On the basis of Article 19 of the Higher Education Act (Official Journal of the Republic of Slovenia, no. 32/12 - official consolidated text, 40/12 - ZUJF, 57/12 - ZPCP-2D, 109/12, 85/14, 75/16, 61/17 – ZUPŠ and 65/17) and the Founding Act of the Private Higher Education Institute New University, Faculty of Slovenian and International Studies dated January 3, 2019, the Governing Board of the Faculty of Slovenian and International Studies of New University, has issued the amendments and supplements to the Statute of the Faculty of Slovenian and International Studies dated February 25, 2019, to be amended and supplemented as follows:

STATUTE OF THE FACULTY OF SLOVENIAN AND INTERNATIONAL STUDIES

I. GENERAL PROVISIONS

Article 1
(university member)

Faculty of Slovenian and International Studies (hereinafter: the faculty) is a private higher education institute which performs university educational, scientific, research, academic and consultancy activity.

The faculty is a member of New University (hereinafter: the university).

Article 2
(name and registered office of the faculty)

Name of the faculty: Nova univerza, Fakulteta za slovenske in mednarodne študije. Abbreviated name of the faculty: NU, FSMŠ.

The faculty name used in international business: New University, Faculty of Slovenian and International Studies. Abbreviated name of the faculty in English: NU FSIS.

Registered office of the faculty is Mestni trg 23, 1000 Ljubljana.

Article 3
(legal subjectivity)

The faculty is a private higher education institute, a member of the university and a legal entity whose legal capacity is limited when it implements activities which are funded by the Republic of Slovenia, or when funds are acquired from European and other international collaborations and projects financed from public funds.

On the basis of university's authorisation, the faculty participates in implementing these activities in legal transactions for and on behalf of the university. The university enters into all relationships regarding these activities. For implementation of the activities determined in the previous paragraph, the faculty, as a member of the university, acquires the funds from public funds via the university. On the basis of authorisation, the faculty, as a member of the university, keeps the accounting records for business events related to the implementation of the national programme of higher education as well as the national programme of development and research.

Records for the implementation of the activities which are financed from public funds must be separate from the records for business events where the faculty, as a private higher education institute, participates independently in legal transactions, for and on behalf of itself.

Article 4
(seal and emblem of the faculty)

The faculty has a seal with the inscription:
Nova Univerza – Fakulteta za slovenske in mednarodne študije.

In international business, the faculty uses a seal with the inscription:
New University - Faculty of Slovenian and International Studies.

In performing public service on the basis of concession, the faculty uses a seal with the faculty's name, its seat and the coat of arms of the Republic of Slovenia.

The faculty uses its emblem in all of its documents and other assets expressing its identity, such as the flag, inscriptions, publications and others.

II. FACULTY ACTIVITY

Article 5
(scope of faculty activity)

The activity of the faculty encompasses undergraduate and postgraduate education and scientific research in the fields of public administration, international and diplomacy studies, and other related fields as well as other activities that serve the implementation of the main activities determined in the Founding Act of the faculty, namely:

72.200 Research and development activity in social sciences and humanities
85.422 Higher education
85.590 Other education not elsewhere classified
85.600 Educational support activities
91.011 Library activities
91.012 Archives activities
58.110 Book publishing
58.130 Publishing of newspapers
58.140 Publishing of journals and periodicals
59.200 Sound recording and music publishing activities
58.190 Other publishing activities
18.120 Other printing
18.130 Pre-press and pre-media services
18.140 Binding and related services
69.103 Other legal activities
69.200 Accounting, bookkeeping and auditing activities; tax consultancy
73.200 Market research and public opinion polling
70.220 Other business and management consultancy activities
73.110 Advertising agencies
73.120 Media representation
74.300 Translation and interpretation activities
82.190 Photocopying, document preparation and other specialised office support
18.200 Reproduction of recorded media
82.300 Organisation of exhibitions, fairs and congresses
82.990 Other business support service activities not elsewhere classified
94.120 Activities of professional membership organisations
99.000 Activities of extraterritorial organisations and bodies

Article 6
(faculty involvement)

In the implementation of its activities, the faculty is involved in international scientific and educational activities and, to this end, connects with similar institutions at home and abroad but ensures the fulfilment of its own strategic goals as well as strategic goals of the university.

III. ORGANISATION AND MANAGEMENT OF THE FACULTY

Article 7
(organisational units)

Organisational units are formed within the faculty which are not legal entities.

An organisational unit is formed or terminated by the decision of the Governing Board of the faculty. In the case of the establishment of a new organisational unit, the activity of this unit and its internal structure as well as authorisations are determined by the decision of the Governing Board.

Financial funding for the activities of an organisational unit can be kept separately so that the financial report is evident for each organisational unit, its study programme or project and for each of its activities.

Organisational units use the name and the emblem of the faculty next to their own title.

Article 8
(types of organisational units)

The faculty can establish chairs, departments, institutes, centres, a library, and other organisational units as its own.

3.1. FACULTY BODIES

Article 9
(faculty bodies)

The faculty bodies are: Academic Assembly, Senate, Governing Board, the Dean, the Director, Student Council and the Secretary.

The faculty can also have other bodies in accordance with the Statute and on the basis of a decision from the Governing Board.

3.1.1. Academic Assembly

Article 10
(composition of Academic Assembly)

The Academic Assembly comprises all higher education lecturers, researchers and higher education associates, who are, in the current academic year, performing teaching or scientific research activity on the basis of a valid contract or employment relationship with the faculty. The representatives of students also participate in the work of the Academic Assembly so that their number accounts for at least one fifth of all Academic Assembly members.

Article 11
(competencies of Academic Assembly)

The Academic Assembly:

1. elects members of the Senate in accordance with the provisions of the Founding Act of the faculty and this Statute,
2. gives general guidelines in connection with the study programmes and their implementation as well as other proposals and initiatives to the Senate,
3. deals with reports on the work of the faculty as well as submits proposals and initiatives to the Senate,
4. performs other tasks determined with this Statute and other general acts of the faculty.

