

On the basis of the Higher Education Act (Official Gazette of the Republic of Slovenia No. 67/93 – 13/94, 39/95- Decis. C.C., 18/98- Decis. C.C., 35/98- Decis. C.C, 99/99, 64/01, 100/03, 63/04, 94/06, 15/08- Decis. C.C, 64/08, 59/07-Zštip, 86/09, 62/10-ZUPJS, 34/11 Decis. C.C in 78/11), Institutes Act (Official Gazette of the Republic of Slovenia No. 12/91 – 451/94 Decis. C.C.: U-I-104/92, 8/96, 18/98 Decis. C.C.; U-I-34/98, 36/00-ZPDZC, 127/06-ZJZP and 34/11 Decis. C.C.; U-I-156/08-16) and Article 31. of the Founding Act of the independent and private higher education institute the Graduate School of Government and European Studies dated November 27, 2007, the Governing Board of the of the Graduate School of Government and European Studies on January 5, 2016 has issued the following:

STATUTE OF THE GRADUATE SCHOOL OF GOVERNMENT AND EUROPEAN STUDIES

I. GENERAL PROVISIONS

Article 1

The Graduate School of Government and European Studies (hereinafter: the graduate school) is an independent and private higher education institution whose basic aim is university education, scientific and research activity in the field of Public administration, Administrative law, Human rights, Democracy theory, Law of European Union, Law of Council of Europe and Financial law. In these areas, the graduate school enables the achievement of the masters and doctoral degrees and the acquisition of undergraduate, higher and further-education and postgraduate education or degrees of study in the fields of Administrative law and Law of European Union, as well as the link between educational and research work.

Article 2

Name of the Graduate School: FAKULTETA ZA DRŽAVNE IN EVROPSKE ŠTUDIJE.

Registered office of the Graduate School is Predoslje 39, 4000 Kranj.

The Graduate School's name used in international business: GSG - GRADUATE SCHOOL OF GOVERNMENT AND EUROPEAN STUDIES

Abbreviated name of the Graduate School: FDŠ – FAKULTETA ZA DRŽAVNE ŠTUDIJE

Article 3

The graduate school is a legal entity.

Article 4

The graduate school has a circular stamp which contains the name and registered office of the graduate school and the coat of arms of Republic of Slovenia.

In international business, the graduate school uses a stamp with the name used in international business.

The graduate school has its seal in which is depicted the profile of the head of a man and a woman, both with a pentle tied around the head and across the eyes. The graduate school uses its seal on all graduate school's documents.

II. GRADUATE SCHOOL AUTONOMY

Article 5

The graduate school exercises its autonomy by carrying out educational and scientific research on the basis of the freedom of scientific creativity, namely:

1. independent carrying out its activity;
2. in agreement with the founders it determines its internal rules of organisation and operation;
3. creates study programmes and determines their means of execution;
4. determines the criteria for the appointment to titles of higher education teachers, scientific workers and higher education associates;
5. in agreement with the founders, it rules on the employment of higher education teachers, scientific workers and higher education associates;

III. GRADUATE SCHOOL ACTIVITY

Article 6

The activity of the graduate school encompasses undergraduate and postgraduate education, higher and further-education, scientific research in the field of law, law of European Union as well as other activities that serve the execution of the main activities determined in the Founding Act of the graduate school.

Article 7

In the implementation of its activities, the graduate school is involved in international scientific educational activities and, to this end, connects with similar institutions at home and abroad.

Article 8

To carry out its activities, the faculty is organised with regard to the requirements of the profession, objectives as well as size and scope of the individual activities.

IV. ORGANISATION OF THE GRADUATE SCHOOL

Article 9

Within the graduate school, organisational units are formed to carry out the independent academic and other faculty programmes in the main fields of education, research, consultancy and publishing.

Organisational units are not legal entities and they are not authorised in legal transactions.

The organisational units can have an independent standing within the graduate school with regard to the execution of its operations, internal organisation, management and allocation of income and income that exceeds expenses. They can also have their own accounting and expense place. The internal organisational unit's position is determined in more detail with a contract of establishing an organisational unit, a decision from the governing board or with the amendment to the Founding Act of the graduate school or the amendment of this Statute.

The organisational unit uses the name and symbol of the graduate school next to its own title.

The graduate school can found schools, chairs, departments, institutes and other unit such as libraries, information and documentation centres or centres for long-distance learning and an alumni club as their organisational units.

Article 10

Organisational units have bodies that are formed in accordance with the nature of its activity and as responsible for its business and professional running.

