

Pursuant to point 2, paragraph 1 of Article 21 of the Statute of the European Faculty of Law, New University (hereinafter: the Faculty) of 28 September 2021, the Management Board of the European Faculty of Law, New University adopted the following

RULES AND REGULATION FOR THE POSTGRADUATE DOCTORAL STUDY PROGRAMS AT THE EUROPEAN FACULTY OF LAW, NEW UNIVERSITY

I. GENERAL PROVISIONS

Article 1 (contents of rules and regulations)

These rules and regulations regulate the doctoral study programmes, requirements for advancing to the next year, exceptional enrolment into a higher year, re-enrolment in the current year, parallel enrolment, student status, continuing studies after a break, conditions for completing the studies, topic selection for final papers and mentor selection, preparation and submission of completed theses, defence of the final paper and withdrawal from studies.

Article 2 (conduct of students and the Faculty)

Students must in all proceedings provide true information and must not abuse the rights granted to them by law and these Regulations. The Faculty and its employees must act carefully and up-to-date in relation to students and other stakeholders, to their greatest benefit, taking into account the legislation and internal acts of the Faculty.

Article 3 (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 4
(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. 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 5
(requirements for advancing to the next year - up to and including the 2020/21 enrolment generation)

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 1) 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 6

(requirements for advancing to the next year - from and including the 2021/22 enrolment generation)

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 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 (3rd cycle) and Law and Management of Real Estate (3rd cycle) must complete all their academic requirements from the 1st and 2nd year.

As part of the Doctoral Seminar requirement in the second year, the student must prepare a paper/article in the field of his research to be presented at the New University Doctoral scientific international conference. The Preparation of Doctoral Thesis is considered as completed when the Office for Student Affairs receives the signed Preparation of Doctoral Thesis form (Annex 1) 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 7

(exceptional enrolment into a higher year)

A 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 into a higher year can be allowed to the student who:

- failed to fulfil their requirements for justified reasons,
- is expected to fulfil other requirements.

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 also 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,
- granted status of a person with special needs or disabilities and
- other justifiable reasons.

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 8 (faster advancement)

On the basis of an electronic request submitted through the VIS and an elaborated opinion of the Study Committee, the Senate can allow a student to progress faster through the program and to finish his studies in a shorter time than is specified in the study program.

A student is allowed to progress faster if he performed above average in all his study obligations and completed all the obligations of the current and previous years in the current year.

2. Repeat enrolment

Article 9 (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 September of the current year.

3. Parallel studies

Article 10 (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 11
(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 has to attach to his application 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 12
(student status termination)

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

- graduates;
- does not graduate from their 3rd 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.

In the event of the 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 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 in accordance with the Faculty price list for each exam, term paper, disposition of the doctoral dissertation 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 discontinuation

Article 14 (counting the discontinuation of studies)

The discontinuation 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 12 of these rules and regulations.

Article 15
(discontinuation 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 via VIS 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 16
(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 17
(conditions for obtaining a title)

The title of Doctor of Science (abbreviation: PhD), in Slovene: doktor znanosti / doktorica znanosti (abbreviation: »dr.«) 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 18 (language of doctoral dissertation)

As a rule, the registration of the dissertation topic and the doctoral dissertation must be written in Slovenian. The student may exceptionally write their dissertation topic and write their doctoral dissertation in English language, if he meets the conditions set out in the Regulations on the preparation of final thesis in a foreign language at the New University.

Article 19 (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 thesis topic form (Annex 4). The form is signed by the candidate and the proposed mentor;
- doctoral dissertation disposition in the form defined in these rules and regulations.

Article 20 (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.

The mentor is, 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). External mentor may be a mentor only if the faculty does not have a home habilitated higher education teacher for the chosen field.

The mentor is obliged to provide the student with appropriate immediate and up-to-date professional assistance in 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.

