece of work that has to contribute to a particular field of science;
- that the fundamental and applied research is based on numerous scientific methods and that the student must master the research methodology and technology as well as preparation of professional pieces of work;
- that to prepare a suitable topic registration application, a student has to be someone who possesses a solid general and specific knowledge on the topic dealt with, who is capable of carrying out research and who has studied the current literature on the topic dealt with, who has a desire and motive to complete the research they started.

Article 104
(disposition registration and confirmation procedure)

Before submitting the master's thesis (disposition) topic registration in written form, the student must forward the disposition in electronic form to the Office for Student Affairs by e-mail.

The Office for Student Affairs and the higher education teacher, who is authorised by the Academic Affairs Committee, are required to verify in five working days whether the student meets all the requirements to register their master's thesis and whether the submitted disposition includes all required elements.

The Office for Student Affairs notifies the student whether they fulfilled the requirements and successfully passed the technical review. If it is found that something is missing, the Office for Student Affairs informs the student, who then has to submit the missing items or correct the disposition in accordance with instructions and submit it for review again.

When the Office for Student Affairs notifies the student that they fulfil the requirements and that the disposition is technically flawless, the student forwards the disposition in one double-sided printed copy together with the signed form for the topic registration to the Office for Student Affairs, who in turn, forwards the disposition to be reviewed by the Academic Affairs Committee.

The Academic Affairs Committee deals with matters that were delivered to the Office for Student Affairs no later than three days before the day of the Academic Affairs Committee's meeting. The Academic Affairs Committee's meeting generally takes place during the first week of the month.

The Academic Affairs Committee determines whether the proposed topic has not yet been dealt with in other master's theses and they decide whether the topic and mentor is approved, not approved or they request additional substantiation and supplementation.

The Academic Affairs Committee can technically and substantively re-evaluate the submitted master's thesis disposition, and decide whether it is approved, not approved or they request additional substantiation and supplementation, not just from a technical perspective, but also regarding the content.

If the Academic Affairs Committee evaluates that, in view of the chosen topic, the mentor is not the most suitable, they can propose another mentor. In this case, the new mentor must give their consent to be a mentor as well as to the master's thesis disposition.

Within ten days of the concluded regular meeting, the Office for Student Affairs is required to submit the Academic Affairs Committee's decision to the student and mentor, and the co-

mentor if one is appointed, on whether the application is not approved, or if it requires additional justification or for its confirmation as well as that of the mentor.

In the master's study programmes Alternative Conflict Resolution and Civil and Commercial Law, the performed requirement Individual Research Work from the 2nd year shall be entered with the date, on which the Academic Affairs Committee decided to confirm the topic and the mentor.

10. Preparation and submission of the master's thesis for evaluation

Article 105 (submission of master's thesis)

The candidate can start the procedure for submission of their master's thesis when they complete all their exams and term papers foreseen in their study programme (90 CP in total).

Article 106 (review of master's thesis)

A draft of the master's thesis is submitted by the student to be reviewed by their mentor. The mentor gives the student written recommendations for amendments and supplements thirty days at the latest after receiving the master's thesis draft. If the master's thesis is written in English, the recommendations must be written in English. The mentor also informs the student on whether they have to submit the corrected master's thesis to be reviewed again. In the event of suspected plagiarism, the mentor can submit the thesis to the library for preliminary verification and on the basis of the result, they act in accordance with the Instructions for the Compliance with Copyrights and Prevention of Plagiarism.

The mentor is responsible for ensuring the adherence with the Instructions for the Preparation of Theses prior to approving the suitability of the thesis to be defended.

When the mentor has no more comments regarding the diploma thesis they inform the Office for Student Affairs that the thesis is ready to be evaluated by the Expert Committee for Evaluation and Defence of the Master's Thesis (Annex 10). The proposal is forwarded to the Academic Affairs Committee to designate a committee for the evaluation of the master's thesis. Upon approval by the mentor, the student submits three double-sided copies of master's thesis in a spiral bound form and a Statement of Authorship (Appendix 5) to the Office for Student Affairs. After receiving the documentation, the Office invites the mentor to prepare a report within ten days and submit it to the Office.

The master's thesis shall be considered as submitted when delivered to the Office for Student Affairs by a student.

Article 107
(mentor's report on the evaluation of the master's thesis)

The mentor must prepare a report on the review and evaluation of the master's thesis within 10 days from the call by the Office for Student Affairs. In particular, the report on the review and evaluation shall include the following information:

1. candidate, topic and mentor;
2. formal properties of the master's thesis:
 - adequacy of the title or topic;
 - volume of text and structure by chapters;
 - volume and adequacy of entire used literature and sources;
3. content properties of the master's thesis:
 - evaluation of the achieved goals and objectives of research;
 - evaluation of the confirmation or rejection of hypotheses;
 - adequacy of the application of research methods;
 - evaluation of survey results;
 - evaluation of contribution to the field;
 - evaluation of the usefulness of research results.

Article 108
(expert committee for evaluation and defence of the master's thesis)

The Academic Affairs Committee decides upon an expert committee for evaluation and defence of the master's thesis (hereinafter referred to as the expert committee) at their first next meeting after the form and master's thesis has been submitted in physical form to the Office for Student Affairs. The expert committee comprises three members, where one of the members is the mentor.

Article 109
(comments of the expert committee)

The Office for Student Affairs is required to immediately submit the master's thesis together with the mentor's report for review from the other members of the Committee, who are in turn required to forward their comments to the Office for Student Affairs within 30 days of receiving the master's thesis, or inform the office, that they have no additional comments.

If the master's thesis is written in English, the comments must be written in English.

Article 110
(proofreading the master's thesis and technical review)

After harmonizing any comments of the members of the expert committee for the evaluation of the master's thesis, the student, in cooperation with the mentor, prepares a clean copy of master's thesis. The student completes the master's thesis for proofreading, and then sends the proofread master's thesis by e-mail to the Office for Student Affairs in Word format. No more

than 30 days may elapse from the receipt of the last comment by a member of the expert committee for the evaluation of the master's thesis to the submission of a proofread version.

A proof-reader carries out the linguistic examination to ensure the spelling, grammatical and stylistic adequacy of a text. The proof-reader of the master's thesis in Slovene language is a professor of Slovene, a graduate of Slovene or a person with a proofreading license. The proof-reader of the master's thesis in English language is a person with a university degree in English.

The proofread version of master's thesis is submitted to the library for technical review by the Office for Student Affairs. The library verifies that the master's thesis meets the technical requirements set out in the Instructions for the Preparation of Theses. The first review must be completed by the library within ten days at the latest. The library and the student are directly involved in correcting the technical irregularities of the work, with the student having to submit the work for re-inspection within ten days at the latest. It must take no more than thirty days from the first receipt of the master's degree in technical review to final approval. Upon approval by the library, the student submits two copies of the proofread master's thesis in electronic form (PDF and Word format) to the Office for Student Affairs.

11. Defence of the master's thesis

Article 111 (determining the defence of the master's thesis)

The student defends their master's thesis in front of the expert committee, which comprises the president and two members, one of which is the mentor. In the event of co-mentorship, the committee has three members in addition to the president.

The date and time of the master's thesis defence is determined by the president and members of the expert committee in cooperation with the Office for Student Affairs.

The defence must be, as a rule, carried out within fifteen days of the day when two copies of the proofread master's thesis were submitted electronically (PDF and Word format) to the Office for Student Affairs, except during the summer holidays, as set out in the study calendar for each academic year.

The Office for Student Affairs notifies the president and a member of the expert committee as well as the student about the date and time of the defence five days before the defence.

Article 112
(publishing the defence)

The master's thesis defence is of a public nature. The time and location of the defence of the master's thesis are published on the Faculty's website approximately five days before the day of the defence.

Recording the defence is permissible with the written consent of the Faculty, the candidate and the members of the expert committee.

Article 113
(procedure of the defence)

The president of the expert committee leads the defence.

The defence takes place in Slovenian or the foreign language, which the Academic Affairs Committee approved for the preparation of the master's thesis.

Minutes are kept on the defence.

Before the defence at a closed meeting, the expert committee determines whether all conditions for the defence of the master's thesis have been fulfilled and determine the start of the defence.

Article 114
(presentation of the master's thesis at the defence)

The defence is initiated by the president of the expert committee by first introducing the student and, on the basis of documentation, determines whether the student has completed all their academic requirements defined for the master's programme. They then explain the defence procedure to the student and state the master's thesis topic.

The student presents their master's thesis, for the duration of up to 15 minutes, and may use various audio-visual aids while doing so. In their presentation they should focus on:

- explaining their reasons and motives for choosing the topic;
- explaining the research issue and subject with the presentation of their hypotheses;
- demonstrate the limiting factors and potential problems they faced during their research;
- clearly and systematically presenting the most significant results of their research,
- findings, regularities, models, theories, facts discovered, with which solved they were able to solve the problem and the subject of their research, realise the research purpose and objectives and prove the formulated hypotheses;

- the contribution of their master's thesis to science and the profession;
- when and how the results, presented in their master's thesis, can be applied.

After the presentation the mentor gives a report on the master's thesis, which is followed by the expert committee posing a maximum of three written questions to the student.

If the student wishes, the expert committee's president allocates 15 minutes for them to prepare to answer the questions. The student may reply to the posed questions in the order of their choosing. The student also answers any additional or supplemental questions posed by the expert committee members.

The defending of the questions posed lasts up to 30 minutes.

Article 115 **(evaluation of the master's thesis quality)**

After the defence, the members of the expert committee evaluate the master's thesis and defence at a closed meeting.

The president of the expert committee declares the grade of the master's thesis and declares the student to have obtained their master's degree in a certain field.

The president of the expert committee enters their grade and signs the minutes last.

If the mentor is of the opinion that the master's thesis meets the requirements for commendation, they put forward a proposal on the defence record, together with a short explanation, which is then signed by the member of the expert committee.

Article 116 **(grading scale)**

The expert committee grades the master's thesis and the defence following the ECTS grading scale from Excellent (10) to Unsatisfactory (5). The grade is made up of the grade for the master's thesis and the grade for the defence. With their defence, the student can increase or decrease their master's thesis grade by one grade, or keep their grade.

The following is taken into consideration when grading the master's thesis: level of difficulty of the topic or issue, their ability to apply the knowledge gained to solve the case, the creative contribution of the student, the practical value of their findings for the organisation, the quality of their master's thesis presentation and the quality of their answers to the questions posed.

Article 117
(repeating the defence of the master's thesis)

It is not possible to re-do the master's thesis defence in the event that the expert committee graded it as unsatisfactory, unless the expert committee unanimously assesses that a defence that has already started will be moved back due to special circumstances and justifiable reasons of the candidate.

Article 118
(contesting the grade)

If the student does not agree with the grade given for their master's thesis, they can submit a written objection. To resolve this objection, this chapter, which deals with contesting the grade, is to be used reasonably.

Article 119
(certificate of graduation - master's degree)

Within 15 days after successfully defending the master's thesis, the student submits the master's thesis in two identical copies in electronic form (PDF and Word format) with the enclosed self-signed statement of authorship (Annex 5) to the Office for Student Affairs.

After receiving the required documentation, the Office for Student Affairs enters the grade in the electronic index, and issues three provisional master's certificates to the student, replacing the original diploma until its formal issue. The certificates shall be signed by the Dean.

The date of the student's defence of their master's thesis is also the day they receive their professional title.

Article 120
(master's graduate records)

The Office for Student Affairs keeps a folder on each master's graduate, which contains all documentation on the procedure and conclusion of the master's studies.

12. Withdrawal

Article 121
(withdrawal from the faculty)

A student that does not intend to complete their studies may withdraw from the Faculty. The request to withdraw must be submitted electronically via VIS.

The Accounting Office must then verify if the student has settled all their financial obligations.

When the student has settled all of their financial obligations towards the Faculty, the Office for Student Affairs issues a written withdrawal from the Faculty.

V. DOCTORAL STUDY PROGRAMME LAW (3rd cycle) AND DOCTORAL STUDY PROGRAMME LAW AND MANAGEMENT OF REAL ESTATE (3rd cycle)

1. Advancing to the next year

Article 122 (requirements for advancing to the next year)

To advance from the 1st year to the 2nd year, students in the doctoral study programme Law and Management of Real Estate (3rd cycle) must complete their academic requirements equivalent to 42 CP, while students in the doctoral study programme Law (3rd cycle) must have 60 CP, including the academic requirement 'Preparation of the Doctoral Dissertation Disposition'. The latter is completed on the day when the disposition is approved by the Senate.

To advance from the 2nd year to the 3rd year, students in the doctoral study programme Law and Management of Real Estate (3rd cycle) must complete all their academic requirements from the 1st and 2nd year, including the academic requirement 'Preparation of the Doctoral Dissertation Disposition', which they complete as part of the course Individual research work 2. The latter is completed on the day when the disposition is approved by the expert committee and the Senate.

To advance from the 2nd year to the 3rd year, students in the doctoral study programme Law (3rd cycle) must complete all their academic requirements from the 1st and 2nd year. The Preparation of Doctoral Thesis is considered as completed when the Office for Student Affairs receives the signed Preparation of Doctoral Thesis form (Annex 11) from the mentor.

Students enrol into a higher year within the deadline set each year by the Office for Student Affairs, following the instructions of the Ministry of Education, Science and Sport. This provision also applies to students who are repeating the year, enrolling into a graduation year or extending their student status.

Article 123 (requirements for direct enrolment into the 3rd year)

A student who, following the transfer criteria, directly enrolls into the 3rd year of the doctoral study programme Law (3rd cycle) must complete the academic requirement 'Preparation of the Doctoral Dissertation Disposition' by the end of the last semester.

A student who, following the transfer criteria, directly enrolls into the 3rd year of the doctoral study programme Law and Management of Real Estate (3rd cycle) must complete the academic requirement 'Preparation of the Doctoral Dissertation Disposition' as well as 'Seminar 1' and 'Seminar 2' by the end of the last semester.

Article 124

(exceptional enrolment)

Any student who failed to fulfil the requirements to advance to a higher year can, at their request, be exceptionally allowed to advance to a higher year by the Academic Affairs Committee. An exceptional enrolment can be allowed to the student who:

- failed to fulfil their requirements for justified reasons,
- is expected to fulfil other requirements,
- lacks at most one requirement which is the condition to advance to a higher year.

Taking into consideration sufficient credible evidence, a justified reason for an exceptional enrolment can be:

- an illness that lasted continuously for more than two months during the exam period, considering the nature of the illness,
- participation in top-level professional, cultural and sporting events,
- active participation in the Faculty's Bodies by giving initiatives, opinions and making decisions in accordance with the Faculty Statute,
- exceptional family and social circumstances and
- status of a person with special needs or disabilities.

The student must show that the reason from the previous paragraph directly influenced the fulfilment of the requirements, which is assessed by the Academic Affairs Committee.

The Academic Affairs Committee decides on the exceptional enrolment to a higher year upon the request of a student. The request for the exceptional enrolment shall be submitted by a student electronically via the VIS, not later than ten days before the expiry of the period for enrolment, that is, by 20 September of the current year.

Article 125

(faster advancement)

A student is enabled faster advancement if the completion of their study requirements and exams in courses from lower years has been above average and if their average grade is at least eight.

The decision regarding this is made by the Senate on the basis of the candidate's request submitted electronically via VIS and the reasoned opinion of the Academic Affairs Committee.

2. Repeat enrolment

Article 126 (requirements for repeating the year)

A student who has not completed all their requirements determined in the study programme for the enrolment into a higher year, may repeat the year only once during their time enrolled at university, if they had so far not repeated a year or changed their study programme or field of specialisation due to the unfulfillment of requirements in their previous field of specialisation or study programme.