Organisational units have a college professional body as well as an individual managing body, whose title and means of appointment are determined with the founding act of the organisational unit between the graduate school founders with a decision from the governing body or with an amendment to the founding act and this statute.

Financial resources for the implementation of educational, consultancy, research or any other activity of the graduate school that is carried out by an organisational unit can be run separately so that the financial accounts are clear for each organisational unit, its study programme or project, and for each of its activities.

Article 11

Organisational units are established or closed with a decision from the governing board of the graduate school. When establishing new organisational units, the activities of the new organisational unit must be determined as well as its internal structure and authorisation for legal transactions.

Article 12

Graduate school can found the following organisational units to carry out the graduate school's study programmes:

- Organisational unit to carry out the masters and doctoral study programme Public Administration
- Diplomatic Academy to carry out the masters and doctoral study programme International and diplomatic studies
- Organisational unit to carry out university and higher education programmes in the field of administrative studies.

Article 13

Departments bring together and maintain the development of related scientific-research and teaching disciplines that are fostered by the graduate school.

The Graduate School has the following departments:

1. Department for Constitutional Law and Human Rights,
2. Department for Public Administration,
3. Department for International, European and Diplomatic Studies,
4. Department for Theory of Law and Ethics in Public Life,
5. Department for Administrative Law,
6. Department for Constitutional Law.

Article 14

The graduate school is a research institution and can found the following organisational units to carry out scientific research in specific fields:

- Center for Administrative studies,
- Center for European studies,
- Research Group of Graduate School.

Above mentioned organisational institutions can carry out scientific research and advisory activities in the fields of graduate school's activities. For the graduate school, they implement and organize certain study programs and develop projects, on the basis of which the graduate school develops existing programmes and establishes new ones.

Research Centers are organisational institutions without legal capacity. Research Centers use name and symbol of the Graduate School next to its own title. Each Research Center has an independent standing within the Graduate School with regard to the execution of its operations, internal organisation, management and allocation of income and income that exceeds expenses. They also have their own accounting and expense place, whose funds are deposited in one of the Graduate School's transaction accounts.

The head of the Center for Administrative studies is appointed by the Governing Board of the graduate school on the proposal of the Institute for Legal Counseling, d.o.o., and the Head of the Center for European studies is appointed on the proposal of the Institute for Human Rights, d.o.o.

Article 15

The graduate school has its own publisher to carry out its editing and publishing activities.

Article 16

The library with its information and documentation centre serves the academic and research needs of the students and professors at the graduate school.

Article 17

The Center for Distance Learning organizes and creates conditions for the implementation of various forms of distance learning.

Article 18

The alumni club is a voluntary association for graduates of all graduate school 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 to study, coordinates international exchanges, advises in career-planning and follows the career paths of its graduates. The operation of the alumni club and the career centre is determined by the rules and regulations.

V. GRADUATE SCHOOL BODIES

Article 19

The graduate school bodies are:

- Academic assembly,
- Senate,
- Governing board,
- Dean,
- Associate dean,
- Student council.

The graduate school working bodies are:

- Habilitation committee,

- Academic affairs committee,
- Enrollment committee,
- Disciplinary committee.

The graduate school may also have other bodies in accordance with the statute and on the basis of a decision from the Governing board.

Academic assembly

Article 20

The academic assembly comprises all the higher education teacher, scientific workers and higher education colleagues, who are, in the current academic year, carrying out teaching or scientific research activity on the basis of a valid contract or employment relationship with graduate school. In its work, the student representative participates whereby they must number at least one fifth of the members of the academic assembly. Students take part in making proposals on the implementation of study programs and the obligations of students in the Senate.

The academic assembly:

- Elects the president of academic assembly, who convenes and chairs the academic assembly meetings,
- elects members of the senate in accordance with the provisions of the Founding Act of the Graduate School and its statute;
- deals with reports on the work of the higher education institute as well as puts forwards proposals and initiatives to the senate;
- gives the senate general guidelines in connection with the study programmes and their execution as well as other proposals and initiatives

Senate

Article 21

The senate is a professional body of the graduate school and numbers at least nine members.

It is made up of those members of the faculty academic assembly who are holders or co-holders of at least one of the pedagogically implemented courses. All scientific disciplines and professional fields of the faculty are equally represented in the senate.

With regard to their function, the members of the senate are:

- the dean,
- the associate dean,

- the student council representatives; at least a fifth of the senate members are students.

Article 22

The terms of office of the senate members last for two years and can be re-elected after the expiry of this period may be re-elected.