The Academic Assembly rules at meetings, which can also be correspondence meetings. The Academic Assembly meets when necessary but at least once in a current academic year. The Secretary of the faculty convenes the Academic Assembly meetings at the Governing Board's or Dean's request.

The Academic Assembly elects a president from among its members. The president chairs meetings, formulates minutes of the meetings and monitors the execution of the decisions until the next Academic Assembly meeting is convened.

Notwithstanding paragraph one of this Article, students who are members of the Academic Assembly vote only for Senate members of the faculty who are representatives of students.

3.1.2. Senate

Article 12
(composition of Senate)

The Senate is an academic body of the faculty responsible for higher education scientific, academic and professional matters. It consists of at least nine (9) and no more than thirteen (13) members. The members are elected by the Academic Assembly from among the higher education lecturers who are holders of at least one of the pedagogically implemented courses, and from among the students. All fields of study, scientific disciplines and study programmes of the faculty are equally represented in the Senate. The number of Senate members is determined by the decision of the Governing Board.

With regard to their function, the Dean and the Student Council representatives are members of the Senate. At least a fifth of the Senate members are students.

Article 13
(the term of office of Senate members)

Members of the Senate are elected by the Academic Assembly. The term of office of the Senate members lasts for two years and they can be re-elected after the expiry of this period.

Article 14
(management of Senate)

The Dean of the faculty manages the Senate's work. If the Dean is absent, the Vice Dean manages the work, and in the event of the absence of both, an authorised Senate member deputises for them.

Article 15
(competencies of Senate)

The Senate decides on all matters regarding the implementation of the study programmes of the faculty as well as on new programmes and changes to the existing programmes.

The decisions of the Senate, to be adopted following prior consent from the Governing Board of the faculty, are those that have financial and business consequences, those regarding the number of admission places and limited enrolment, passing general and individual acts, decisions on new or changed existing study and scientific programmes as well as other programmes and projects of the faculty, personnel, personal and all other decisions that require the allocation and use of financial funds. The Governing Board decides which matter has financial consequences.

The Senate performs the following tasks:

1. adopts proposals of study programmes,
2. appoints members of the Senate of the university, who represent the scientific disciplines and professional fields that are fostered by the faculty,
3. appoints higher education lecturers, researchers and higher education associates to the titles, except Full Professors and Senior Researchers; it nominates a candidate for appointment to the title of Full Professor and Senior Researcher to the Senate of the university,
4. appoints three members of the Habilitation Committee of the university,
5. decides on the withdrawal of the titles of a higher education lecturer, researcher and higher education associate,
6. decides on the withdrawal of the title of a graduate,
7. appoints a three-member committee which reports on the teaching and research qualifications of a candidate in the process of appointment to the title or withdrawal of the title,
8. adopts the research and development programme,
9. adopts the annual working plan of the faculty,
10. adopts professional opinion on young researchers and decides on their candidature,
11. discusses and decides on the opinion of the Student Council of the faculty regarding its competencies,
12. appoints its working bodies to carry out tasks in individual fields,
13. decides on a candidate's appeal in the recognition procedure of education obtained abroad,
14. takes care of monitoring the quality of the educational and scientific research work,
15. is responsible for the implementation of the European Credit Transfer System (ECTS) as well as the coordination of related tasks,
16. decides on other matters in accordance with the law, this Statute, and other general acts of the faculty,
17. examines the students' requests for faster advancement.

Article 16
(means of decision-making of Senate)

The Senate of the faculty discusses and makes decisions at meetings, which can also be correspondence meetings.

The Dean may convene a Senate correspondence meeting if they estimate that the Senate's decision-making will, in this way, be in favour of the faster and more efficient implementation of the teaching process without a loss of quality of the Senate's decision-making.

The Senate can adopt decisions if the majority of its members are present at the meeting. The proposal is adopted if the majority of all Senate members vote for it.

Article 17
(committees and working bodies of Senate)

The Senate of the faculty can appoint permanent or temporary committees and working bodies to assist in their work.

Fields of work, their composition and competencies of individual committees or working bodies are determined in the act of their appointment.

Article 18
(Senate meetings)

The Dean convenes a Senate meeting when necessary, but they must convene a meeting within ten days if at least three members of the Senate, or the Governing Board of the faculty, or the Student Council request it.

The minutes of the meeting are taken, which are then signed by the Dean and the minute taker.

In the absence of the Dean, a specially authorised member of the Senate chairs the meeting.

3.1.3. Governing Board

Article 19
(composition of Governing Board)

The Governing Board is the faculty's managing, operating and decision-making body. It comprises at least two members. The number of the members is determined by the founder. Each member has one vote. The founder appoints the members for two years.

Article 20
(the president and deputy of Governing Board)

The founder appoints a president of the Governing Board and their deputy from among the members of the Governing Board.

The president of the Governing Board convenes and chairs meetings of the Governing Board, and monitors the execution of its decisions. The deputy of the Governing Board performs the president's duties in their absence.

Article 21
(competencies of Governing Board)

The Governing Board decides on financial, business, and asset matters and takes care of the material operation of the faculty. The competencies of the Governing Board are:

1. decides on material, financial, business and organisational questions,
2. adopts the Statute and other faculty acts, such as the Act on the Systematization of Job Positions at the faculty as well as regulations, price lists, criteria and others,
3. appoints the Dean and Vice Deans, following prior opinion of the Senate,
4. appoints the Director and the chief Secretary,
5. appoints the chief accountant,
6. appoints the Disciplinary Committee,
7. submits proposals to the Senate for decisions within its competency, regarding the disposal and use of financial funds,
8. adopts the decisions on tuition fees and the price list of other services,

9. adopts investment plans,
10. decides on personnel and personal issues,
11. decides on the formation and position of organisational units and appoints the heads of the faculty organisational units in accordance with the Statute,
12. decides on the introduction of new study programmes at the faculty as well as on changes to the existing study programmes,
13. decides on contractual relations and authorises the Director to sign contracts on behalf of the faculty,
14. decides on all other programmes or projects of scientific, research, consultancy, publishing or any other nature from the fields of activities for which the faculty is registered.

