

According to Indent 17 of Article 34 of the Statute of the Faculty of Government and European Studies, the Governing Board of the Faculty has adopted the following:

**RULES FOR STUDYING AT
THE FACULTY OF GOVERNMENT AND EUROPEAN STUDIES**

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1. GENERAL PROVISIONS

Article 1 (contents of the Rules)

The Rules regulate undergraduate, master's and doctoral study programmes, such as parallel enrolment, conditions for promotion to a higher year, conditional and exceptional enrolment, re-enrolment in the same year of study, changing the mode of study, student status, resumption of studies after an intermission, conditions for completion of studies and withdrawal from the Faculty of Government and European Studies (hereinafter the Faculty). Regarding final papers, the Rules regulate the selection of topic and mentor, and the writing, submitting and defending of the final paper.

The Rules also regulate the revocation of a professional or scientific title, the assessment and grading of knowledge, exam rules, tutorship, compulsory placement, disciplinary responsibility of students, lifelong learning, awarding of certificates of recognition and commendations to students, fulfilment of study requirements as citizens, the rights and obligations of students with special status, and international exchange.

Article 2 (deadlines)

Saturdays, Sundays, holidays and work-free days are not covered by the deadlines, laid down in these Rules.

The deadlines laid down in these Rules for the Senate of the Faculty, the Commission for Study Affairs and other commissions, and the deadlines for technical reviews, public presentations and defences exclude summer holidays, as specified by the academic calendar for an individual academic year.

Article 3 (grammatical form of terms)

The terms written in the Rules in the masculine grammatical form are used neutrally for men and women alike.

2. UNDERGRADUATE HIGHER EDUCATION PROGRAMME IN ADMINISTRATIVE LAW – 1st cycle

2.1. Promotion to a Higher Year

Article 4 (conditions for promotion to a higher year)

A student may enrol in a higher year when he has fulfilled all of the requirements laid down in the study programme for the year in which he is enrolled or when he has attained at least 60% of the highest possible score on all of the exams he has successfully passed in the courses of that year. The remaining exam requirements of the previous year of study must be fulfilled by the student by the end of the new year of study. During that time he can fulfil all of the new study requirements normally.

Students enrol in a higher year within the deadline set by the schedule of the Faculty for the individual academic year according to the instructions from the Ministry of Education, Science and Sport (hereinafter: MIZŠ). This provision applies also to students who are repeating a year, apply for the graduate status or prolong the student status.

Article 5 (conditional promotion)

A student may be promoted to a higher year even if he is one exam short, under the following conditions:

- if he is enrolled in the year for the first time;
- if he has fulfilled all other requirements under the programme; for enrolment in the third year he must have also fulfilled all of the requirements of the first year.

Conditional enrolment in a higher year is possible based on a legitimate reason. A legitimate reason is taken into consideration only if it can be reasonably expected that the student will be able to fulfil the study requirements in time.

If suitable proof is provided, the following can be considered a legitimate reason for conditional enrolment:

- maternity or paternity;
- illness lasting continuously for over two (2) months during exam deadlines, taking into account the nature of the illness;
- participation in elite professional, cultural and sporting events;
- demonstrated great achievements in volunteer work;
- active participation in the Faculty bodies;
- exceptional family and social circumstances, and
- recognised status of person with special needs under Chapter Nine (9) of these Rules.

Promotion to a higher year without fulfilling all of the requirements is determined by the Commission for Study Affairs based on a student's written application. The student must submit the application no later than ten (10) days prior to the expiration of the deadline for enrolment in a higher year, i.e. by 20th September of the current year.

Article 6

(quicker promotion)

The decision on faster promotion and completion of studies sooner as laid down in the study programme is adopted by the Senate based on request from the student and a reasoned opinion of the Commission for Study Affairs.

A student is enabled quicker promotion if he has fulfilled all of his study requirements and passed all of the course exams of lower years of study above average, and has been given the average grade of at least eight (8) or if he has fulfilled all the requirements of the current and lower years.

2.2. Re-Enrolment in a Year of Study

Article 7
(repeating a year)

A student who has not fulfilled all of the requirements for enrolment in a higher year, as laid down in the study programme, may repeat a year once during his studies if he has never repeated a year before or changed the study programme or field due to unfulfilled requirements of the previous field or study programme.

Re-enrolment in a year of study is determined by the Commission for Study Affairs based on a student's written application.

The student must submit the application for repeating a year no later than ten (10) days prior to the expiration of the deadline for enrolment in a higher year, i.e. by 20th September of the current year.

2.3. Parallel Studies

Article 8
(definition of parallel studies)

Parallel studies is the study of separate study programmes. A student who successfully fulfils the requirements of all study programmes obtains separate diplomas for each of the parallel study programmes.

A student may enrol in another study programme in parallel after successfully completing the first year of studies, if he meets the enrolment conditions.

Article 9
(conditions for parallel studies)

A student who wishes to enrol in parallel studies encloses a consent from the higher education institution with an application.

The Rules of the Faculty lay down the selection criteria in the event of limited enrolment in parallel studies.

A student who has enrolled in parallel studies has the same rights and obligations as other students, regardless of the rights and obligations he has already asserted at the parent faculty.

2.4. Student Status

Article 10 (termination of student status)

Student status is terminated if the student:

- graduates the first (1st) cycle study programme prior to the end of the academic year;
- fails to graduate in the first (1st) cycle study programme within twelve (12) months after finishing the final semester;
- withdraws;
- does not enrol in a higher year or in the next semester during his studies;
- has been expelled.

Regardless of the second (2nd) indent of the previous paragraph, student status is terminated at the end of the final semester if the student has repeated a year or changed the study programme or field during his studies.

In the cases stated under the second (2nd) and fourth (4th) indent of Paragraph 1 and Paragraph 2 of this article, student status may be extended for legitimate reasons, but for no more than one (1) year.

If suitable proof is provided, the following can be considered a legitimate reason for extending student status:

- an illness lasting continuously for over two (2) months during exam deadlines, taking into account the nature of the illness;
- participation in elite professional, cultural and sporting events;
- active participation in the university bodies;
- exceptional family and social circumstances;
- recognised status of person with special needs under Chapter 9 of these Rules.
- Maternity or paternity: student mothers who give birth during their studies have the right to extend student status for one (1) year for each live born baby.

The extension of student status is determined by the Commission for Study Affairs based on a student's written application. The student must submit the application, along with documentation, no later than ten (10) days prior to the expiration of the deadline for enrolment in a higher year, i.e. by 20th September of the current year.

Article 11 (graduation year)

A student who has enrolled in a 1st or 2nd cycle study programme in the 2012/2013 academic year and has already asserted the right to repeat a year or change the study programme or field by the end of the 2011/2012 academic year due to unfulfilled requirements in the previous field or study programme may be granted a graduation year after finishing the final semester.

A student who has enrolled in a 1st or 2nd cycle study programme in the 2012/2013 academic year and who has not asserted the right to repeat a year or change the study programme or field by the end of the 2011/2012 academic year due to unfulfilled requirements in the previous field or study programme his student status is terminated the student status upon the conclusion of the final semester, in the event that he has repeated a year or changed the study programme or field during his studies from the 2012/2013 academic year onwards.

The graduation year is terminated under the provisions of the Higher Education Act if the student graduates within that time.

The student must submit the application for enrolment in the graduation year no later than ten (10) days prior to the expiration of the deadline for enrolment in a higher year, i.e. by 20th September of the current year.

Article 12

(fulfilling study requirements after losing student status)

A student who does not meet the conditions for enrolment in a higher year or for repeating a year or whose deadline for completing his studies has expired, loses his student status. The Faculty enters him in its record as a student without status.

In order to fulfil the missing requirements (exams, seminar papers, diploma thesis) the student without status must settle the financial costs of an individual exam, seminar paper or diploma paper according to the price list of the Faculty.

The invoice for fulfilling the missing requirement is given to the student by the Student Affairs Office.

Based on the payment of an individual exam the student can take an individual exam three times.

In specially justified cases the Governing Board of the Faculty may determine otherwise.

2.5. Resumption of Studies after Intermission

Article 13
(counting the intermission of studies)

The intermission of studies is counted from the day when the student loses the student status. Cases of losing student status are specified by Article 10 of these Rules.

Article 14
(intermission of studies)

If a student suspends his studies for less than two (2) years, he may resume and complete them under the same study programme he enrolled in.

If more than two (2) years have passed since the termination of studies, the student must submit an application for resumption of studies to the Commission for Study Affairs ([Annex 2](#)). Based on a positive response, an agreement for completion of studies is concluded, which specifies the method of taking exams, the diploma paper, the deadline for completion of studies and the payment method, which are laid down in the Faculty's price list.

If the study programme has changed during the intermission of studies, the Commission for Study Affairs from the previous paragraph may specify bridge exams or other additional requirements to the student as a condition for resuming his studies.

If, due to the advancement of the discipline during a longer intermission of studies, the knowledge which was required on an individual exam prior to the intermission of studies has become insufficient, the Commission for Study Affairs may, in addition to specifying bridging requirements, determine retaking individual exams or other requirements which the student already fulfilled prior to the intermission of studies.

2.6. Completion of Studies

Article 15
(conditions for completion of studies)

The mandatory conditions for completion of studies are:

- fulfilled study requirements of courses, as specified by the Faculty in its pedagogical action plan (seminar papers, oral and written exams), and concluded practical training;
- writing and successfully defending a diploma thesis or diploma scientific article.

By writing and defending a diploma thesis, the student demonstrates a certain level of knowledge and skills in using theoretical and practical knowledge and the skill to

independently use domestic and foreign scientific literature when discussing a topic in writing.

A diploma thesis can be defended after the student has fulfilled all other study requirements and has settled all financial obligations towards the Faculty.

A student of the undergraduate study programme who successfully completes the undergraduate study programme from the previous paragraph obtains the title diplomant upravnega prava (VS) (abbreviation: dipl. upr. prav. (VS)).

2.7. Selection of Diploma Thesis Topic and Appointment of Mentor

Article 16 (diploma thesis)

A diploma thesis in undergraduate studies is a written independent expert thesis in which a student discusses an approved topic in the field of administrative law under the guidance of a mentor.

Article 17 (diploma thesis language)

The diploma thesis must be written in the Slovenian language. Exceptionally, a student may write a diploma thesis in a foreign world language if there is a legitimate reason for this. If the diploma thesis is not written in the Slovenian language, it must contain a longer abstract in the Slovenian language comprising 20 to 25% of the text of the diploma thesis or at least nine (9) pages. This abstract must be bound together with the text of the diploma thesis. In addition, the title page and table of contents of the diploma thesis must also be written in the Slovenian language.

The diploma thesis must be written in accordance with the Technical Instructions for Writing Final Papers.

Article 18 (selection of diploma thesis topic)

A student selects the topic of the diploma thesis from the list of topics published by the Faculty or appoints one in agreement with his mentor. The title of the diploma thesis must reflect its contents and must be clear and concise.

If several students wish to select the same topic, precedence is given to the candidate with the highest academic performance.

Article 19 (diploma thesis mentorship)

Mentorship is arranged by the student himself with one of the professors who make up the Academic Assembly of the Faculty and who is the course lecturer or the lecturer of a part of the course of the undergraduate study programme. The mentor is obligated to provide the student suitable immediate and regular professional help with writing the diploma thesis.

In case the student does not find a suitable mentor, one is proposed to him by the Dean.

A pedagogue can take on maximum fifteen (15) mentorships of final papers in an individual academic year. The acceptance of mentorship by an individual pedagogue is supervised by the Commission for Study Affairs.

A student who has selected a topic connected with the problem of a select organisation may choose a co-mentor from a mentioned organisation, upon prior agreement with his mentor, and he must have completed at least a 1st cycle study programme. The first and the third paragraphs of this article shall apply to the co-mentor as well.

Article 20

(changing the mentor of the diploma thesis)

If the student realises that he can no longer work with the mentor or co-mentor, while writing the diploma thesis, he must request the Dean in writing ([Annex 3](#)) to approve another mentor or co-mentor. The mentor or co-mentor may likewise withdraw from the mentorship if he realises that co-operation with the student is no longer possible.

Whether the replacement is justified is determined by the Dean within fifteen (15) working days after receiving the student's or mentor's or co-mentor's application.

While writing a diploma thesis, the mentor or co-mentor may be replaced one (1) time at the most.

Article 21

(registering the diploma thesis topic)

A student may register a topic when he is missing maximum 30 CPs and has settled all financial obligations towards the Faculty.

The student registers the topic with the form "Registration of Diploma Thesis Topic" ([Annex 4](#)) at the Student Affairs Office. The mentor confirms that he accepts mentorship by signing the form. The student is obligated to familiarise himself with the document "Respect of Copyrights and Prevention of Plagiarism" when registering the topic.

An obligatory attachment to the form "Registration of Diploma Thesis Topic" is the diploma thesis proposal, which comprises the title of the diploma thesis, its purpose and hypothesis, the foreseen structure of the diploma thesis with a short description of individual chapters and a citation of the main literature and sources (ten (10) units minimum) which shall be used to write the diploma thesis.

The Student Affairs Office checks whether the student meets the conditions for graduation and sends the form "Registration of Diploma Thesis Topic" to the Dean. The diploma thesis topic is confirmed when approved by the Dean.

Should the need arise to change the diploma thesis title while writing the diploma thesis with an already approved topic and the main contents of the topic remain unchanged, such a change is allowed by the mentor.

2.8. Writing and Submitting a Diploma Thesis

Article 22 (submitting a diploma thesis)

A candidate may submit the diploma thesis after passing all the exams and writing all the seminar papers foreseen by the study programme.