Article 23

The graduate school dean manages the senate's work, in their absence, the associate dean, and in the event of the absence of both, an authorised senate member.

Article 24

The senate discusses and concludes on professional issues in the field of educational and scientific research work of the graduate school, on all matters relating to the implementation of the study programmes, on new programmes and on changes in existing programmes of the Graduate School, and in particular:

- adopts study programmes;
- determines the criteria for the appointment to titles of higher education teachers, scientific workers and higher education associates;
- elects higher education teachers, scientific researchers and higher education workers into titles;
- decides on the withdrawal of the title of a higher education teacher, researcher and higher education associate;
- names a three-member committee which reports on the teaching and research qualifications of the candidate in the process of nomination or withdrawal of a title;
- adoption of the research and development programme;
- adoption of the academic calendar and annual working plan of the faculty;
- names a committee for defence of masters thesis;
- confirms the topic and mentor of the doctoral dissertation;
- names a three-member committee for a defense of a disposition of doctoral dissertation;
- confirms dispositions of doctoral dissertations;
- names a three-member evaluation committee for grading and the defence of the submitted doctoral dissertations;
- appoints professional council members of the faculty organisational units;
- adopts professional opinions about young researchers and decides on their candidature;
- names the committee and decides on the recognition and evaluation of education for the purpose of further education and for the purpose of employment;
- gives preliminary opinion to the Governing board of the Graduate School on proposals for the systematization of posts;

- discusses and rules on the opinion of the faculty student council regarding its competencies;
- appoints its working bodies to carry out tasks in individual fields;
- confirms the annual work program of the organisational units and deals with the annual reports on the implementation of its program;
- gives prior opinion to the Governing board of Graduate School on the proposals of general and individual acts of the Graduate School,
- rules on other matters.

Article 25

When the senate decides on issues that have financial consequences, it must first obtain the consent of the graduate school governing board. The governing board decides on which issue has financial consequences.

Article 26

The senate discusses and rules on the issues within its competence at meetings.

The senate can adopt decisions if the majority of its members is present at the meeting.

If at the beginning of the meeting, the presence of the majority of senate members is not ensured, the chairman orders a break that lasts one hour. If after the break, the majority is still not present, the senate rules on the basis of the majority of the present members.

Individual members of the senate who are not present at the meeting of the senate may vote on issues that are dealt with by the Senate, also by correspondence (remotely). Such a method of voting may be decided before or after the meeting of the senate upon the confirmation of the minutes of the meeting.

The dean may convene a senate correspondence meeting if they consider 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.

In cases where the senate of the Graduate School, at the request of the student council, reconsiders the issue in respect of which he did not take into account the opinion of the student council, a two-thirds majority of the members of the senate are required to receive a re-decision on the basis of the quorums set out above.

Article 27

The faculty senate can name 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 with the act of their appointment.

Article 28

The dean convenes a senate meeting when necessary, they must convene the meeting within ten days if at least three members of the senate, the governing board of the faculty or the student council request it.

The chief secretary is present at the senate meetings but does not have voting rights.

They take the minutes of the meeting, which is then signed by the dean and the chief secretary of the faculty.

In the absence of the dean, a specially authorised member of the senate chairs the meeting.

Habilitation committee

Article 29

The habilitation committee is work body of the Graduate School senate.

The habilitation committee examines the applications for the appointment to titles of higher education teachers, scientific workers and higher education associates and the proposals for the withdrawal of the abovementioned titles and proposes to the senate the appointment of a commission for the assessment of the fulfillment of the conditions for election to the title.

Article 30

Habilitation committee ensures the unified use of criteria for the title appointment of higher education teachers, scientific workers and higher education associates.

Article 31

The habilitation committee comprises at least five members which are elected by the Graduate School senate from among the higher education teaches who fulfil the requirements for election into the Graduate School senate.

All scientific disciplines and professional fields of the faculty are equally represented in the habilitation committee.

Article 32

The terms of office of the habilitation members last for two years and can be re-elected after the expiry of this period.

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

Article 33

The habilitation committee works at meetings and has a quorum, if the majority of members is present at a meeting, their decision 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.

They take the minutes of the meeting, which is 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 habilitation committee correspondence meeting if they consider that the habilitation committee'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 habilitation committee's decision-making.