The Governing Board issues the necessary instructions and supervises the work of the Director and the Dean of the faculty.

Decisions of the Governing Board are the legal bases for the Director's and Dean's work.

Article 22
(means of decision-making of Governing Board)

The Governing Board decides on the method and the procedure of convening and chairing meetings as well as decision-making and voting.

If the proposal for a decision at the meeting fails to secure the majority vote of the members of the Governing Board, the decision which the president of the Governing Board voted for is adopted.

The Governing Board is given instructions and consensuses for decision-making at the meetings by the founder.

3.1.4 Dean

Article 23
(Dean)

The Dean is the academic and professional head of the faculty. They lead and represent the faculty regarding its professional, educational, scientific and research as well as other higher education activities.

The deanery comprises the Dean, the Vice Dean and the Secretary of the faculty.

Article 24
(competencies of Dean)

The Dean of the faculty has the authorisations and responsibilities in accordance with the Founding Act of the faculty and this Statute. They perform the following tasks in particular:

1. convene and normally chair the meetings of the Senate of the faculty,
2. coordinate educational, scientific research, and other work at the faculty,
3. in cooperation with the Governing Board, they take care of and are responsible for the legality of the faculty's operations and for the execution of its liabilities determined by the law, other regulations and general acts of the faculty,
4. in cooperation with the Senate they adopt the criteria for the quality of the faculty, study programmes, scientific research as well as professional work,
5. are responsible for monitoring, determining and ensuring the quality of the processes of self-evaluation,

6. regularly report to the Senate, the Governing Board and the founder about the work of the faculty on their own proposal or upon a proposal received from the Senate, the Governing Board or the founder,
7. promote doctors of science together with the rector,
8. present awards of the faculty,
9. submit proposals to the Senate for decisions within its competency, and monitors the execution of its decisions,
10. submit proposals to obtain consent of the Governing Board for implementation of tasks in their area of competency,
11. implement instructions of the Governing Board regarding legally correct use and interpretation of the Founding Act, the Statute, the decisions of the Governing Board and the Director,
12. perform other tasks in accordance with the regulations and general acts of the faculty.

Article 25
(appointment of Dean)

The Dean is appointed and dismissed by the Governing Board for the term of two years and can be reappointed. Before the appointment and dismissal, the Governing Board obtains prior opinion of the Senate and the founder's consent. The Dean is appointed from among higher education lecturers who are holders of at least one of the pedagogical courses.

Article 26
(cessation of Dean's functions)

The Governing Board can dismiss the Dean prior to the expiry of their term if:
- they are no longer the holders of at least one of the pedagogical courses of the faculty,
- they operate unlawfully and irregularly,
- they break the acts of the faculty,
- they do not operate in accordance with the decisions and instructions of the Governing Board,
- any of the reasons for termination of employment relationship in accordance with the law arises,
- they lose trust of the Governing Board which leads to the cooperation between both bodies being greatly hindered to the faculty's disadvantage,
- they propose their own dismissal.

Article 27
(Vice Dean)

The faculty has one or more Vice Deans. Vice Deans assist the Dean with the tasks set by the Dean and deputise for them in the time of their absence. The Dean must obtain consent of the Governing Board for the decision of deputisation.

Vice Deans are appointed and dismissed by the Governing Board.

The provisions of this Statute regarding the Dean apply to the appointment and dismissal of Vice Deans.

Article 28
(Vice Dean's tasks)

The Vice Dean assists the Dean with the tasks set by the Governing Board, or independently runs the school which implements a certain study programme of the faculty. The Vice Dean performs tasks connected to the pedagogical, academic and student matters of the faculty, and in agreement with the Dean, they also participate in performing other tasks determined in this Statute.

The Vice Dean, who runs a certain organisational unit of the faculty, is accountable to the faculty for their work on the basis of a contract on the introduction and realisation of a programme or project, as well as to the actual founder of the project or programme.

The faculty can also have Vice Deans for other fields of activities at the faculty.

3.1.5. Director

Article 29
(Director)

The Director is the manager and legal representative of the faculty.

The Director executes the decisions of the Governing Board at the direction of the president of the Governing Board and on this basis performs the following tasks:

1. signs contracts that refer to financial and other burdens,
2. represents the faculty in legal transactions,
3. implements the decisions of the Governing Board on status, organisational and institutional changes of the faculty as well as its organisational units,
4. executes the decisions of the Governing Board on employment relationships and other personnel and personal matters,
5. is responsible for monitoring the records of contracts, acts and other documents of the faculty, as well as the decisions of the Governing Board and the Dean,
6. gives instructions to other faculty bodies within the competency of the Governing Board regarding a legally correct use and interpretation of the Founding Act and the Statute of the faculty as well as other legal bases for the faculty's operation,
7. has other authorisations and responsibilities in accordance with the Founding Act, this Statute and the decisions of the Governing Board of the faculty.

Article 30
(appointment of Director)

The Director is appointed by the Governing Board for the term of two years and can be reappointed.

The requirements for the appointment of the Director are as follows:

- at least level 8 of education (Slovenian Qualifications Framework – SQF),
- a statement of management and organisation skills,
- at least 3 years of work experience in comparable positions,
- fluency in at least one of the world languages.