Article 23 (withdrawing from the diploma thesis topic)

If the student realises that he cannot write the diploma thesis or wishes to change the topic while writing it, he may request a withdrawal from the approved diploma thesis ([Annex 5](#)). A legitimate request for withdrawal is examined by the mentor and the Dean within fifteen (15) days. If the Dean approves the withdrawal from an already approved diploma thesis, the student may register a new diploma thesis. In this case the entire registration procedure is repeated.

A student may request withdrawal from an approved diploma thesis only once.

Article 24 (diploma thesis review)

The student submits a draft of the diploma thesis, printed on paper and spiral bound to the mentor. The mentor is obligated to review the diploma thesis and return it to the student, together with instructions for supplementing it, no later than thirty (30) days after its submission. The mentor also informs the student whether he has to re-submit the corrected diploma thesis for review. If suspecting that the diploma thesis is plagiarised, the mentor may submit it to the library for prior verification.

The structure and format of the thesis, the technical aspects, the citation method for the used literature and sources etc. are specified in the Technical Instructions for Writing Final Papers.

Prior to approving the suitability of the thesis for defence, the mentor is obligated to ensure that the diploma thesis complies with the Technical Instructions for Writing

Final Papers. He is obliged to fill in a report on the review and evaluation of the diploma thesis ([Annex 9](#)) and send it to the Student Affairs Office.

When the mentor has no more comments on the diploma thesis, he signs the form "Proposal for Diploma Thesis Defence" ([Annex 6](#)) and submits it to the Student Affairs Office.

The student submits to the Student Affairs Office the following:

- proofread diploma thesis in Word document in accordance with the Technical Instructions for Writing Final Papers;
- Authorship Statement ([Annex 8](#))
- library's confirming technical suitability and settled financial obligations towards the library. The proofreader can be a Slovenian language professor or a candidate for graduation in Slovenian language studies.

After receiving the electronic version of the proofread diploma thesis, the Student Affairs Office forwards the paper for technical review to the library. The first (1st) review must be performed by the library within ten (10) days. The library and the student work together directly in eliminating the technical defects of the paper. No more than one (1) month may pass from the first (1st) receipt of the diploma paper for technical review to its final approval.

After receiving an approval from the library, the student shall submit one (1) hard copy and one (1) E-book (PDF format) the Student Affairs Office. The date of submitting the diploma thesis is entered by the Student Affairs Office into the database, which is visible in the student's electronic grade book.

Article 25

(mentor's report on diploma thesis evaluation)

The mentor is obliged to prepare a report on the review and evaluation of the diploma thesis ([Annex 9](#)) within thirty (30) days after thesis acceptance of its suitability. The report on the review and evaluation contains above all:

1. reference to the candidate, topic and mentor,
2. formal characteristics of the diploma thesis:
 - suitability of the title or topic,
 - volume of text and structure by chapters,
 - volume and suitability of the entire used literature and sources,
3. content characteristics of the diploma thesis:

- evaluation of the achieved research purpose and objectives, evaluation of the confirmation or rejection of the set hypotheses,
- appropriateness of the used research methods,
- evaluation of the attained research results,
- evaluation of the achieved contribution to the discipline,
- evaluation of the applicability of research results.

3.1. Diploma Thesis Defence

Article 26

(diploma thesis defence commission)

The student defends the diploma thesis before the Diploma Thesis Defence Commission, consisting of his mentor and a Commission member, who is also its president. If a co-mentor has been appointed, he is also a member of the Commission.

The Dean appoints a higher education professor from the Faculty to lead the defence (hereinafter: the president of the defence commission) in ten (10) days from the receipt of the notification from the Student Affairs Office about the suitability of the diploma thesis. According to the Dean's decision on appointing the president of the defence commission the Student Affairs Office determines the date of the defence.

The Student Affairs Office sends the student an electronic invitation at least seven (7) days prior to the defence.

The Student Affairs Office sends a notification about the defence and a PDF copy of the diploma thesis to the members of the commission.

The place and time of the diploma thesis defence are published on the website of the Faculty five (5) days prior to the defence.

The defence may be recorded upon prior consent from the Faculty, the candidate and Commission members.

Article 27

(commencement of the diploma thesis defence)

The diploma thesis defence is opened by the president of the Diploma Thesis Defence Commission by stating the topic, student and mentor, by establishing that the student meets all the conditions for defending the thesis, and by briefly presenting the course of the defence.

The student then concisely presents the motives for selecting the topic, the basic problems he is discussing and solving, the methods used, and the most important findings and suggestions resulting from the discussion of the topic. The student's presentation of the diploma thesis generally lasts ten (10) minutes.

After the presentation, the president of the Diploma Thesis Defence Commission and the mentor ask one to three questions. The student answers questions maximum ten (10) minutes.

Article 28

(evaluation of diploma thesis quality)

After the defence is concluded, the Diploma Thesis Defence Commission meets without the student and evaluates the quality of the diploma thesis, the student's presentation of the diploma thesis and the quality of the answers to the posed questions. Based on these evaluations, the Commission grades the diploma thesis and defence according to the ECTS grading scale with the joint grade: excellent (10), very good (9), very good (8), good (7), satisfactory (6) or unsatisfactory (5). This grade is made up of the diploma thesis grade and the defence grade. With the defence the student may improve or lower the final grade of the diploma thesis by one grade

The president of the Diploma Thesis Defence Commission publicly and orally announces the grade as soon as the Commission adopts a decision on the grade. The grade is entered in the Minutes of the Diploma Thesis Defence, which are signed by the president and member of the Commission; if a co-mentor has been appointed, he signs them too.

If the mentor feels that the diploma paper meets the conditions for commendation, he enters a proposal in the minutes of the defence, together with a brief explanation, which is also signed by the member of the Diploma Thesis Defence Commission.

Article 29

(repeating the diploma thesis defence)

If the final grade of the diploma thesis is unsatisfactory (5), the student may defend the same thesis again.

If the final grade of the diploma thesis is unsatisfactory (5) even after a repeated defence, the entire procedure of registering the diploma thesis may be repeated once more.

Article 30

(appeal against the diploma thesis grade)

If the student disagrees with the grade, he may appeal against it. The provisions of these Rules which regulate appeals against grades shall apply mutatis mutandis to the filing of and deciding on appeals.

Article 31

(temporary certificate of completion of studies)

After a successful defence of the diploma thesis, the Student Affairs Office enters the grade into the electronic grade book and issues to the student a certificate of completion of studies in the undergraduate programme, which substitutes for the original diploma until the solemn graduation ceremony.

The date of the diploma thesis defence is considered the date when the graduate obtained his title.

Article 32

(certificate of diploma thesis authenticity)

If he so wishes, the student may request the Student Affairs Office to issue a certificate of diploma thesis authenticity, based on the review of the diploma thesis with a plagiarism detection program no later than fifteen (15) days after its defence. This service is payable and published on the Faculty's price list.

Article 33

(copies of the diploma thesis)

The Student Affairs Office stamps one (1) hard copy of the diploma thesis and submits it to the library, whereas one (1) copy is given to the mentor.

Article 34

(graduate record)

The Student Affairs Office keeps a file on every diploma thesis, which contains:

- the form “Registration of Diploma Thesis Topic” ([Annex 4](#)) with the proposal;
- Decision on Approval of Topic and Mentor;
- the form “Proposal for Diploma Thesis Defence” ([Annex 6](#));
- the confirmation from the library on technical suitability and settled financial obligations (Annex 1)
- Minutes of the Diploma Thesis Defence.

3.2. Withdrawal

Article 35

(withdrawal from the Faculty)

A student who does not intend to finish his studies, may withdraw from the Faculty. He must address a “Withdrawal Application” signed by hand ([Annex 10](#)) to the Faculty.

The Student Affairs Office checks with the Accounting Department whether the student has settled all financial obligations.

After the student has settled all financial obligations towards the Faculty, the Student Affairs Office issues a written withdrawal form.

3. UNDERGRADUATE UNIVERSITY PROGRAMME IN PUBLIC ADMINISTRATION – 1st CYCLE

3.1.Promotion to a Higher Year

Article 36

(condition for promotion to a higher year)

A student may advance from the first (1st) to the second (2nd) year if he has fulfilled all of the requirements laid down in the study programme for enrolment in a higher year by the end of the academic year or has attained at least 40 credit points (hereinafter CPs) with the successfully passed exams in the courses of the year in which he is enrolled.

A student may advance from the second (2nd) to the third (3rd) year if he has fulfilled all of the requirements laid down in the study programme for enrolment in a higher year by the end of the academic year or has attained at least 40 CPs with the successfully passed exams in the courses of the year in which he is enrolled, under the condition that he has fulfilled all of the requirements from the first (1st) year.

Students enrol in a higher year within the deadline set by the Student Affairs Office according to the rules MIZŠ. This provision shall also apply to students who are repeating a year, who have applied for the graduate year or have prolonged the student status.

Article 37

(conditional promotion)

A student may advance to a higher year even if he is up to 30 CPs short, under the following conditions:

- if he is enrolled in the year of study for the first (1st) time;
- if he has fulfilled all other requirements under the programme;
- for enrolment in the third (3rd) year he must also have fulfilled all the requirements of the first (1st) year.

Conditional enrolment in a higher year is possible based on a legitimate reason. A legitimate reason is taken into consideration only if it can be reasonably expected that the student will be able to fulfil the study requirements on time.

If suitable proof is provided, the following can be considered a legitimate reason for conditional enrolment:

- maternity or paternity;
- illness lasting continuously for over two (2) months during exam deadlines, taking into account the nature of the illness;
- participation in elite professional, cultural and sporting events;

- demonstrated great achievements in volunteer work;
- active participation in the Faculty bodies;
- exceptional family and social circumstances, and
- recognised status of person with special needs under Chapter nine (9) of these Rules.

Promotion to a higher year without fulfilling all of the requirements is determined by the Commission for Study Affairs based on a student's written application. The student must submit the application no later than ten (10) days prior to the expiration of the deadline for enrolment in a higher year, i.e. by 20th September of the current year.

Article 38 (quicker promotion)

Based on a request from the student and a reasoned opinion of the Commission for Study Affairs the Senate may permit the student a quicker promotion and permit him finish the study in shorter time as laid down in the study programme.

A student is enabled faster promotion if he has fulfilled all of his study requirements and passed all of the course exams of lower years of study above average, and has been given the average grade of at least eight (8) or has fulfilled all the requirements from the current year and lower years.

3.2.Re-Enrolment in a Year of Study

Article 39 (repeating a year)

A student who has not fulfilled all of the requirements for enrolment in a higher year, as laid down in the study programme, may repeat a year once during his studies if he has never before repeated a year or changed the study programme or field due to unfulfilled requirements of the previous field or study programme.

Re-enrolment in a year of study is decided by the Commission for Study Affairs based on a student's written application.

The student must submit the application for repeating a year no later than ten (10) days prior to the expiration of the deadline for enrolment in a higher year, i.e. by 20th September of the current year.

3.3. Parallel studies

Article 40 (definition of parallel studies)

Parallel studies is the study of separate study programmes. A student who successfully fulfils the requirements of all study programmes is awarded separate diplomas for each of the parallel study programmes.

A student may enrol in another study programme in parallel after successfully completing the first year of studies, if he meets the enrolment conditions.

Article 41 (conditions for parallel studies)

A student who wishes to enrol in parallel studies must enclose a consent of the higher education institution being enrolled in with the application. The Rules of the Faculty lay down the selection criteria in the event of limited enrolment in parallel studies.

A student who has enrolled in parallel studies has the same rights and obligations as other students, regardless of the rights and obligations he has already asserted at the parent faculty.

3.4.Changing the Mode of Study

Article 42 (transfers between full-time and part-time mode of study)

During his studies a student may change the mode of study once.

A student who has enrolled part-time in a lower year of study may enrol in full-time studies under the same conditions that apply to the promotion of full-time students, under the condition that the year in which he wishes to enrol still has available places. The number of enrolment places for transfers from part-time to full-time studies is limited by the number of places for full-time studies in the first (1st) year.

If too many applications are submitted, candidates with better academic performance are given precedence, taking into account the total average score of a candidate on the day that the application is examined. A student who has already asserted the right to enrol in an individual year of full-time studies twice is no longer entitled to enrol in that year's full-time mode of study; however, he may transfer from the part-time to the full-time mode of study if he meets the conditions when enrolling in a higher year.

Provisions regarding transfers from the part-time to the full-time mode of study shall apply to transfers from the full-time to the part-time mode of study.

The student must submit the application for changing the mode of study no later than ten (10) days prior to the expiration of the deadline for enrolment in a higher year, i.e. by 20th September of the current year.

3.5.Student Status

Article 43 (termination of student status)

Student status is terminated if the student:

- graduates;
- fails to graduate in the first (1st) cycle study programme within twelve (12) months after finishing the final semester;
- withdraws;
- does not enrol in a higher year or in the next semester during his studies;
- has been expelled.

Regardless of the second (2nd) indent of the previous paragraph, student status is terminated at the end of the final semester if the student has repeated a year or changed the study programme or field during his studies.

In the cases stated under the second (2nd) and fourth (4th) indent of Paragraph 1 and Paragraph 2 of this article, student status may be extended for legitimate reasons, but for no more than one (1) year.

If suitable proof is provided, the following can be considered a legitimate reason for extending student status:

- illness lasting continuously for over two (2) months during exam deadlines, taking into account the nature of the illness;
- participation in elite professional, cultural and sporting events;
- active participation in the university bodies;
- exceptional family and social circumstances;
- recognised status of person with special needs under Chapter Nine (9) of these Rules.
- Maternity or paternity: student mothers who give birth during their studies and students who become fathers have the right to extend student status for one (1) year for each live born baby.