Governing board

Article 34

The Governing board is the managing body of the Graduate School. In addition to the tasks prescribed by law, the Governing Board decides on matters of a material nature, takes care of lawful and uninterrupted material operations of the faculty, in particular:

- adoption of the criteria for the preparation of the faculty financing plan;
- adopts the faculty financing plan and closing of faculty accounts;
- appoints the dean and associate dean or associate deans;
- appoints the chief secretary;
- appoints the chief accountant;
- appoints the heads of the faculty organisational units;
- appoints the disciplinary committee;
- adopts the act on the systematization of job positions at the faculty;
- concludes employment contracts, services contracts and copyright contracts and other contracts for educational collaboration;
- appoints the committee for protection of workers rights;
- adopts the decision on tuition fees and the price list of other services;
- adopts other decisions regarding material business matters;
- adopts investment plans;
- rules on the introduction, organisation and financing of new study programmes at the faculty as well as on changes to the existing study programmes.
- rules on all other programmes or projects of a scientific, research, consultancy, publishing or any other other nature from the field of activities for which the Graduate School is registered;
- adopts the statute and other faculty acts.

- Appoints the heads of chairs for a period of two years.

Article 35

The Graduate School's governing board comprises two members, one of whom is appointed by each of the two institutional founders of the Graduate School by the fact that one of the two members is the president of the governing board and the other the deputy president of the governing board.

Each institutional founder of the graduate school may also appoint a deputy member of the governing board, who himself has appointed him. The deputy member of the governing board shall perform the duties of a member in his absence.

Article 36

The governing board decides at meetings which are led by the president of the governing board.

The decision is adopted, if both members of the governing board vote for it.

The meeting of the governing board is convened by its president when necessary. The governing board must convene the meeting within ten days at the most on the proposal on any other member of the governing board.

The governing board can also work through correspondence.

Every member of the governing board can transfer their voting rights to an authorised person. For this purpose, they must sign a special statement which they submit to governing board's president prior to the governing board meeting.

Article 37

On behalf of the governing board and for the account of the graduate school, the president signs the material acts of business and other graduate school acts. In his absence or on his behalf, the deputy president signs these acts.

Article 38

The minutes of the governing board's meetings and the decisions are signed by both members of the governing board.

Article 39

The term of office of the governing board members and their deputies last for two years and is prolonged if one of the founders does not appoint a new member of the governing board or his deputy.

The founder may, during the term of office, dismiss a member or deputy member of the governing board he has appointed himself and appoints another.

The work of the governing boards is managed by a president of the governing board, appointed by both members of the governing board among them for a term of office of one year. The other member of the governing board is the deputy president of the governing board.

The president and the deputy president of the governing board receive a prize for the performance of their functions. The nature of the award is decided by the governing board.

Article 40

The financial business of the faculty is carried out by accounting, which also takes care of administrative business and tasks necessary for the operation of the governing board.

The head of accounting is the head accountant who also takes care of the timely fulfilment of the material requirements of the faculty.

The head accountant carries out its authorisations and competencies in accordance with the decisions and instructions of the governing board to whom the head accountant answers to.

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

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.

Dean

Article 41

The dean is the professional head of the graduate school and the deanery. The deanery comprises the dean, the associate dean and the secretary of the graduate school.

Anyone employed at the faculty as a higher education teacher can be appointed to the position of dean.

Article 42

The dean of the graduate school has the authorisations and responsibilities as determined in accordance with the law, the Founding Act of the graduate school and this statute. They carry out the following functions in particular:

- leads, guides, monitors and coordinate the educational, scientific research and other work at the faculty;
- they take care of and are responsible for the legality of the graduate school's operations;
- is responsible for monitoring, determining and ensuring the quality of the graduate school, its scientific research as well as its professional work and preparing the annual quality report (a self-evaluation of the graduate school);
- convenes and chairs the graduate school senate meetings;
- convenes and chairs the dean college's meetings to which are invited the associate dean or associate deans, the members of the governing board and the secretary of the graduate school, and if necessary, also the heads of the graduate school organisational units and the heads of the student council;
- approves the proposed topics of the diploma thesis and appoints the president and member of the commission for the defense of the diploma thesis;
- approves the proposed topic of the diploma article;
- at least once per year they report on the graduate school's work to the senate, to the governing board and to the founders of the graduate school;
- they promote the doctors of science;
- convenes and chairs the faculty senate meetings;
- rules on the disciplinary liability of employees and issues disciplinary measures when they have the competency to do so;
- rules on appeals against decisions of the academic affairs committee;
- rules on the disciplinary liability of employees and issues disciplinary measures when they have the competency to do so;
- rules on other issues and carries out other tasks in accordance with the law, the Founding Act of the graduate school and this statute.

Article 43

The dean is appointed by the graduate school governing board for the term of two years and may be re-elected after the expiration of their term in office.