The Academic Affairs Committee decides on repeated enrolment on the basis of a request from the student, which must be submitted in an electronic form via VIS. The request must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, which is by 20.9. of the current year.

3. Parallel studies

Article 127 (definition of parallel studies)

Parallel study is a study on separate study programmes. A student who successfully completes their study requirements for all study programmes is awarded a separate diploma for each of the completed study programmes.

Upon successfully completed first year of study, a student can additionally enrol into another study programme if they meet that programme's enrolment criteria.

Article 128 (conditions for parallel studies)

A student interested in parallel study on the other higher education institution submits electronically via the VIS a request for consent for parallel studies to the Academic Affairs Committee.

A student of another institution of higher education who wishes to study in parallel at the faculty attaches to the requirement for enrolment the consent of the institution of higher education which they have already enrolled in.

With its rules and regulations, the Faculty determines the criteria in case of limited enrolment into the study programme within parallel study.

A student enrolled into a study programme within parallel study has the same rights and obligations regardless of the rights and obligations they have already received at the parent faculty.

4. Student status

Article 129 (student status termination)

The student's status is terminated, if the student:

- graduates;
- does not graduate from their 2nd cycle study programme within 12 months of the conclusion of the last semester;
- withdraws;
- does not enrol into the following year or semester during their studies;
- was expelled.

Regardless of the second indent of the previous paragraph, the student's status is terminated at the conclusion of the last semester, if the student repeated the year or changed their study programme or field of specialisation.

In the event of the second and fourth indent of the first paragraph and second paragraph of this article, the student, due to justified reasons, may extend their student status, but for the maximum of one year.

The following reasons may be considered for extending their student status, if they are supported with the appropriate credible evidence:

- maternity or paternity: student mothers who give birth during their studies and students who become fathers during their studies have the right to extend their student status for one year for each live birth;
- illness, that continuously lasted more than two months during exam periods, taking into account the nature of the illness;
- participation in top-level professional, cultural and sporting events;
- active participation in the faculty's bodies giving initiatives, opinions, making decisions in accordance with the Statute of the faculty;
- exceptional family and social circumstances and;
- they are recognised as persons with special needs.

The student must show that the reason from the previous paragraph directly influenced the fulfilment of the requirements, which is assessed by the Academic Affairs Committee.

The request for extension of the status must be submitted electronically by the student at the latest 10 days before the expiration period for the enrolment into a higher year, which is by 20 September of the current year.

Article 130
(fulfilling academic requirements after the loss of student status)

A student, who does not fulfil the requirements for enrolment into a higher year or for repeating a year, or their time limit for the completion of their studies has expired, loses their student status, and the Faculty enters them into their records as a student without a student status.

A student without student status must settle the financial obligations in accordance with the Faculty price list for each exam, term paper or diploma thesis to be able to complete their unfulfilled requirements (exams, term papers, doctoral thesis disposition, doctoral thesis).

The bill for the missing requirement is sent to the student by the Office for Student Affairs.

On the basis of payment of the individual missing requirements, the student may take each individual exam three times.

In special, justified, cases, the Board of Directors may decide otherwise.

5. Continuation of studies after cessation

Article 131
(counting the cessation of studies)

The cessation of studies is counted from the day when the student no longer has their student status. Examples of student status loss are defined in Article 129 of these rules and regulations.

Article 132
(cessation of studies)

If the student discontinues their studies for less than two years, they are able to continue and complete the same study programme that was valid at the time of enrolment.

If more than two years have passed since the student discontinued their studies, they must submit a request in an electronic form to continue and complete their studies to the Academic Affairs Committee, with the intention of continuing and completing their studies. On the basis of a positive resolution, a contract is concluded for the continuation and completion of studies, with which the mode of completing the unfulfilled requirements is determined, as well as the

deadline for completing their studies and means of payment in accordance with the Faculty price list.

If during the cessation of studies, the study programme has changes, the academic committee mentioned in the previous paragraph may determine bridging exams or other additional requirements as a condition for the advancement or completion of studies.

If due to the progress of the profession during a prolonged interruption of studies, knowledge that was required on an exam prior to the termination of studies has become inappropriate, the academic committee, in addition to the bridging requirements, can determine that the student must repeat certain exams or other requirements that had already been completed before the interruption of studies.

On the basis of the payment of the individual missing requirements, the student may take each individual exam three times.

6. Completion of studies

Article 133

(condition for the completion of studies)

To complete their studies and obtain the title of Doctor of Science, the student must complete all their academic requirements, successfully defend their doctoral dissertation and settle all financial obligations to the Faculty.

Article 134

(conditions for obtaining a title)

The title of Doctor of Science (abbreviation: PhD) is awarded to students who fulfil all the requirements for the completion of their doctoral studies determined in these rules and regulations.

The certificate or document on obtaining a title is issued by the Faculty to the student after they have submitted a suitable number of copies of the final version of their doctoral dissertation and settled all their financial obligations to the Faculty.

7. Registration of doctoral dissertation topic and appointing a mentor

Article 135

(language of doctoral dissertation)

As a rule, the registration of the dissertation topic and the doctoral dissertation must be written in Slovenian. The Faculty Senate may exceptionally give consent for a student to register their

dissertation topic and write their doctoral dissertation in English, on the basis of a proposal from the Academic Affairs Committee. In this case, it is necessary to add a comprehensive summary of the doctoral dissertation in the Slovene language in the range of 20 to 25 percent of the text of the doctoral dissertation, or at least thirty pages. The faculty has the right to make this summary public.

The doctoral dissertation must be prepared in accordance with the Instructions for the Preparation of Theses.

Article 136 **(conditions for registration of the doctoral dissertation topic)**

The student addresses their doctoral dissertation topic registration to the Academic Affairs Committee.

The student submits the application for the doctoral dissertation topic registration in three copies and it comprises:

- an application in which the student requests for the evaluation and acceptance of the doctoral dissertation registration application, in which they have listed the title of the proposed doctoral dissertation and the field of the doctoral dissertation on the proposal of the mentor. The aforementioned application should be submitted with the Registration of the Doctoral Dissertation Topic form (Annex 12). The form is signed by the candidate and the proposed mentor;
- doctoral dissertation disposition in the form defined in these rules and regulations.

Article 137 **(mentor)**

The mentor of the doctoral dissertation can be a higher education teacher (assistant professor, associate professor or full professor) in the field of the topic of the doctoral dissertation.

A foreign professor may be a mentor only if they are a visiting professor or if the faculty does not have a home habilitated higher education teacher for the chosen field.

The mentor is required to stay in regular contact to maintain a suitable scientific standard of the dissertation. Before submitting their doctoral dissertation for evaluation, the mentor must give their written consent on its suitability.

Article 138 **(changing mentors)**

If a student, during the process of preparing their doctoral dissertation thesis, finds that they are unable to continue working with their mentor or co-mentor, they may submit a written

request to the Academic Affairs Committee (Annex 14) to assign another mentor or co-mentor. The mentor or co-mentor may also resign from the position of mentor or co-mentor, if they find that they are unable to continue working with the student.

The Academic Affairs Committee decides on the justification of the exchange at their first next regular meeting. In this case, the entire procedure of doctoral thesis topic registration is repeated. During the preparing of the doctoral dissertation, one exchange of mentor or co-mentor is permitted at most.

Article 139 (expiry date of the topic)

The approved doctoral thesis topic is valid for four years since the day it was approved by the Senate. The Senate may, upon the proposal of the Academic Affairs Committee, extend the validity of the topic for another year, upon request, accompanied by the consent of the tutor. The request for renewal of the topic is submitted electronically via VIS.

Article 140 (withdrawal from the topic)

If a student, while preparing their doctoral dissertation, discovers that they will be unable to complete their doctoral dissertation or wish to change the topic, they can request from the Academic Affairs Committee in writing to resign from the approved doctoral dissertation thesis (Annex 13).

If the Academic Affairs Committee approves the withdrawal from the dissertation topic, the student may register a new topic. In this event, the entire registration procedure shall be repeated.

The student is allowed to request withdrawal from an approved doctoral thesis once.

8. Doctoral dissertation disposition

Article 141 (disposition)

The doctoral dissertation disposition must include:

a) Title of the doctoral dissertation

A doctoral dissertation is the result of a student's independent research work at the conclusion of their studies. The students propose their doctoral dissertation topics by themselves in agreement with their mentor. The topic must refer to the professional or scientific field that the student is studying. The topic must reflect the content of the doctoral dissertation.

b) Explanation of the topic:

In this item, the student explains the topic of the doctoral dissertation, highlighting the important facts that are connected to the doctoral dissertation topic. They can also briefly describe the process of the doctoral dissertation itself.

c) Research issue, subject and hypotheses:

In this item of the doctoral dissertation disposition, the student defines the field that they will be dealing with and from whence the issue arises. The definition of the issue must be clear and exact. It may also include an explanation of the dimension of the issue and the significance of solving the issue. A suitably defined issue and research subject are the basis for the student to formulate working hypotheses (research questions). In this item, the student determines the main assumptions or hypotheses (research questions). The assumptions or hypotheses (research questions) and limitations represent the start of approaching a topic. Assumptions are important as it is virtually impossible to include all factors that determine an area when dealing with a topic. This is why assumptions are used, to simplify the approach. In this way, the student assumes, that many factors of an issue do not change, which alleviates their work, as they are then able to focus in more detail on the narrower field or even a specific case. The assumptions or hypotheses must be clearly defined.

The limitations encountered when carrying out their research can be included in their doctoral dissertation. For example, the student can list any problems due to limited access to data, business or state secrets, a lack of professional literature, people responsible being unwilling to cooperate, etc.

d) Research purpose and objectives:

The purpose of the doctoral dissertation essentially arises from the issue addressed and means searching for an answer to the main hypothesis (research question). In their dissertation, the student explains the purpose of the issue and answers the question, why are they analysing the chosen topic. The purposes can be various ones and are based on the issue that the student addressed in their doctoral dissertation, however they must answer the set question, what will change in the field due to their research.

The doctoral dissertation objectives state what the student must do to achieve the purpose of their research. There can be more than one objective, the student can also set themselves a number of sub-objectives. It is recommended that the student sets questions to which they will, during the process of researching, formulating and presenting in writing the results of their research, endeavour to give justified answers.

e) Evaluation of the research to date:

In this item, the student attempts to include their research to date that refers to the topic of their doctoral dissertation. Publications, documentary events, statistical data, monograph

publications, documents, etc., can all be included as part of their research. The student can highlight in what ways their dissertation will differ from research to date.

f) Research methods:

In their doctoral dissertation disposition, the student must also list the methods they will use to reach the objectives of their doctoral dissertation. With the help of the foreseen methods, the student will endeavour to resolve the issue and research subject and prove the formulated working hypothesis (research question). The student most frequently uses one scientific research method, in addition to which they may use many others, which are considered auxiliary methods. It is not sufficient that the methods are simply listed, the area of use and the means of use must also be stated for each method.

g) A brief outline of the foreseen chapters:

In this item, the student gives a brief description of the table of contents (chapters and sub-chapters).

h) Expected research results:

In this item, the student lists the expected research results, with which they intend to contribute to the understanding of certain findings.

i) Expected contribution to science and the profession:

In this item, the student lists the more significant results that they expect to achieve with their research, with which they intend to contribute to science and the profession.

j) Application of the research results:

In this item, the student gives a brief description of the possible applications of the research results.

k) Main literature and sources (at least 100 units)

In the last item of the disposition, the student lists all the literature and sources (separately). The doctoral dissertation disposition must include at least 100 units of relevant literature. The emphasis should be on foreign and original literature.

l) Student's information (curriculum vitae) with an emphasis on the student's development in the scientific field;

m) Student's bibliography

Article 142

(registration procedure and approval of doctoral thesis topic)

Before submitting the doctoral dissertation (disposition) topic registration in written form, the student must forward the disposition in electronic form to the Office for Student Affairs.

The Office for Student Affairs and the higher education teacher authorized by the Academic Affairs Committee are obliged to check whether the student meets the requirements for registration of the doctoral dissertation and if the submitted disposition includes all the required elements within five working days.

The Office for Student Affairs notifies the student whether they fulfilled the requirements and successfully passed the technical review. If it is found that something is missing, the Office for Student Affairs informs the student, who then has to submit the missing items or correct the disposition in accordance with instructions and submit it for review again.

When the Office for Student Affairs notifies the student that they fulfil the requirements and that the disposition is technically flawless, the student forwards the disposition in three double-sided printed copies together with the signed form for the topic registration to the Office for Student Affairs, who in turn, forwards the disposition to be reviewed by the Academic Affairs Committee.

The Academic Affairs Committee deals with matters that were delivered to the Office for Student Affairs no later than three days before the day of the Academic Affairs Committee's meeting. The Academic Affairs Committee's meeting generally takes place during the first week of the month.

The Academic Affairs Committee establishes if the proposed topic was already discussed in other doctoral theses. After discussion, the Committee shall accept or reject the registered topic and the mentor or require additional amendments.

At the meeting, the Academic Affairs Committee verifies whether a student's application is complete.

If the Academic Affairs Committee decides that the student's application is complete, they forward their decision to the faculty Senate, together with the proposal for the formation of the expert committee for the evaluation of the doctoral dissertation's suitability.

Article 143

(expert committee for the evaluation of the doctoral dissertation's suitability)

Within 30 days, the faculty Senate names the Expert Committee for the Evaluation of the Doctoral Dissertation Topic's Suitability (hereinafter: the expert committee), in which one of the members is the recommended mentor.

In general, the same expert committee follows the student's work to the doctoral defence.

The expert committee is made up of three members (however, in the event that there is a co-mentor nominated in addition to the mentor, there are then four members) of higher education teachers or scientific workers from the field in which the student is obtaining their doctorate in science. The proposed mentor is, as a rule, also the rapporteur. The rapporteur is required to coordinate the work of all the members of the committee whose task is to write a report on suitability of the doctoral dissertation topic.

Article 144 **(the expert committee's report)**

The expert committee must submit a report within one month of the day of nomination. The summer holidays are not counted as part of the aforementioned deadline.

The expert committee, in a written report, assesses the following:

- whether the theses and initial questions, which the student intends to deal with in their doctoral dissertation, are clear; whether the topic can be the subject of a scientific discourse and whether it gives the student enough possibilities to make an independent and original scientific contribution to the relevant field;
- whether the proposed methods and instrumentation of the scientific research suitable;
- whether the listed title and field of the doctoral dissertation are suitable for the proposed content;
- whether the more important literature from the field that the student wishes to research in the doctoral dissertation is listed.

The expert committee's written report comprises:

- the title of the proposed doctoral dissertation with the grade and disposition;
- a list and grade of the hypotheses and main theses of the proposed doctoral dissertation;
- a suitability evaluation of the planned scientific methods that the student intends to use;
- a decision, in which it is briefly stated whether the disposition is graded positively and why such a grade was proposed, the doctoral dissertation title and the field dealt with.
- proposal for the mentor's nomination;
- proposal for the acceptance/rejection of the proposed topic;
- date and signature of the committee member.

Article 145 **(confirmation of the Senate)**

When the Academic Affairs Committee receives the doctoral dissertation topic suitability evaluation from the committee, it proposes its acceptance to the Senate.

In the event that the Academic Affairs Committee received two negative reports from the members of the Committee it can propose that the Senate:

- accepts the negative disposition grade;
- determines a new deadline for the student, in which they must change the proposed topic, elaborate on it or in some other way take into consideration the comments of the committee for the evaluation of the doctoral dissertation's suitability.

After the proposed topic is either approved or not at the Senate, the Academic Affairs Committee notifies the student and mentor.