Extension of student status is decided by the Commission for Study Affairs based on a student's written application. The student must submit the application, along with proof, no later than ten (10) days prior to the expiration of the deadline for enrolment in a higher year, i.e. by 20th September of the current year.

Article 44
(graduation year)

A student who has enrolled in a 1st or 2nd cycle study programme in the 2012/2013 academic year and has already asserted the right to repeat a year or change the study programme or field by the end of the 2011/2012 academic year due to unfulfilled requirements in the previous field or study programme may be granted a graduation year after finishing the final semester.

In case a student's status, who has enrolled in a 1st or 2nd cycle study programme in the 2012/2013 academic year and has not asserted the right to repeat a year or change the study programme or field by the end of the 2011/2012 academic year due to unfulfilled requirements in the previous field or study programme is terminated upon the conclusion of the final semester, in the event that he has repeated a year or changed the study programme or field during his studies from the 2012/2013 academic year onwards.

The graduation year is terminated under the provisions of the Higher Education Act if the student graduates within that time.

The student must submit the application for enrolment in the graduation year no later than ten (10) days prior to the expiration of the deadline for enrolment in a higher year, i.e. by 20th September of the current year.

Article 45
(fulfilling study requirements after losing student status)

A student who does not meet the conditions for enrolment in a higher year or for repeating a year or whose deadline for completing his studies has expired, loses student status. The Faculty enters him in its record as a student without status.

In order to fulfil the missing requirements (exams, seminar papers, diploma paper) the student without status must settle the financial costs of an individual exam, seminar paper or diploma paper, equalling the amount of CPs. The basis for the amount of CPs is the tuition fee for the current academic year.

The invoice for fulfilling the missing requirement is given to the student by the Student Affairs Office.

Based on the payment of an individual exam, equalling the amount of CPs, the student can take an individual exam three times.

In specially justified cases the Governing Board of the Faculty may decide otherwise.

3.6. Resumption of Studies after Intermission

Article 46 (counting the intermission of studies)

The intermission of studies is counted from the day when the student loses student status. Cases of losing student status are specified by Article 43 of these Rules.

Article 47 (intermission of studies)

If a student terminates his studies for less than two (2) years, he may resume and complete them under the same study programme he enrolled in.

If more than two (2) years have passed since the student has suspended his studies, the student must submit an application for resumption of studies to the Commission for Study Affairs ([Annex 2](#)).

Based on a positive response, an agreement for completion of studies is concluded, which specifies the method of taking exams, the diploma thesis, the deadline for completion of studies and the payment method for the financial costs which are laid down in the Faculty's price list.

If the study programme has changed during the intermission of studies, the Commission for Study Affairs from the previous paragraph may specify bridge exams or other additional requirements to the student as a condition for resuming his studies.

If knowledge required on an individual exam prior to the intermission of studies has become insufficient due to advancement of the discipline during a longer intermission of studies, the Commission for Study Affairs may decide that the student must retake individual exams or other requirements which he already fulfilled prior to the intermission of studies in addition to specifying bridging requirements.

3.7. Completion of Studies

Article 48 (conditions for completion of studies)

The conditions for completing undergraduate studies are the writing and defending of a diploma thesis.

By writing and defending a diploma thesis, the student demonstrates a certain level of knowledge and skills in using theoretical and practical knowledge and the skill to independently use domestic and foreign scientific literature when discussing a topic in writing.

A diploma thesis can be defended after the student has fulfilled all other study requirements and has settled all financial obligations towards the Faculty.

A student of undergraduate studies who successfully completes the undergraduate studies from the previous paragraph obtains the title diplomant javne uprave (UN) (abbreviation: dipl. jav. upr. (UN)).

3.8. Selection of Diploma Thesis Topic and Appointment of Mentor

Article 49 (diploma thesis)

A diploma thesis in undergraduate studies is a written independent expert thesis in which a student discusses an approved topic in the field of public administration under the guidance of a mentor. The student solves a professional or scientific problem using analytical methods and shows the ability of critical, systematic analysis, judgement and discussion of specific topic.

Article 50 (diploma thesis language)

The diploma thesis must be written in the Slovenian language. Exceptionally, a student may write a diploma thesis in a foreign world language if there is a legitimate reason for this. If the diploma thesis is not written in the Slovenian language, it must contain a longer abstract in the Slovenian language comprising 20 to 25% of the text of the diploma thesis or at least nine (9) pages. This abstract must be bound together with the text of the diploma thesis. In addition, the title page and table of contents of the diploma thesis must also be written in the Slovenian language.

The diploma thesis must be written in accordance with the Technical Instructions for Writing Final Papers.

Article 51 (selection of diploma thesis topic)

A student selects the topic of the diploma thesis from the list of topics published by the Faculty or appoints one in agreement with his mentor. The title of the diploma thesis must reflect its contents and must be clear and concise.

If several students wish to select the same topic, precedence shall be given to the candidate with higher academic performance.

Article 52
(diploma thesis mentorship)

A mentor is one of the professors who makes up the Academic Assembly of the Faculty and who is a lecturer, a senior lecturer, a docent, an associate professor or a full professor. As a rule, the mentor is a course lecturer or a course lecturer of the undergraduate study programme. The mentor may also be a member of the Academic Assembly or a habilitated higher education teacher with a title of a lecturer, a senior lecturer, a docent, an associate professor or a full professor, who is not a member of the Academic Assembly of the Faculty.

As a rule, mentorship is arranged by the student himself with one of the professors who makes up the Academic Assembly of the Faculty. The mentor is obliged to provide the student suitable immediate and regular professional help with writing the diploma thesis.

In the event that the student cannot find a suitable mentor, one is proposed to him by the Dean.

A pedagogue can take on no more than fifteen (15) mentorships of final theses in each study cycle in an individual academic year. The acceptance of mentorship by an individual pedagogue is supervised by the Commission for Study Affairs.

A student who has selected a topic connected with the problem of a select organisation may choose a co-mentor from said organisation, upon prior agreement with his mentor, and he must have completed at least a 1st cycle study programme. The previous paragraphs of this article shall apply to the co-mentor as well.

Article 53
(changing the mentor of the diploma thesis)

If the student realises that he can no longer work with the mentor or co-mentor while writing the diploma thesis, he must request the Dean in writing ([Annex 3](#)) to approve another mentor or co-mentor. The mentor or co-mentor may likewise withdraw from the mentorship if he realises that cooperation with the student is no longer possible.

Justification of replacement is determined by the Dean within fifteen (15) working days after receiving the student's or mentor's or co-mentor's application.

While writing a diploma thesis, the mentor or co-mentor may be replaced one (1) time at the most.

Article 54
(registering the diploma thesis topic)

A student may register a topic when he is missing no more than thirty (30 CPs) and has settled all financial obligations towards the Faculty.

The student registers the topic with the form “Registration of Diploma Thesis Topic” ([Annex 4](#)) at the Student Affairs Office. By signing the form, the mentor confirms that he accepts mentorship. The student is obligated to familiarise himself with the document “Respect of Copyrights and Prevention of Plagiarism” when registering the topic.

An obligatory attachment to the form “Registration of Diploma Thesis Topic” is the diploma thesis proposal, which comprises the title of the diploma thesis, its purpose and hypothesis, the foreseen structure of the diploma thesis with a short description of individual chapters and a citation of the main literature and sources (ten (10) units minimum) which shall be used to write the diploma thesis. The registration of the diploma thesis is written in the Slovenian language.

The Student Affairs Office checks whether the student meets the conditions for graduation and sends the signed form “Registration of Diploma Thesis Topic” to the Dean. The diploma thesis topic is accepted when the Dean confirms it.

The confirmed diploma thesis topic is valid for two (2) years since the diploma thesis confirmation service. The Commission for Study Affairs can prolong the deadline for six (6) months based on the written request with mentor’s consent.

If the student needs to change the diploma thesis title while writing the diploma thesis with an already approved topic and the main contents of the topic remain unchanged, such a change shall be allowed by the mentor.

3.9. Writing and Submitting the Diploma Thesis

Article 55
(submitting the diploma thesis)

A candidate may submit the diploma thesis after passing all the exams and writing all the seminar papers foreseen by the study programme.

Article 56
(withdrawing from the diploma thesis topic)

If while writing a diploma thesis the student realises that he cannot write it or wishes to change the topic, he may request a withdrawal from the approved diploma thesis

(Annex 5). A legitimate request for withdrawal is examined by the mentor and Dean within fifteen (15) days. If the Dean approves the withdrawal from an already approved diploma thesis, the student may register a new diploma thesis. In this case the entire registration procedure is repeated.

A student may request withdrawal from an approved diploma thesis only once.

Article 57 (diploma thesis review)

The student submits a draft of the diploma thesis, printed on paper and spiral bound, to the mentor. The mentor is obligated to review the diploma thesis and return it to the student, together with instructions for supplementing it, no later than one (1) month after its submission. The mentor also informs the student whether he has to resubmit the corrected diploma thesis for review. If suspecting that the diploma thesis is plagiarised, the mentor may submit it to the library for prior verification.

The structure and format of the thesis, the technical aspects, the citation method for the used literature and sources etc. are specified in the Technical Instructions for Writing Final Papers.

Prior to approving the suitability of the thesis for defence, the mentor is obliged to ensure that the diploma thesis complies with the Technical Instructions for Writing Final Papers. He is obliged to fill in a report on the review and evaluation of the diploma thesis (Annex 9) and send it to the Student Affairs Office.

When the mentor has no more comments on the diploma thesis, he signs the form "Proposal for Diploma Thesis Defence" (Annex 6) and submits it to the Student Affairs Office.

The student submits to the Student Affairs Office the following:

- proofread diploma thesis in Word document in accordance with the Technical Instructions for Writing Final Papers;
- Authorship Statement (Annex 8)
- library's confirming technical suitability and settled financial obligations towards the library. The proofreader can be a Slovenian language professor or a candidate for graduation in Slovenian language studies.

After receiving the electronic version of the proofread diploma paper, the Student Affairs Office forwards the paper for technical review to the library. The first (1st) review must be performed by the library within ten (10) days. The library and the student work together directly in eliminating the technical defects of the paper. No more than one (1) month may pass from the first (1st) receipt of the diploma paper for technical review to its final approval. After receiving approval from the library, the student shall submit two (2) copies of the spiral-bound and one (1) electronic version (PDF format) of diploma thesis to the Student Affairs Office. The date of submitting the

diploma thesis is entered by the Student Affairs Office in the database, which is visible in the student's electronic grade book.

Article 58
(mentor's report on diploma thesis evaluation)

The mentor is obligated to prepare a report on the review and evaluation of the diploma thesis ([Annex 9](#)) within thirty (30) days after receiving the decision of the Commission for Study Affairs on appointing a Diploma Thesis Evaluation Commission. The report on the review and evaluation contains above all:

1. reference to the candidate, topic and mentor;
2. formal characteristics of the diploma thesis:
 - suitability of the title or topic,
 - volume of text and structure by chapters,
 - volume and suitability of the entire used literature and sources;
3. content characteristics of the diploma thesis:
 - evaluation of the achieved research purpose and objectives,
 - evaluation of the confirmation or rejection of the set hypotheses,
 - appropriateness of the used research methods,
 - evaluation of the attained research results,
 - evaluation of the achieved contribution to the discipline,
 - evaluation of the applicability of research results.

3.10. Diploma Thesis Defence

Article 59
(diploma thesis defence commission)

The student defends the diploma thesis before the Diploma Thesis Defence Commission, consisting of his mentor and a Commission member, who is also its president. If a co-mentor has been appointed, he is also a member of the Commission.

The Dean appoints a higher education professor from the Faculty to lead the defence (hereinafter: the president of the defence commission) in ten (10) days from the receipt of the notification from the Student Affairs Office about the suitability of the diploma thesis. According to the Dean's decision on appointing the president of the defence commission the Student Affairs Office determines the date of the defence.

The Student Affairs Office sends the student an electronic invitation at least seven (7) days prior the defence.

The Student Affairs Office sends members of the Commission a notification about the defence and a PDF version of the diploma thesis.

Location and time of the diploma thesis defence are published on the website of the Faculty five (5) days prior the defence.

The defence may be recorded upon prior consent from the Faculty, the candidate and Commission members.

Article 60 (commencement of the diploma thesis defence)

The diploma thesis defence is opened by the president of the Diploma Thesis Defence Commission by stating the topic, student and mentor, by establishing that the student meets all the conditions for defending the thesis, and by briefly presenting the course of the defence.

The student then concisely presents the motives for selecting the topic, the basic problems he is discussing and solving, the methods used, and the most important findings and suggestions resulting from the discussion of the topic. The student's presentation of the diploma thesis generally lasts ten (10) minutes.

After the presentation, the student is asked questions relating to the contents of the diploma thesis. The president of the Diploma Thesis Defence Commission may ask no more than three (3) questions. The student answers questions maximum ten (10) minutes.

Article 61 (evaluation of diploma thesis quality)

After the defence is concluded, the Diploma Thesis Defence Commission meets without the student and evaluates the quality of the diploma thesis, the student's presentation of the diploma thesis and the quality of the answers to the posed questions. Based on these evaluations, the Commission grades the diploma thesis and defence according to the ECTS grading scale with the joint grade: excellent (10), very good (9), very good (8), good (7), satisfactory (6) or unsatisfactory (5). This grade is made up of the diploma thesis grade and the defence grade. With the defence the student may improve or lower the final grade of the diploma thesis by one grade.