For their work the dean receives an award, which is decided by the governing board.

Article 44

The cessation of the associate dean's functions occurs:

1. with the expiry of their term in office;
2. with their withdrawal;
3. with their dismissal;

On the basis of the decision of the governing board, associate dean replaces the dean until the new dean is elected, if the dean ceases to function prior to the expiry of their term in office.

The governing board may dismiss the dean prior to the expiry of their term in office if they do not operate in accordance with the guidelines and decisions.

Associate Dean

Article 45

The graduate school has one or more associate deans.

The associate dean for academic and student affairs carries out tasks connected to the teaching, academic and student affairs of the graduate school, and prior to agreement with the dean, they also take part in carrying out other tasks determined with this act.

The associate dean for academic and student affairs is also the president of the academic affairs committee.

The faculty can also have associate deans for other field of activities at the graduate school.

On the basis of a decision from the governing board, the associate dean stands in for the dean in the event of the absence of the dean.

The cessation of the associate dean's function occurs:

- with the expiry of their term in office;
- with their withdrawal;
- with their dismissal;

The governing board may dismiss the associate dean prior to the expiry of their term in office if they do not operate in accordance with the guidelines and decisions.

Graduate school administration

Article 46

The graduate school secretariat takes care of the administrative and technical tasks of the graduate school. The secretariat is run by the chief secretary of the graduate school.

Based on instructions of the dean, chief secretary organizes pedagogical, study, educational, advisory, scientific and research and other professional activities of the graduate school. Chief secretary is appointed by the governing board for the period of two years with the possibility of re-appointment.

Academic Affairs Committee

Article 47

Academic affairs committee is a professional working body within the deanery.

Academic affairs committee comprises three members: the associate dean for academic and student affairs is a member of the academic affairs committee, with regards to their function, two members of the committee are appointed by the governing board.

Article 48

The Academic Affairs Committee:

- assesses the diploma scientific paper and thus the fulfilment of the conditions for enrolment in a postgraduate study programme,
- deals with master's thesis topics;
- appoints the professional committee for evaluating the master's thesis and defence;
- recommends the confirmation of the evaluation of the committee for the evaluation of the master's thesis and the appointment of the committee for the defence of the master's thesis to the senate;
- recommends the appointment of the committee for the recognition and evaluation of education for the purpose of further education and for the purpose of employment to the senate;
- deals with requests for student status extensions;
- deals with requests for the transfer between study programmes;
- rules on the application criteria for issuing a special needs student status;
- recommends the confirmation of the topic and mentor of the doctoral dissertation to the senate;
- recommends the appointment of the committee for the defence of the disposition of the doctoral dissertation to the senate;
- recommends the confirmation of the disposition of the doctoral dissertation to the senate;
- recommends the appointment of a committee for the evaluation of the doctoral dissertation's topic suitability to the senate;

- rules on the recognition of examinations on the basis of previously completed requirements at other postgraduate programmes or on the basis completed professional examinations;
- confirms the list of master's thesis topics, as proposed by the mentors;
- carries out other tasks, related to the academic activities of the graduate school, if no other graduate school body is competent for the matter;
- on the basis of interviews in a foreign language, selects students for international exchange;
- confirms the Learning Agreement of students who have applied for international exchanges and their possible amendments;
- rules on the extension of study exchanges abroad.

Article 49

Appeal against the decisions of the study committee is allowed within 8 days of receiving the decision. The dean decides on the appeal.

Enrollment committee

Article 50

The enrollment committee determines the fulfillment of the conditions for enrollment in each study programme of the graduate school and decides on the enrollment of candidates for enrollment in each study program. In case of limitation of enrollment, it decides on the selection of candidates on the basis of the criteria defined in each study program.

The enrollment committee is appointed by the governing board and consists of three members, namely an associate dean for student and study affairs and both members of the governing board.

An appeal to the Senate of the Faculty is allowed against the decision of the enrollment committee.

Disciplinary Committee

Article 51

The disciplinary committee deals with cases of violations of examination rules and rules on the issuing of sanctions.

The disciplinary committee comprises two members and a president. It is appointed by the governing board for a period of two years.

The dean rules on the implementation of any disciplinary proceedings. It is possible to appeal to the faculty senate against the decisions of the disciplinary committee.

Student Council

Article 52

The student council consists of student representatives.

Based on the number of study programs conducted and the number of study centers of the graduate school, the governing board determines the number of members of the Student Council every two years.

The term of office of members of the student council lasts two years.