9. Preparation and submission of the doctoral dissertation

Article 146

(submission of the doctoral dissertation)

The student must submit their doctoral dissertation to the faculty's Office for Student Affairs in three unbound copies (double-sided print, bound with a spiral) and two electronic copies (PDF and Word format) within twelve months of the conclusion of the last semester. All copies must include a statement of authorship (Annex 5).

Article 147

(review of the doctoral thesis)

A draft of the doctoral thesis is submitted by the student to be reviewed by their mentor. The mentor gives the student written recommendations for amendments and supplements thirty days at the latest after receiving the doctoral thesis draft. If the thesis is written in English, the recommendations from the mentor must be in English. The mentor also informs the student on whether they have to submit the corrected doctoral thesis to be reviewed again. In the event of suspected plagiarism, the mentor can submit the thesis to the library for preliminary verification and on the basis of the result, they act in accordance with the Instructions for the Preparation of Theses.

Prior to approving the appropriateness of the defence work, the mentor is obliged to ensure compliance with the Instructions for the Preparation of Theses. He is obliged to complete the form on thesis suitability (Annex 4) and submit it to the Office for Student Affairs.

When the mentor has no more comments regarding the doctoral thesis they inform the Office for Student Affairs that the thesis is ready to be submitted for evaluation by the expert committee (Annex 15).

The doctoral thesis shall be considered as submitted when it is delivered to the Office for Student Affairs by the student.

Article 148
(committee for the evaluation of the doctoral dissertation)

The Academic Affairs Committee proposes to the Senate that they name a committee for the evaluation of the doctoral dissertation (hereinafter referred to as the evaluation committee) after the completed doctoral dissertation has been submitted.

The committee for the evaluation of the doctoral dissertation comprises the mentor as well as the president and a committee member. The senate chooses them from among the higher education teachers who have a doctorate in science in the scientific field that the student is endeavouring to get their doctorate of science.

Article 149
(report of the committee for the doctoral dissertation's evaluation)

Within two months of being appointed (excluding the summer holidays), the members of the evaluation committee are required to review the doctoral dissertation and submit their potential comments to the student. If the doctoral dissertation is written in English, the comments must be in English. The student can, within one month of receiving the comments, correct, change or make additions to their doctoral dissertation. Then, each member of the committee for the evaluation of the doctoral dissertation submits their report (opinion) in written form to the Academic Affairs Committee within one month of receiving the correct doctoral dissertation.

Article 150
(contents of the report of the committee for the doctoral dissertation's evaluation)

The report on the doctoral dissertation disposition must include:

- the title 'Doctoral Dissertation Evaluation' (the student's name and surname) with the title;
- an analysis of the dissertation structure and applied methods;
- an evaluation of originality of the doctoral dissertation's theses, validity of its proof, as well as the title's consistency with the doctoral dissertation disposition, and the theses' contribution to science;
- the final evaluation whether the doctoral dissertation defence is possible or not possible, whether the submitted doctoral dissertation can be supplemented and altered so that it would be ready for defence.

Article 151
(opinion of the evaluation committee members)

The Academic Affairs Committee determines whether the opinion of the members of the evaluation committee for evaluating the doctoral dissertation is positive or negative. The opinion is considered to be negative if two out of three of the members gave a negative opinion. If one of the members gave a negative opinion, the Academic Affairs Committee proposes an additional member of the evaluation committee, who in turn gives their opinion within one month.

In the event that the Academic Affairs Committee receives a second negative opinion, it proposes the following to the Senate:

- the acceptance of the negative grade and the rejection of the doctoral dissertation or
- for the student to set a new deadline, which cannot be longer than one year, in which they must change or supplement the proposed doctoral dissertation.

The evaluation committee members review the supplemented or altered doctoral dissertation again and submit their reports on it to the Academic Affairs Committee, who submit them for re-evaluation to the Senate together with the suitable proposal.

If the student does not correct or supplement the doctoral dissertation within the allotted time, the doctoral dissertation is rejected. A rejected doctoral dissertation cannot be re-submitted by the student.

The positive opinion of the evaluation committee is forwarded by the Academic Affairs Committee for confirmation from the Senate.

Article 152
(proofreading the doctoral thesis and technical review)

The student's doctoral thesis, approved by evaluation committee, must be proofread within thirty days. The student submits the doctoral thesis in Word format per e-mail to the Office for Student Affairs.

The Office for Student Affairs forwards the proofread thesis for technical review to the library, which verifies whether the doctoral thesis meets the technical requirements defined in the Instructions for the Preparation of Theses. The first review must be carried out by the library within ten days at the latest. The library and the student directly cooperate in the elimination of technical irregularities in the thesis, whereby the student must submit the work for re-review within ten days at the latest. The time period from when the doctoral thesis is first received for technical review to its final approval must not be more than one month. After the library approves the thesis, the student submits two copies of their work to the Office for Student Affairs in an electronic form (PDF and Word format).

10. Defending the doctoral dissertation

Article 153

(determining the defence of the doctoral dissertation)

If the doctoral dissertation was graded positively and accepted, the Senate appoints a thesis committee for the defence of the doctoral dissertation (hereinafter: thesis committee) (a president and members). The thesis committee comprises, as a rule, the members of the committee for the evaluation of the doctoral dissertation.

The day of the doctoral dissertation defence is decided on by the president and members of the committee in cooperation with the Office for Student Affairs.

No more than thirty days must pass from the day the thesis committee receives the doctoral thesis until the defence, except during summer holidays.

Article 154

(publishing the defence)

The defence of the doctoral dissertation is of a public nature. The time and place of the doctoral dissertation defence, its author and members of the Committee are published on the Faculty's website five days before the date of the defence.

Recording the defence is permissible with the written consent of the Faculty, the candidate and the members of the thesis committee.

Minutes are kept on the defence. The questions posed to the student at their defence are written in the minutes.

Article 155

(procedure of the defence)

The defence of the doctoral dissertation is led by a thesis committee.

The defence is initiated by the president of the thesis committee by introducing the student (biographical and bibliographical information), the title and field of the doctoral dissertation and their work process of their doctoral dissertation. Whereby the student and president of the thesis committee are standing. Then the president lets the student speak.

The student gives a presentation of their doctoral dissertation lasting 30 to 45 minutes. They can use various audio-visual aids in their presentation.

After the presentation of their doctoral dissertation, the mentor and the other members of the thesis committee present the main points of their evaluation of the doctoral dissertation.

The members of the thesis committee then put forward the written questions for the student. With the consent of the president, other people present may put forward written questions. The questions are supposed to be posed in such a way, so that the student can answer them in the time period of 45 minutes. Before the student answers the question, they have the right to a 30–45 minute recess to prepare the answers.

Article 156 **(decision on the success of the defence)**

After the defence, the Thesis committee meets and adopts a decision on whether the student has successfully defended their doctoral dissertation. The decision is given in written form, where it states who defended the doctoral dissertation, the title of the doctoral dissertation, their decision and a brief explanation of the decision, the day and time of the defence, as well as the signatures of the members of the committee listing their roles in the committee. The decision is signed by all members of the committee.

The president of the committee reads out the decision from the previous paragraph of this article to the student and those present at the defence. Whereby everyone stands.

If the mentor considers the doctoral thesis to be commendable, they submit a proposal to the defence record, together with a brief explanation signed by the members of the Thesis committee.

Article 157 **(repeating the defence of the doctoral dissertation)**

In the event that the defence was unsuccessful, the Thesis committee gives the student a three month deadline at the most to prepare for a repeat of their defence.

In the event of a second unsuccessful defence, the Thesis committee issues a decision in written form, in which they state who defended the doctoral dissertation, the title of the doctoral dissertation, their decision and a brief explanation of the decision, the day and time of the defence, as well as the members of the committee.

The student has the right to appeal the decision from the previous paragraph to the Senate.

Article 158
(certificate of graduation - doctorate)

Within fifteen days of completing the defence, the student submits five hard-bound copies of their doctoral dissertation with a self-signed Statement of Authorship (Annex 5) and their dissertation in electronic form (PDF or Word format) to the Office for Student Affairs.

After the successful defence of the thesis, the Office for Student Affairs enters the student's grade received at the defence of their doctoral thesis into their e-index provided that the student has settled all financial obligations to the Office for Student Affairs and the library. The student is issued a Certificate of Graduation, which is a substitute for the Doctoral Diploma until it is issued.

The date of the student's defence of their doctoral thesis is also the day they receive their professional title.

Article 159
(copies of the doctoral dissertation)

The Office for Student Affairs submits to the library five bound copies of the doctoral dissertation, two of which are stamped. In accordance with the Law on Mandatory Copy of Publications, the library provides two copies of the doctoral dissertation to the National and University Library. One copy of the doctoral dissertation is handed over to the mentor. The identical copies in an electronic form are submitted to the library for online publication by the Office for Student Affairs.

Article 160
(records of doctoral candidates)

The Office for Student Affairs keeps a folder on each doctoral graduate, which contains all documentation on the procedure and conclusion of their doctoral studies.

11. Promotion

Article 161
(promotion)

The Dean promotes the Doctor of Science. Promotion takes place once per year, is public and formal, and is where the Doctor is issued their final documents.

12. Withdrawal

Article 162 (withdrawal from the faculty)

A student that does not intend to complete their studies may withdraw from the Faculty. They must submit request electronically via VIS.

The Accounting Office must then verify if the student has settled all their financial obligations.

When the student has settled all of their financial obligations towards the Faculty, the Office for Student Affairs issues a written withdrawal from the Faculty.

VI. REVOCATION OF ACADEMIC AND SCIENTIFIC TITLE

Article 163 (reasons for revocation)

A graduate's professional or scientific title is taken away, if the following is determined after the title has been awarded:

- that the graduate did not have the education required by law to enrol;
- that in the thesis that is required following the study programme, the graduate did not cite the work of other authors in accordance with the established ways of listing citations and showed it as their own work;
- the thesis that is required following the study programme was not the result of the graduate's own work, creativity and achievements;
- the graduate did not fulfil all the requirements according to the study programme.

Article 164 (initiating the procedure)

Anyone who is identified by the first and last name and address can put forward a proposal for initiating the procedure to determine whether the conditions for revoking a scientific or professional title are met. Together with a written explanation, in which the person explains and justifies one of the circumstances that is grounds for the revocation of a title from the previous article, they send the proposal to the Faculty's Senate.

If the Senate is of the opinion that the proposal is formally justified, they adopt a decision within 8 days of receiving the proposal, with which they initiate the procedure for the revocation of a title and names a three-member professional committee to substantively verify the justification of the proposal.

Article 165 (composition and obligations of the committee)

The Committee for the substantive verification of the proposal's justification must be composed of at least two members who are from the field that the thesis deals with.

The members of the Committee for the substantive verification of the proposal's justification cannot be people who have participated in the procedure for obtaining a professional or scientific title as a mentor, co-mentor or member of the thesis committee.

The Committee for the substantive verification of the proposal's justification must submit their professional opinion on the degree of the violation to the Senate within 30 days of being named.

Article 166
(the graduate's rights)

The president of the Committee for the substantive verification of the proposal's justification (hereinafter referred to as the president of the committee) notifies the graduate, against whom proceedings have been initiated and who can participate in the process themselves or by proxy, about the initiation of the procedure to revoke a scientific or professional title.

The graduate has the right to access all documents regarding the matter, to be familiar with the status of the matter, submit evidence in their favour, and to exercise all other rights that they have as an involved party in the matter while reasonably applying the law that regulates the general administrative procedure.

Before the conclusion of the decision-making at the Senate, the president of the Committee for the substantive verification of the proposal's justification must request the graduate to, in no later than 30 days after receiving the prompt, submit a written statement regarding all the facts and circumstances relevant to the issuing of the decision.

After receiving the written statement from the graduate or after the end of the time limit from the previous paragraph, the president of the committee submits the report on the progress on the proceedings and the proposal of the Senate's decision.

Article 167
(decision of the Senate)

If at a meeting, the Senate determines that a reason exists for the revocation of a professional or scientific title, it issues a decision with which the title is taken away, or it stops the procedure with a decision.

Against the decision of the Senate to revoke a scientific or professional title an administrative dispute may be initiated.

Article 168
(effect of the revocation of a scientific or professional title)

The scientific or professional title shall be revoked with effect from the final decision of the Senate.

After the withdrawal of the title, the Faculty revokes the validity of the documents issued in the Official Journal of the Republic of Slovenia.

The Faculty keeps a directory of all the awarded and removed titles.

VII. COMMUNICATION BETWEEN STUDENTS, AUTHORITIES AND WORKING BODIES OF THE FACULTY

Article 169 (communication via higher education information system)

In the process of considering and deciding on student requests, communication between students and authorities and the working bodies of the faculty is conducted through the higher education information system (VIS).

Exceptionally, communication between students and faculty is effected by mailing physical documents. A student who is unable to use the VIS for objective reasons submits a request for written communication by post to the Office for Student Affairs, stating justified reasons for doing so.

Article 170 (submitting a request)

The student can submit the request electronically via VIS upon identification with their username and password. Any attachments to the request may also be submitted electronically (scanned) by e-mail.

If the student does not submit the request electronically in accordance with the previous paragraph, the Office for Student Affairs will inform the student by e-mail about the correct way of submitting the request.

Article 171 (issuing decisions in electronic form)

Authorities and working bodies issue decisions on applications and other student requests in electronic form. A decision is considered to be made in electronic form if it is signed by electronic signature with the qualified certificate of the person responsible for issuing it, as well as if the decision was made in physical form and is transferred (scanned) into electronic form by the Office for Student Affairs.

Article 172 (delivering decisions)

The decisions of the authorities and working bodies of the faculty are delivered to the student electronically via VIS or exceptionally in writing by mail.

The document is considered to be delivered to the student on the third working day after the day of the note in the VIS. The student is informed about the delivery via VIS by SMS and / or e-mail. If the document is exceptionally delivered by registered mail, it shall be considered delivered in accordance with the provisions of the General Administrative Law Act.

If the student could not be acquainted with the document for justified reasons, they may, in accordance with the provisions of the General Administrative Law Act, request a return to the previous state.

VIII. ASSESSMENT AND EVALUATION OF KNOWLEDGE AND EXAMINATION REGULATIONS

Article 173 (purpose of examinations)

By carrying out assessments and evaluations of knowledge, the students' success with regard to their fulfilling the requirements, determined in the individual study programmes, is established. The students' knowledge is assessed and evaluated by individual elements over the entire academic year so as to ensure a comprehensive review of their mastering the content and collaboration in the academic process.

1. Examinations

Article 174 (types of examinations)

The types of examinations are exams, partial exams, seminar papers and other forms, determined in the study programme. Examinations can be written or oral.

Article 175 (determining the types of examinations)

Individual forms of assessment and evaluation of knowledge in a course is determined by the curriculum of the course. The curriculums are published in the Faculty's website. At the start of each academic year, the course coordinator informs the students about the course plan, means of examination and evaluation of knowledge, as well as the criteria for evaluation, academic requirements and conditions to take the written and/or oral exam.

Article 176 (necessity of assessment)

The learning process in each course is concluded with an assessment of the knowledge gained.

2. Type of exam

Article 177 (means and type of exam)

An exam is a regular form of assessing knowledge. The exam can be conducted for an individual course (individual exam) or for more courses together (group exam), if is determined as such in the study programme.

The types of exam are: written, oral, as well as written and oral. A practical part can also be a condition for taking an exam, if it is determined as such with the study programme. The study programme can determine that the exam is taken using the Internet or as a take-home exam, or can also be a combination of a written piece of work and a written exam (combined exam) or as a seminar paper.

The exam assesses the student's knowledge of material determined in the curriculum for the particular course.

Article 178 (exam openness)

The exams are public. The openness of the exam is ensured by the exam dates being communicated in advance and the date, time and location of the exam are published. The openness of oral exams is ensured by enabling the presence of other students at the exam.