The president of the Diploma Thesis Defence Commission publicly and orally announces the grade as soon as the Commission adopts a decision on the grade. The grade is entered in the Minutes of the Diploma Thesis Defence, which are signed by the president and member of the Commission; if a co-mentor has been appointed, he signs them too.

If the mentor feels that the diploma paper meets the conditions for commendation, he enters a proposal in the minutes of the defence, together with a brief explanation, which is also signed by the member of the Diploma Thesis Defence Commission.

Article 62
(repeating the diploma thesis defence)

If the final grade of the diploma thesis is unsatisfactory (5), the student may defend the same thesis again.

If the final grade of the diploma thesis is unsatisfactory (5) even after a repeated defence, the entire procedure of registering the diploma thesis may be repeated once more.

Article 63
(appeal against the diploma thesis grade)

If the student disagrees with the grade, he may appeal against it. The provisions of these Rules which regulate appeals against grades shall apply to the filing of and deciding on appeals.

Article 64
(temporary certificate of completion of studies)

After a successful defence of the diploma thesis, the Student Affairs Office enters the grade into the electronic grade book and issues to the student a certificate of completion of studies in the undergraduate programme, which substitutes for the original diploma until the solemn graduation ceremony.

The date of the diploma thesis defence is considered the date when the graduate obtained his title.

Article 65
(certificate of diploma thesis authenticity)

If he so wishes, the student may request the Student Affairs Office to issue a certificate of diploma thesis authenticity, based on the review of the diploma thesis with a plagiarism detection program no later than fifteen (15) days after its defence. This service is payable and published on the Faculty's price list.

Article 66
(copies of the diploma thesis)

The Student Affairs Office stamps one (1) hard copy of the diploma thesis and submits it to the library, whereas one (1) copy is given to the mentor.

Article 67
(graduate record)

The Student Affairs Office keeps a file on every diploma thesis, which contains:

- the form “Registration of Diploma Thesis Topic” ([Annex 4](#)) with the proposal;
- Decision on Approval of Topic and Mentor;
- the form “Proposal for Diploma Thesis Defence” ([Annex 6](#));
- the confirmation from the library on technical suitability and settled financial obligations ([Annex 1](#))
- Minutes of the Diploma Thesis Defence.

3.11. Withdrawal

Article 68
(withdrawal from the Faculty)

A student who does not intend to finish his studies, may withdraw from the Faculty. He must address a “Withdrawal Application” signed by hand ([Annex 10](#)) to the Faculty.

The Student Affairs Office checks with the Accounting Department whether the student has settled all financial obligations.

After the student has settled all financial obligations towards the Faculty, the Student Affairs Office issues a written withdrawal form.

4. POSTGRADUATE MASTER'S STUDY PROGRAMME IN PUBLIC ADMINISTRATION – 2nd CYCLE AND INTERNATIONAL AND DIPLOMATIC STUDIES – 2nd CYCLE

4.1.Promotion to a Higher Year

Article 69

(conditions for promotion to a higher year)

A student may advance from the first (1st) to the second (2nd) year if he has fulfilled all of the requirements laid down in the study programme for enrolment in a higher year by the end of the academic year or has attained at least 40 CPs with the successfully passed exams in the courses of the year in which he is enrolled. The remaining exam requirements of the previous year of study must be fulfilled by the student by the end of the new year of study. During that time he can fulfil all of the new study requirements normally.

Students enrol in a higher year within the deadline set by the Faculty for the individual academic year with accordance to instructions MIZŠ. This provision shall also apply to students who are repeating a year, apply for the graduate status or prolong the student status.

Article 70

(conditional promotion)

A student may advance to a higher year even if he gained at least 30 CPs with the exams, under the following conditions:

- if he is enrolled in the year of study for the first (1st) time;
- if he has fulfilled all other requirements under the programme.

Conditional enrolment in a higher year is possible based on a legitimate reason. A legitimate reason is taken into consideration only if it can be reasonably expected that the student will be able to fulfil the study requirements on time.

If suitable documentation is provided, the following can be considered a legitimate reason for conditional enrolment:

- maternity or paternity;
- illness lasting continuously for over two (2) months during exam deadlines, taking into account the nature of the illness;
- participation in elite professional, cultural and sporting events;
- demonstrated great achievements in volunteer work;
- active participation in the Faculty bodies;
- exceptional family and social circumstances, and

- recognised status of person with special needs under Chapter Nine (9) of these Rules.

These legitimate reasons must be proved by the student with authentic documents.

Promotion to a higher year without fulfilling all of the requirements is decided by the Commission for Study Affairs based on a student's written application. The student must submit the application no later than ten (10) days prior to the expiration of the deadline for enrolment in a higher year, i.e. by 20th September of the current year.

Article 71 (quicker promotion)

The decision on quicker promotion, to continue according to the programme and to complete the studies in shorter time is adopted by the Senate based on a request from the student and a reasoned opinion of the Commission for Study Affairs.

A student is enabled faster promotion if he has fulfilled all of his study requirements and passed all of the course exams of lower years of study above average, and has been given the average grade of at least eight (8).

4.2.Re-Enrolment in a Year of Study

Article 72 (repeating a year)

A student who has not fulfilled all of the requirements for enrolment in a higher year, as laid down in the study programme, may repeat a year once during his studies if he has never before repeated a year or changed the study programme or field due to unfulfilled requirements of the previous field or study programme.

Re-enrolment in a year of study is determined by the Commission for Study Affairs based on a student's written application.

The student must submit the application for re-enrolment no later than ten (10) days prior to the expiration of the deadline for enrolment in a higher year, i.e. by 20th September of the current year.

4.3. Parallel Studies

Article 73 (definition of parallel studies)

Parallel studies is the study of separate study programmes. A student who successfully fulfils the requirements of all study programmes is awarded separate diplomas for each of the parallel study programmes.

A student may enrol in another study programme in parallel after successfully completing the first year of studies, if he meets the enrolment conditions.

Article 74
(conditions for parallel studies)

A student who wishes to enrol in parallel studies encloses a consent from the higher education institution with an application.

The Rules of the Faculty lay down the selection criteria in the event of limited enrolment in parallel studies.

A student who has enrolled in parallel studies has the same rights and obligations as other students, regardless of the rights and obligations he has already asserted at the parent faculty.

4.4.Changing the Mode of Study

Article 75
(transfers between full-time and part-time mode of study)

A student may change the mode of study once during his studies.

A student who has enrolled part-time in a lower year of study may enrol in full-time studies under the same conditions that apply to the promotion of full-time students, under the condition that the year in which he wishes to enrol still has available places. The number of enrolment places for transfers from part-time to full-time studies is limited by the number of places for full-time studies in the first (1st) year.

If too many applications are submitted, candidates with better academic performance are given precedence, taking into account the total average score of a candidate on the day that the application is examined. A student who has already asserted the right to enrol in an individual year of full-time studies twice is no longer entitled to enrol in that year's full-time mode of study; however, he may transfer from the part-time to the full-time mode of study if he meets the conditions when enrolling in a higher year.

The application to change the mode of study must be submitted at least ten (10) days prior the deadline for enrolment into a higher year which is until 20th September of the current year.

Provisions regarding transfers from the part-time to the full-time mode of study shall apply to transfers from the full-time to the part-time mode of study.

4.5. Student Status

Article 76 (termination of student status)

Student status is terminated if the student:

- graduates the second (2nd) cycle study programme prior to the end of the academic year;
- fails to graduate in the second (2nd) cycle study programme within twelve (12) months after finishing the final semester;
- withdraws;
- does not enrol in a higher year or in the next semester during his studies;
- has been expelled.

Regardless of the second (2nd) indent of the previous paragraph, student status is terminated at the end of the final semester if the student has repeated a year or changed the study programme or field during his studies.

In the cases stated under the second (2nd) and fourth (4th) indent of Paragraph 1 and Paragraph 2 of this article, student status may be extended for legitimate reasons, but for no more than one (1) year.

If suitable documentation is provided, the following can be considered a legitimate reason for extending student status:

- illness lasting continuously for over two (2) months during exam deadlines, taking into account the nature of the illness;
- participation in elite professional, cultural and sporting events;
- active participation in the university bodies;
- exceptional family and social circumstances, and
- recognised status of person with special needs under Chapter Nine (9) of these Rules.
- maternity or paternity: student mothers who give birth during their studies or student fathers who become fathers have the right to extend student status for one (1) year for each live born baby.

Extension of student status is decided by the Commission for Study Affairs based on a student's written application. The student must submit the application, along with proof, no later than ten (10) days prior to the expiration of the deadline for enrolment in a higher year, i.e. by 20th September of the current year.

Article 77 (graduation year)

A student who has enrolled in a 1st or 2nd cycle study programme in the 2012/2013 academic year and has already asserted the right to repeat a year or change the study programme or field by the end of the 2011/2012 academic year due to unfulfilled

requirements in the previous field or study programme may be granted a graduation year after finishing the final semester.

In the case of a student who has enrolled in a 1st or 2nd cycle study programme in the 2012/2013 academic year and has not asserted the right to repeat a year or change the study programme or field by the end of the 2011/2012 academic year due to unfulfilled requirements in the previous field or study programme his student status is terminated upon the conclusion of the final semester, in the event that he has repeated a year or changed the study programme or field during his studies from the 2012/2013 academic year onwards.

The graduation year is terminated under the provisions of the Higher Education Act if the student graduates within that time.

The student must submit the application for enrolment in the graduation year no later than ten (10) days prior to the expiration of the deadline for enrolment in a higher year, i.e. by 20th September of the current year.

Article 78

(fulfilling study requirements after losing student status)

A student who does not meet the conditions for enrolment in a higher year or for repeating a year or whose deadline for completing his studies has expired, loses student status. The Faculty enters him in its record as a student without status.

In order to fulfil the missing requirements (exams, seminar papers, diploma paper) the student without status must settle the financial costs of an individual exam, seminar paper or diploma paper according to the Faculty's price list.

The invoice for fulfilling the missing requirement is given to the student by the Student Affairs Office.

Based on the payment of an individual exam the student can take an individual exam three times.

In specially justified cases the Governing Board of the Faculty may determine otherwise.

4.6. Resumption of Studies After Intermission

Article 79

(counting the intermission of studies)

The intermission of studies is counted from the day when the student loses student status. Cases of losing student status are specified by Article 76 of these Rules.

Article 80
(intermission of studies)

If a student suspends his studies for less than two (2) years, he may resume and complete them under the same study programme he enrolled in.

If more than two (2) years have passed since the termination of studies, the student must submit an application for resumption of studies to the Commission for Study Affairs ([Annex 2](#)).

Based on a positive response, an agreement for completion of studies is concluded, which specifies the method of taking exams, the diploma paper, the deadline for completion of studies and the payment method, which are laid down in the Faculty's price list.

If the study programme has changed during the intermission of studies, the Commission for Study Affairs from the previous paragraph may specify bridge exams or other additional requirements to the student as a condition for resuming his studies.

If, due to the advancement of the discipline during a longer intermission of studies, the knowledge which was required on an individual exam prior to the intermission of studies has become insufficient, the Commission for Study Affairs may, in addition to specifying bridging requirements, determine retaking individual exams or other requirements which the student already fulfilled prior to the intermission of studies

4.7.Completion of Studies

Article 81
(conditions for completion of studies)

The conditions for completing master's studies are the writing and defending of a master's thesis.

A master's thesis can be defended after the student has fulfilled all other study requirements and has settled all financial obligations towards the Faculty.

A master's student who successfully completes the master's studies, obtains the title magister javne uprave (abbreviation: mag. jav. upr.) or magister mednarodnih in diplomatskih študij (abbreviation: mag. medn. in dipl. štud.).

4.8. Selection of Master's Thesis Topic and Appointment of Mentor

Article 82 (master's thesis)

The master's thesis contains research results which contribute to the advancement and development of the discipline and to the solving of the topical issues of a specific technical or scientific field. When discussing the topic, the student of postgraduate studies is obligated to use scientific methods and technical and methodological procedures to systematically present the results of his research work.

With his master's thesis the student demonstrates his ability to express and solve current concrete problems of the economy, companies, institutions and industries. The thesis must comply with contemporary methodological and technical standards of technical or scientific papers.

Article 83 (master's thesis language)

The master's thesis is written in the Slovenian language; with consent from the Commission for Study Affairs it can be written in another world language. If it is not written in the Slovenian language, it must contain a longer abstract in the Slovenian language comprising 20 to 25% of the text of the master's thesis or at least eighteen (18) pages. This abstract must be bound together with the text of the master's thesis. In addition, the title page and the table of contents of the master's thesis must also be written in the Slovenian language.

The master's thesis must be written in accordance with the Technical Instructions for Writing Final Papers.

Article 84 (selection of master's thesis topic)

The master's thesis is a written product and must be the result of a student's independent study and research work; hence it cannot be the result of teamwork. It must focus on the critical solving of current social problems in the fields which make up the contents of the master's programme. The topic must be new, appropriate, topical and applicable.

A student selects the topic of the master's thesis from the announced topics of the Faculty or in agreement with his chosen mentor.

Article 85 (master's thesis mentorship)

A mentor is one of the professors who makes up the Academic Assembly of the Faculty and who is a lecturer, a senior lecturer, a docent, an associate professor or a full professor. As a rule, the mentor is a course lecturer or a course lecturer of the

undergraduate study programme. The mentor may also be a member of the Academic Assembly or a habilitated higher education teacher with a title of a lecturer, a senior lecturer, a docent, an associate professor or a full professor, who is not a member of the Academic Assembly of the Faculty (outside mentor).