Article 31
(dismissal of Director)

The Governing Board can dismiss the Director prior to the expiry of their term if:

- they are no longer the holders of at least one of the pedagogical courses of the faculty,
- they operate unlawfully and irregularly,
- they break the acts of the faculty,
- they do not operate in accordance with the decisions and instructions of the Governing Board,
- any of the reasons for termination of employment relationship in accordance with the law arises,
- they lose trust of the Governing Board which leads to the cooperation between both bodies being greatly hindered to the faculty's disadvantage,
- they propose their own dismissal.

3.1.6. Student Council

Article 32
(Student Council)

The Student Council comprises student representatives enrolled at the faculty. The Student Council deals with and gives its opinion to the competent bodies on the Statute of the faculty, on all matters that refer to the rights and duties of the students, as well as adopts and implements extracurricular programmes for the students in collaboration with the student community.

If the opinion from the previous paragraph is not taken into consideration, the Student Council can request that a competent body re-examines a particular matter and decides on it. In the event of this, the decision is adopted if 2/3 of all members of the competent body vote in its favour.

Article 33
(appointment and term of office of members of Student Council)

The Student Council has at least five members.

The term of office of the Student Council members lasts one year.

Article 34
(election of members of Student Council)

Members of the Student Council are elected directly at elections by the students of the faculty. The elections are generally held in the second half of October. The method of calling the elections, the candidacy procedure and the procedure for holding elections are specified in more detail in the Rules on the Election of the Student Council.

The Rules on the Election of the Student Council are adopted by the Governing Board of the faculty following the prior opinion of the Student Council.

Article 35
(operation of Student Council)

The Student Council makes decisions at meetings, which are public in nature. A decision is adopted if the majority of members present have voted in its favour, under the condition that the majority of members are present.

A president, who is elected from among the members of the Student Council, runs the Student Council. In their absence, the vice president of the Student Council, who is elected from among the members of the Student Council, runs the Council.

Minutes of the meetings of the Student Council are taken and are then signed by the president of the Student Council or, in their absence, by the vice president.

The operation and means of organisation of the Student Council are determined in more detail in the Rules of the Student Council. The Rules of the Student Council are adopted by the Governing Board of the faculty following the prior opinion of the Student Council.

3.1.7. Secretary

Article 36

(Secretary)

The head of the Secretariat of the faculty is the Secretary appointed by the Governing Board for the term of two (2) years and can be reappointed.

The requirements for the appointment of the Secretary are as follows:
- at least level 8 of education (Slovenian Qualifications Framework – SQF),
- a statement of management and organisation skills,
- at least 2 years of work experience in comparable positions,
- fluency in at least one of the world languages.

The Secretary's work is directly monitored, led and directed by the president of the Governing Board and the Director. The Dean monitors, leads and directs the Secretary's work within their competency in accordance with the directions of the Governing Board.

The Governing Board can dismiss the Secretary prior to the expiry of their term or can temporarily suspend the implementation of their term of office if:
- they operate unlawfully and irregularly,
- they break the acts of the faculty,
- they do not operate in accordance with the decisions and instructions of the Governing Board,
- any of the reasons for termination of employment relationship in accordance with the law arises,
- they lose trust of the Governing Board,
- they propose their own dismissal.

3.2. WORKING BODIES

Article 37
(working bodies)

Working bodies of the faculty are: Habilitation Committee, Academic Committee, Disciplinary Committee and Quality Committee.

The faculty can also have other working bodies in accordance with the Statute and on the basis of a decision from the Governing Board.

3.2.1. Habilitation Committee

Article 38
(composition and appointment of Habilitation Committee)

The Habilitation Committee is a working body of the Senate of the faculty.

The Habilitation Committee comprises at least five members who are elected by the Senate of the faculty from among the higher education lecturers who fulfil the requirements for election into the Senate of the faculty. The student representative is also part of the Habilitation Committee.

All scientific disciplines and professional fields of the faculty are equally represented in the Habilitation Committee.

Article 39
(Habilitation Committee's tasks)

The Habilitation Committee gives its opinion in the process of appointment to the titles and ensures the unified use of criteria for appointment to the titles of higher education lecturer, researcher and higher education associate.

The Habilitation Committee also gives its opinion on the withdrawal of the titles from the previous paragraph.

Article 40
(term of office for members of Habilitation group)

The term of office of the Habilitation Committee members lasts for two years and they can be reappointed after the expiry of this period.

Article 41
(means of decision-making of Habilitation group)

Members of the Habilitation Committee elect a president from among themselves at the first meeting, who then chairs and convenes Committee meetings.

The Habilitation Committee works at meetings and has a quorum if the majority of members are present at the meeting. Their decisions are adopted with the absolute majority of Committee members.

The secretary of the Habilitation Committee is present at meetings but does not have voting rights. Minutes of the meetings are taken which are then signed by the president of the Habilitation Committee and the secretary of the Habilitation Committee.

The president of the Habilitation Committee may convene a correspondence meeting of the Habilitation Committee if they estimate that the Habilitation Committee's decision-making will, in this way, be in favour of its faster and more efficient work without a loss of quality of the Habilitation Committee's decision-making.

3.2.2. Academic Committee

Article 42
(composition of Academic Committee)

The Academic Committee and its president are appointed by the Governing Board for the period of two years with the possibility of reappointment. It comprises at least four members, among whom there must be at least one representative of the Slovenian Historiography course, one representative of the Slovenian Art and Culture course, one representative of the Slovenian Language and Literature course, as well as one representative of students.

Article 43
(competencies of Academic Committee)

The Academic Committee:

1. decides on the enrolment of a student into a higher year on the basis of the student's request, in the event that they have not fulfilled all the obligations determined in the study programme for the enrolment into a higher year,
2. issues a reasoned opinion on faster advancement of a student, on the basis of the student's request,
3. decides on the subsequent enrolment into a higher year,
4. decides on the extension of the graduation year status,
5. decides on the recognition of examinations on the basis of the documents of previously completed obligations at other study programmes, or on the basis of completed professional examinations,
6. decides on the application for taking higher year exams early,
7. decides on the application for the continuation of studies after more than two years of suspension,

8. decides on the application criteria for issuing a special needs student status,
9. deals with the requests for student status extensions,
10. decides on the extension of study exchanges abroad,
11. decides on the recognition of obligations of official and unofficial education or practical training on the basis of the student's request,
12. decides on the exemption from compulsory practical training on the basis of the student's request
13. performs other tasks related to the academic activities of the faculty if no other faculty body is competent for them.