Article 179 (evaluation)

A higher education teacher or examination committee evaluates the exam. An exam is conducted in front of a committee in cases determined with the statute, the study programme and these rules and regulations.

3. Means of conducting an exam

Article 180 (oral exam)

Oral exams are conducted in the form of a personal conversation with the student. Oral exams last thirty minutes per student at the most. Oral exams can take place individually or together with more students at once.

The grade given at the oral exam is announced the same day as the exam is taken.

Article 181 (written exam)

Written exams are conducted in the form of a task.

The written exam lasts at least one school hour (individual exam) and four school hours at the most (group exam).

The exam grader is required to submit the exam grade and solved exam tasks to the Office for Student Affairs at the latest within fifteen days from the day of the exam, if it is an individual exam, and at the latest within twenty days after the last exam or its part in the cases of group exams or combined exams. The Office for Student Affairs examination enters the grades into the database and are also visible in the student's e-index. The exam grades can also be entered into the database by the course coordinator.

In the event that the professor does not collect the exams that were sent to him by post and they are returned to the Faculty, the exams are sent to an alternative grader. The latter submits the exam results for confirmation from the Academic Affairs Committee.

Students have the right to access their graded written exam and receive an explanation regarding their result. They can enforce this right within fifteen days of receiving the result, during office hours or at a specially scheduled time.

The professor is required to submit the exams to the Office for Student Affairs, which then keeps them for one year after receiving them.

The third, fourth, and fifth paragraph of this article are to be used also for the other forms of exams.

Article 182 (bridging exam)

Students whose previous education relevant for enrolment at the faculty is not qualified as a suitable academic field must, in accordance with the provisions of the study programme, complete one or more exams as bridging exams.

The content of the bridging exam is defined in the curriculum for the same course of the undergraduate study programme.

If the student does not pass the bridging exam, they can take it again, whereby the limit on the number of attempts set for other exams is not valid here. Every attempt at taking a bridging exam is payable in accordance with the Faculty's price list.

Registration and deregistration for the bridging exam are subject to the same rules as other exams.

Article 183 (take home exam)

If the exam is a take home exam, the student receives the exam questions and instructions for preparing an exam from the student information system.

The student must prepare and submit their exam from the previous paragraph in the form and within the deadline determined by the course coordinator. The deadline must not exceed fourteen (14) days from the day of publishing the exam questions and instructions on the student information system.

Article 184
(written and oral exam)

If an exam is written and oral, the written task exam is conducted first and then the exam in the form of a personal conversation with the examiner. The oral and written part constitute the whole, which is concluded with a single grade.

If the exam is conducted as a written and oral exam, the schedule for oral exams is published at the same time as the grade of the written exam. The oral exam must be initiated seven working days after the written exam was conducted at the latest.

Article 185
(combined exam)

A combined exam is a combination of a written part (a partial exam or seminar paper), which is a condition for taking the written exam, and the written exam, whereas the grade of the written part is taken into consideration in the final grade of the written exam.

The written part from the previous paragraph can be the subject of a presentation as part of the tutorial held in undergraduate studies of an individual course, where a certain number of tutorials are allotted for the preparation of a written product.

Article 186
(seminar paper)

A seminar paper can be a condition for taking an exam, if it is determined as such with the study programme. The seminar paper grade can also be taken into account when giving the final grade from the particular course.

If a part of the exam or the exam itself is conducted in the form of a seminar paper, the course coordinator sets a deadline, within which it is necessary to submit the answers to the posed questions or submit the seminar paper to a particular address.

The seminar paper must be prepared in accordance with the Instructions for the Preparation of Theses.

Article 187
(partial exam)

A partial exam is a form of ongoing knowledge assessment. The partial exam can be either oral or written.

Passing a partial exam can be a condition for taking an exam, if it is determined as such with the study programme or the course coordinator. The partial exam grade can also be taken into account when giving the final grade from the particular course.

4. Seminar paper for 2 CP

Article 188
(seminar paper topic registration)

Students enrolled until including the 2014/2015 academic year, must until the completion of their 3rd year of study programme Law (1st cycle) complete six seminar papers.

The seminar paper topic can be chosen from among the compulsory and elective courses of the respective year, on the basis of an agreement with the executer of the course to which the topic belongs.

Two or more students cannot register the same seminar paper topic. The executer of the course can exceptionally allow two or more students to approach the same topic but from two different perspectives.

If two or more students prepare the same topic, the executer of the course decides on which of the applicants has priority, depending on the time of registration.

The executer of the course keeps a record on the chosen topics, while the Office for Student Affairs keeps a record of all the grades.

The Office for Student Affairs is required to keep the seminar paper for one year after the day of evaluation.

Article 189
(seminar paper preparation)

Regarding the technical requirements, structure, citations, footnotes and references of literature and sources used, it is recommended to use the Instructions for the Preparation of Theses when preparing seminar papers.

As a rule, the seminar paper comprises 30,000 characters including spaces.

The seminar paper must be proofread or the student submits a statement that they take responsibility for the grammatical and linguistic correctness of the text.

Article 190
(seminar paper submission and evaluation)

The student must submit the seminar paper to the Office for Student Affairs by 31 August of the current academic year at the latest (in electronic form), together with the Form for the Registration and Evaluation of Seminar Papers (Annex 16). The Office for Student Affairs then forwards it to the course coordinator, who grades the seminar paper and notifies the Office for Student Affairs so that they enter the grade into the student's electronic index.

If the course coordinator evaluates that the submitted seminar paper does not meet the criteria for a positive grade, they can notify the student that they need to correct and supplement it, or they can require the student to prepare a new seminar paper. If the student does not change the topic of the seminar paper when correcting or supplementing it, they do not need to register a new topic.

5. Conditions of examination

Article 191
(the right to take an exam)

The student may take the exams of the enrolled year of study within the prescribed exam deadlines, after completing the lectures in the subject, after having completed all the prescribed requirements determined in the syllabuses of the enrolled year subjects, and can prove this in the prescribed manner. A student may take the exam in the same subject no more than four times during the academic year.

The costs of taking an exam in case of loss of student status, possible bridging exams and retaking an exam in the fourth and all further attempts are settled based on the submitted invoice after examination or untimely exam deregistration.

The grade is not recorded until the student has settled their financial obligations.

6. Evaluation of exams

Article 192
(grades)

Exams are evaluated with the following grades:

- 10 (Excellent: exceptional results with negligible mistakes);

- 9 (Very Good: above-average knowledge, but with a few mistakes);
- 8 (Very Good: solid results);
- 7 (Good: good knowledge, but with larger mistakes);
- 6 (Satisfactory: the knowledge demonstrated meets minimum requirements);
- 5-1 (Unsatisfactory: the knowledge demonstrated does not meet minimum requirements).

The student successfully passes the exam if they receive at least a passing grade - Satisfactory (6) to Excellent (10).

7. Exam dates

Article 193 (regular and irregular exam dates)

The students take the exams in regular and irregular exam dates.

Regular exam dates are during exam periods that are determined with the annual academic calendar of the Faculty. Over the duration of the academic year, there are three exam periods in the 1st, 2nd and 3rd cycle, namely: in January, May/June, and August/September.

In each exam period the Office for Student Affairs designates one exam date per location of the lectures.

Irregular exam dates are dates outside the exam periods and during the lectures. An irregular exam date may be proposed by a group of fifteen students enrolled in the year in which the subject for which the irregular exam date is to be conducted is carried out, based on the names and surnames collected with the signatures and approval of the Dean. The Dean may set one irregular exam date per study year and location. Students' proposal must be confirmed in writing by the course holder. In doing so, it takes into account the possibility of taking an exam on an irregular exam date. The irregular exam date should not hinder the completion of the study process, i.e. lectures and tutorials.

The group of students from the previous paragraph may be smaller if less than fifteen students are enrolled in the course, for which the irregular exam date was determined.

The Office for Student Affairs draws up a list of examination dates for the entire academic year and publishes it on the student information system at least two months before individual exam period. The Faculty retains the right to change the location and the hours of the exams.

Article 194
(irregular exam dates for elective courses of the undergraduate study programme Law (1st cycle))

For elective courses of the 3rd year of the undergraduate study programme Law (1st cycle) an irregular exam date in the month of April may be set if the lectures of an individual course have entirely been carried out prior to the anticipated irregular exam date.

On the proposal of fifteen students enrolled in the 3rd year of the Law I undergraduate programme, an irregular exam date may be created. The group of students may be smaller if less than fifteen students are enrolled in the course, for which the irregular exam date is created.

An irregular exam date from this article does not infringe on the rights from Article 197 of these rules and regulations.

8. Completing study requirements early

Article 195
(taking higher year exams early)

A student (undergraduate studies – 1st cycle) who has completed all their academic requirements for the previous year (60 CP) and at least 42 CP for the current year can complete study requirements for courses from a higher year on the basis of a positive decision from the Academic Affairs Committee.

A student (postgraduate studies – 2nd cycle) who has completed at least 42 CP for the current year as well as any potential bridging exams, can complete study requirements for courses from a higher year on the basis of a positive decision from the Academic Affairs Committee.

Full-time students are approved free of charge early exam taking of higher year courses except in the event that the Faculty would incur additional costs, in which case the student covers these. Part-time students must pay the exams of higher year, which they take early, in the amount of the CP for each subject. The amount paid is credited to them upon enrolment in the higher year.

Students without status are allowed to take exams for courses that are foreseen in the higher year. In this case, the student pays the value of the course on the basis of the CP. The paid amount is recognised when they enrol into a higher year. The payment is also recognised for part-time students. Students who are enrolled into concessionary programmes do not have their payment recognised when they enrol into a higher year.

Article 196
(individual examination)

The individual examination is enabled for the student who:

- has a decision on the status of a student with special needs;
- is on an international exchange during the examination period;
- is officially absent during the examination period (absence must last for at least three months, subject to regular employment and shown by an employer certificate);
- is hospitalized during the examination period (hospitalization must last for at least two weeks within the examination period, shown by a medical certificate with the date of admission and departure from the hospital).

The request for taking an exam individually should be submitted by the student electronically via VIS. The Academic Affairs Committee decides upon the request.

The form and means of taking an individual exam must be arranged in accordance with these rules and regulations.

Individual examinations are carried out on the basis of coordination between the Office for Student Affairs, the student and the course coordinator.

9. Retaking an exam

Article 197
(number of retakes)

A student, who did not pass their exam the first time they took it, can retake the exam twice at no additional cost. The fourth and all further attempts at retaking the exam are payable in accordance with the Faculty's price list.

It is not considered a retake of the exam if it occurs on the basis of a favourable decision on the appeal against an exam grade.

A student may take an exam four times in the same academic year at the most.

Article 198
(exam in front of an examination committee)

The sixth and every further exam takes place in front of a committee. An exam in front of an examination committee can take place at the request of an individual student. An exam in front of the committee can take place within the exam period.

The committee is made up of two members (the course coordinator and another member), which are nominated by the Dean.

An exam in front of the examination committee takes place in written and oral form. The written exam must be submitted together with an exam record. The examination committee determines the result of the written exam. In the event that the written part receives a positive grade, the oral part follows. No more than eight working days can pass between the written and oral part of the exam. At the oral exam, the examination committee assesses and gives a final evaluation of the student's knowledge.

The costs of an exam in front of an examination committee must be settled by the student following the valid price list.

Article 199
(counting exam attempts after repeat enrolment)

If a student enrolls into the same year again, the individual exams they take are considered as though the student is taking them for the first time, regardless of whether they have attempted taking the exam during their first enrolment.

Article 200
(counting exam attempts after loss of student status)

If a student loses their student status, the individual exams they take are considered as though the student is taking them for the first time, regardless of whether they have already attempted taking the exam.

10. Retaking an exam to get a higher grade

Article 201
(improving grades)

A student who has already successfully completed their academic requirements for a particular course (exam, seminar paper, etc.) but wants to obtain a higher grade, can be evaluated again one time per course, taking into account that they can attempt to improve a maximum of a third of the academic requirements of an individual year. The requirements can be carried out during regular exam periods.

Based on the positive solution of the student's request, which is submitted electronically via the VIS, the student is registered to an exam by the Office for Student Affairs.

If the student obtains a lower grade in their attempt to improve their grades than their previous attempt, the grade from their first attempt remains valid.

11. Exam registration

Article 202 (means of registration)

As a rule, students register to all exam dates using the student information system, as an exception they can also register by submitting an Exam registration form to the Office for Student Affairs (Annex 19).

The costs of taking an exam in case of loss of student status, possible bridging exams and retaking an exam in the fourth and all further attempts are settled based on the submitted invoice after examination or untimely exam deregistration.

The grade is not recorded until the student has settled their financial obligations.

For students who have to meet special conditions to be able to take an exam, these conditions, instructions and forms for registration are published on the student information system.

If a student does not have all due financial obligations settled towards the faculty, they are unable to register for an exam due to the automatic block imposed on the student information system.

Article 203 (registration deadline)

The last day of registration for an exam is seven days before the exam date. The day of the exam is also included in the registering deadline.

In the event that the student information system is not working, a student can register for an exam using an exam registration form that they send by e-mail to the Office for Student Affairs.

Article 204 (place and time of examination)

The Office for Student Affairs draws up a list of registered students for an individual exam three days before the exam date.

A student who has registered for an exam, must verify in which group they have been listed as well as the time and place of the exam on the day of the exam at the latest.

12. Deregistering from an exam

Article 205 (deregistering deadline)

The last day for deregistering from an exam is four days before the date set for taking the exam. The student can deregister using the student information system, in exceptional cases also in written form through the Office for Student Affairs. The day of the exam is also included in the deregistering deadline.

Students who no longer have student status, who are taking possible bridging courses, who are retaking an exam to get a higher grade, and those, who still have to settle the costs of the fourth and all further attempts, can only deregister for an exam at least 4 days before the date of the exam, by sending it either by e-mail, fax or submitting it personally to the Office for Student Affairs. If the student does not deregister on time, the payment falls due, except if they fulfil the conditions listed in Article 210 Paragraph 3 of these rules and regulations. To deregister the student must submit proof of payment, whereby the Office for Student Affairs arranges deregistration, issues a credit note and repayment of the paid amount.

In the event of the student information system not working, the student must immediately notify the Office for Student Affairs by e-mail about their deregistering from an exam.

Article 206 (withdrawal)

In the event that the student does not attend the exam and has not deregistered within the set deadline, the exam period is taken into account, and NP (did not attend) is entered into the record on taking exams.

If the student does not take the exam on justified grounds and has not deregistered within the set deadline, they must submit written proof to the Office for Student Affairs within eight days after the exam period to which they were registered but did not attend, otherwise it is considered as though they did not attend the exam.

In the event that the student is one who has lost their student status, is taking possible bridging exams, is re-taking an exam to get a higher grade, or must settle the payment for the fourth or any further attempts, they must, in addition to submitting proof of justified reasons for subsequent deregistering from the exam, also submit proof of payment of the exam to the Office for Student Affairs, to which the Office then arranges deregistration, issues a credit note and arranges the repayment of the already paid amount.

A justified reason for not attending is one that is substantiated with a suitable certificate or proof, such as a physician's medical note, a certificate confirming non-attendance due to work (applies only to employed students), or due to a death in the family.

13. Exam procedure, exam rules and regulations and violations of the rules and regulations

Article 207 (exam implementation)

The course coordinator, or another habilitated teacher if appointed by the course coordinator, assesses and evaluated the knowledge of an individual course.

The course coordinator, or another Faculty pedagogical associate if appointed by the course coordinator, monitors the implementation of a written exam. Oral exams can take place individually or together with more students at once.