As a rule, mentorship is arranged by the student himself with one of the professors who makes up the Academic Assembly of the Faculty. The mentor is obliged to provide the student suitable immediate and regular professional help with writing the diploma thesis.

In the event that the student cannot find a suitable mentor, one is proposed to him by the Dean.

A pedagogue can take on no more than fifteen (15) mentorships of final theses in each study cycle in an individual academic year. The acceptance of mentorship by an individual pedagogue is supervised by the Commission for Study Affairs.

A student who has selected a topic related to the problem of a select organisation may choose a co-mentor from said organisation, upon prior agreement with his mentor, and he must have completed at least a second (2nd) cycle university study programme. The previous paragraphs of this article shall apply to co-mentorship as well.

Article 86 (changing the mentor of the master's thesis)

If the student realises that he can no longer work with the mentor or co-mentor while writing the master's thesis, he must request the Commission for Study Affairs in writing ([Annex 11](#)) to approve another mentor or co-mentor. The mentor or co-mentor may likewise withdraw from the mentorship if he realises that cooperation with the student is no longer possible. In order to withdraw the mentor or co-mentor must notify the Commission of Student Affairs about its reasons.

Whether the replacement is justified is decided by the Commission for Study Affairs at its first (1st) regular session after receiving the student's or mentor's or co-mentor's application.

While writing a master's thesis, the mentor or co-mentor may be replaced one (1) time at the most.

Article 87 (registering the master's thesis topic)

A candidate may register the master's thesis topic after fulfilling all exam requirements from the first two (2) semesters, including compulsory attendance at a methodological seminar, and passing all bridge exams if they were a condition for the student's enrolment in the master's programme.

Registration of the master's thesis topic is submitted on the form “Registration of Master's Thesis Topic” ([Annex 12](#)), which contains:

- student data;
- proposed working title of the master's thesis;
- names of mentor and co-mentor, and their consent to their appointment (signatures).

The topic registration must be enclosed with three (3) copies of the master's thesis proposal, written in accordance with these Rules and the Technical Instructions for Writing Final Papers, and a potential request for writing the text in a foreign language.

The topic registration and attachments are written in the Slovenian language; they can be written in a foreign language with consent from the Commission for Study Affairs.

4.9. Master's Thesis Proposal

Article 88

(title and structure of the master's thesis proposal)

The title must be new, topical and applicable, and must simply, clearly and unambiguously reflect the essence of the contents and subject matter of the study programme. The title must not be too long or too short. It must contain the key words of the subject matter discussed. It may contain up to nine (9) words.

The proposal consists of four (4) parts:

- title page and table of contents of the proposal;
- descriptive part of the proposal;
- thesis structure;
- core of used literature and sources.

Article 89

(title page and table of contents of the master's thesis proposal)

The proposal must contain a title page, on which the candidate states:

- his first and last name and enrolment number;
- the mentor's first and last name, and his academic and habilitation title;
- field of study.

After the title page, the candidate provides a numbered table of contents, which refers to the numbers of pages on which individual chapters of the proposal can be found.

Article 90
(descriptive part of the master's thesis proposal)

The descriptive part of the proposal must have the following structure by points and order:

a) Explanation of the topic

The student must substantiate the proposed title of the master's thesis topic and prove its topicality and suitability. This is done with the help of quoting foreign and domestic relevant sources.

b) Research Problem, Subject and Working Hypotheses or Working Questions

The student must define the research problem precisely and clearly. A compound problem may be dissected and discussed in several segments. Based on the main problem, the student defines the subject of the research. An appropriately defined research problem and subject present a basis for the student to pose working research questions or working hypotheses (suppositions which he must prove).

c) Research purposes and objectives

The student must unambiguously define the purpose and objectives which he plans to achieve with his research. He shall divide the main objective into several sub-objectives. After defining the purpose, main objective and sub-objectives, it is recommended that he also poses questions to which he will try to provide substantiated answers during his research, formulation and written presentation of research results.

d) Evaluation of Research Conducted so far

Prior to registering the master's thesis topic, the student must study numerous bibliographic units on the subject matter in question and establish that the registered topic presents an innovation in the field in question and offers the possibility of creative contribution to the development of the discipline. When evaluating the research conducted so far, he must refer to the bibliographic units (author, title etc.) which discuss the subject matter of the proposal and state the ways in which the master's thesis shall differ from them.

d) Research Methods

When registering the master's thesis topic, the student states all of the scientific methods which he will be using during his research and with which he will try to solve the research problem and subject, prove the set working hypothesis, achieve the research purpose and objectives, and answer all of the posed questions. The student most often uses one (1) main scientific research method. In addition to the main method he also uses many others, which are considered auxiliary methods.

e) Concise Description of Foreseen Chapters

For each part or chapter, he shall concisely state what he plans to discuss, with regard to the working hypotheses.

f) Anticipated Research Results

The student shall state the most important results which he anticipates to achieve by conducting the research.

g) Answering Research Questions and Verifying Hypotheses

In this section the student announces how he will answer the research questions or verify the hypotheses and the verification method he will be using.

h) Anticipated Contribution of the Research to the Science or Discipline

The student shall specifically, precisely and unambiguously define the anticipated contribution of the research. In light of this, the expert contribution of the student, his qualification and suitability for obtaining the professional or scientific title, and the suitability of the master's thesis topic are evaluated.

i) Application of Research Results

The research results must signify a contribution to the discipline. The student shall state clearly and specifically under which suppositions the research results presented in the master's thesis will be applicable.

Article 91

(structure of master's thesis proposal)

In the structure of the thesis the student shall provide an approximate table of contents of the master's thesis. For each section or chapter, the student shall state what he is planning to discuss in each chapter.

Article 92

(core of literature and sources used in the master's thesis)

In the final point of the proposal the student shall state the core of Slovenian and foreign literature and sources which he will be using when writing the master's thesis. It shall comprise at least fifty (50) units, of which at least one-fifth must be foreign sources. The literature and sources must be numbered and categorised into monographs, articles, Internet sources etc.

When registering the master's thesis topic, particularly when selecting the topic, defining the working questions or hypotheses (structure) and explaining the topic, the student must be aware:

- that the master's thesis is a scientific or technical paper, which must contribute to a specific discipline or science;

- that basic and applied research is based on numerous scientific methods and that as an early stage researcher the student must master the methodology and technology of scientific research and the writing of technical papers;
- that a suitable registration of topic can be prepared by a student who:
 - possesses solid general and specific knowledge of the discussed subject matter,
 - is qualified to perform research work,
 - has at least partially studied the current literature on the discussed subject matter,
 - has a great desire and motivation to finish the research in progress.

The aforementioned and other suppositions are a condition for the quality registration of a master's thesis topic:

- that a quality registration of a master's thesis topic comprises between twelve (12) and twenty (20) pages;
- that the registration and all of its attachments shall be written in the future tense;
- in the event that the student shall incorporate specific parts of the topic registration into the final text of the master's thesis, these are written in the past tense.

Article 93

(registration procedure and approval of master's thesis proposal)

Prior to submitting a registration of the topic (proposal) of the master's thesis in writing, the student must submit the proposal in electronic form to the Student Affairs Office by e-mail.

The Student Affairs Office and the professor authorised by the Commission for Study Affairs are obligated to check within five (5) working days whether the student meets the conditions for registering a master's thesis and whether the submitted proposal contains all of the required elements.

The Student Affairs Office informs the student of meeting the conditions and of the proposal passing the technical review. If any flaws are discovered in the process, the Student Affairs Office informs the student of this, who must then supplement or correct the proposal in accordance with the instructions, and again submit it for review.

After the Student Affairs Office informs the student that he meets the conditions and that the proposal is technically flawless, the student submits the proposal in three (3) double-sided printed copies, together with a signed topic registration form from Article 87, to the Student Affairs Office. The latter submits the proposal for examination to the Commission for Study Affairs.

The Commission for Study Affairs shall examine papers which have been delivered to the Student Affairs Office no later than three (3) working days prior to the announced date of a session of the Commission for Study Affairs. The session of the Commission for Study Affairs is generally held in every first (1st) week of the month.

The Commission for Study Affairs shall ascertain whether the proposed topic has already been discussed in other master's theses and after examination shall either approve or reject the registered topic and mentor or request its additional substantiation and supplementation.

The Commission for Study Affairs may once more check the submitted proposal of the master's thesis in terms of technique and content, and either approve or reject it or request additional substantiation and supplementation, not only from the technical point of view but also from the content one.

If the Commission for Study Affairs deems that the proposed mentor is not the most suitable one in light of the selected topic, it may propose another mentor. In this case the new mentor must agree with the mentorship and the master's thesis proposal.

The Student Affairs Office is obligated to forward the decision of the Commission for Study Affairs on the rejection, supplementation or approval of the topic and mentor to the student and mentor, and co-mentor if one has been appointed, within seven (7) working days.

Article 94
(expiration date of the master's thesis topic)

An approved master's thesis topic is valid for two (2) years after the student receives the decision. The Commission for Study Affairs may extend the deadline for another six (6) months based on a written request from the student, to which he has attached the mentor's consent.

Article 95
(changing the master's thesis topic)

If while writing the master's thesis the student realises that he cannot finish writing it due to objective reasons, he may request a withdrawal from the approved master's thesis topic ([Annex 13](#)).

If the Commission for Study Affairs approves the withdrawal from an already approved topic, the student may register a new topic. A student may request withdrawal from an approved master's thesis topic only once.

4.10. Writing a Master's Thesis and Submitting it for Evaluation

Article 96
(submitting a master's thesis)

A candidate may submit a master's thesis after he has fulfilled all of the exam requirements, including potential bridge exams (amounting to 100 CPs), foreseen by the study programme.

The master's thesis is considered submitted when the Faculty receives a form signed by the mentor that the thesis is ready to be evaluated by the Master's Thesis Evaluation Commission ([Annex 14](#)) and when the master's thesis is submitted to the Student Affairs Office for technical review in electronic form.

Article 97 (review of the master's thesis)

The student submits the master's thesis draft for review to the mentor. The mentor gives written instructions for changes and supplementations to the student within thirty (30) days after receiving the master's thesis draft. The mentor also informs the student whether he has to resubmit the corrected master's thesis for review. If suspecting that the master's thesis is plagiarised, the mentor may submit it to the library for prior verification.

The structure and format of the thesis, the technical aspects, the citation method for the used literature and sources etc. are specified in the Technical Instructions for Writing Final Papers.

Prior to approving the suitability of the thesis for defence, the mentor is obligated to ensure that the contents of the instructions from the previous paragraph of this article have been complied with.

When the mentor has no more comments on the master's thesis, he signs the form "Proposal to the Commission for Study Affairs to Appoint a Master's Thesis Expert Evaluation Commission" ([Annex 14](#)) and submits it to the Student Affairs Office.

Article 98 (criteria for writing a master's thesis)

The master's thesis must be proofread and written in accordance with the Technical Instructions for Writing Final Papers. A proofreader can be a professor of Slovenian language or a graduate student of Slovenian language.

Article 99 (Master's Thesis Evaluation Commission)

The Commission for Study Affairs appoints a Master's Thesis Evaluation Commission at its first (1st) session after the form and master's thesis were submitted to the Student

Affairs Office in electronic form. The Commission has three (3) members, with one (1) of the members being the mentor.

Article 100
(mentor's report on master's thesis evaluation)

The mentor is obligated to prepare a report on the review and evaluation of the master's thesis ([Annex 15](#)) within thirty (30) days after receiving the decision of the Commission for Study Affairs on appointing a Master's Thesis Evaluation Commission. The report on the review and evaluation contains above all:

1. reference to the candidate, topic and mentor,
2. formal characteristics of the diploma thesis:
 - suitability of the title or topic,
 - volume of text and structure by chapters,
 - volume and suitability of the entire used literature and sources,
3. content characteristics of the diploma thesis:
 - evaluation of the achieved research purpose and objectives, evaluation of the confirmation or rejection of the set hypotheses,
 - appropriateness of the used research methods,
 - evaluation of the attained research results,
 - evaluation of the achieved contribution to the discipline,
 - evaluation of the applicability of research results.

Article 101
(comments of the Master's Thesis Evaluation Commission)

The Student Affairs Office is obligated to immediately submit the master's thesis, with the mentor's report, for review to the president of the Master's Thesis Evaluation and Defence Commission, who, in turn, is obligated to submit his comments to the Student Affairs Office or inform it of his lack of comments within thirty (30) days after receiving the master's thesis and mentor's report.

Based on potential comments from the president of the Commission, the student, in cooperation with the mentor, shall write a clean copy of the master's thesis and submit it in one (1) softbound copy to the Faculty to be reviewed again by the president of the Commission.

Based on potential comments from members of the Commission, the student, in cooperation with the mentor, shall write a clean copy of the master's thesis and submit three (3) hardbound copies and one (1) electronic copy (PDF format) of the thesis and his student ID card to the Student Affairs Office.

4.11. Master's Thesis Defence

Article 102 (master's thesis defence)

The student defends the master's thesis before the Master's Thesis Defence Commission, which consists of a president and two (2) members, with one (1) of the members being the mentor. In the event of co-mentorship, the Commission has three (3) members in addition to the president. The members of the Defence Commission are usually the same as the members of the Master's Thesis Evaluation Commission.

The Master's Thesis Defence Commission is appointed by the Senate of the Faculty on a proposal from the Commission for Study Affairs at its first (1st) session following the day when the master's thesis was received by the expert commission, except during summer holidays.