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. If the selected mentor does not respond to the student (i.e. confirms the mentorship) within three days of receiving the request for taking over the mentoring, the student informs the Office of Student Affairs about it, the Office of Student Affairs calls the selected mentor in order for the mentor to respond to the student and informs the dean about the matter.

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

The mentor is approved by the Senate. 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 accept a maximum of fifteen mentorships of final works in an individual academic year. The Academic Affairs Committee supervises the taking over of the mentoring of individual educational contributor.

Article 21 (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 6) 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 22 (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 23
(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 5).

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 24
(disposition – up to and including the 2020/21 enrolment generation)

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 25

(registration procedure and approval of doctoral thesis topic)

Before submitting the doctoral dissertation topic (disposition) registration in written form, the student must forward the disposition in electronic form (PDF and Word format) 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 26 (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 27 (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 28
(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.

8. a – Disposition of the doctoral dissertation for doctoral studies in Law, from and including the 2021/22 enrolment generation

Article 29

(Doctoral seminar 1 – draft disposition of the doctoral dissertation)

In the first year of studies, the student must complete a compulsory Doctoral Seminar 1, in the framework of which he conducts an overview of the narrower field of his research work in the form of drafting the disposition of the doctoral dissertation.

The draft disposition of the doctoral dissertation is prepared and approved by the selected mentor and must be submitted by the student in electron format (PDF and Word format) to Office of Academic Affairs. The latter forwards the draft of the disposition to Academic Affairs Committee to determine whether the proposed topic has not already been discussed in other doctoral dissertations, and after consideration, the proposed topic and the mentor are either accepted, rejected or addition justification and additions are requested.

If the Academic Affairs Committee concludes that the topic and mentor are suitable, it forwards its decision to the Senate, together with the proposal for the composition of the Expert Committee for the evaluation of Doctoral Seminar 1.

Article 30

(presentation of the draft disposition of the doctoral dissertation)

Within fourteen days of the appointment of the Expert Committee for evaluation of Doctoral Seminar 1, the Office of Student Affairs in cooperation with the Academic Affairs Committee determines the date and time of the presentation of the draft disposition of the doctoral dissertation. The student is also required to be present at the presentation of other students on the same program and to participate in discussions.

As part of the presentation of the draft disposition of the doctoral dissertation, the student presents the theoretical foundations of the studied topic, the research plan with research questions, the methodology or the research plan. The student also explains the expected scientific originality and relevance of his work, and the mentor explains his assessment of its relevance. A discussion on the draft disposition follows. After the presentation, the Academic Affairs Committee fills out the form Preparation of the Doctoral Seminar 1 (Annex 2), in which it can also give the candidate binding proposals which candidate must take into the account when preparing the disposition of the doctoral work.

Article 31 (disposition)

After successfully completing Doctoral Seminar 1, the student prepares a doctoral dissertation, which 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.

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

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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 bibliograph

Article 32

(registration procedure and approval of doctoral thesis topic)

Before submitting the doctoral dissertation topic (disposition) registration in written form, the student must forward the disposition in electronic form (PDF and Word format) 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.

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, which is generally the same as the composition of the expert committee for the assessment of Doctoral Seminar 1.

Article 33
(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 34
(the expert committee's report)

The expert committee for assessing the suitability of the topic of the doctoral dissertation may, during the examination of the disposition, provide the candidate with binding proposals for its improvement. The candidate submits the revised disposition to the expert commission within one month of receiving the expert committee's proposal.

The expert committee must submit a report within one month of the day of nomination. In the event that the expert committee forwarded the candidate binding proposals for improving the disposition, the report must be sent to the candidate within two months of the day of nomination at the latest. 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 35 (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.