In the event that the exam questions are to be printed in the Office for Student Affairs, the course coordinator must send them to the Faculty at least eight days prior to the exam date. If the Office for Student Affairs does not have the questions on the day of the exam, an alternative examiner is found to prepare the exam questions.

In the event that the course coordinator cannot participate in the oral exam, an alternative examiner is found who carries out the oral exam.

The examiner is responsible for the implementation of the exam and must provide the suitable organisation and proper supervision of the written exam and the suitable procedure of the oral exam.

After the exam had started, it is no longer possible to subsequently start the exam.

In the event of the case stated in paragraph 3 of this article, the alternative examiner assesses the exams and submits the exam results for confirmation from the Academic Affairs Committee.

In the event of the case stated in paragraph 4 of this article, the alternative examiner prepares a record on the procedure of the oral exam together with their proposed grades. They submit both for confirmation to the Academic Affairs Committee.

Article 208 (verifying attendance)

Prior to starting the exam, the examiner of the written exam checks the attendance on the basis of the list of registered students which is drawn up by the Office for Student Affairs and then issued to the examiner, as a rule, on the day of the exam.

The examiner makes a note of the attendance of those on the list. The signed list is submitted with the exam papers after the conclusion of the exam to the Office for Student Affairs who then forwards it to the course coordinator.

Students who are not on the list to take the exam cannot take the exam, except in the event that they believe that a mistake has occurred when drawing up the list and they have the right to take the exam; in such cases, they are allowed to take the exam, while notifying them, that their right to take the exam is determined subsequently.

The student must have their student card, personal identification card or passport with them, in exceptional cases other forms of identification (with a picture) will be admitted, so that the examiner verifies their identity. Students who do not have any of these documents are not permitted to take the exam.

Article 209 **(exam papers and questions)**

As a rule, the exam questions of written exams are submitted to the students in writing.

The exam papers on which the exam questions are not written are submitted to the examiner by the Office for Student Affairs on the day of the exam. The Faculty's stamp must be on the exam paper.

Unused stamped exam papers are returned to the Office for Student Affairs by the examiner.

Article 210 **(exam regulations)**

The student is not permitted to have any other learning material, personal things or assistance during examinations, except for that which the examiner explicitly permits to have. Before the beginning of the exam, the student is warned to put all things except explicitly allowed at the edge of the classroom. Major violations of the regulations include:

- copying and communicating with other students or attempting to copy or communicate with other students.
- use and dissemination of notebooks, books, slides or other items, unless otherwise determined by the examiner;
- use and dissemination of mobile phones or any other telecommunication devices;
- another person taking the exam instead of the registered student.

If the student disturbs the process of the exam, it is considered a minor violation of the exam regulations.

Article 211
(recording violations)

In the event that the examiner determines that a violation of the exam regulations has occurred, the candidate is immediately forbidden to carry on with their exam. The examiner fills out and signs a form on the violation and submits it to the Office for Student Affairs, who then submits it to the course coordinator.

The course coordinator writes a 1 on the exam record. Regardless of whether an attempt is made or an actual violation, the case, together with the completed and signed form, must be submitted to the Dean within seven days of passing the exam.

The Dean rules on the implementation of any disciplinary proceedings. The Dean acts in accordance with the provisions of these rules and regulations that govern the disciplinary responsibility of the students. The Dean notifies the Office for Student Affairs about the initiated disciplinary proceedings, who are then not permitted to allow the student to register for the next exam date of the course of the disciplinary proceedings until the conclusion of the procedure.

Article 212
(exam paper submission)

When the student has finished taking the exam, they submit it to the examiner and leave the lecture hall. If their exit would disturb the exam process, the examiner can order the student who has concluded with their exam to wait in their place until the exam has finished.

The student has to submit the exam paper even if they have not answered the set questions.

14. Keeping records of exams passed

Article 213
(exam records)

The exam grader must submit an exam record with the entered grades to the Office for Student Affairs immediately after the conclusion of the oral exams, or immediately after they enter the written exam grades. The exam grader must also submit the solved exams together with the exam records.

In the event of written exams, the exam records must be submitted to the Office for Student Affairs within the deadlines determined by these rules and regulations.

Grades that are entered into the exam records are not permitted to be altered, except in the event that the grader accidentally entered the wrong grade. At every examination attempt, the new grade is entered into a new record.

Article 214
(entering grades)

The Office for Student Affairs enters the grades into a computer record of completed academic requirements which are visible in student's e-index. The course coordinator can enter the grade into the computer record by themselves, however they still have to submit a completed and signed exam record to the Office for Student Affairs.

If the Office for Student Affairs finds any irregularities, they inform the course coordinator and the Dean.

15. Exam annulment

Article 215
(annulment)

If the student took an exam they had no right to take, the Dean annuls the positive grade of the exam.

The student, whose exam was annulled, can retake the exam when they fulfil the requirements for taking the exam following these rules and regulations.

16. Contesting the grade

Article 216
(submitting an objection)

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.

Article 217
(preceding procedure)

The Office for Student Affairs forwards the objection to the course coordinator within three days of receiving the objection.

If within three days of receiving the objection the course coordinator informs the Office for Student Affairs that they intend to change the grade or that a mistake has occurred when entering the grade into the exam records, the course coordinator then follows the third paragraph of Article 217 of these rules and regulations.

Article 218 (committee)

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.

Article 219 (decision)

On the basis of the fifth paragraph of the previous article, the Dean issues a decision regarding the appeal.

The decision from the previous paragraph is final.

17. Recognition of official and unofficial education

Article 220 (recognition of courses passed prior to enrolment)

A student or a candidate for enrolment that has passed any courses as part of an accredited programme at another higher education institute prior to enrolling at the Faculty, can request

that the courses be recognised if they were completed in the same cycle and level of the accredited programme, as are at the Faculty.

Candidates that are enrolling in the Faculty following the transfer criteria should submit the application for the recognition of courses when they register for enrolment, while the others have to do this by the end of October. The application (Annex 17) must be submitted electronically via the VIS. The student or candidate for enrolment must clearly and precisely state in the application which course they want to have recognised. The course's curriculum and a certificate of exam completion, which is issued by the higher education institute where they took the exam, must be submitted together with the application.

If the application for the recognition of exams is not submitted with the enrolment registration, the subsequent recognition of compulsory courses is payable.

The Academic Affairs Committee rules on the recognition, whereby the prior opinion on the recognition is given by the course coordinator.

In their opinion, the course coordinator states whether:

- the exam is recognised in full;
- the exam is partially recognised (in this case, they should list the learning content the student needs to pass an exam in);
- the exam is not recognised.

The decision of the Academic Affairs Committee on the recognition or partial recognition of an exam is entered into the student's record of completed requirements.

An applicant may only claim recognition of a particular subject once in all study programmes at all levels.

Article 221 **(recognition of courses completed during studies at the faculty)**

If a student requests the recognition of an exam that they completed during their time enrolled at the Faculty, at another higher education institute, it can only be recognised as a completed exam for an elective course.

An elective course is recognised to the degree of credit points (hereinafter: CP) and not as a course in itself. The candidate can replace up to 12 CP in their undergraduate programme or postgraduate master's programme. An elective course cannot be similar or identical to the course that the student has already completed at the Faculty.

The application for the recognition of an exam (Annex 17) is submitted electronically via VIS. The course's curriculum and a certificate of exam completion, which is issued by the higher education institute where they took the exam, must be submitted together with the application. The Academic Affairs Committee rules on the recognition on the request of the student.

The Academic Affairs Committee rules on the recognition, whereby the prior opinion on the recognition is given by the course coordinator.

In their opinion, the course coordinator states whether:

- the exam is recognised in full;
- the exam is partially recognised (in this case, they should list the learning content the student needs to pass an exam in);
- the exam is not recognised.

The decision of the Academic Affairs Committee on the recognition or partial recognition of an exam is entered into the student's record of completed requirements.

An applicant may only claim recognition of a particular subject once in all study programmes at all levels.

Article 222 **(recognition of unofficial forms of education)**

In accordance with the accredited study programme, on the basis of a written request from the student, the Academic Affairs Committee can also recognise unofficial forms of education, carried out outside of the accredited study programmes (professional exams, projects, elaborates, publications and other original work, active participation in summer schools and competitions).

On the basis of unofficial education, a candidate can replace up to 12 CP in the undergraduate programme or the postgraduate master's programme, which replaces elective courses or seminar papers foreseen in the study programme.

On the basis of unofficial education, a doctoral student can replace up to 30 CP, which replaces a part of a course (seminar paper... or a seminar from an elective or compulsory courses in the study programme. The Academic Affairs Committee decides on the recognition and number or recognised CP.

A student who wishes to have a professional exam that they completed outside of the accredited study programme recognised can replace an elective course or part of an elective course, whereby the student must have completed the professional exam at the same level of education as the course or part of the aforementioned elective course.

The application for the recognition of unofficial forms of education (Annex 17) is submitted electronically via VIS. The programme and proof of activity completion must be submitted together with the application. A student can enforce a particular additional education or professional exam only once as part of the same study programme.

The recognition is decided upon by the Academic Affairs Committee with a decision, which is entered in the record of completed student's requirements.

18. Recognition of completed requirements on the basis of completed traineeship

Article 223 (traineeship)

Students who are enrolled in undergraduate study programmes until including the 2014/2015 academic year, can replace the traineeship (which must last at least 14 days) with a seminar paper worth 2 credits. It is also possible to replace a part of credit points of an individual elective course with traineeship, but only in courses that have a total of 6 credits in an individual year and 12 credits at the most for the entire duration of the study programme. The mentor rules on the recognition of completed requirements within traineeship and other kinds of informal education based on preliminary written agreement with the student. The latter obtains the opinion of the course coordinator for which the student wishes to request recognition.

Students who are enrolled in undergraduate study programmes until including the 2015/2016 academic year, can replace an individual elective course worth 6 credits but not more than 12 credits for the entire duration of the study programme with traineeship (which must last at least 14 days). The Academic Affairs Committee rules on the recognition of completed requirements within traineeship and other kinds of informal education based on preliminary written agreement with the student. The latter obtains the opinion of the course coordinator for which the student wishes to request recognition.

In postgraduate programmes, the traineeship (which must last at least 14 days) can replace a seminar paper or other project as part of an individual course, it is also possible to replace an individual elective course, but only courses that have a total of 12 credit points at the most for the entire duration of the study programme. The Academic Affairs Committee rules on the recognition of completed requirements on the basis of a completed traineeship, and before making the decision they may obtain the opinion of the course coordinator of the course as part of which the recognition would be made.

19. Elective courses

Article 224 (exchanging elective courses)

The student of an undergraduate programme chooses their elective courses in the electronic form for enrolment into the 3rd year of studies.

The student of a postgraduate programme chooses their elective courses in the electronic form for enrolment into the 1st or 2nd year of studies.

Exchanging the elective course is possible under the condition that the student has not yet taken the exam of the elective course that they want to exchange with another, new elective course.

Elective courses can be subsequently changed, at the latest on 30.10. of the current year, if the student submits a request for the exchange of an elective course electronically via VIS. The Academic Affairs Committee decides upon the request.

As a rule, in November, the Faculty draws up a list of elective courses that will be taken in the current academic year. Students who have selected courses that will not be carried out in the current academic year are encouraged to exchange them by the faculty.

20. Other forms of assessment and evaluation of knowledge

Article 225 (definition)

Other forms of assessment and evaluation of knowledge can also be used in a particular study programme; the curriculum of the individual course determines this in more detail.

IX. CARRYING OUT ACADEMIC REQUIREMENTS AS A CITIZEN

1. General

Article 226 (citizen status)

A citizen is a person who is not a student of the Faculty, but who wants to complete the academic requirements determined in the study programme of the Faculty. As a citizen, anyone can complete the exam requirements of courses of the respective undergraduate, postgraduate or doctoral study programme who otherwise also fulfils the enrolment criteria for enrolling into the respective undergraduate, postgraduate or doctoral study programme.

For the purpose of verifying proof of their completed education from the previous paragraph, the citizen should also submit a notarised copy of their proof of education.

Article 227 (awareness duty)

On the basis of a completed application, a citizen obtains their username and password from the Faculty, with which they can access the student information system where information regarding their studies, learning material, timetable of lectures is published, as well as where they register for exams.

The citizen has a duty to familiarise themselves with the course plan, means of examination and evaluation of knowledge, as well as the criteria for evaluation, academic requirements and conditions to take the written and/or oral exam, and exam dates.

Regarding their individual academic requirements, citizens have the same rights and obligations as students of this Faculty.

2. Exams

Article 228 (examination and evaluation of knowledge and examination rules)

The provisions of these rules and regulations that refer to the examination and evaluation of knowledge and examination rules are to be used reasonably also for citizens.

Article 229 (financial obligations of the citizen)

The citizen must settle their financial obligations before taking an exam.

The financial obligation is calculated by multiplying the number of credit points of the exam with the value of the credit points for citizens. The values of credit points for citizens are determined in the Faculty's Price list. A valid Price list is published on the faculty's website.

The payment of the financial obligation covers a one-time attempt at taking the exam. In the event that the citizen is given a negative grade, or they do not resign from the exam in accordance with these rules and regulations, they must settle their financial obligations prior to registering for the exam again.

Article 230 **(exam registration)**

The citizen registers for an exam at the latest seven days before the exam date by submitting a completed exam registration form to the Office for Student Affairs.

The registration form can be sent by post, by e-mail, or brought in personally by the citizen to the Office for Student Affairs. The date of registration is when the application form is received by the Office for Student Affairs together with proof of settled financial obligations.

Article 231 **(form of the exam registration form)**

The exam registration form (Annex 19) must include:

- the citizen's personal information (name, surname, permanent residence, place and date of birth, unique citizenship number),
- information about the study programme in which the citizen wants to take an exam,
- name of the course of which the citizen wants to take an exam,
- the exam date,
- location of the exam, and
- a signature of the citizen.

Based on the registration form, the Office for Student Affairs shall issue an invoice to the candidate.

Based on the proof of settled financial obligation, the candidate can register for the exam themselves or in the Office for Student Affairs.

Article 232 **(exam de-registration)**

The citizen de-registers for an exam at the latest four days before the exam date by submitting a completed exam de-registration form to the Office for Student Affairs.

The de-registration form can be sent by post, by e-mail, or brought in personally by the citizen to the Office for Student Affairs. The date of de-registration is when the application form is received by the Office for Student Affairs.

Article 233
(form of the exam de-registration form)

The exam de-registration form (Annex 20) must include:

- the citizen's personal information (name, surname, permanent residence, place and date of birth, unique citizenship number),
- information about the study programme in which the citizen wanted to take an exam,
- name of the course of which the citizen wanted to take an exam,
- the exam date,
- location of the exam, and
- a signature of the citizen.

3. Completing a study programme

Article 234
(completing a study programme)

A citizen cannot complete a study programme without being enrolled into it.

X. RIGHTS AND OBLIGATIONS OF STUDENTS WITH SPECIAL NEEDS

1. Criteria for implementing special student status and proof

Article 235

(criteria for implementing the status of a student-athlete)

The candidates who may apply for special education conditions under the student-athlete status are:

- categorised athletes;
- students who were officially nominated as a team coach or an individual categorised athlete by a specific national sports federation.

A categorized athlete from the first indent of the previous paragraph is an athlete, who based on the classification of the Olympic Committee of Slovenia – Association of Sports Federations (hereinafter referred to as the OKS-ZŠZ) and the Paralympics Committee of Slovenia obtained one of the following titles: world class athlete, international athlete, prospective athlete, national athlete, youth athlete. Proof of classification is an official certificate of status issued by the Elite Sports Committee with the OKS-ZŠZ.

The rights with respect to the student-athlete status may also be enforced by a student officially nominated for a team coach or an individual categorized athlete by a specific national sports federation, and is directly involved in the preparation and realisation of categorized athlete programmes. Proof of compliance with the requirements is a certificate issued by the OKS-ZŠZ for the current academic year.