Article 103 (deadlines for master's thesis defence)

The date and hour of the master's thesis defence is set by the president and two members of the Master's Thesis Defence Commission, in co-operation with the Student Affairs Office.

The defence must be performed within thirty (30) days from when the Master's Thesis Defence Commission was appointed, except during summer vacation, as specified by the academic calendar for an individual academic year.

The Student Affairs Office informs the president and members of the Commission and the student of the date and hour of the defence, usually five (5) days prior to the defence.

Article 104 (public nature of the master's thesis defence)

The master's thesis defence is public. The time and place of the master's thesis defence are published on the Faculty's website generally five (5) days prior to the defence date.

The defence may be recorded upon prior consent from the Faculty, the candidate and members of the Master's Thesis Defence Commission.

Article 105 (course of the master's thesis defence)

The defence is conducted by the president of the Master's Thesis Defence Commission.

The defence is held in the Slovenian language or in a foreign language if approved by the Commission for Study Affairs.

Minutes are kept about the defence.

Article 106
(presenting the master's thesis at the defence)

The defence is opened by the president of the Master's Thesis Defence Commission by presenting the student. Afterwards, he explains to the student the defence procedure and announces the topic of the master's thesis.

The student presents his master's thesis in up to fifteen (15) minutes. His defence shall focus on:

- an explanation of reasons and motives for selecting the topic;
- an explanation of the research problem and subject by presenting the hypotheses;
- a demonstration of the limiting factors and potential problems during research;
- clearly and systematically presenting the most important research results, findings, laws, models, theories, discovered facts which helped him to solve the research problem and subject, realise his research purpose and objectives, and prove the set hypotheses;
- the contribution of the master's thesis to the science and discipline;
- when and how the results presented in the master's thesis can be applied.

After the presentation, the mentor gives a report on the master's thesis, after which the members of the Master's Thesis Defence Commission pose no more than three (3) written questions each to the student.

If the student wishes, the president of the Master's Thesis Defence Commission may allow him up to fifteen (15) minutes to prepare his answers. The student answers the posed questions in the order of his choosing. The student also answers any follow-up questions from Commission members.

The answering to the posed questions lasts up to thirty (30) minutes.

Article 107
(master's thesis grade)

After the defence, members of the Master's Thesis Defence Commission grade the master's thesis and defence in a closed session.

The president of the Master's Thesis Defence Commission announces the grade of the master's thesis and proclaims the student a Master of Science in a specific field.

The president of the Master's Thesis Defence Commission enters the grade and is the last to sign the minutes.

If the mentor feels that the master's thesis meets the conditions for commendation, he enters a proposal in the minutes of the defence, together with a brief explanation, which is also signed by the members of the Master's Thesis Defence Commission.

Article 108 (rating scale)

The Master's Thesis Defence Commission grades the master's thesis and defence according to the ECTS rating scale with a grade ranging from excellent (10) to unsatisfactory (5). It is made up of the master's thesis grade and the defence grade. With the defence the student may improve or lower the final grade of the master's thesis by one grade.

When grading, the Master's Thesis Defence Commission takes the following into consideration:

- the quality of the master's thesis and the difficulty of the discussed topic, the creative contribution of the student and the applicability for the organisation in question;
- the quality of the presentation of the master's thesis;
- the quality of the answers to the posed questions and the scope of the mastery of the knowledge covered by the master's study programme;
- the mentor's or co-mentor's report.

If consensus on the grade cannot be reached, the president of the Master's Thesis Defence Commission enters the reasons for disagreement on the grade into the minutes. The president of the Commission for Study Affairs decides on the further course of the master's thesis defence, together with the president of the Master's Thesis Defence Commission, in the next eight (8) working days.

Article 109 (repeated defence of the master's thesis)

If the Commission grades the master's thesis defence as unsatisfactory (5), the president of the Master's Thesis Defence Commission confers with the president of the Commission for Study Affairs within three (3) working days, who decides whether the student is allowed to defend his master's thesis again.

A student may defend his master's thesis no more than two times.

A master's thesis defence which the Commission has graded as unsatisfactory cannot be repeated, unless the Commission decides unanimously that the already commenced defence should be postponed due to legitimate reasons given by the candidate.

Article 110
(appeal against the master's thesis grade)

If the student disagrees with the grade, he may appeal against it. The provisions of these Rules which regulate appeals against grades shall apply mutatis mutandis to the filing of and deciding on appeals.

Article 111
(certificate of completion of studies)

After a successful defence of the master's thesis, the Student Affairs Office enters the grade into the electronic grade book and issues a certificate of completion of studies in the master's programme to the student, which substitutes for the original diploma until the solemn graduation ceremony.

The date of the master's thesis defence is considered the date when the student obtained his Master of Science title.

Article 112
(copies of master's thesis)

The Student Affairs Office stamps one (1) bound copies of the master's thesis and submits them to the library, whereas one (1) copy is given to the mentor.

Article 113
(certificate of master's thesis authenticity)

If he so wishes, the student may request the Student Affairs Office to issue a certificate of master's thesis authenticity, based on the review of the master's thesis with a plagiarism detection program no later than fifteen (15) days after its defence. This service is payable and published on the Faculty's price list.

Article 114
(solemn graduation ceremony)

The solemn graduation ceremony for postgraduate master's studies generally takes place once a year. The date of the ceremony is set by the Faculty's Governing Board.

Foreign students obtain the thesis in English.

Article 115
(graduate records)

The Student Affairs Office keeps a record of each master's study graduate, which contains all the documentation about the course and completion of the master's study.

4.12. Withdrawal

Article 116 (withdrawal from the Faculty)

A student who does not intend to finish his studies, may withdraw from the Faculty. He must address a “Withdrawal Application” signed by hand ([Annex 10](#)) to the Faculty.

The Student Affairs Office checks with the Accounting Department whether the student has settled all financial obligations.

After the student has settled all financial obligations towards the Faculty, the Student Affairs Office issues a written withdrawal form.

5. DOCTORAL STUDY PROGRAMME IN PUBLIC ADMINISTRATION – 3rd
CYCLE AND DOCTORAL STUDY PROGRAMME IN INTERNATIONAL AND
DIPLOMATIC STUDIES – 3rd CYCLE

5.1 Promotion to a higher year

Article 117

(conditions for promotion to a higher year)

A condition for promotion from the first (1st) to the second (2nd) year of the doctoral study is an approved doctoral dissertation proposal.

A condition for promotion from the second (2nd) to the third (3rd) year is a successful presentation and defence of the draft of a doctoral dissertation, during which the doctoral dissertation's original scientific contribution is examined, as well as its maturity for completing and knowing the contents of compulsory courses.

A student may enrol in a higher year after submitting documentary evidence of having settled financial obligations towards the Faculty, as laid down in the "Study Agreement" and the valid price list for the current academic year.

Students enrol in a higher year within the deadline set by the Student Affairs Office according to the rule MIZŠ. This deadline also applies to the enrolment of students who are repeating a year, apply for the graduate status or prolong the student status.

Article 118

(attendance at defences and presentations)

When enrolling in a higher year, the student must prove that in the past academic year he attended at least five (5) of the announced defences of doctoral dissertation proposals, academic forums of the Faculty and just as many defences of doctoral dissertation drafts.

Attendance at a seminar for defending a doctoral dissertation proposal is compulsory. Doctoral students are obligated to pose questions at the seminar, which are officially specified in the minutes of the defence of the presentation of a doctoral thesis proposal. Recommendations to the candidate are specified in the minutes.

The defence is usually moderated by the Associate Dean for Student and Academic Affairs.

Article 119

(conditional promotion)

Despite failure to meet the conditions under Articles 117 and 118 of these Rules, a student may conditionally enrol in a higher year based on legitimate reasons. A

legitimate reason is taken into consideration only if it can be reasonably expected that the student will be able to fulfil the study requirements on time.

If suitable proof is provided, the following can be considered a legitimate reason for conditional enrolment:

- maternity or paternity;
- illness lasting continuously for over two (2) months during exam deadlines, taking into account the nature of the illness;
- participation in elite professional, cultural and sporting events;
- demonstrated great achievements in volunteer work;
- exceptional family and social circumstances, and
- recognised status of person with special needs.

These legitimate reasons must be proved by the student with authentic documents.

The Commission rules upon the promotion to a higher year without fulfilling all of the requirements for Study Affairs based on a student's written application. The student must submit the application for conditional enrolment in a higher year no later than ten (10) days prior to the expiration of the deadline for enrolment, i.e. by 20th September of the current year.

Article 120 (quicker promotion)

A student who exhibits above-average academic results is enabled faster promotion, if the study process allows it.

A student can be enabled faster promotion if he has fulfilled all of his study requirements above average.

Students are enabled faster promotion by being allowed to fulfil the requirements of the current or higher year prior to the conclusion of lectures.

The decision on faster promotion is adopted by the Senate based on a request from the student and a reasoned opinion of the Commission for Study Affairs.

5.2 Re-Enrolment in a Year of Study

Article 121 (repeating a year)

A student who has not fulfilled all of the requirements for enrolment in a higher year may repeat a year once during his studies if he has not repeated a year or changed the study programme or field due to unfulfilled requirements of the previous field or study programme before.

The Commission for Study Affairs rules upon the re-enrolment in a year of study based on a student's written application.

The student must submit the application for the re-enrolment no later than ten (10) days prior to the expiration of the deadline for enrolment in a higher year, i.e. by 20th September of the current year.

5.3 Parallel Studies

Article 122 (definition of the parallel studies)

Parallel studies is the study of separate study programmes. A student who successfully fulfils the requirements of all study programmes is awarded separate diplomas for each of the parallel study programmes.

A student may enrol in another study programme in parallel after successfully completing the first year of studies, if he meets the enrolment conditions.

Article 123 (conditions for parallel studies)

A student who enrolls in parallel studies must enclose a consent for parallel studies from the higher education institution, in which he is enrolled.

The Rules of the Faculty lay down the selection criteria in the event of limited enrolment in parallel studies.

A student who has enrolled in parallel studies has the same rights and obligations as other students, regardless of the rights and obligations he has already asserted at the parent faculty.

5.4 Student Status

Article 124 (termination of student status)

Student status is terminated if the student:

- obtains a PhD;
- fails to obtain a PhD by the end of the final semester;
- withdraws;
- does not enrol in a higher year during his studies;
- has been expelled.

In the cases stated under the second (2nd) and fourth (4th) indent of the previous paragraph, student status may be extended for legitimate reasons, but for no more than one (1) year.

If suitable proof is provided, the following can be considered a legitimate reason for extending student status:

- illness lasting continuously for over two (2) months during exam deadlines, taking into account the nature of the illness;
- participation in elite professional, cultural and sporting events;
- active participation in the Faculty bodies; exceptional family and social circumstances, and
- recognised status of person with special needs under Chapter Twelve (12) of these Rules.
- maternity: student mothers who give birth during their studies have the right to extend student status for one (1) year for each live born baby.

The Commission for Study Affairs rules upon the extension of student status based on a student's written application. The student must submit the application, along with documentation, no later than ten (10) days prior to the expiration of the deadline for enrolment in a higher year, i.e. by 20th September of the current year.

Article 125

(fulfilling study requirements after losing student status)

A student may request to be granted an additional deadline for completing his studies with a written application:

- if he fails to meet the conditions for enrolment in a higher year and cannot repeat a year, or
- if he is enrolled in the third (3rd) year and the deadline for completing his studies, as laid down in the doctoral study agreement, has expired and cannot be extended.

The student must submit the application, along with required documentation, no later than ten (10) days prior to the expiration of the deadline for enrolment in a higher year, i.e. by 20th September of the current year.

The Commission for Study Affairs rules upon the application for completion of studies, taking into consideration the opinion of the mentor and the actual possibilities for the student to complete his studies within the additional deadline. The additional deadline for completion of studies cannot exceed three (3) years. If a shorter additional deadline for completion of studies was set, it can be extended, but both deadlines must not exceed three (3) years in total.

The Faculty enters the student from Paragraph 1 of this article, who has been granted an additional deadline for completing his studies, in its record as a student without status.

For doctoral students, enrolled directly in the third (3rd) year of studies according to the transfer criteria, studies may be extended for one (1) year by signing an annex to the study agreement.

In specially justified cases the Governing Board of the Faculty may decide otherwise.

5.5 Resumption of Studies after Intermission

Article 126

(counting the intermission of studies)

The intermission of studies is counted from the day when the student loses student status. Cases of losing student status are specified by Article 110 of these Rules.

Article 127

(intermission of studies for more than two (2) years)

If a student suspends his studies for less than two (2) years, he may resume and complete them under the same study programme he enrolled in. The student has to settle financial obligations to write a doctoral dissertation according to the Faculty price list.

If more than two (2) years have passed since the student has suspended studies, the student must submit an application for resumption of studies to the Commission for Study Affairs.

Based on a positive response, an agreement for completion of studies is concluded, which specifies the method of fulfilling the missing requirements, the deadline for completion of studies and the payment method for the financial costs.

If the study programme has changed during the intermission of studies, the Commission for Study Affairs from the previous paragraph may specify bridge exams or other additional requirements to the student as a condition for resuming his studies.

If, due to the advancement of the discipline during a longer intermission of studies, the knowledge which was required on an individual exam prior to the intermission of studies has become insufficient, the Commission for Study Affairs may, in addition to specifying bridging requirements, decide that the student must retake individual exams or other requirements which he already fulfilled prior to the intermission of studies.

5.6 Completion of Studies

Article 128

(conditions for completion of studies)

The conditions for completion of studies are:

- that all study requirements have been fulfilled;
- presentation and defence of the draft of a doctoral dissertation;
- presentation and defence of the draft of a doctoral dissertation;
- successful defence of a doctoral dissertation, and
- that all financial obligations towards the Faculty have been settled.