8. b – Disposition of the doctoral dissertation for doctoral programme in Law and Management of Real Estate from and including the 2021/22 enrolment generation

Article 36 (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 37
(registration procedure and approval of doctoral thesis topic)

Before submitting the doctoral dissertation topic (disposition) registration in written form, the student must forward the disposition in electronic form (PDF and Word format) 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 38
(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 39
(defence of the disposition of the doctoral dissertation)

Within fourteen days from the appointment of the expert committee, the Office of Student Affairs in cooperation with the expert committee, determines the date and time of the defence of the disposition of the doctoral dissertation. The time and place of the defence are published on the Faculty's website. As part of the defence of the disposition of the doctoral dissertation, the student is also required to be present at the defence of other students of the same program and to participate in discussions.

As a rule, the defence of the disposition of the doctoral dissertation is moderated by the mentor. At the defence, the student presents the disposition, and the mentor explains his assessment of its relevance. A discussion on disposition follows. After the defence has been completed, the expert commission can forward to the candidate binding proposals for its improvement. Record is kept on the actual defence of the disposition of the doctoral dissertation (Annex 3). The candidate submits the revised disposition to the expert commission within one month of receiving the commission's proposal.

Article 40
(the expert committee's report)

The expert committee must submit a report within one month of the day of nomination. In the event that the expert committee forwarded the candidate binding proposals for improving the disposition, the report must be sent to the candidate within two months of the day of nomination at the latest. 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;
- an evaluation of the defence of the disposition of the doctoral dissertation;
- 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 41 (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 42 (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 9).

Article 43 (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 additions thirty days at the latest after

receiving the doctoral thesis draft. If the thesis is written in a foreign language, the recommendations from the mentor must be in a foreign language. 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 Technical instructions for the preparation of thesis for the students of New University.

approving the suitability of the work for the defence, the mentor is obliged to ensure compliance with the Technical instructions for the preparation of final works of the New University. Before the final confirmation by the mentor, that the work is ready for submission to the expert committee for the evaluation and defence of the doctoral dissertation, the mentor and the student are also obliged to ensure in the library the adequacy of the report of the Similar Content Detector - DPV program (matching the final work with other works must be within the limits set by the Technical instructions for the preparation of final works of the New University). The student sends the final work for review with the DPV program to the Office of Student Affairs, which forwards it to the library for review. After the review, the library sends a report on the match to the student, the mentor and the Office of Student Affairs. If the matching percentage is adequate (the provisions are defined in the Technical instructions for the preparation of final works of the New University), the mentor informs the Office of Student Affairs that the work is ready for submission to the expert committee for the evaluation and defence of the doctoral dissertation. The mentor fills in the statement on the suitability of the thesis (Annex 7) and forwards it to the Office of 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 8).

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

Article 44 (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 evaluation committee 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 45
(report of the evaluation committee)

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 a foreign language, the comments must be in a foreign language. 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 46
(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 47
(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 48
(proofreading the doctoral thesis and technical review)

The Office for Student Affairs forwards the thesis, which was approved by the Senate, for technical review to the library, which verifies whether the doctoral thesis meets the technical requirements defined in the Technical instructions for the preparation of theses for the students of New University. The first review must be carried out by the library within seven days at the latest. The library, student and mentor 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 thirty days.

The library provides two sample technical reviews of the thesis free of charge, on the basis of which the student himself comprehensively eliminates all technical deficiencies. If he does not eliminate the technical deficiencies, the library rejects the technical adequacy of the doctoral dissertation. The third unconfirmed technical inspection and all possible subsequent sample technical inspections are then payable and are charged in accordance with the price list.

After the approval of the technical review by the library, the student sends the thesis to the proof-reader within 30 days.

A proof-reader carries out the linguistic examination to ensure the spelling, grammatical and stylistic adequacy of a text. The proof-reader of the doctoral dissertation in Slovene language is a professor of Slovene, a graduate of Slovene or a person with a proofreading license. The proof-reader of the doctoral dissertation in foreign language is a person with a university degree in the field of a foreign language.

After the proofreading, the student submits two copies of the doctoral dissertation to the Office for Student Affairs in an electronic form (PDF and Word format) and a completed and signed proofreader's statement (Annex 10).