The members of the student council are appointed by graduate school members in cooperation with the associate dean for student and student affairs.

Article 53

A president, who is elected from among the members of the student council, runs the student council.

The operation and means of organisation of the student council is regulated in more detail by the Rules of the student council.

Article 54

The student council deals with and gives their opinion on all matters that refer to the rights and duties of the students to the competent bodies, on the statute the graduate school, as well as adopts and carries out extracurricular programmes for the students in collaboration with the student community.

VI. GRADUATE SCHOOL FINANCING

Article 55

The graduate school assets with the corresponding funds is owned by the founders.

The graduate school manages their assets with due diligence and is accountable to the founders regarding asset management.

The graduate school is held accountable in legal transactions for all assets that it manages.

The graduate school can separately run the assets into particular accounting-cost points. The governing board of the graduate school rules on this issue.

Article 56

The graduate school acquires funds:

- by competing on public invitations to tender by the state;
- with tuition fees and other contributions for studies;
- from the founders;
- from payments for services rendered;
- with donations, inheritances and gifts;
- from other sources.

The governing boards ensures business takes place in accordance with valid regulations and is, in cooperation with the dean, responsible for the legality of the graduate school's business transactions.

Article 57

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

Disposing of surplus income over expenses is governed by the Founding act of the graduate school on the basis of the law.

Article 58

Organisational units can operate as stand-alone accounting and expense places. The surplus of assets generated in each organisational unit is used in accordance with the contract on the establishment of the organisational unit and in the contract of introduction of its program or project. This contract determines the share that belongs to the development of unit activity and the share that belongs to the joint accounting-expense place of the graduate school.

Head of the organizational unit decides how to use funds.

VII. EDUCATIONAL AND SCIENTIFIC RESEARCH WORK

Study programmes

Article 59

The study programmes to obtain an education and study programmes for additional training are adopted by the graduate school senate in agreement with the governing board of the graduate school.

The graduate school must accredit the study programmes at the Slovenian Quality Assurance Agency for Higher Education.

Whoever fulfils all the requirements set for the programme to obtain an education in accordance with the previous paragraph, obtains a publicly valid education and diploma which is a public document.

Article 60

The graduate school carries out study programmes to obtain an education into 3 cycles:

- a) 1st cycle:
 - higher education professional study programme
 - university study programme
- b) 2.cycle:
 - master's study programme
 - single cycle master's study programme
- c) 3rd cycle:
 - doctoral study programme

1st cycle study programmes are undergraduate study programmes, 2nd and 3rd cycle study programmes are postgraduate study programmes.

Article 61

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

In addition to the programmes in previous paragraph, the graduate school organises other various forms of unofficial education, for example courses, summer schools, additional training programmes, etc., if this does not interfere with the study programmes to obtain an education.

The forms and method of implementing lifelong learning are regulated in more detail by the Rules of study.

Article 62

The graduate school can carry out 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 requirements of the joint study programme to obtain an education receives a joint diploma in which all higher education institutes that collaborated in the execution of the study programme are listed. The joint diploma 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.

Article 63

On the basis of a contract between a graduate school and a foreign higher education institution, a certified study program can be organized or organized in another country and awarded the Slovenian public document (higher education transnational education).

Prior to the start of higher education transnational education, the consent of the competent national accreditation body shall be obtained for the contract from the previous paragraph of this article.

Article 64

Study programmes to obtain an education on 1. cycle, 2. cycle or 3. cycle have the following components:

- general information about the programme (name, cycle, type, duration);
- a definition of the fundamental objectives of the programme and the general as well as as course-specific competencies that are obtained through the programme;
- information on the international equivalency of the programme;
- information on the international collaboration of the graduate school;
- the curriculum including a credit evaluation of the academic requirements following the European Credit Transfer System (ECTS) with a definition of the level of originality in the programme;
- enrolment requirements and criteria for selection in the event of enrolment limitation;
- criteria for the recognition of knowledge and skills obtained prior to enrolment in the programme;
- means of evaluation;
- criteria for advancement in the programme;
- criteria for transferring between programmes;
- means and type of studies;
- criteria for the completion of studies;
- professional or scientific title.

Article 65

Study programmes for additional training comprise the following components:

- general information about the programme (name, type, duration),
- a definition of the fundamental objectives of the programme and the general as well as as course-specific competencies that are obtained through the programme,
- the curriculum including a credit evaluation of the academic requirements following the European Credit Transfer System (ECTS) with a definition of the level of originality in the programme,
- enrolment requirements and criteria for selection in the event of enrolment limitation,
- criteria for the recognition of knowledge and skills obtained prior to enrolment in the programme,
- means of evaluation,
- criteria for advancement in the programme,
- means of implementing the studies,
- criteria for the completion of studies.