Presentations and defences are public. They are performed in front of a commission, which is appointed by the Senate of the Faculty on a proposal from the Commission for Study Affairs. Prior to defending a doctoral dissertation, the candidate must publish an

original scientific article on the topic in question or actively attend a scientific meeting with international attendance.

Article 129
(requirements upon direct enrolment)

A student who is recognised 120 CPs upon enrolment, in accordance with Paragraph 2 of Article 101 of these Rules, and enrolls directly in the third (3rd) year of study must fulfil the following requirements in order to complete his studies:

- attendance at seminars for defending drafts of proposals and drafts of doctoral dissertations in accordance with Article 118 of these Rules;
- writing and defending the draft of a doctoral dissertation;
- writing and defending the draft of a doctoral dissertation;
- publication of a scientific article or active attendance at a scientific meeting with international attendance;
- defence of a doctoral dissertation.

A student who is recognised 60 CPs upon enrolment, in accordance with the previous Paragraph, and who enrolls directly in the second (2nd) year of study must, in addition to the requirements from the previous paragraph of this article, also fulfil other requirements laid down in the programme for the second (2nd) year of study in order to complete his studies.

Requirements from Paragraph 1 must be fulfilled by the student within two (2) years from the start of the first (1st) semester of the year in which he is enrolled.

Requirements from Paragraph 2 must be fulfilled by the student within three (3) years from the start of the first (1st) semester of the year in which he is enrolled.

Study may be extended if conditions from Paragraphs 2 and 3 of Article 124 of these Rules have been met.

5.7 Acquisition of Title

Article 130
(conditions for acquiring a title)

The title doktor znanosti (abbreviation: "dr.") is awarded to a student who has fulfilled all of the requirements for completing the doctoral study, as laid down in these Rules.

5.8 Mentor and Application of Doctoral Dissertation topic

Article 131

(mentor of doctoral dissertation)

The mentor for writing a doctoral dissertation can be a professor (assistant professor, associate professor, full professor) who is habilitated for the field covered by the doctoral dissertation topic.

A foreign professor can be a mentor only if he is a visiting lecturer at the Faculty or if the Faculty does not have its own habilitated professor for the selected field.

The mentor is obligated to maintain regular contacts with the student and see to a suitable scientific level of the dissertation. Prior to submitting the doctoral dissertation for evaluation, the mentor must give his written consent to its suitability.

Article 132

(registering the doctoral dissertation topic)

The student registers the topic in agreement with the mentor.

The student submits the registration of the doctoral dissertation topic in three (3) copies, comprising:

- an application on which the student requests the evaluation and acceptance of the registration of the doctoral dissertation topic. The application is submitted on the form "Registration of Doctoral Dissertation Topic" (Annex 16),
- an application call for the defence of the doctoral dissertation proposal, which is submitted on the same form (Annex 19),
- doctoral thesis proposal in accordance with Article 136 of these Rules.

The registration must be written in the Slovenian language. Based on the application from the student and consent from the Commission for Study Affairs, the doctoral dissertation registration may be written in a foreign language.

The student is obligated to familiarise himself with the document "Respect of Copyrights and Prevention of Plagiarism" when registering the topic.

The Student Affairs Office and the professors appointed by the Commission for Study Affairs are obliged to check all documentation in ten (10) days. If they find deficiencies, the Student Affairs Office informs the student who needs to correct the proposal and have it checked again.

Article 133

(approval of the topic and mentor of doctoral dissertation and appointment of the committee for the defence of doctoral dissertation proposal)

Topic registration (Annex 16), request for the call of doctoral dissertation defence (Annex 19) and the doctoral thesis proposal are submitted to the Commission for Study Affairs, which is obligated to propose an approval of the topic and mentor to the Senate of the Faculty at its first (1st) session and also appointing committee for the defence of doctoral dissertation proposal:

- if the topic belongs under the accredited scientific field in which the doctoral study is being implemented,
- if the proposal is written in accordance with Article 136 of these Rules, and
- if it was enclosed with mentor's written consent on the adequacy of the topic and doctoral dissertation proposal. Written consent must comprise mentor's evaluation of the originality and expected contribution of the dissertation to new scientific results in this area of consideration. The mentor is habilitated for the scientific field under which the selected topic of the doctoral dissertation belongs.

The committee for the defence of doctoral dissertation proposal is appointed by the Senate. Along the mentor it comprises a chairperson and a member who are professors or scientific associates from the field of student's doctoral dissertation.

If the Commission for Study Affairs deems that the topic does not belong under the scientific field or that the proposed mentor is not habilitated for the selected field or proposal is not written in accordance with Article 136 of these Rules, it asks the candidate to propose a new topic or mentor or to complement doctoral dissertation proposal appropriately within thirty (30) days.

The Commission for Study Affairs can check the technicalities and content of the submitted documentation, accepts it, denies it or demands additional argument and complement as well as from the technical point of view as content.

The Commission for Study Affairs can appoint the mentor itself. It appoints it if requested by the candidate.

Article 134

(changing the mentor of the doctoral dissertation)

If the student realises that he can no longer work with the mentor or co-mentor while writing the doctoral dissertation, he must request the Commission for Study Affairs in writing ([Annex 17](#)) to approve of another mentor or co-mentor. The mentor or co-mentor may likewise withdraw from the mentorship if he realises that cooperation with the student is no longer possible.

The Commission for Study Affairs rules upon the justification of the replacement at its first (1st) next regular session. While writing a doctoral dissertation, the mentor or co-mentor may be replaced one (1) time at the most.

Article 135

(changing the doctoral dissertation topic)

If a student realises that he cannot write on the topic it or wishes to change it, while writing a doctoral dissertation, he may request a withdrawal from the approved thesis ([Annex 18](#)). A justified request for withdrawal is examined by the mentor and Dean within fifteen (15) days. If the Dean approves the withdrawal from an already approved doctoral thesis, the student may register a new doctoral thesis. In this case the entire registration procedure is repeated. A student may request withdrawal from an approved doctoral thesis only once.

5.9 Doctoral Dissertation Proposal

Article 136

(contents of the draft of a doctoral dissertation)

The student writes a draft of a doctoral dissertation in cooperation with the mentor.

The draft of the doctoral dissertation comprises:

1. the dissertation title;
2. a table of contents;
3. an explanation of the topic, especially an argumentation of the field to which the topic belongs and an argumentation of the topic's originality;
4. research problem, subject and hypotheses;
5. research purpose and objectives;
6. evaluation of previous research studies;
7. research methods;
8. concise description of foreseen chapters;
9. anticipated research results;
10. anticipated original contribution of the thesis to the science and discipline;
11. application of research results;
12. list of literature and sources;
13. student data (curriculum vitae), with emphasis on the student's development in the scientific field;
14. bibliography of the student.

Individual components of the draft of the doctoral dissertation must be appropriately explained so that the Commission for Defence of the Draft of a Doctoral Dissertation may assess their suitability.

The doctoral dissertation comprises between 40 and 50 pages and must contain:

a) Dissertation Title

A doctoral dissertation is the result of a student's independent research work upon the completion of his studies. The topics of doctoral dissertations are proposed by the

students themselves in agreement with the mentor. The topic must relate to the technical or scientific field for which the student is being trained. The title of the topic must reflect the contents of the doctoral dissertation.

b) Explanation of the Topic

Under this point the student explains the topic of the doctoral dissertation and points out important facts connected with the doctoral dissertation topic. He may also briefly describe the course of the doctoral dissertation itself.

c) Research problem, Subject and Hypotheses

Under this point of the draft of the doctoral dissertation the student specifies the field which he will be discussing and from which the problem derives. The definition of the problem must be precise and clear. It may also contain an explanation of the dimension of the problem and the importance of solving it. An appropriately defined research problem and subject present a basis for the student to pose working hypotheses (research questions). In this point the student also defines the main suppositions or hypotheses (research questions). The suppositions or hypotheses (research questions) and limitations present the beginning of a discussion of a specific topic. Suppositions are important because it is hardly ever possible to encompass all of the factors that define a specific field when discussing a topic. Therefore, suppositions are used which enable the student to simplify the discussion. Thus the student presupposes that many factors of a specific problem remain unchanged, which makes his work easier, since he can focus more thoroughly on the narrow field in question or even on an individual example. The suppositions or hypotheses must be clearly defined.

The limitations of discussing a problem may be included in the doctoral dissertation. These limitations may include problems due to limited access to data, trade or government secrets, lack of technical literature, unwillingness of the responsible persons to cooperate etc.

d) Research Purpose and Objectives

The purpose of a doctoral dissertation basically stems from the posed problem and signifies the search for an answer to the basic hypothesis (research question). In his dissertation the student explains the purpose of the posed problem and answers the question of why he is analysing the selected topic. Purposes stem from the problem which the student posed when writing the doctoral dissertation and may differ; however, they must answer the posed question as to what the proposed research study is going to change within the discipline.

The objectives of the doctoral dissertation state what the student must carry out in order to achieve the research purpose. There can be more than one objective and the student may set several sub-objectives. It is recommended that the student poses questions to which he will try to provide substantiated answers during his research, formulation and written presentation of research results.

e) Evaluation of Research Conducted So Far

Under this point the student tries to incorporate previous research studies which relate to the doctoral dissertation topic. The research studies may include publications, documentaries, statistical data, monograph publications, documents etc. The student may point out how his dissertation shall differ from previous research studies.

f) Research Methods

In the draft of the doctoral dissertation the student must also state the methods for attaining the objectives of the doctoral dissertation. Using the foreseen methods, the student shall try to solve the problem and research subject, and prove the set working hypothesis (research question). The student most often uses one (1) main scientific research method, but may additionally use many others, which are considered auxiliary methods. It is not enough to merely list the methods; the field of application and the manner of application should be written down for each method.

g) Concise Description of Foreseen Chapters

Under this point the student briefly describes the table of contents (chapters and subchapters).

h) Anticipated Research Results

Under this point the student states the anticipated research results, with which he believes he shall contribute to the understanding of specific findings.

i) Anticipated Contribution to the Science or Discipline

Under this point of the proposal the student states the important research results, with which he shall contribute to the science and discipline.

j) Application of Research Results

Under this point the student briefly defines the possibilities of the application of research results.

k) Core of Literature and Sources (at least 100 Units)

Under the final point of the proposal the student lists all of the sources and literature (separately). The draft of the doctoral proposal must contain approximately 100 literature units. Emphasis should be placed on foreign and primary literature.

l) Student Data (Curriculum Vitae), with Emphasis on the Student's Development in the Scientific Field

m) Bibliography of the Student

Article 137

(presentation and defence of the draft of a doctoral dissertation)

The date and time of the defence are determined by the Commission for Defence of the Draft of a Doctoral Dissertation, in cooperation with the Student Affairs office. The time and place of the defence are published on the Faculty's website.

Members of the Commission for Defence of the Draft of a Doctoral Dissertation prepare a written evaluation on the proposal, which is attached to the records in public presentations.

The defence of the draft of a doctoral dissertation is usually moderated by the Associate Dean for Academic and Student Affairs. Also participating in the defence of the draft of the doctoral dissertation are the lecturers of compulsory courses, who assess the candidate's knowledge of the contents of the compulsory courses with the grade successful or unsuccessful.

At the defence, the student presents the draft of the doctoral dissertation, while the mentor explains his evaluation of its suitability. Afterwards, the president of the Commission for Defence of the Draft of a Doctoral Dissertation opens a debate on the draft of the doctoral dissertation.

Article 138

(test of qualification for writing a doctoral dissertation)

During the defence of the draft of a doctoral dissertation, the Commission for Defence of the Draft of a Doctoral Dissertation is also obligated to test the student's qualification for writing a doctoral dissertation. The qualification test comprises primarily a test of knowledge of the discussed subject matter, the knowledge of the most recent findings in the discussed field, and knowledge of scientific research methods.

Within the scope of the qualification test, the knowledge of the compulsory courses of the first (1st) year is also tested and assessed.

Minutes are written on the course of the defence of the draft of the doctoral dissertation and on the test of qualification and knowledge of the contents of compulsory courses.

Article 139

(report on the defence of the draft of a doctoral dissertation)

The Commission for Defence of the Draft of a Doctoral Dissertation is obligated to prepare a report, which contains the evaluation from the mentor and two (2) members of the Commission of the suitability of the proposal, within fifteen (15) days after the defence of the draft of the doctoral dissertation and the qualification test.

The report must contain above all the following evaluations:

- whether the student passed the compulsory courses successfully or unsuccessfully;
- whether the student is qualified to write a doctoral dissertation;
- whether the registered topic can be the subject of a scientific discussion;

- whether it provides the student with sufficient opportunities for an independent and original scientific contribution in the discussed field.

The report may state potential suggestions and supplementations, which the student should take into account before the proposal can be approved.

In case of a negative grade of the draft of the doctoral dissertation and/or qualification of the student, the student writes a new draft of the doctoral dissertation, upon prior consent from the Commission for Study Affairs, and repeats the defence of the draft of the doctoral dissertation and the qualification test, however, no sooner than three (3) months after receiving the negative report from the previous paragraph of this article. The Commission for Study Affairs appoints the deadline for a repeated defence.

If the student is unsuccessful at the repeated defence of the proposal, he cannot continue his doctoral study on the basis of the selected topic. The Faculty's Senate issues a decision regarding this on the proposal from the Commission for Study Affairs.