The athlete student status lasts one academic year with the possibility of extension.

Article 236

(criteria for implementation artist/cultural worker student status)

The candidate who may enforce rights under the artist/cultural worker student status are:

- a member of a national or international society or federation of societies in the field of art;
- a student with a certificate of cultural worker status;
- a student with publicly recognised artwork.

A member of the national or international society or federation of societies in the field of art from the first indent of the previous paragraph is the artist/cultural worker who is, after the met requirements of the mentioned institutions, already a member of a society or a federation of the following artistic activities: music, art, film, theatre, dance, literary, photography or any

other artistic activities. The proof of membership is the official certificate of membership issued by a specific national or international society or federation of societies in the field of art. The certificate of a cultural worker status is issued by the Ministry of Culture.

The candidate who enforces the recognition of an artist/cultural worker status based on publicly recognised artwork must submit a curriculum vitae and a list of performed works divided by years regarding the activity he is engaged in.

The criteria of public recognition of artwork are:

- publicly disclosed professional critique of the artwork;
- awarded artwork/achievement in a national or an international competition in the past or current study year.

- The candidate submits the following proof on public recognition of artwork/achievement:
 - a copy of publicly disclosed critique of the artwork/achievement or
 - a photocopy of national or international recognition or award at an artistic talent competition or
 - an official certificate of artistic achievement issued by the Ministry of Culture.

The artist/cultural worker status lasts one academic year with the possibility of extension.

Article 237 **(criteria for implementing a special needs student status)**

Categories of candidates that may enforce special conditions of education under special needs student status are persons with special needs. In accordance with the Act that regulates placement of children with special needs are students with special needs under these Rules:

- partial or complete loss of vision (blind and visually impaired students),
- partial or complete hearing loss (deaf and hearing impaired students),
- speech and linguistic impairments (communication problems),
- movement impediment (physically disabled students),
- long-term illnesses that do not resolve after 3 months or a chronic disease,
- deficits in individual fields of learning (reading and writing problems, dyslexia...).

The status of a student with special needs is granted taking into consideration the type of problems according to the student's status for a part or the entire duration of studies.

Article 238

(proof)

Relevant documents that prove the status of a student with special needs are:

- a decision on placement from the National Educational Institute,
- an expert opinion of the Committee for placement of children with special needs,
- a decision from the Social Work Centre,
- a certificate and opinion of the Expert Committee for placement of children and youth,
- a decision from the Pension and Disability Insurance Institute of the Republic of Slovenia,
- a medical certificate issued by a specialist physician, which indicates that it is a chronic illness or illness which is expected to last for at least three months and which will affect the student's fulfilling of study requirements.

The student proves their active participation in activities from previous articles hereunder by submitting a certificate from the competent or suitable authority, president, coordinator, manager or coach of the activity.

In addition to the certificate and the opinion, the student must also submit a description and presentation of activities they engage in, current work, frequency of operation and substantiation of reasons on the grounds of which the status regarding the two categories should be granted to them:

- a student active in sports activities of the Faculty: attendance at training, attendance at competitions, bearer of the game, achievements at competitions;
- a student active in cultural activities of the Faculty: number of publications, number of exhibitions, attendance at rehearsals, number of performances.

2. Rights and responsibilities of students with special status

Article 239

(rights and obligations of students with special status)

A student who was granted the status and thus special terms of education may enforce the following rights:

- the right to reduced mandatory attendance and justified absence for academic requirements in agreement with the course coordinator or lecturer;
- the right to pass the exam outside the prescribed term and in a specific manner;
- the right to subsequent presentations of the seminar paper and subsequent taking partial exams and exams in the event of participation in competitions home or abroad;
- the right to enrol into the next year or graduation year up to one year under special conditions of these rules and regulations;
- the entering of achievements into the diploma supplement which arise from participation in extracurricular activities, bodies and committees of the Faculty, etc.

A student who is granted the status and fails to comply with their duties or abuses their rights loses the right to the special terms of education under these rules and regulations.

The obligations of a student with special terms of education based on status are:

- fulfilment of all other obligations foreseen by the study programme;
- responsibility towards the granted status;
- complying with the code of ethical conduct in sports and other areas;
- participation in events and competitions organised by the Faculty in the field of their status and writing reports on participation in bodies and committees etc.

3. Special adjustments to studies for students with special needs

Article 240

(types of special adjustments to studies for students with special needs)

Regarding the deficits, impairments or disabilities of students with special needs there are possible adjustments in the implementation of lectures and tutorials during the studies in a manner of examination and assessment of knowledge and with the use of the library.

- **Adjustments in the implementation of lectures and tutorials**

The following adjustments regarding the implementation of lectures and tutorials are options for students, depending on their type and level of deficits, impairments or disabilities and the potential combination of deficits, impairments or disabilities:

- advance publication of study materials that students receive at lectures and tutorials
- (e.g. for the blind and visually impaired students in order to follow the course of the lecture or for those students who are unable to make notes);
- advance publication of study materials used in a course (study unit) in order to be modified in electronic or audio form and be properly enlarged;
- recording of lectures and tutorials;
- the use of special devices such as computers, electronic magnifiers, magnifying glasses and similar;
- presence of an assistant, namely: reader or writer or interpreter – translator into Slovenian sign language;
- option of submitting written papers in electronic form;
- carrying out specific academic requirements teamed up with a student who does not have a student with special needs status;
- opportunity to perform specific assignments and exercises at home (partial form of e-learning);

- adjusting the method of performance of professional or study practical work to fit the student's abilities so that they may demonstrate their knowledge and skills or gained competences defined with the study programme;
- other adjustments regarding the given capacities of the Faculty.

- **Adjustments in the method of assessment and evaluation of knowledge**

The method of assessment and evaluation of knowledge for students with special needs is adjusted in such a manner that they may demonstrate the level of their knowledge, however the required standards of knowledge achievements may not be lowered.

The following adjustments are options for students, depending on their type and level of deficits, impairments or disabilities and the potential combination of deficits, impairments or disabilities:

- **extension of the time for oral or written examinations**

In principle, the student may be granted an extension of 100% of the foreseen time to take the written or oral examination, but also more regarding the deficit, impairment or disabilities or specifics of the course (study unit), in which the exam is taken. When taking the examination, the student may also be provided with short breaks. The course coordinator rules on this issue. As a rule, the time of the break may also be extended for a maximum of 50% of the foreseen time (and the time of preparation for the exam as well), if it is established that this would be necessary due to the situation.

All students with special needs are entitled to an extension of the examination time.

- **provision of a special room in order to take the examination**

A special room to take the examination shall be provided to the student if the room, in which the examination would have been conducted is inaccessible to them. A special room is also provided to the student in the event that the student would be "disturbing" other students who are taking the examination (e.g. use of audio support on a computer, presence of an assistant, etc.).

All students with special needs are entitled to the provision of a special room in order to take the examination.

- **adjustments in the room or to the room and adjustments of the equipment**

The room, in which they are taking the examination, may be adjusted for the student and they may also have equipment adjusted for them, namely: their working surface may be adjusted, a room with special acoustic conditions may be provided, additional lighting may be enabled, also enable the use of an appropriate chair, a cut-out table and similar.

The blind and the visually impaired students are provided with an adjusted working surface (the possibility of elevation, additional lighting and similar). The deaf and hearing impaired students are provided with a room with adequate acoustic conditions, and they are also entitled to using electric and acoustic devices, while the physically disabled candidates are entitled to an adjusted working area (cut-out table, appropriate chair, incline).

- **taking the examination with the assistance of a computer or the use of special devices**

A student may also be entitled to take the exam with the assistance of a computer. In this case the student cannot have access to any other accessories on the computer or in the programme; they may only use programmes that technically facilitate the implementation of the exam. Their work must be recorded on a compact disc or any other data carrier and printed, and it must be erased from the computer. A student may also use special devices, such as a Braille type-writer, a computer with a Braille pad or magnifying software, an electronic magnifier, a magnifying glass, adequate pens and similar.

The blind and the visually impaired students, students with speech and linguistic impairments, physically disabled students, students with long-term illnesses and students with deficits in individual areas of learning are entitled to take the exam with the assistance of a computer. The blind and the visually impaired students (a Braille type-writer, a computer with a Braille pad or magnifying software, an electronic magnifier, a magnifying glass, adequate pens and similar), physically disabled students (adequate pens, a computer), students with long-term illnesses (a computer) and students with deficits in individual areas of learning (a computer) are entitled to use special devices.

- **taking the examination with the assistance of a computer**

A student who, due to the type and degree of the deficit, impairment or disability, is not able to take the exam alone, and in substantiated cases with other students as well, may be assigned an assistant, namely: a reader or writer and interpreter – translator into Slovenian sign language (hereinafter: the assistant). The assistant may not be a higher education teacher or associate of the course (study unit) or student's relative.

The following students are entitled to take the exam with the assistance of an assistant, namely, the blind and the visually impaired students (reader and/or writer), the deaf and the hearing impaired students (interpreter – translator into the Slovenian sign language), the physically disabled students (reader and/or writer), students with long-term illnesses (reader and/or writer) and students with deficits in individual areas of learning (reader and/or writer).

- **modification of the form of assessment and evaluation of knowledge**

A student who, due to the type and degree of the deficit, impairment or disability, is not able to take e.g. an oral or written examination shall be provided with a different form of assessment and evaluation of knowledge.

All students with special needs are entitled to modification of the form of assessment and evaluation of knowledge.

- **adjustment of the form of examination material**

The form of the examination material may be adjusted for blind or the visually impaired students: the enlargement of text or written material and transcription of the questions into Braille.

- **other adjustments regarding the given capacities of the Faculty.**

- **Adjustments in the library**

The following adjustments are possible in the library for students, depending on their type and level of deficits, impairments or disabilities and the potential combination of deficits, impairments or disabilities:

- longer lending of materials (due to translation into an accessible form: enlargement of the material transcription into Braille and similar);
- the possibility of lending of materials that is only accessible in the reading room (due to translation into an accessible form, transcription into Braille and similar);
- provision of assistance in finding the material;
- the possibility of lending of materials by the student's supporter or assistant if the library is inaccessible to the student;
- other adjustments regarding the given capacities of the Faculty.

4. Procedure of special status recognition and revocation

Article 241

(procedure of special status recognition and revocation)

The candidate must, at the time of enrolment into an individual study year or the graduation year, complete a special application for the acquisition of special student status, which applies to athletes or coaches, artists/cultural workers, students with special needs and students with recognised credits, using the prescribed form, which is an annex (Annex 21) to these rules and regulations. The application for special status recognition must be submitted in electronic form via VIS.

As a rule, the candidate submits the application until October 15 of the current academic year, if the reasons to obtain the status occur during the year, then at that particular time. The

application shall be accompanied with the suitable proof. The Academic Affairs Committee rules on this issue.

All students with a granted status and educated under the special terms receive a remark in the electronic record of completed requirements and the personal file of the student, in which the type of problem or the reason of status awarding and type of recognised adjustments are evident (e.g. allowed absence in organised forms of the educational process, specific method of taking the examination).

At the beginning of the study year, the Office for Student Affairs informs all lecturers in the current year about students who are in this year enrolled in individual courses and have been granted special status, including the type of recognised adjustments of the academic process.

The procedure to revoke the status is conducted mutatis mutandis as the procedure of its acquisition.

Article 242 **(change in circumstances after acquiring the status)**

If during the term of the special status of the student there are changed circumstances that make the student no longer eligible for the special status, he must notify the faculty in writing about the changed circumstances no later than eight days.

The changed circumstances that make the student no longer eligible for special status are decided upon by the Academic Affairs Committee at its next regular meeting upon receiving of the notification.

If the Academic Affairs Committee determines that the student is no longer entitled to special status, they revoke the status by decision.

In the event that the student does not inform the faculty about the changed circumstances, and the faculty has the relevant information that the student is no longer entitled to special status, the faculty may, based on the relevant information, initiate the procedure to revoke the special status of the student ex officio.

XI. INTERNATIONAL EXCHANGE OF STUDENTS

Article 243 (international exchange of students)

The Faculty organises an international student exchange for the provided study programmes.

Students can carry out the following at a partner institution:

- a part of their academic requirements (individual courses or the preparation of their thesis),
- practical work.

A prerequisite for completing individual courses or the preparation of their thesis as part of their international exchange is a signed bilateral agreement between the Faculty and the host institution.

The students are required to find the institution or company where they will carry out their practical work, with the aid of the Faculty.

Article 244 (requirements)

A student can participate in an international exchange programme if they fulfil the requirements determined in the individual offers.

Article 245 (offer)

The offer must be public, transparent, the minimum requirements must be listed as well as the priorities and the selection process.

The general criteria of the student selection process are as follows:

- the year of their studies;
- their average grade (for the 1st and 2nd cycle), the number or achieved Credit Points (for the 3rd year);
- the initiative to conclude a bilateral agreement with a foreign higher education institution, as well as
- their motivation.

The criteria of motivation are assessed in the following way using sub-criteria:

- knowledge of the host country's language
- unsuccessful candidacy for the exchange programme in the past (not chosen)
- not participating in the exchange (purpose of studying / practice)
- other.

The weight of each of the criteria is determined by the Academic Affairs Committee after a prior consultation with the Erasmus coordinator at the faculty. The criteria and point system are published on the Faculty's website.

Article 246 **(registration and selection procedure)**

A student who wants to take part in the international exchange applies to the offer published on the Faculty's website.

The Faculty, in accordance with its rules, determined in the offer, carries out a selection procedure. If the number of students, enrolling in the same institution and level of education, outnumbers the offered places, the order of the students enrolled shall be determined on the basis of the criteria published in the offer. All those students who are not selected for the institution they have listed as the first institution will be informed of any other vacancies.

The applicants are informed about the selection by means of a decision. A positive conclusion does not mean that the student was also awarded a grant. The decision on the award of the grant is issued by the faculty when the national agency or the other competent institution learns how much funding has been allocated to it.

Students who fulfil the requirements, but for whom there were no more available place or funds, are placed on a reserve list if any of the selected students cancels.

Article 247 **(the procedure following the selection and before the study exchange)**

The selected student must complete a learning agreement (Annex 22). The exchange is not possible without a learning agreement.

The student fills out the learning agreement with the help of an Erasmus academic coordinator and information about the partner institution, entering in their foreseen academic requirements that they will complete abroad, and the requirements that will be recognised at the Faculty, if they will successfully complete their requirements abroad.

The Erasmus academic coordinator can request the student to get an opinion from the course coordinator of a compulsory course that is to be recognised as part of the exchange.

A student who will complete a part of their thesis as part of their exchange must coordinate the content with their thesis mentor while also finding a co-mentor at their host institution.

The minimum number of credit points (CP) that a student has to achieve during their exchange depends on the duration of their exchange and their study programme.

1st cycle:

duration of exchange	1st semester (until including 6 months)	2 semesters (up to 12 months)
credits	20	40

2nd and 3rd cycle:

duration of exchange	1st semester (min. 3 months)	2nd semester (up to 12 months)
credits	20	40

The exception are exchanges for the purpose of writing theses. The foreseen number of CP is determined on the basis of the agreement with the mentor of the thesis and on the basis of the length of the exchange.

If the student does not achieve the minimum number of CP, the Faculty can demand repayment of the financial aid.

The exchange is finally confirmed when the partner institution returns a signed study agreement.

After receiving the signed study agreement, the Faculty prepares a financial aid agreement, a part of which are the general terms and conditions (Annex 23). The signed contract must be returned to the Faculty by the student before leaving to go on exchange.