10. Defending the doctoral dissertation

Article 49

(determining the defence of the doctoral dissertation - up and including the 2020/21 enrolment generation)

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 50

Scientific article – from and including the 2021/22 enrolment generation

Before the defence of the doctoral dissertation, the student publishes, or has had accepted for publication, at least one original scientific article with first authorship from the content of the doctorate in a publication that is considered by the valid habitation criteria of the New University for election to the title of higher education teacher.

If the first authorship is not possible (e.g. in international research or for other justifiable reasons), the mentor must make a statement that the contribution of the doctoral student in the article is important.

In all publication related to research work within the framework of doctoral studies, the affiliation »New University« must be indicated. This also applies if the doctoral student, mentor or co-mentor is employed in another organization.

The scientific article must be published or accepted for publication at latest when the doctoral dissertation is submitted for evaluation.

Article 51

(determining the defence of the doctoral thesis – from and including the enrolment generation 2021/22)

If the doctoral dissertation has been positively evaluated and accepted, the Senate appoints a committee for the defence of the doctoral dissertation (hereinafter: the defence committee) (president and members). As a rule, the defence commission consists of members of the evaluation commission.

As a rule, the defence must be conducted within thirty days from the day the doctoral dissertation was accepted by the evaluation committee, except during the summer vacation.

Article 52
(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 53
(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 54
(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.

The mentor of the final thesis who is of the opinion that the final thesis meets the requirements for commendation puts forward a proposal to the Academic Affairs Committee, together with a short explanation. Prior to awarding each diploma, the Academic Affairs Committee examines all proposals that have been put forward and selects three recipients of commendation for above average final thesis in individual study programme of the European Faculty of Law.

Article 55
(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 56
(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 9) 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 57
(copies of the doctoral dissertation)

The student submits to the Office for Student Affairs five bound copies of the doctoral dissertation. The Office for Student Affairs hands one copy to the mentor and four copies, two of which are stamped, to the library. 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. The identical copies in an electronic form are submitted to the library for online publication by the Office for Student Affairs.

If the student does not want to publicly publish the entire text of his graduate thesis in the Revis repository, he must also submit an electronic copy of the thesis in PDF and Word format. The thesis will be entered in COBISS database, recorded and found in the Revis repository, but the text will not be accessible to the public. The library will allocate for printed copy for borrowing, and one copy will be archived.

Article 58
(records of doctoral candidates)

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

11. Promotion

Article 59
(promotion)

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

12. Revocation of professional title

Article 60
(revocation of professional title)

The revocation of a professional title is governed by the Rules on the revocation of a professional or scientific title at the New University and its members.

13. Withdrawal

Article 61 (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 Office of Student Affairs must ask the Accounting Office to 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.

14. Communication between students, authorities and working bodies of the faculty

Article 62 (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 carried out 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 63 (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 64 (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 65
(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.

III. FINAL PROVISION

Article 66
(validity of the rules and regulations)

These Rules shall enter into force the day they are adopted by the Management Board, and shall apply from October 1, 2022 onwards.

Nova Gorica, September 28, 2022

prof. dr. Peter Jambrek
Chairman of the Management Board of
the European Faculty of Law, New
University

Annexes:

- Annex 1: PREPARATION OF THE DOCTORAL THESIS TOPIC
- Annex 2: PREPARATION OF THE DOCTORAL SEMINAR 1
- Annex 3: DEFENSE OF THE DISPOSITION OF THE DOCTORAL DISSERTATION
- Annex 4: REGISTRATION OF THE DOCTORAL THESIS TOPIC
- Annex 5: WITHDRAWAL FROM DOCTORAL DISSERTATION
- Annex 6: CHANGE OF MENTOR FOR THE DOCTORAL DISSERTATION
- Annex 7: CONFIRMATION BY THE MENTOR OF DOCTORAL DISSERTATION THAT THE WORK IS READY FOR SUBMISSION TO AN EXPERT COMMITTEE FOR EVALUATION
- Annex 8: STATEMENT ON THE SUITABILITY OF THE THESIS
- Annex 9: STATEMENT OF AUTHORSHIP
- Annex 10: STATEMENT OF THE PROOFREADER