Article 66

The academic requirements are evaluated in the study programmes with credit points following the ECTS. An individual year of the study programme comprises at least 60 credit points.

Full-time and part-time study

Article 67

The studies are carried out as full-time or part-time studies.

Article 68

Part-time studies are offered if the personnel and spatial capabilities of the faculty allow, and if the nature of the studies permits a part of the studies to take place without the personal presence of the student, without it negatively affecting the study quality.

The forms of teaching for part-time studies are organised in accordance with the valid study programme. The teaching of part-time students must include at least 20 per cent of the scope of the teaching provided for full-time students.

The form of part-time study employed is long-distance learning.

Article 69

Part-time studies must be equivalent to the full-time studies in both content and complexity.

A part-time student can transfer from part-time studies to full-time studies. A full-time student can transfer from full-time studies to part-time studies. The requirements and procedure are

determined in more detail in the rules that regulate enrolment to undergraduate or master's studies.

Parallel Studies

Article 70

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

After successfully completing the first year of studies, a student can enrol into another parallel study programme if they meet the criteria for enrolment.

Article 71

A student who wants to parallel study, in addition to their request, submits a certificate of completed requirements for the enrolment into a higher year of the higher education institute at which they are already enrolled, as well as a certificate of consent from the competent body of this institute for parallel studies.

The graduate school with its rules determines the criteria for selection in the event that there is an enrolment limitation for parallel studies.

Teaching Language

Article 72

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

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

Article 73

Diplomas, master's theses and doctoral dissertations are to be written in the Slovenian language.

In exceptions, the candidate can write their diploma or master's thesis or doctoral dissertation in a foreign language, if it applies to a study programme that is carried out in a foreign language or justified reasons have been put forwards (a foreign mentor or committee member, possibility of publication in book form at a foreign publishers, etc.)

A diploma or master's thesis or doctoral dissertation in a foreign language can be submitted only together with an extensive summary in the Slovenian language, where suitable Slovenian specialist terminology from the specific scientific field dealt with is used.

The requirements and procedure of topic registration, preparation and submission as well as defence of the diploma or master's thesis is regulated in more detail in the rules on the diploma or master's thesis.

Academic Year

Article 74

The academic year lasts from October 1 to September 30. The graduate school carries out organised academic processes throughout the academic year.

Regarding the study programme, the organisation and time schedule of lectures, seminars and tutorial can be adapted to fit the needs of the students (part-time study).

At the start of the academic year, the teaching schedule and exam periods are published on the graduate school's website and notice board.

Article 75

The weekly time commitment for undergraduate study programmes ranges from 20 to 30 hours of lectures, seminars and tutorials, 30 weeks per year.

If only a smaller number of candidates register for an individual course, the studies can be carried out in the form of individual consultations. The governing board rules on this issue.

If the study programme includes practical training, the total workload of a student cannot exceed 40 hours per week and 42 weeks per year.

Examinations

Article 76

The types of examinations are exams, partial exams, seminar papers and other forms, determined in the study programme.

Means of conducting exams, examination periods, requirements to attempt examinations and other issues related to examinations are determined by the rules on studies, which are issued by the governing board of the graduate school.

Advancing to the next year and repeat enrolment

Article 77

To advance to a higher year, by the end of the academic year, a student must complete all their requirements determined for the particular study programme for the advancement into a higher year. The criteria for advancement to a higher year are determined by the rules on studying.

The general terms for enrollment in the higher year, as well as the conditions for conditional and exceptional enrollment in the higher year, are determined by the rules on studying.

Article 78

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 graduate school, if he had completed all the requirements for repeating as determined by the rules on studying.

Article 79

The academic affairs committee decides on the conditional advancement to the next year without the fulfilment of some of the requirements on the basis of a written application from the student.

Faster Advancement

Article 80

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

The decision regarding this is made by the senate on the basis of the candidate's request and the reasoned opinion of the academic affairs committee. With the decision, the means of advancing faster is determined.

Continuation of Studies after Cessation

Article 81

The cessation of studies is counted from the day when the student no longer has their student status. The law that regulates higher education and the graduate school's rules and regulations govern the cases where students lose their student status.

Article 82

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 83

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, with the intention of continuing and completing their studies.

