

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 STUDY PROGRAMMES AT EUROPEAN FACULTY OF LAW, NEW UNIVERSITY**

### **I. GENERAL PROVISION**

#### **Article 1 (contents of rules and regulations)**

These rules and regulations regulate the master study programmes, requirements for advancing to the next year, exceptional enrolment into a higher year, re-enrolment in the current year, parallel enrolment, changing the mode of study, student status, continuing studies after a break, conditions for completing the studies, topic selection for final thesis and mentor selection, preparation and submission of completed thesis, defence of the final thesis and withdrawal from studies from the European Faculty of Law, New University (hereinafter: the Faculty).

#### **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. POSTGRADUATE MASTER STUDY PROGRAM IN LAW, LAW AND MANAGEMENT OF REAL ESTATE, ALTERNATIVE DISPUTE RESOLUTION, CIVIL AND COMMERCIAL LAW**

**1. Advancing to the next year**

**Article 5**  
**(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 6 (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 and
- granted 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 7 (faster advancement)**

On the basis of an electronic request submitted through the VIS and an elaborated opinion of the Academic Affairs 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 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.

## **2. Repeat enrolment**

### **Article 8 (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 9 (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 10 (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. Changing the mode of study - postgraduate study programme in Law and postgraduate study programme in Law and Management of Real Estate**

##### **Article 11 (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 12 (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 13 (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 14 (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, master 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 discontinuation**

### **Article 15 (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 16 (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 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 17 (requirements 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 18 (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 19 (master's thesis language)**

The master's thesis must be written in the Slovenian language. The student may exceptionally write their master's thesis also 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 20**  
**(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 21**  
**(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 1), 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 Technical instructions for the preparation of final theses of New University, 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 22**  
**(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 1), 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 Technical instructions for the preparation of final theses of New University must be annexed to the registration form.

The topic registration and annexes are written in English.

**Article 23**  
**(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 24**  
**(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 2<sup>nd</sup> 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 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 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 25**  
**(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 3) 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 26**  
**(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 27**  
**(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 2).

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 29**  
**(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 29**  
**(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 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 30 (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 31 (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 32** **(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 2<sup>nd</sup> 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 33**

#### **(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 34**

#### **(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 additions thirty days at the latest after receiving the master's thesis draft. If the thesis is written in a foreign language, the recommendations must be written in a foreign language. 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 Technical instructions for the preparation of final theses of New University.

The mentor is responsible for ensuring the adherence with the Technical instructions for the preparation of final theses of New University prior to approving the suitability of the thesis to be defended. Before the final confirmation by the mentor, that the work is ready for submission to the committee for the evaluation and defence of the master's thesis, 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 supervisor informs the Office of Student Affairs that the work is ready for submission to the expert committee for the evaluation and defence of the master's thesis. The mentor fills in the Confirmation by the mentor of master's thesis that the work is ready for submission to a committee for evaluation (Annex 4) and forwards it to the Office of Student Affairs. 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 (Annex 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 35** **(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. 1. Candidate, topic and mentor;
2. 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. 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 36**  
**(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 37**  
**(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 to 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 a foreign language, the comments must be written in a foreign language.

**Article 38**  
**(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 sends the clean copy of the 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 clean copy version to the Office for Student Affairs.

The clean copy of master's thesis is submitted to the library for technical review and review by the DPV program by the Office for Student Affairs. The library verifies that the master's thesis meets the technical requirements set out in the Technical instructions for the preparation of final theses of New University. The first review must be completed by the library within ten days at the latest. The library, student and mentor 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.

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 master's thesis. 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.

The 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 master's thesis 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 master's thesis to the Office for Student Affairs in an electronic form (PDF and Word format) and a completed and signed proofreader's statement (Annex 6).

## **11. Defence of the master's thesis**

### **Article 39**

#### **(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 40**

#### **(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 41**

#### **(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 42** **(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 43** **(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.

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

**Article 44**  
**(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 45**  
**(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 46**  
**(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 47**  
**(certificate of graduation - master's degree)**

After the successful defence of the master's thesis, 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 defence of the master's thesis is considered as the date of obtaining the professional title.

**Article 48**  
**(copies of the master thesis)**

The Office for Student Affairs sends two identical copies of the master thesis in electronic form (PDF and Word) to the library to post it online.

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.

Upon agreement with the mentor, the student submits one printed version to the mentor.

**Article 49**  
**(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. Revocation of academic and scientific title**

**Article 50**  
**(revocation of professional and scientific title)**

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

## **13 Withdrawal**

### **Article 51 (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 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 52 (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 53 (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 54 (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 55**  
**(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 56**  
**(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: 'Registration of master's thesis topic'
- Annex 2: 'Resigning from the master's thesis topic'
- Annex 3: 'Change of mentor for the master's thesis'
- Annex 4: 'Proposal for the Academic Affairs Committee to name the committee to evaluate the master's thesis'
- Annex 5: 'Statement of authorship'
- Annex 6: lecturer's statement



Annex 1:

**REGISTRATION OF MASTER'S 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 graduate year status – Academic year \_\_\_\_\_/\_\_\_\_\_

Enrolment in an additional graduate year – Academic year \_\_\_\_\_/\_\_\_\_\_

I AM REGISTRING A MASTER'S THESIS WITH THE TITLE:

(Legibly write the exact title of the thesis with small capital letters)

\_\_\_\_\_  
\_\_\_\_\_

- 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 master's thesis in three (3) copies,
- iii. Possible request to write the text in a foreign language.

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

COMMENTS FROM THE MENTOR:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Annex 2:

**WITHDRAWAL FROM MASTER'S THESIS**

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 graduate year status – Academic year \_\_\_\_\_/\_\_\_\_\_

Enrolment in an additional graduate year – Academic year \_\_\_\_\_/\_\_\_\_\_

Title of the approved master's thesis topic:

\_\_\_\_\_  
\_\_\_\_\_

Reasonable reason for resignation:

\_\_\_\_\_  
\_\_\_\_\_

MENTOR: \_\_\_\_\_

Signature: \_\_\_\_\_

CO-MENTOR: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's signature \_\_\_\_\_

Approved/Not approved

Date \_\_\_\_\_

Dean's signature \_\_\_\_\_

Annex 3:

**CHANGE OF MENTOR FOR THE MASTER'S THESIS**

Registration number: \_\_\_\_\_

Student (first and last name): \_\_\_\_\_

Address: \_\_\_\_\_ Post code, city: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Study program: \_\_\_\_\_

Title of the approved master's thesis 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 4:

**PROPOSAL FOR THE ACADEMIC AFFAIRS COMMITTEE TO NAME THE COMMITTEE TO EVALUATE  
THE MASTER'S THESIS**

Student: \_\_\_\_\_

Topic of the master's thesis:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mentor, \_\_\_\_\_ note that the submitted master's thesis meets the criteria of the Rules of Study at the European Faculty of Law and I propose the appointment of an Committee to evaluate the master's thesis.

In accordance with the decision of the Academic Affairs Committee of the European Faculty of Law, New University dated ..., as a member of the committee to evaluate the master's thesis, I propose:

- \_\_\_\_\_
- \_\_\_\_\_

Mentor: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Annex 5:

**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 6:

**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.