Annex 1:

PREPARATION OF THE DOCTORAL THESIS TOPIC

Study program: _____

Registration number: _____

Candidate's first and last name: _____

Title of the doctor's dissertation:

Mentor: _____

Date and confirmation of the topic and mentor: _____

Candidate's signature: _____

Mentor's comments:

Grade (circle): SUCCESSFUL UNSUCCESSFUL

Mentor's signature: _____

Annex 2:

PREPARATION OF THE DOCTORAL SEMINAR 1

Study program: _____

Registration number: _____

Candidate's first and last name: _____

Intended title of the doctoral dissertation:

Expert Commission for the evaluation of the Doctoral Seminar 1:

Comments/proposals of the Expert Committee after the student's presentation:

Grade (circle): SUCCESSFUL UNSUCCESSFUL

Signatures of members of the expert committee:

Candidate's signature: _____

Annex 3:

DEFENSE OF THE DISPOSITION OF THE DOCTORAL DISSERTATION

Candidate	
Registration number	
Address	
Mentor	
Co-mentor	
Date and time of the defence	

Members of the Expert Committee for the assessment of the suitability of the topic of the doctoral dissertation and for the defence of the disposition of the doctoral dissertation:

Mentor:

Member:

Member:

In this report, the Expert Committee evaluates the defence of the disposition of the doctoral dissertation:

The candidate prepared a defence of disposition and specifically emphasized:

Mentor's opinion:

Commission's questions:

The candidate must correct:

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Final assessment

- a) The defence of the disposition of the doctoral dissertation is positively evaluated
- b) The disposition of the doctoral dissertation needs to be corrected/supplemented.

Suggestions for corrections and additions:

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Footnote:

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Date:

Mentor:

Member:

Member:

Annex 4:

Registration of the doctoral thesis topic

Registration number: _____

Student (first and last name): _____

Address: _____ Post code, city: _____

Phone number: _____ E- mail: _____

Study program: _____

Enrolment in 1st year – Academic year _____ / _____

Enrolment in 2nd year – Academic year _____ / _____

Enrolment in 3rd year – Academic year _____ / _____

I AM REGISTRING A DOCTORAL THESIS WITH TITLE:

- The topic was proposed by the mentor.
- The topic was proposed by the candidate in agreement with the mentor.

MENTOR: _____

Signature: _____

CO-MENTOR: _____

Signature: _____

Attached to the application for the approval of the topic and the mentor are:

- i. The mentor's acceptance of the mentorship (mentor's signature above) and his opinion on the appropriateness of the topic,
- ii. A brief explanation of the doctoral dissertation in three (3) copies,
- iii. Possible request to write the text in English.

I confirm that before registering the topic, I checked the list of registered and approved topics and the list of already written doctoral dissertation on the Faculty's website in order to avoid the duplication of topics.

COMMENTS FROM THE MENTOR:

Date: _____

Student's signature: _____

Annex 5:

WITHDRAWAL FROM DOCTORAL DISERTATION

Registration number: _____

Student (first and last name): _____

Address: _____ Post code, city: _____

Phone number: _____ E- mail: _____

Study program: _____

Enrolment in 1st year – Academic year _____ / _____

Enrolment in 2nd year – Academic year _____ / _____

Enrolment in 3rd year – Academic year _____ / _____

Title of the approved doctoral dissertation topic:

Reasonable reason for resignation:

MENTOR: _____

Signature: _____

CO-MENTOR: _____

Signature: _____

Date: _____

Student's signature _____

Approved/Not approved

Date _____

Dean's signature _____

Annex 6:

CHANGE OF MENTOR FOR THE DOCTORAL DISSERTATION

Registration number: _____

Student (first and last name): _____

Address: _____ Post code, city: _____

Phone number: _____ E- mail: _____

Study program: _____

Enrolment in 1st year – Academic year _____ / _____

Enrolment in 2nd year – Academic year _____ / _____

Enrolment in 3rd year – Academic year _____ / _____

Title of the approved doctoral dissertation topic::

Reasonable reason for changing mentor:

Proposal of a new mentor: _____

MENTOR: _____ Signature: _____

CO-MENTOR: _____ Signature: _____

Date: _____ Student's signature: _____

Approved / Not approved

Date _____ Signature of the President of the Study Commission: _____

Annex 7:

**CONFIRMATION BY THE MENTOR OF DOCTORAL DISSERTATION THAT THE WORK IS READY FOR
SUBMISSION TO AN EXPERT COMMITTEE FOR EVALUATION**

Student:

Title of the doctoral dissertation:

Mentor, _____ note that the submitted doctoral dissertation meets the criteria of the Rules of Study at the European Faculty of Law and I propose the appointment of an Expert Committee for the evaluation of the doctoral dissertation.

Mentor's signature: _____

Place: _____

Date: _____

Annex 8:

STATEMENT ON THE SUITABILITY OF THE THESIS

Signed mentor _____

(first and last name of the mentor)

and co-mentor (one or more, if appointed) _____

(first and last name of the co-mentor(s))

I declare (we declare), that the student:

first and last name: _____,

registration number: _____,

study program: _____,

wrote a graduate thesis entitled:

(title in Slovenian language)

In accordance with the approved topic of the graduate thesis, Technical instruction for the preparation of thesis for the students of New University and my (our) instructions.

Date and place:

Mentor's signature:

Date and place:

Co-mentor's signature (if needed):

Annex 9:

STATEMENT OF AUTHORSHIP

Student's information:

Registration number: _____ Student (first and last name) _____

Address: _____ Post code, city: _____

Phone number: _____ E- mail: _____

Study program: _____

Information about the graduate thesis:

Title of the approved thesis topic:

MENTOR: _____ CO-MENTOR: _____

I hereby confirm by my signature that:

- this thesis is solely the result of my own research;
- this thesis has been prepared in accordance with Technical instructions for the preparation of final theses of New University and revised as requested by my mentor and the thesis committee;
- I have made certain that the works and views of other authors that I have used in this thesis have been referenced or cited in accordance with the instructions of the Faculty;
- I am aware that plagiarism – presenting the original work or idea of another, whether in the form of a quotation, paraphrase or graphical representation, as my own work or idea – is punishable by law (Copyright and Related Rights Act (ZASP) – Official Gazette of the RS, No. 16/07 - official consolidated text, 68/08, 110/13, 56/15, 63/16 - ZKUASP and 59/19); the electronic version of this thesis has been technically approved and it is suitable and I hereby give my consent to the University Library of the New University to publish it on the website, subject to the conditions which allow unlimited reproduction, distribution and making it publicly available and translation for non-commercial purposes and provided the authorship of the original work is given appropriately. In case only a part of the thesis is reproduced or disseminated, that has to be indicated clearly. Permission for further transfer of the acquired rights in accordance with this indent applies also to the transfer of rights to freely accessible digital libraries and repositories

Date: _____ Student's signature: _____

Annex 10:

STATEMENT OF THE PROOFREADER

Signed _____,

(first and last name and professional title of proofreader)

born _____,

I declare that the graduate thesis with the title:

author: _____,

(first and last name of the author of the graduate thesis)

is written grammatically, linguistically and in professional terminology correctly.

Date and place: _____

(Proofreader's signature)

*Note: the proofreader's statement is not part of the final work. Completed and signed must be submitted to the Office of Student Affairs.