Article 248

(the procedure following the selection and before the traineeship exchange)

The selected student must conclude a traineeship agreement with the Faculty and the company or institution where they will be carrying out their traineeship before leaving to go abroad (Annex 24).

The student completes the documents with the help of an Erasmus academic coordinator and in agreement with the company or institution where they will carry out their traineeship.

The minimum number of credit points (CP) that a student has to achieve during their exchange depends on the duration of their exchange and their study programme.

1st cycle:

duration of exchange	1st semester (until including 6 months)	2 semesters (max. 12 months)
credits	20	40

2nd and 3rd cycle:

duration of exchange/	1 trimester (min. 3 months)	2 trimesters (max. 12 months)
CP	20	40

If the student does not achieve the minimum number of CP, the Faculty can demand a refund of the financial grant.

The exchange is finally confirmed when the partner institution returns a signed traineeship agreement.

After receiving the signed traineeship agreement, the Faculty prepares a financial aid agreement, a part of which are the general terms and conditions (Annex 23). The signed contract must be returned to the Faculty by the student before leaving to go on exchange.

Article 249 (procedure following the exchange)

The student is required to complete and submit an online questionnaire following the conclusion of their mobility period within 30 calendar days of receiving the request to complete the questionnaire. If the student does not complete and submit the online EU questionnaire, the faculty can demand that the student repays a part of the whole of the financial aid received.

The student is required to also submit a Certificate of Completed Requirements or a Certificate of Traineeship, a Final Mobility Report (Annex 25) and any other possible documents at the request of the Faculty within 30 days of concluding their exchange.

Students can also send an additional online questionnaire, which enable the reporting of possible problems when recognising completed academic requirements abroad.

Students that completed a part of their thesis as part of their exchange must also submit a certificate from their co-mentor of the host country, that they fulfilled certain requirements as part of their learning agreement.

Article 250 **(recognition of requirements completed as part of the exchange programme)**

All CP achieved as part of their completed requirements at the partner institution, whether they are compulsory, elective or additional courses, are recognised. In the event of an exchange for the purpose of traineeship, only the elective course can be recognised, while any exceeding CP will be recorded as additional CP.

Students enforce the recognition with the Request for the recognition of academic requirements completed abroad (Annex 26), submitted electronically via VIS. The application must be submitted within 30 days of the conclusion of the exchange. The Academic Affairs Committee rules on this issue.

If the student enforces the recognition of a compulsory course, they must submit to the request a learning plan or other document from which is visible: the name of the course, the course content, the number of CP or number of hours, and the course coordinator.

The CP obtained from a course that has the same name but differs with regard to the content of the course already completed will be recognised for the student.

The CP obtained from courses that have the same content of the course already completed, or courses that were not determined in the study programme or in one of its potential subsequent alterations, will not be recognised for the student.

Article 251 **(entering the completed requirements into the student's index)**

In the event of an exchange for the purpose of studying, the Office for Student Affairs enters all requirements that were completed abroad into the student's index after the conclusion of the procedure for recognising courses.

Compulsory or elective courses that were foreseen in the Faculty's study programme and were completed by the student on the basis of an exchange programme are entered into the index using their original title in Slovenian and a note is added stating the course was partially or in whole completed as part of the Erasmus exchange programme.

Elective courses that were not foreseen in the Faculty's study programme and were completed by the student on the basis of an exchange programme are entered into the index using their original title in the foreign language and a note is added stating the course was partially or in whole completed as part of the Erasmus exchange programme.

Courses that were not foreseen in the Faculty's study programme and were recognised as additional requirements are entered into the index using their original title in the foreign language and a note is added stating the course was partially or in whole completed as part of the Erasmus exchange programme.

The grade obtained for a course that was completed at a partner institution is simply translated into the grading system of the Faculty. Changes grades is not permitted.

After the conclusion of the course recognition process in the event of an exchange for the purpose of traineeship, the Office for Student Affairs enters "recognised on the basis of a completed Erasmus traineeship" into the student's index for an elective course, instead of entering a grade.

The period of the Erasmus mobility programme is also entered into the Diploma Supplement.

XII. FINAL PROVISION

Article 252 (validity of the rules and regulations)

These rules and regulations come into force and apply from 21 November 2019.

Nova Gorica, 18 November 2019

Prof. Dr. Peter Jambrek
Chairman of the Management
Board of the European Faculty of Law
New University

Annexes:

- Annex 1: 'Registration of the diploma thesis topic'
- Annex 2: 'Changing the mentor of a diploma thesis or scientific article'
- Annex 3: 'Withdrawal from diploma thesis topic'
- Annex 4: 'Statement on the suitability of the thesis'
- Annex 5: 'Statement of authorship'
- Annex 6: 'Minutes from the defence of the diploma thesis'
- Annex 7: 'Registration of master's thesis topic'
- Annex 8: 'Resigning from the master's thesis topic'
- Annex 9: 'Change of mentor for the master's thesis'
- Annex 10: 'Proposal for the Academic Affairs Committee to name the committee to evaluate the master's thesis'
- Annex 11: 'Preparation of the doctoral thesis'
- Annex 12: 'Registration of the doctoral thesis'
- Annex 13: 'Resigning from the doctoral thesis topic'
- Annex 14: 'Change of mentor for the doctoral thesis'
- Annex 15: 'Form for the confirmation of the doctoral dissertation mentor that the thesis is ready for submission for evaluation from a professional committee'
- Appendix 16: 'Form for seminar paper registration and evaluation for 2 CP'
- Appendix 17: 'Request for the recognition of official/unofficial education'
- Annex 18: 'Registration of mandatory practical work'
- Appendix 19: 'Form for exam registration and evaluation'
- Appendix 20: 'Form for exam deregistration'
- Appendix 21: 'Request for special status'
- Annex 22: 'Learning agreement for studies'
- Annex 23: 'Financial aid contract'
- Annex 24: 'Learning agreement for traineeships'
- Annex 25: 'Final Report from Mobility'
- Annex 26: 'Request for the recognition of academic requirements completed abroad'

Annex 1:

REGISTRATION OF DIPLOMA THESIS TOPIC

Student number: _____

Student (name and surname): _____

Address: _____

Post code, town: _____

Phone Number, Mobile: _____ E-mail: _____

Undergraduate study programme: _____

Enrolment into the 1st year – academic year _____/_____

Enrolment into the 2nd year – academic year _____/_____

Enrolment into the 3rd year – academic year _____/_____

Enrolment into the graduation year – academic year _____/_____

I AM REGISTERING THE DIPLOMA THESIS TOPIC with the title:

(write the exact title legibly with small printed letters)

☐ the topic was listed by the mentor
the candidate in
mentor

☐ the topic was proposed by
agreement with the

MENTOR:

_____ Signature: _____

CO-MENTOR: _____ Signature: _____

Attachments to the application for the approval of the topic and mentor:

1. the mentor's consent (the above mentor's signature),
2. a short explanation of the diploma thesis topic (disposition),

I confirm that before I registered my topic on the faculty's website, I went thorough the list of registered and approved topics and the list of already written diploma theses with the intention of avoiding repeating the topic.

POSSIBLE COMMENTS OF THE MENTOR:

Date: _____

Signature of the student: _____

Annex 2:

CHANGING THE MENTOR OF A DIPLOMA THESIS OR SCIENTIFIC ARTICLE

Student number: _____

Student (name and surname): _____

Address: _____

Post code, town: _____

Phone Number, Mobile: _____

E-mail: _____

Study programme: _____

Title of the approved diploma thesis topic:

Justified reason for the change of mentor:

Proposal for the new mentor: _____

MENTOR: _____ Signature: _____

CO-MENTOR: _____ Signature: _____

Date: _____ Student's signature: _____

Approved / Not approved

Date: _____ the Dean's signature _____

Attachment 3:

WITHDRAWAL FROM DIPLOMA THESIS TOPIC

Student number: _____

Student (name and surname): _____

Address: _____

Post code, town: _____

Phone Number, Mobile: _____

E-mail: _____

Undergraduate study programme: _____

Enrolment into the 1st year – academic year _____/_____

Enrolment into the 2nd year – academic year _____/_____

Enrolment into the 3rd year – academic year _____/_____

Enrolment into the graduation year – academic year _____/_____

Enrolment into the extended graduation year – academic year _____/_____

Title of the approved diploma thesis topic:

Justified reason for withdrawal:

MENTOR:

Signature: _____

CO-MENTOR: _____

Signature: _____

Date: _____

Student's signature: _____

Approved / Not approved

Date _____

The Dean's signature _____

Annex 4:

STATEMENT ON THE SUITABILITY OF THE THESIS

The undersigned mentor _____
(mentor's name and surname)

and co-mentor (one or more, if they exist):

(name and surname of the co-mentor/s)

hereby declare that the student:

name and surname: _____,

student number: _____,

in the study programme: _____,

prepared a thesis titled:

(title in Slovenian)

in accordance with the approved thesis topic, the Instructions for the Preparation of Theses and my (or our) instructions.

I (or we) have reviewed and examined the plagiarism report (annex).

Date and place:

Mentor's signature:

Date and place:
exist):

Co-mentor's signature (if they

Annex 5:

STATEMENT OF AUTHOURSHIP

Student's information:

Student number: _____

Student (name and surname) _____

Address: _____

Postcode, town: _____

Phone Number, Mobile: _____

E-mail: _____

Study programme: _____

Thesis information:

Title of the approved diploma thesis topic:

MENTOR: _____ CO-MENTOR: _____

DECLARATION

With my signature, I hereby establish that:

- the submitted thesis is exclusively the result of my own research;
- the thesis has been corrected in accordance with the mentor's and committee members comments;
- I have ensured that the work and the opinion of other authors that I have used in the submitted work, are listed or cited in accordance with the faculty's instructions;
- I am aware that plagiarism – representing foreign works, either in the form of a quote or in the form of literal paraphrasing or in graphic form, in which foreign thoughts or ideas are represented as my own – is punishable according to law (Law on Copyright and Related Rights - Official Journal of the Republic of Slovenia, No. 21/1995, 9/2001, 30/2001 - Law on Customs Measures for IPR infringement, 43/2004, 17/2006, 114/2006 - Law on Intellectual Property, 139/2006, 68/2008);
- the electronic form is identical to the printed version of the submitted work and I give my consent for it to be published on the faculty's website;
- that the thesis was proofread by _____.

Date: _____

Student's signature: _____

Annex 6:

MINUTES FROM THE DEFENCE OF THE DIPLOMA THESIS

Student: _____

with the diploma thesis title _____
dated _____ at _____.

Location _____ of _____ defence:

1. Student's information:

Student number: _____

Name and surname: _____

Date of birth: _____

Place of birth: _____

Address: _____, _____

Year of enrolment into the EVRO-PF: _____

2. Thesis committee:

President of the committee:

Mentor: _____

3. The mentor's report on the suitability of the diploma thesis for defence:

4. The candidate presented their diploma thesis:

Thesis title: _____

5. The committee posed the candidate the following questions:

1. President of the committee:

2. Mentor:

Thesis defence grade:

Excellent (10)

Very Good (9)

Very Good (8)

Good (7)

Satisfactory (6)

Unsatisfactory (5)

Signatures of the members of the committee:

President of the committee: _____

Mentor: _____

Annex 7:

REGISTRATION OF THE MASTER'S THESIS TOPIC

Registration number: _____

Student (name and surname): _____

Address: _____

Post code, town: _____

Phone Number, Mobile: _____

E-mail: _____

Study Programme: _____

Enrolment into the 1st year – academic year _____/_____

Enrolment into the 2nd year – academic year _____/_____

Enrolment into the graduation year _____/_____

Enrolment into the extended graduation year _____/_____

I AM REGISTERING THE MASTER'S THESIS TOPIC with the title:

(write the exact title legibly with small printed letters)

☐ the topic was listed by the mentor
the candidate in
agreement with the mentor

☐ the topic was proposed by

MENTOR: _____ Signature: _____

CO-MENTOR: _____ Signature: _____

Attachments to the application for the approval of the topic and mentor:

1. the mentor's consent (the above mentor's signature),
2. a short explanation of the master's thesis topic (disposition) in three (3) copies,
3. the possible request for writing the text in a foreign language.

I confirm that before I registered my topic on the faculty's website, I went thorough the list of registered and approved topics and the list of already written master's theses with the intention of avoiding repeating the topic.

POSSIBLE COMMENTS OF THE MENTOR:

Date: _____

Signature of the student: _____

Annex 8:

RESIGNING FROM THE MASTER'S THESIS TOPIC

Registration number: _____

Student (name and surname): _____

Address: _____

Post code, town: _____

Phone Number, Mobile: _____ E-mail: _____

Study programme: _____

Enrolment into the 1st year – academic year _____/_____

Enrolment into the 2nd year – academic year _____/_____

Enrolment into the graduation year _____/_____

Enrolment into the extended graduation year _____/_____

Title of the approved master's thesis topic:

Justified reason for withdrawal:

MENTOR:

Signature: _____

CO-MENTOR: _____

Signature: _____

Date: _____

Student's signature: _____

Approved / Not approved

Date _____ The Dean's signature _____

Annex 9:

CHANGE OF MENTOR FOR THE MASTER'S THESIS

Student number: _____

Student (name and surname): _____

Address: _____

Post code, town: _____

Phone Number, Mobile: _____

E-mail: _____

Study programme: _____

Title of the approved master's thesis topic:

Justified reason for the change of mentor:

Proposal for the new mentor: _____

MENTOR: _____ Signature: _____

CO-MENTOR: _____ Signature: _____

Date: _____ Student's signature: _____

Approved / Not approved

Date _____ Signature of the AC president _____

Annex 10:

PROPOSAL TO THE ACADEMIC COMMITTEE FOR THE NAMING THE COMMITTEE TO EVALUATE THE MASTER'S THESIS

Student: _____

The master's thesis topic:

I, _____, the mentor, state that the submitted master's thesis meets the criteria of the faculty's rules and regulations on master's theses and I recommend that the Academic Affairs Committee decides upon a three-member professional committee to evaluate the master's thesis.

In accordance with the decision from the Evro-pf Academic Affairs Committee from 23 July 2010, as a member of the professional Committee for the Evaluation of Master's Theses, I propose:

- _____

- _____

Mentor: _____

Place: _____ Date: _____

Annex 11:

PREPARATION OF THE DOCTORAL THESIS

Study programme: _____

Registration number: _____

Student (name and surname): _____

The title of the doctoral thesis:

Mentor: _____

Date of the topic and mentor confirmation: _____

Signature of the student _____

Possible comments of the mentor:

Grade (obkroži): PASSED FAILED

Signature of the mentor: _____

Annex 12:

REGISTRATION OF DOCTORAL THESIS

Registration

number: _____

Student (name and surname): _____

Address: _____

Post code, town: _____

Phone Number, Mobile: _____

E-mail: _____

Study programme: _____

Enrolment into the 1st year – academic year _____/_____

Enrolment into the 2nd year – academic year _____/_____

Enrolment into the 3rd year – academic year _____/_____

I AM REGISTERING THE DOCTORAL DISSERTATION TOPIC with the title:

☐ the topic was listed by the mentor
proposed by the candidate in
with the mentor

☐ the topic was
agreement

MENTOR: _____ Signature: _____

CO-MENTOR: _____ Signature: _____

Attachments to the application for the approval of the topic and mentor:

1. the mentor's consent (the above mentor's signature),
2. a short explanation of the master's thesis topic (disposition) in three (3) copies,
3. the possible request for writing the text in a foreign language.

I confirm that before I registered my topic on the faculty's website, I went thorough the list of registered and approved topics and the list of already written master's theses with the intention of avoiding repeating the topic.