3.2.3. Disciplinary Committee

Article 44
(Disciplinary Committee)

The Disciplinary Committee comprises three (3) members, each having their own deputy. The president of the Disciplinary Committee and their deputy are nominated by the Governing Board from among the educational staff of the faculty. A second member and their deputy are nominated by the Dean from among the employees of the Secretariat of the faculty. A third member and their deputy are nominated by the Student Council from among the students of the faculty.

On the basis of nominations, the Disciplinary Committee is appointed by the Senate of the faculty. The term of office of the Disciplinary Committee lasts for two (2) years and the members can be reappointed on the expiry of their term.

Article 45
(disciplinary proceedings)

The Dean decides on the implementation of any disciplinary proceedings. It is possible to appeal to the Dean against the decisions of the Disciplinary Committee.

The Rules on Disciplinary Responsibility of the Students of New University regulates the disciplinary proceedings in more detail.

3.2.4. Quality Committee

Article 46
(Quality Committee)

Members of the Quality Committee of the faculty are appointed by the Senate of the faculty on the Dean's proposal. It comprises at least six members, from among whom the Senate of the faculty appoints a president of the Committee.

The Committee comprises representatives of all the main interest groups, including the higher education lecturers, researchers, students, professional staff, administrative staff and external agents.

The Committee performs the following tasks:

1. preparation of the annual quality report (a self-evaluation report),
2. regularly monitoring the quality of studies and submitting proposals for its improvement,
3. regularly monitoring the quality of scientific research and submitting proposals for its improvement,
4. other tasks in the field of monitoring and improving quality, as is determined in the Quality Manual.

The Quality Manual of the Faculty of Slovenian and International Studies regulates the Committee's operation in more detail.

3.3. FACULTY ADMINISTRATION

Article 47
(Secretariat of the faculty)

The Secretariat of the faculty performs administrative and technical tasks of the faculty. The Secretariat is run by the Secretary of the faculty.

The Secretariat of the faculty offers administrative and technical support to the faculty's activities in the following areas:

1. academic affairs,
2. enrolment at the faculty,
3. research work,
4. student inquiries,
5. financial and business inquiries,
6. international collaboration,
7. personnel and legal matters,
8. publishing activity,
9. protocol matters,
10. other matters.

IV. FACULTY FINANCING

Article 48
(Accounting Department)

The Accounting Department runs the financial business of the faculty and takes care of the administrative business and tasks necessary for the operation of the Governing Board.

The head of the Accounting Department is the head accountant who takes care of the timely fulfilment of the material obligations of the faculty.

The head accountant performs their authorisations in accordance with the decisions and instructions of the Governing Board to whom they answer to. In their work they are subordinate to the president of the Governing Board. In the event of their absence or with their authorisation, the head accountant is subordinate to the vice president of the Governing Board.

The head accountant is responsible for the confidentiality of the financial business, about which they may report only to the Governing Board or to its president. They regularly report to the Governing Board about the financial business.

The head accountant is permitted to forward information about the financial business of the faculty to other people or organisations only on the basis of the explicit permission from the Governing Board or its president.

The head accountant is present at the meetings of the Governing Board on the invitation of its president but has no voting rights. In this case, they form a proposal of the minutes as well as a proposal of the decisions of the Governing Board. They also keep a record of the decisions made by the Governing Board.

Article 49
(faculty assets)

Faculty assets with the corresponding funds are owned by the founders.

The faculty manages its assets with due diligence and is accountable to the founders regarding asset management.

The faculty assumes liability in legal transactions with all assets that it manages. The founders are not accountable for the faculty's obligations.

The faculty can run the assets of certain organisational units separately into particular accounting-cost points. The Governing Board of the faculty rules on this matter on the basis of the Founding Act.

Article 50
(financing resources)

The faculty acquires funds from the founders, the budget of the Republic of Slovenia and the budget of the European Union, as well as from tuition fees, other contributions for studies, payments for services, donations, inheritances, gifts, and from other sources.

The faculty bodies ensure business transactions in accordance with valid regulations and are responsible for the legality of the business transactions of the faculty.

The faculty can use funds exclusively for the operation and development of the activities of the faculty and its organisational units.

V. EDUCATIONAL AND SCIENTIFIC RESEARCH WORK

5.1. STUDY PROGRAMMES

Article 51
(adoption and accreditation of study programmes)

Study programmes to obtain education and study programmes for additional training are adopted by the Senate of the university on a proposal of the Senate of the faculty and in agreement with the Governing Board of the faculty.

Publicly valid higher education is obtained through study programmes which are adopted by the Senate of the university. The university must accredit the study programmes at the Slovenian Quality Assurance Agency for Higher Education (SQAA).

Article 52
(study programmes)

The faculty performs an undergraduate university study programme to obtain education.

Whoever fulfils all the obligations set for the study programme to obtain education, obtains a publicly valid education and a diploma which is a public document.

Article 53
(professional title)

Whoever completes a first-cycle study programme successfully, obtains a title with an indication of the professional field in accordance with the law which determines professional and scientific titles, and in accordance with the study programme.