If during the cessation of studies, the study programme has changes, the academic committee mentioned in the previous paragraph may determine differentiation 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 differentiation requirements, can determine that the student must repeat certain exams or other requirements that had already been completed before the interruption of studies.

Completion of studies

Article 84

A student of undergraduate study program must complete studies as a rule until the end of the last semester and at the latest within twelve months after the last semester.

A student of a postgraduate study program must complete the studies as a rule until the end of the last semester, and at the latest within twelve months after the last semester.

If a student fails to complete the study within the time limit from the first and second paragraphs of this article, he loses the status of a student. The consequences of losing student status are governed by the rules on studies.

Scientific Research

Article 85

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

In addition to scientific research, which is directly connected to the education process, the faculty also carries out fundamental, experimental and applicative research work, developmental and other projects as well as research work on the request of third parties.

Organisation and implementation of the scientific research are governed by the rules on studies.

VIII. HIGHER EDUCATION TEACHERS, SCIENTIFIC WORKERS AND HIGHER EDUCATION ASSOCIATES

Article 86

Higher education teachers are: assistant professor, associate professor, professor and lecturer.

Higher education teachers in higher education professional programmes are also lecturers and senior lecturers.

Higher education teachers are the bearers of the educational and research program. In their work, they follow and contribute to the development of science, art and profession in the area for which they are elected, independently developing a certain field of science or profession and taking care of transfer of knowledge.

Article 87

Scientific employees are: scientific associate, senior scientific associate and scientific counsellor.

Scientific workers carry out a scientific-research program.

Article 88

Higher education associates are: assistant, librarian, vocational counsellor, senior assistant, assistant and skills teacher.

Higher education associates participate in the implementation of the educational and scientific-research program

Article 89

The procedure for title appointment of higher education teachers, scientific workers and associates are determined, in accordance with the law, in the graduate school's criteria.

Article 90

An administrative dispute may be initiated against the decision made in the procedure for title appointment.

Article 91

The job positions of higher education teachers, scientific workers and higher education associates is put to public tender and are filled in rounds and in a way that is determined the tender committee which is appointed by the governing board of the graduate school.

Article 92

The graduate school can, for a certain period of time, invite recognised teachers, scientists and experts to collaborate in the implementation of particular parts of a course or subject, regardless of the criteria determined for appointment to a title.

Article 93

The scope and forms of teaching of higher education teachers and associates employed at the graduate school are determined by the governing board of the graduate school following certain criteria and in doing so, obtain the consent of the minister competent for higher education.

IX. STUDENTS

Article 94

A student is a person who enrolls at the graduate school on the basis of the enrolment tender and receives an education following a certain study programme.

Status student is proven with a student pass or with a certificate of enrolment.

Students of 1st and 2nd cycle study programmes lose their student status in cases determined by the law that regulates higher education.

Students lose their student status after 12 months of the conclusion of the last semester, in accordance with higher education act. The provision also applies to doctoral students.

Article 95

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

- certificate of enrolment,
- a transcript of records,
- certificate of completion of studies,

Article 96

A student has rights and duties which arise from the law, other general acts, this statute as well as other acts of the graduate school.

Article 97

The students have the right to participate in the operation of the graduate school's bodies through their representatives, put forward initiatives, opinions, and adopt decisions in accordance with this statute.

Article 98

Students of the graduate school have the right to object a decision that the graduate school bodies adopted on their rights, duties and liabilities.

The student can file an objection within fifteen days of finding out about the rights violation or when they were served a decision with which their rights were infringed.

Article 99

The associate dean for academic affairs rules on the objection of the student, if it is not otherwise determined in this statute of other rules.

The associate dean for academic affairs rules on the matter within fifteen days of receiving the objection.

Article 100

It is possible to appeal to the dean of the faculty against the decision of the associate dean for academic affairs within fifteen days of receiving the written copy.

X. DISCIPLINARY RESPONSIBILITY

Article 101

The disciplinary responsibility of the students is regulated by the rules on studying.

XI. PROTECTION OF STUDENT RIGHTS

Article 102

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

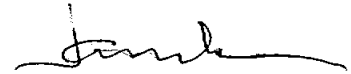
XII. FINAL PROVISION

Article 103

From the day this statute comes into force, the statute of the Graduate School of Government and European Studies in dated 21.19.2012 ceases to be valid.

This statute comes into force the day after publication in the University Information System.

Kranj, 5. 1. 2016

A handwritten signature in black ink, appearing to read 'Jambrek', with a long horizontal flourish extending to the right.

Olga Jambrek, MSc
president of the Governing Board
of the Graduate School of
Government and European Studies