POSSIBLE COMMENTS OF THE MENTOR:

Date: _____

Signature of the student: _____

Annex 13:

RESIGNING FROM THE DOCTORAL THESIS TOPIC

Student number: _____

Student (name and surname): _____

Address: _____

Post code, town: _____

Phone Number, Mobile: _____ E-mail: _____

Doctoral study programme: _____

Enrolment into the 1st year – academic year _____/_____

Enrolment into the 2nd year – academic year _____/_____

Enrolment into the 3rd year – academic year _____/_____

Title of the approved doctoral dissertation topic:

Justified reason for withdrawal:

MENTOR:

Signature: _____

CO-MENTOR: _____

Signature: _____

Date: _____

Student's signature: _____

Approved / Not approved

Date _____

The Dean's signature _____

Annex 14:

CHANGE OF MENTOR FOR THE DOCTORAL THESIS

Student number: _____

Student (name and surname): _____

Address: _____

Post code, town: _____

Phone Number, Mobile: _____

E-mail: _____

Postgraduate study programme: _____

Enrolment into the 1st year – academic year _____/_____

Enrolment into the 2nd year – academic year _____/_____

Enrolment into the 3rd year – academic year _____/_____

Title of the approved doctoral dissertation topic:

Justified reason for the change of mentor:

Proposal for the new mentor: _____

MENTOR: _____ Signature: _____

CO-MENTOR: _____

Signature: _____

Date: _____ Student's signature: _____

Approved / Not approved

Date _____ Signature of the AC president _____

Annex 15:

**CONFIRMATION FROM THE MENTOR OF THE DOCTORAL DISSERTATION THAT THE THESIS IS
READY FOR SUBMISSION FOR THE EVALUATION OF A PROFESSIONAL COMMITTEE**

Student:

Doctoral thesis title:

I, _____, the mentor, state that the submitted doctoral thesis meets the criteria of the faculty's rules and regulations on doctoral theses and I recommend that the Academic Affairs Committee nominates a three-member professional committee to evaluate the master's thesis.

Mentor's signature: _____

Place: _____ Date: _____

Annex 16:

FORM FOR THE EVALUATION OF A SEMINAR PAPER FOR 2 CP

Student number: _____

Surname and name: _____

Mode of studies: _____

Type of studies: _____

Course: _____

Seminar paper title: _____

Date of submission: _____

Seminar paper mentor: _____

Candidate's signature _____

Professor's comments:

Seminar paper grade _____

Professor's signature: _____

Annex 17:

REQUEST FOR THE RECOGNITION OF OFFICIAL/UNOFFICIAL EDUCATION

CANDIDATE INFORMATION:

Name and surname: _____

Study programme: _____

Student number: _____

I REQUEST THE RECOGNITION OF THE CP/EXAMINATION/EXAMINATION REQUIREMENTS:

COURSE COORDINATOR:

I AM MAKING THIS REQUEST ON THE BASIS:

IT IS **OBLIGATORY** TO SUBMIT A CERTIFICATE ON THE EDUCATION OR EXAMS COMPLETED AND SYLLABUS, FROM WHICH THE CONTENT OF THE COURSE OR EDUCATION, CREDIT POINTS AND NUMBER OF HOURS IS CLEAR.

CANDIDATE'S SIGNATURE: _____

COURSE COORDINATOR'S OPINION:

1) The course is recognised in full

2) The course is partially recognised, what remains to be completed is:

3) The course is not recognised

Explanation: _____

Place, date: _____

Course coordinator's signature: _____

Annex 18:

REGISTRATION OF PROFESSIONAL PRACTICAL WORK

Student number: _____

Name and surname: _____

Unique master citizen
number: _____

Permanent address
(street, post code, post): _____

Contact details (mobile
number, e-mail): _____ @ _____

Mode of studies: _____

Study programme: _____

The following information is required to draw up a professional traineeship agreement:

Organisation (company): _____

Address (street, house number, postal
code and post): _____

Date of start of
traineeship and the
number of hours: _____

Company's Reg. No.: _____

Company's VAT Reg.
No.: _____

Name and surname of the responsible person or contract signatory (in most cases that is not
the same person as the mentor): _____

Mentor's name and
surname: _____

Send the agreement to: _____

You can forward the information by e-mail, tina.besednjak@evro-pf.si, by post, or submit it in person during our
working hours in the faculty's office.

Annex 19:

FORM FOR EXAM REGISTRATION AND EVALUATION

Student number: _____

Surname and name: _____

Mode of studies: _____

Type of studies: _____

Course: _____

Date and time of exam: _____

Place of exam: _____

Attempt No.: _____

Date of last attempt: _____

With professor: _____

Candidate's signature: _____

Professor's

comments:

Exam/tutorial grade: _____

Professor's signature: _____

Annex 20:

FORM FOR EXAM DEREGISTRATION

Student number: _____

Surname and name: _____

Mode of studies: _____

Type of studies: _____

Course: _____

Date and time of exam: _____

Place of exam: _____

Attempt No.: _____

Date of last attempt: _____

With professor: _____

Candidate's signature: _____

Completed by the Office for Student Affairs:

APPROVED / NOT APPROVED

Date _____

Office for Student Affairs _____

Annexes:

- absence due to work

- medical note

- other _____

REQUEST FOR SPECIAL STATUS

1. Name and Surname: _____

Student number: _____

Study programme: _____

Year: _____ Mode of studies: full-time part-time

Type of studies: 1st cycle 2nd cycle 3rd cycle

- In the _____ academic year, I am requesting status of (circle the status that you are requesting):

a) top-level athlete student status;

b) recognised artist/cultural worker student status;

c) long-term illness student status;

d) functionary student status;

e) customised learning requirement student status (due to special circumstances);

(e.g. exceptional social and family circumstances, participation in international knowledge competitions, participation in important research projects, etc.).

- I am submitting the following proof (circle the proof you are submitting for the status that circled):

top-level sports student status:

- a certificate from the Olympic committee of Slovenia regarding the status of categorised athlete (word-class level athlete, international class athlete, perspective class athlete, national class athlete, youth class athlete) or
- a certificate for sports achievements on a national or international level for non-Olympic sports disciplines or
- a certificate from the Association of Sports for Invalids of Slovenia for sports achievements on a national or international level or
- a certificate from an authorised sports organisation in their home county for foreign students or
- a certificate from the Olympic committee of Slovenia regarding the official nomination for coaches of national teams or coaches of individual categorised athletes and regarding the direct involvement in training and the realisation of programmes for the categorised athlete;

recognised artist/cultural worker student status:

- the primary documents are: proof of received awards or commendations for exceptional achievements in art, issued by the relevant institutions on a national or international level (without these primary documents, the status is not recognised), a certificate from the Ministry of Culture regarding the status of cultural worker or an artistic achievement;
- secondary documents have a supplementary and explanatory function and include: bibliographic information about the candidate or critic references in the artistic field, proof of membership in a national or international organisation in the field of art and other certificates regarding the status of active artistic involvement on a national and international level;

long-term illness student status:

- a medical certificate from a specialist physician from which it is clear that the student has a chronic disease or illness which is foreseen to last at least three months and will affect the student's ability to carry out their academic requirements;

functionary student status:

- a photocopy of the decision regarding the nomination to the function, which was issued in accordance with the general provisions of the Faculty;

customised learning requirement student status (due to special circumstances);

- a decision from the Centre for Social Work for the student or for their family members in a common household;
- an opinion from the Centre for Social Work for the student or for their family members in a common household;
- a police report or record of measures taken, which show the exceptional social or family circumstances;
- a birth certificate for children (for children up to the age of 3);
- a certificate of selection to participate in international knowledge competitions,
- a certificate from the person responsible at the Faculty on the participation in important research projects;
- other _____.

- **(circle if you want to make a request and write an explanation)**

I request that the committee authorised for student affairs, also decides on the scope and means of realising the rights of the student with special status for the following items:

- Justification and other important information for the committee:

In _____, dated _____

signature

Student's

Annex 22:

LEARNING AGREEMENT FOR STUDIES

Annex 22 (the Learning Agreement for Studies) can be found on the Faculty's website, available at: www.evro-pf.si/dejavnosti/mednarodno-sodelovanje/erasmus-2/ .



FINANCIAL AID CONTRACT

Annex 23 (the Financial Aid Contract or the Model Agreement for the awarding of a Erasmus+ grant [higher education/professional education and training] for studying and/or internship) can be found on the Faculty's website, available at: www.evro-pf.si/dejavnosti/mednarodno-sodelovanje/erasmus-2/.



Annex 24:

LEARNING AGREEMENT FOR TRAINEESHIPS

Annex 24 (the Learning Agreement for Studies) can be found on the Faculty's website, available at: www.evro-pf.si/dejavnosti/mednarodno-sodelovanje/erasmus-2/.



Erasmus+



**ERASMUS STUDENT MOBILITY
FINAL REPORT**

1. Identification of the Erasmus student

Name and surname:

Napaka! Vira sklicevanja ni bilo mogoče najti.

Home institution: **Napaka! Vira sklicevanja ni bilo mogoče najti.** SI NOVA-GO04

Home faculty: **Napaka! Vira sklicevanja ni bilo mogoče najti.** Gender:

Subject area of your studies:

Type of mobility:

Country of the host organisation:

Organisation of the host:

Type of organisation of the host:

Have you already been an Erasmus student before 2007?

Ne. If "Yes.", When? _____ Where (country)? _____ Time
period: _____ months

2. Study period and motivation

I was abroad from _____ to _____, which is _____ months

You consider the duration to have been too short/too long/just right

Please list the factors which motivated you to go abroad:

[1 – the most important factor, 2 – the second most important factor ..., 0 – did not have an impact]

academic reasons

foreign culture, language

meeting new friends

career path

new surroundings

the European experience

Other (please list): _____

3. Information and support

Where did you get information about the Erasmus programme?

- ☐ Internet (list the website: <http://www.>)
- ☐ Brochure
- ☐ Professor
- ☐ Colleagues
- ☐ Other (please list):

How useful was this information to you?

IZBERI

Who assisted you in your decision to participate in the Erasmus programme?

- ☐ Nobody
- ☐ Professor/s
- ☐ Erasmus coordinator
- ☐ Parents
- ☐ Friends,

Did you have many different options when you applied?

- ☐ Yes.
- ☐ No, a very limited was on offer.
- ☐ I organised the exchange by myself.

Where did you get information about the host institution?

- ☐ From my home institution.
- ☐ The host institution sent me the information.
- ☐ Other students.
- ☐ I found them myself.

How useful was this information to you?

IZBERI

On your arrival at the host institution, were you offered:

- ☐ A welcome event.
- ☐ An information session.
- ☐ An orientation week.
- ☐ A guided tour of the institution.
- ☐ Nothing.

Were any other special events organised for Erasmus students in the host institution during your stay?

- ☐ Yes, namely:
- ☐ No.

Did you receive adequate support from your host institution during your exchange period?

- ☐ No.
☐ Yes, to a degree.
☐ Yes, completely.

How do you consider your degree of integration with local students in the host institution?

- ☐ I didn't feel integrated at all.
☐ I felt partially integrated and accepted.
☐ I integrated into the local surroundings completely.

4. Accommodation and infrastructure

Your type of accommodation at host institution:

- ☐ Student home.
☐ Apartment or house together with other students.
☐ Private housing.
☐ Other (please list): **Napaka! Vira sklicevanja ni bilo mogoče najti.**

How did you find your accommodation?

- ☐ Through the host institution.
☐ Independently with the help of information from the host university.
☐ With the help of parents/friends.
☐ Independently through advertisements.
☐ Other (please list): **Napaka! Vira sklicevanja ni bilo mogoče najti.**

Access to:

	Very good.	Generally good.	Poor.	None.
libraries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
study material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
the internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(mark the applicable option)

Were you assigned an mentor or contact person for the duration of your exchange?

- ☐ Yes, at the home or host institution.
☐ Yes, only at the host institution.
☐ Yes, only at my home institution.
☐ No, I did not have a mentor or contact person.

Was the mentor/contact person available?

- ☐ Yes, regularly (daily or at least weekly, reachable either by ☐ e-mail or ☐ personally)
☐ Yes, occasionally.
☐ No.

Was the mentor helpful?

- ☐ Yes, for academic/content and organisational matters.
☐ Yes, but only for academic/content matters.
☐ No.

5. Academic recognition

Did you and your home and host institution sign a Learning Agreement prior to the commencement of your study period?

- ☐ Yes.
- ☐ No.

Who helped you with the Learning Agreement?

Who signed the Learning Agreement?

Were you familiarised with the process in the event of changes?

- ☐ Yes – in advance.
- ☐ Yes – when the need arose to make a change.
- ☐ No – I had to find my own way.

Will you gain academic recognition for your study period abroad in accordance with the Learning Agreement?

- ☐ Yes, completely.
- ☐ Yes, to a degree.
- ☐ No.
- ☐ It is still in process.

Were you familiarised with the process of course recognition?

- ☐ Yes – when I signed the Learning Agreement.
- ☐ Yes – when I returned home.
- ☐ No – I had to find my own way.

6. Linguistic preparation

What was the language(s) of instruction in the host institution?

Was language preparation provided?

☐ Yes.

☐ No.

If yes, who organised the language course(s)?

Duration of language training:

no. weeks of language training:

no. of hours per week:

Did you have to pay for language preparation?

☐ Yes. Cost: €

☐ No.

How would you rate your competency in the language of your host country?

Before the Erasmus mobility programme

After the Erasmus mobility programme

7. Costs

Average costs per month during your period abroad: €

of this travel expenses: €

accommodation costs: € per month

Did you receive an Erasmus grant?

☐ Yes, namely € per month

☐ No.

When did you receive your Erasmus grant?

☐ The total in advance.

☐ The majority before going, the remainder after providing proof.

☐ When I was already there.

☐ Other (please list): **Napaka! Vira sklicevanja ni bilo mogoče najti.**

Other sources of funding:

☐ other stipend (☐state, ☐Zois's, ☐vocational)

☐ bank loan

☐ parents

☐ own savings

☐ work during the mobility period

☐ other (please list):

Did it cost you more than it would at home?

☐ Yes, I spent approx. € more per month.

☐ No.

Did you have to pay any kind of fees to the host institution?

☐ Yes, I had to pay € for (please list)

☐ No.

8. Your personal experience - overall evaluation of Erasmus mobility period

Rate the academic outcome of your Erasmus mobility period:

(1 – poor... 5 – very good):

Rate the personal outcome of your Erasmus mobility period: Napaka! Vira sklicevanja ni bilo mogoče najti.

(1 – poor... 5 – very good):

Did you encounter any serious problems during the Erasmus period or after it?

☐ Yes.

☐ No.

A brief description of the problem/s:

Which aspects of the Erasmus period did you particularly appreciate?

Are you more likely to consider working in another European country after graduation as a result of your Erasmus experience?

☐ Yes.

☐ No.

Do you think the Erasmus period will help you in your career?

☐ Yes.

☐ No.

How?

What recommendations would you give to other students in the Erasmus programme?

How do you feel the Erasmus scheme could be improved ?

In the form of an essay (600 words), describe your Erasmus experience:

REQUEST FOR THE RECOGNITION OF ACADEMIC REQUIREMENTS COMPLETED ABROAD**CANDIDATE INFORMATION:**

Name and surname: _____

Student number: _____

Address: _____

Telephone: _____

Study programme: _____

INFORMATION FOR THE RECOGNITION OF EXAMS COMPLETED ABROAD

Please recognise the exams listed below that I completed at (full name of the faculty and university abroad where you completed your academic requirements)

_____ in the time from _____ to _____.

information on the completed course at the foreign higher education institute						course at the Evro-PF	
ref. no.	Title of the completed course	CP	elective/compulsory	exam date	grade	course at the Evro-PF	CP

Date: _____

Signature: _____

OBLIGATORY ANNEXES: - Certificate of completed exams (Transcript of Records)