Article 54
(components of the study programmes)

The compulsory components of the first- and second-cycle study programmes to obtain education are as follows:

1. general information about the programme (name, cycle, type, duration and data on whether it is an interdisciplinary, single- or two-discipline, pedagogical or non-pedagogical, or joint study programme),
2. the definition of the main objectives of the programme and general as well as subject-specific competencies that are obtained through the programme,
3. the curriculum including the credit evaluation of the academic obligations following the European Credit Transfer System (ECTS) with the definition of the level of selectiveness in the programme,
4. the enrolment requirements and criteria for selection in the event of enrolment limitation,
5. the criteria for the recognition of knowledge and skills obtained prior to the enrolment in the programme,
6. the assessment methods,
7. the conditions for advancement through the programme,
8. the conditions for transferring between programmes,
9. the method of implementing the studies,
10. the conditions for the completion of studies,
11. the conditions for the completion of individual parts of the programme if the programme contains them,
12. the field of study of a study programme according to the Classification System of Education and Training (KLASIUS), and a scientific research discipline according to the Frascati classification,
13. the classification in the national framework of qualifications, the European framework of higher education qualifications as well as the European framework of qualifications,
14. the professional title in accordance with the law.

The study programmes are announced by the time the call for enrolment is published at the latest.

Article 55
(joint study programmes)

The faculty can implement study programmes in collaboration with equivalent level institutes at home or abroad through a contract or as part of an agreement (joint study programmes). Whoever fulfils all obligations of the joint study programme to obtain education, receives a joint diploma which is a public document. The content and form of the joint diploma, as well as appendixes to the diploma, are determined by the higher education institutes involved. The higher education institutes involved can reach an agreement to issue their own diploma instead of a joint one.

Article 56
(study programmes for additional training)

Study programmes for additional training are a form of lifelong learning, intended primarily to improve, supplement, expand and update knowledge.

Study programmes for additional training comprise the following components:

1. general information about the programme (name, type, duration),
2. the definition of the main objectives of the programme and the general as well as subject-specific competencies that are obtained through the programme,

3. the curriculum including the credit evaluation of the academic obligations following the European Credit Transfer System (ECTS) with the definition of the level of selectiveness in the programme,
4. the enrolment requirements and criteria for selection in the event of enrolment limitation,
5. the criteria for the recognition of knowledge and skills obtained prior to enrolment in the programme,
6. the assessment methods,
7. the conditions for advancement in the programme,
8. the method of implementing the studies,
9. the conditions for the completion of studies.

The certificate of completion of studies, signed by the Dean, can be issued.

Article 57
(other forms of lifelong learning)

In addition to the programmes to obtain education and additional training, the faculty can organise other various forms of non-formal education, such as courses, summer schools, training programmes, etc., if this does not interfere with the implementation of study programmes to obtain education.

The Senate adopts the education programmes listed in the previous paragraph.

Article 58
(study obligations and duration of studies)

Study obligations are assessed in the study programmes with credit points following the ECTS. An individual year of the study programme comprises 60 credits.

University study programmes comprise 180 to 240 credits and last three to four years.

Master's study programmes comprise 60 to 120 credits and last one to two years; thus, the study programme in one professional field, together with first-cycle studies, lasts five years.

Doctoral study programmes comprise 180 to 240 credits and last three to four years.

Article 59
(faculty enrolment requirements)

Whoever meets the requirements which are determined in accordance with the law by the study programme, can enrol in the study programme on the basis of the call for enrolment.

Whoever has completed equivalent education abroad also meets the requirements for enrolment in the study programme to obtain education as well as for enrolment in the study programme for additional training.

5.2. ACADEMIC YEAR

Article 60
(academic year)

The academic year lasts from 1 October to 30 September. The faculty performs organised academic processes throughout the academic year.

The academic calendar is used for each individual year to schedule the start and end of lectures in the individual semesters, holidays and other important days. Three exam periods are ensured; the first following

the conclusion of the first semester, the second following the conclusion of the second semester and the third at the end of the academic year.

The academic calendar for the next academic year is adopted by the Senate of the university no later than by the end of May of the current academic year. The faculty can adapt the academic calendar based on the specificity of pedagogical process but the length must remain unchanged.

Article 61
(scope of lectures)

Undergraduate study programmes comprise from 20 to 30 hours of lectures, seminars and tutorials per week and 30 weeks per year. If a study programme contains practical training, the total workload of a student cannot exceed 40 hours per week and 42 weeks per year.

Organisation and timing of lectures, seminars and tutorials can be adapted within a study programme (part-time study).

If only a smaller number of candidates register for an individual course, the studies can be performed in the form of individual consultations. The Governing Board of the faculty decides on this issue.

5.3. STUDY

Article 62
(mode of study)

The study is implemented as part-time study in accordance with the provisions of the Higher Education Act.

Article 63
(parallel studies)

Parallel studies are studies in separate study programmes. A student who successfully fulfils the obligations of all study programmes receives separate diplomas from each parallel study programme.

A student can enrol into another parallel study programme if they meet the requirements for enrolment.

The faculty determines the requirements for parallel studies with its rules as well as the criteria for selection in the event that there is an enrolment limitation for parallel studies.

Article 64
(individual studies)

Individual studies are a form of studies where the organised pedagogical work (lectures, tutorials, seminars) is replaced with individual consultations.

Article 65
(transfers between study programmes)

The transfer between study programmes is the enrolment in second or higher year of the higher education study programme in the case of:

- the cessation of studies at one study programme and the continuation of studies at another study programme at the same cycle,
- the enrolment of a higher education graduate in a new study programme at the same cycle,
- the enrolment of a higher vocational education graduate in the second year of a higher education study programme at the first-cycle.

A candidate must meet the requirements for enrolment in the first year of the study programme.

Transfers between study programmes are possible under the conditions regulated by the valid rules for transfers between study programmes, and in accordance with the criteria determined by the study programmes.

A candidate submits a request to transfer between study programmes based on the call for enrolment that determines the deadlines and the procedure.

The Academic Committee decides on the request from the previous paragraph.

All fulfilled and recognised study obligations for the first and the second study programme are evident in Diploma Supplement.

5.4. TEACHING LANGUAGE

Article 66
(teaching language)

The teaching language at the faculty is Slovenian. To the degree determined by the law, the study programme or parts of the study programme can also be performed in a foreign language.

The Senate adopts a decision on studying in a foreign language, whereby they must take into account the linguistic knowledge of the students and lecturer.

Article 67
(language of diploma theses)

Diploma theses are to be written in the Slovenian language.

Exceptionally, the candidate can write their diploma thesis in a foreign language if it applies to a study programme that is performed in a foreign language or if justified reasons have been submitted (a foreign mentor or committee member, a possibility of publication as a book at foreign publishers, etc.).

A diploma thesis written in a foreign language can be submitted only together with an extensive summary in the Slovenian language. The summary must include suitable Slovenian specialist terminology from the specific scientific field.

The conditions and procedure of topic registration, preparation and submission as well as defence of the diploma are regulated in more detail in the Rules on Studies.

5.5. EXAMINATIONS

Article 68
(types of examinations)

The student's success with regard to their fulfilment of obligations of a study programme is established by assessments and evaluations of knowledge. The types of examinations are exams, partial exams, and other types determined by the study programme.

A method of conducting exams, examination periods, conditions of attempting examinations, and other issues related to examinations are determined in the Rules on Studies.

Article 69
(recognition of examinations and other study obligations completed at other higher education institutes)

A student who has completed certain examinations and other study obligations in other study or educational programme (in Slovenia or abroad) prior to enrolling at the faculty, can request for the recognition of the completed examinations and other study obligations as part of the programme at the faculty where they are enrolled.

The Rules on Studies regulates the criteria and procedure of recognition in more detail.

5.6. ADVANCEMENT INTO A HIGHER YEAR AND REPEAT ENROLMENT

Article 70
(advancement into a higher year)

To advance in a higher year, a student must complete all their obligations determined by the particular study programme for the advancement into a higher year by the end of the academic year. The conditions for the advancement into a higher year and for conditional enrolment are determined by the Rules on Studies which regulate the enrolment in undergraduate studies.

Article 71
(repeat enrolment)

A student who has not completed all their obligations determined by the study programme for the enrolment into a higher year may repeat a year only once during their time at the faculty if they have so far not repeated a year or changed their study programme or course due to the unfulfillment of obligations in their previous course or study programme.

The request must be submitted by the student no later than 10 days before the deadline for the enrolment into a higher year, that is by 20 September of the current year.

5.7. FASTER ADVANCEMENT

Article 72
(conditions and procedure for faster advancement)

When a student demonstrates above-average study results, it is possible for them to advance faster if this is possible with regard to the study process.

A student is permitted to advance faster if they have completed all their study obligations and examinations of subjects from lower years with above-average results and obtained an average of at least eight.

The decision on faster advancement is made by the Senate on the basis of the candidate's request and the reasoned opinion of the Academic Committee. The decision on the method of advancing faster is also determined.

5.8. CONTINUATION OF STUDIES FOLLOWING SUSPENSION

Article 73
(counting the suspension of studies)

The suspension of studies is counted from the day when the student no longer has their student status. The law that regulates higher education and the Rules on Studies govern the cases of the loss of the status.

Article 74
(the suspension of studies for less than two years)

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.

Article 75
(the suspension of studies for more than two years)

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 Committee, with the intention of continuing and completing their studies. On the basis of a positive resolution, a contract for the continuation and completion of studies is concluded which determines the method of taking exams, preparing term papers and diploma thesis, as well as the deadline for completing their studies and means of payment in accordance with the faculty's price list.

If the study programme has changed during the suspension of studies, the Academic Committee from the previous paragraph may determine differentiation exams or other additional obligations as a condition for the continuation of studies.

If due to the progress of profession during a prolonged suspension of studies, knowledge that was required on an exam prior to the suspension of studies has become inadequate, the Academic Committee can, in addition to the differentiation obligations, determine that the student must repeat certain exams or other obligations that had already been completed before the suspension of studies. On the basis of payment of an individual exam equivalent to the credits, the student may take each individual exam three times.

5.9. SCIENTIFIC RESEARCH

Article 76
(scientific research)

Scientific research is the basis for ensuring the quality of the teaching process and they together form an indivisible whole.

In addition to scientific research, which is directly connected to the education process, the faculty also implements fundamental, experimental and applicative research work, developmental and other projects as well as research work on the request of third parties in accordance with the law and internal rules that regulate research activity.

VI. HIGHER EDUCATION LECTURERS, RESEARCHERS AND HIGHER EDUCATION ASSOCIATES

Article 77
(titles)

The titles of higher education lecturers and associates as well as researchers are determined by the law that regulates higher education.

Higher education lecturers can be appointed to the titles of:

- Assistant Professor,
- Associate Professor,
- Full Professor,
- Language Instructor.

Higher education lecturers in higher education professional programmes can be appointed also to the titles of:

- Senior Lecturer,
- Lecturer.

Researchers can be appointed to the titles of:

- Research Associate,
- Senior Research Associate,
- Research Counsellor.

Higher education associates can be appointed to the titles of:

- Assistant,
- Librarian,
- Professional Counsellor,
- Senior Professional Associate,
- Professional Associate,
- Instructor.

Research associates can be appointed to the titles of:

- Doctoral Assistant,
- Master's Assistant,
- Assistant.

Article 78
(title appointment procedure)

The title appointment procedure as well as the renewal of the titles of higher education lecturer and researcher are initiated on the basis of the application by the candidate.

No later than thirty days after receiving the application, the Senate of the faculty appoints at least three rapporteurs to evaluate the professional qualification of the candidate. Rapporteurs must submit a professional opinion on the candidate to the Habilitation Committee no later than thirty days after being appointed.

After receiving the rapporteurs' opinion, the Habilitation Committee must immediately form their own opinion for appointment to the title and submit their decision to the Senate of the faculty.

If, on the basis of the majority rapporteur opinion, the Habilitation Committee finds that the candidate does not fulfil the requirements for appointment to the title, determined by the Criteria for Appointment to the Titles of Higher Education Lecturers, Researchers, Higher Education Associates and Research Associates at New University (hereinafter: the Criteria for Appointment to the Titles), they recommend to the Senate that the candidate not be appointed to the title.

After receiving a positive opinion from the Habilitation Committee, the Senate of the faculty adopts a decision on the confirmation of the joint evaluation of the committee for the professional evaluation of the candidate's qualification, and issues a decision on the appointment to the title.

An administrative dispute can be initiated against the decision of the Senate.
In the case of the first appointment to the title or appointment to another title, the Habilitation Committee of the faculty submits all material to the Habilitation Committee of the university which decides on the application within a month.

More detailed requirements, minimal criteria and the procedure for appointment to the titles of higher education lecturers, researchers and associates are determined in the Statute of the university as well as in the Criteria for Appointment to the Titles.

Article 79
(validity of the title)

Higher education lecturers and researchers, with the exception of Full Professors and Research Counsellors, are appointed to the title by the Senate of the faculty for five years. They can be reappointed to the same title for the same period under the conditions for reappointment.

Assistants are appointed to the title by the Senate of the faculty for a period of three years. They can be reappointed to the same title for the same period under the conditions for reappointment. Other higher education associates are appointed to the title by the Senate of the faculty for an unlimited period.

Full Professors and Research Counsellors are appointed to the title by the Senate of the university for an unlimited period.

A researcher can be appointed to the title of higher education lecturer if they fulfil the condition of pedagogical competence for the appointment to the corresponding title. In such a case, the pedagogical title remains valid until the expiry of the scientific title based on which the appointment to the title of higher education lecturer occurred.

VII. STUDENTS

Article 80
(student status)

A student is a person who enrols at the faculty on the basis of the call for enrolment and receives education following a certain study programme.

Student status is attested by the certificate of enrolment or a student ID.

Student status ceases if or when:
1. they complete the study programme by the end of the academic year in which they complete their studies,
2. they do not complete their study programme within 12 months after the end of the last semester,
3. they do not enrol in a higher year or semester during their studies,
4. they drop out,
5. they are expelled.

Regardless of item 2 of the previous paragraph, student status ceases at the end of the last semester if a student has repeated a year or changed a study programme or branch during their studies.

In the case of item 2 or item 3 of paragraph 3 of this article, student status can be extended if there are justifiable reasons, but by one year at the most.

Student mothers who give birth during their studies, and male students who become fathers during their studies, are entitled to have their student status extended by one year for each live-born child.
In the case of item 1 of paragraph 3 of this article, a student can waive their student status after the completion of the study programme.

Article 81
(certificates for students)

On the basis of records determined by the law that regulates higher education, the faculty can issue the following documents:

1. the certificate of enrolment,
2. the certificate of exam registration,
3. the transcript of records or a certificate of their average grade,
4. the certificate of completion of studies,
5. the certificate of diploma,
6. the certificate of non-formal forms of education,
7. other certificates.

Article 82
(rights and duties of students)

Students have rights and duties which arise from the law, this Statute and other general acts of the faculty.

Article 83
(co-management)

The students have the right to participate in the operation of the faculty's bodies through their representatives, submit initiatives and opinions as well as adopt decisions in accordance with this Statute.

Article 84
(alumni club)

The alumni club is a voluntary association for graduates of all faculty generations and programmes with the purpose of retaining and strengthening the ties between graduates and the faculty in all areas beneficial to society.
A career centre operates as part of the alumni club, which helps existing and future students in deciding on studies and coordinates international exchanges, advises in career-planning as well as follows the career paths of its graduates. The operation of both, the alumni club and the career centre, is determined by the rules and regulations.

VIII. DISCIPLINARY RESPONSIBILITY

Article 85
(disciplinary responsibility)

Students have a disciplinary responsibility for violations of duties and the unfulfillment of obligations in accordance with the Statute and the study programme, as well as for intentional damage and damage due to negligence. This area is regulated by the Rules of Disciplinary Responsibility of the Students of New University. Before the Rules of Disciplinary Responsibility of the Students can be adopted, the Governing Board must obtain an opinion from the Student Council of the university.

IX. PROTECTION OF STUDENT RIGHTS

Article 86
(right to enrolment and education)

Students have the right to enrolment and education under equal criteria determined by the law, the Statute and the study programme.

Article 87
(right to appeal)

Students of the faculty have the right to appeal the decisions that the faculty bodies adopt on their rights, duties and liabilities.

The student can file an appeal within fifteen days of finding out about the violation of rights, or of being handed a decision with which their rights were infringed.

Article 88
(deciding on the appeal)

The Dean decides on the appeal of a student if it is not determined otherwise in this Statute or other acts.

The decision on the appeal must be issued and handed to the student within 30 days of receiving the appeal.

Article 89
(final decision on the appeal)

The Dean's decision on the appeal is final and cannot be contested with regular legal remedies.

Article 90
(administrative dispute)

An administrative dispute can be initiated against the final decision of the competent faculty body on the gain or loss of student status and other matters in connection with studies.

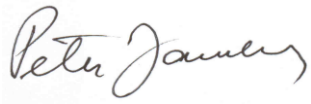
X. FINAL PROVISION

Article 91

From the day this Statute comes into force, the Statute of the Faculty of Slovenian and International Studies, adopted by the Governing Board on February 25, 2019, which came into force when being posted on the website, ceases to be valid.

This Statute comes into force the day after it has been adopted by the Governing Board of the faculty.

This Statute is posted on the faculty's website and in the University Information System.

Ljubljana, 27/9/2019

Prof. Peter Jambrek
president of the Governing Board
of the Faculty of Slovenian and International Studies