In the case from the previous paragraph of this article, the student may file an application for the approval of a new topic and for setting a deadline for the completion of the doctoral study under Article 168 of these Rules. The topic registration from Article 165 of these Rules must be enclosed with the application. The student may request approval of a new topic only once. The Faculty's Senate rules upon the application on a proposal from the Commission for Study Affairs.

5.9.1 Approval of a Doctoral Dissertation Proposal

Article 140

(approval of a doctoral dissertation proposal)

Based on a positive evaluation of the defence of the draft of the doctoral dissertation and the qualification of the student for writing a doctoral dissertation, the student prepares the final proposal and submits it to the Commission for Study Affairs. The Commission for Study Affairs is obligated to verify whether the proposal has been prepared in accordance with potential comments contained in the report from Paragraph 1 of the previous Article. If it ascertains that it is not, it shall demand that it be supplemented; if it has no objections, it proposes to the Faculty's Senate that the proposal be approved. The Commission for Study Affairs may also verify the suitability of the content of the submitted proposal.

The Senate issues a decision at its next regular session, which either approves or rejects the draft of the doctoral dissertation. After the Senate approves the draft of the doctoral dissertation, the student begins to prepare the draft of the doctoral dissertation.

5.10 Doctoral Dissertation Draft

5.10.1 Submission of the Dissertation Draft and its Form

Article 141
(form and language of doctoral dissertation)

The structure and format of the thesis, the technical aspects, the citation method for the used literature and sources etc. are specified in the Technical Instructions for Writing Final Papers.

The doctoral dissertation must be written in the Slovenian language. Exceptionally, the Senate of the Faculty may approve the writing of a doctoral dissertation in another world language, with consent from the Commission for Study Affairs, namely in the event that the candidate is a foreigner or if the candidate's mentor or co-mentor are foreign professors. If the doctoral dissertation is not written in the Slovenian language, it must contain a longer abstract in the Slovenian language comprising 20 to 25% of the text of the doctoral dissertation or at least thirty (30) pages. This abstract must be bound together with the text of the doctoral dissertation. In addition, the title page and the table of contents of the doctoral dissertation must also be written in the Slovenian language.

The doctoral dissertation must be enclosed with abstracts in the Slovenian and English language, comprising from two (2) to five (5) type-written A4 size pages. The Faculty has the right to publish these abstracts.

Article 142
(review of the doctoral dissertation draft)

The student submits the doctoral dissertation draft for review to the mentor. The mentor gives written instructions for changes and supplementations to the student within thirty (30) days after receiving the draft. The mentor also informs the student whether he has to resubmit the corrected doctoral dissertation draft for review. If suspecting that the doctoral dissertation draft is plagiarised, the mentor may submit it to the library for prior verification.

Article 143
(submission of the doctoral dissertation draft)

After the doctoral dissertation draft has been approved by the mentor, the student prepares and submits the doctoral dissertation draft to the Student Affairs Office in three (3) spiral-bound, double-sided printed copies. All of the copies must contain a signed "Authorship Statement" ([Annex 8](#)). The doctoral dissertation draft must be enclosed with a statement from the mentor, saying that he agrees with a public presentation of the dissertation draft ([Annex 20](#)).

5.10.2 Presentation of the Doctoral Dissertation Draft

Article 144
(public presentation of the doctoral dissertation draft)

The Commission for Study Affairs proposes to the Senate to appoint a Commission for the Public Presentation of a Doctoral Dissertation within thirty (30) days after receiving the doctoral dissertation draft.

If not decided otherwise by the Senate, the Commission for the Public Presentation of a Doctoral Dissertation consists of the mentor, the president and member of the Commission for Defence of the Draft of a Doctoral Dissertation. The Senate selects among professors with a PhD in the scientific field in which the student wishes to obtain a PhD.

The date and time of the public presentation of the doctoral dissertation draft are appointed by the president and member of the Commission for the Public Presentation of a Doctoral Dissertation, in co-operation with the Student Affairs Office, within thirty (30) days from the appointment when the Commission for the Public Presentation of a Doctoral Dissertation was appointed, except during summer break, as specified by the academic calendar for an individual academic year. The time and place of the public presentation are published on the Faculty's website.

The public presentation of the doctoral dissertation draft is moderated by the Associate Dean for Academic and Student Affairs.

At the public presentation the student presents the dissertation draft, while the mentor gives his opinion on the suitability of the dissertation draft with regard to the approved proposal. Afterwards the Associate Dean for Academic and Student Affairs leads a debate on the dissertation draft. The student answers questions from Commission members and the lecturer of the compulsory course from the second (2nd) year, who assesses the candidate's knowledge of the contents of the compulsory courses with the grade successful or unsuccessful. The student also answers potential questions from other participants at the presentation.

Minutes are kept on the course of the public presentation of the doctoral dissertation draft and on the test of knowledge of the course from the second (2nd) year.

Article 145

(review of the doctoral dissertation by the mentor)

After the public presentation, the student writes the final text of the dissertation, taking into consideration the comments expressed at the presentation.

The student submits the final version of the doctoral dissertation for review to the mentor. The mentor gives written instructions for changes and supplementations to the student within thirty (30) days after receiving the text. The mentor also informs the student whether he has to resubmit the corrected doctoral dissertation for review. If suspecting that the doctoral dissertation is plagiarised, the mentor may submit it to the library for prior verification.

Prior to approving the suitability of the thesis for evaluation and defence, the mentor is obligated to ensure compliance with the Technical Instructions for Writing Final Papers.

When the mentor has no more comments on the doctoral dissertation, he signs the form “Proposal to the Commission for Study Affairs to Appoint a Doctoral Dissertation Expert Evaluation Commission” ([Annex 21](#)) and submits it to the Student Affairs Office.

The student submits the doctoral dissertation for proofreading. The proofreader can be a Slovenian language professor or a candidate for graduation in Slovenian language studies. The proofread doctoral dissertation, with a signed “Proofreader Statement” ([Annex 7](#)) and containing the “Authorship Statement” ([Annex 8](#)), is submitted by the student in electronic form by e-mail for technical review and checking for plagiarism to the Student Affairs Office.

Article 146

(technical review of the doctoral dissertation)

After receiving the electronic version of the proofread doctoral dissertation, the Student Affairs Office forwards the thesis for technical review to the library, which checks whether the thesis complies with the technical requirements laid down in the Technical Instructions for Writing Final Papers. The first (1st) review must be performed by the library within ten (10) days. The library and the student work together directly in eliminating the technical defects of the doctoral dissertation. No more than one month may pass from the first (1st) receipt of the doctoral dissertation for technical review to its final approval. After receiving approval from the library, the student submits three (3) double-sided printed copies of the spiral-bound doctoral dissertation to the Student Affairs Office, together with the signed form “Proposal for Appointing a Doctoral Dissertation Evaluation Commission” ([Annex 21](#)).

The doctoral dissertation is considered submitted when the Faculty receives a form signed by the mentor that the thesis is ready to be evaluated by the Commission and when the doctoral dissertation is submitted to the Student Affairs Office for technical review in electronic form.

Article 147

(Doctoral Dissertation Evaluation Commission)

At its first (1st) session after the final text of the doctoral dissertation and a proposal from the mentor to appoint a commission for its evaluation have been submitted, the Commission for Study Affairs proposes to the Senate of the Faculty to appoint a Doctoral Dissertation Evaluation Commission.

If not decided otherwise by the Senate, the Commission consists of the mentor, the president and member of the Commission for Defence of the Draft of a Doctoral Dissertation. The Senate selects among professors with a PhD in the scientific field in which the student wishes to obtain a PhD.

Article 148
(report from the Doctoral Dissertation Evaluation Commission)

Members of the Doctoral Dissertation Evaluation Commission are obligated to review the doctoral dissertation and submit potential comments to the student within three (3) months after their appointment (summer holidays do not count). The student may correct, change or supplement the doctoral dissertation within one (1) month after receiving the comments. Afterwards, each member of the Doctoral Dissertation Evaluation Commission submits his report (opinion) in writing to the Commission for Study Affairs within one (1) month after receiving the corrected doctoral dissertation.

Article 149
(contents of the report from the Doctoral Dissertation Evaluation Commission)

The report on the evaluation of the doctoral dissertation must contain:

- the heading "Doctoral Dissertation Evaluation" (first and last name of student) with its title;
- analysis of the dissertation structure and methods used;
- evaluation of the originality of the doctoral dissertation hypothesis, the validity of its argumentation, the compliance of the hypothesis with the doctoral dissertation proposal and the contribution of the hypothesis to science;
- a final evaluation and whether the doctoral dissertation can be defended, or if it cannot be defended, whether the submitted doctoral dissertation can be supplemented and changed in a way to make it suitable for defence.

Article 150
(opinion of the members of the Doctoral Dissertation Evaluation Commission)

The Commission for Study Affairs establishes whether the opinion of the members of the Doctoral Dissertation Evaluation Commission is positive or negative. The opinion is deemed negative if two (2) out of three (3) members have expressed negative opinion. If one (1) member has expressed negative opinion, the Commission for Study Affairs proposes an additional member to the Doctoral Dissertation Evaluation Commission, who gives his opinion within one month.

In the event that the Commission for Study Affairs receives another negative opinion, it proposes the following to the Senate:

- to accept a negative grade and reject the doctoral dissertation, or
- to set a deadline for the student, which must not exceed one (1) year, within which he must change or supplement the proposed doctoral dissertation.

The rapporteurs for doctoral dissertation evaluation again review the improved doctoral dissertation and re-submit their reports to the Commission for Study Affairs, which submits them to the Senate with an appropriate proposal for re- examination.

If the student fails to correct or supplement the doctoral dissertation within the given deadline, the dissertation is rejected. A rejected doctoral dissertation cannot be resubmitted by the student.

A positive opinion of the Doctoral Dissertation Evaluation Commission is submitted by the Commission for Study Affairs to the Senate for approval.

Article 151
(submission of the doctoral dissertation)

Based on potential comments from members of the Commission, the student, in cooperation with the mentor, writes a clean copy of the doctoral dissertation and submits it in five (5) hardbound copies and one (1) electronic copy (PDF format) and his student ID card to the Student Affairs Office.

5.11 Doctoral Dissertation Defence

Article 152
(doctoral dissertation defence)

If the report from the Doctoral Dissertation Evaluation Commission is positive, at its first (1st) session after receiving the report, the Commission for Study Affairs proposes to the Senate of the Faculty to appoint a Doctoral Dissertation Defence Commission. As a rule, the Commission consists of the members of the Doctoral Dissertation Evaluation Commission.

After appointing the Doctoral Dissertation Defence Commission, the date and time of the doctoral dissertation defence are appointed. They are appointed by the president and members of the Doctoral Dissertation Defence Commission, in co-operation with the Student Affairs Office and in agreement with the student.

Since the Doctoral Dissertation Defence Commission was appointed to the actual defence, not more than thirty (30) days may pass, except during summer break, as specified by the academic calendar for an individual academic year.

Article 153
(public nature of the doctoral dissertation defence)

The doctoral dissertation defence is public. The time and place of the doctoral dissertation defence, its author and the composition of the Doctoral Dissertation

Defence Commission are published on the Faculty's website five (5) days prior to the date of the defence date.

The defence may be recorded upon prior consent from the Faculty, the candidate and members of the Doctoral Dissertation Defence Commission.

During the doctoral dissertation defence minutes are kept. The minutes contain the questions which were posed to the student at the defence.

Article 154
(course of the doctoral dissertation defence)

The doctoral dissertation defence is conducted by the president of the Doctoral Dissertation Defence Commission.

The defence is opened by the president of the Doctoral Dissertation Defence Commission by presenting the student (biographical and bibliographical data), the title and field of the doctoral dissertation, and the work conducted so far on the doctoral dissertation. During that time the student and the president of the Commission are standing. Afterwards the president allows the student to speak.

The student presents his doctoral dissertation for 30 to 45 minutes. He can use audiovisual aids in the process.

After the student presents the doctoral dissertation, the mentor and other members of the Doctoral Dissertation Defence Commission present the main points of their evaluation of the doctoral dissertation.

Afterwards the members of the Doctoral Dissertation Defence Commission pose no more than three (3) written questions to the student. If the president allows it, other persons present at the defence may pose one (1) written question each. The questions must be formed so that the student can answer them in 45 minutes. Before the student begins answering the questions, he is entitled to a 30 to 45-minute break to prepare his answers.

Article 155
(decision on the successfulness of the doctoral dissertation defence)

After the defence the Doctoral Dissertation Defence Commission meets separately and adopts a decision on whether the student has successfully defended the doctoral dissertation. It gives its decision in writing, stating who defended the doctoral dissertation, the title of the dissertation, its decision and a brief explanation of the decision, the date and hour of the defence, and signatures of Commission members, stating their roles in the Commission. The decision is signed by all Commission members.

The president of the Doctoral Dissertation Defence Commission reads the decision from the previous paragraph of this article to the student and to those present at the defence. During that time everyone is standing.

Article 156
(repeating the doctoral dissertation defence)

In the event of an unsuccessful defence, the Doctoral Dissertation Defence Commission enters a decision into the minutes, setting a maximum three (3) month deadline to the student to prepare for a new defence.

In the event of a second unsuccessful defence, the Doctoral Dissertation Defence Commission issues a decision in writing, stating who defended the doctoral dissertation, the title of the dissertation, the reasons for the unsuccessful defence, the date and hour of the defence, and composition of the Commission.

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

Article 157
(copies of the doctoral dissertation)

The Student Affairs Office submits four (4) copies of the doctoral dissertation to the library, of which two (2) copies bear a stamp. In accordance with the Legal Deposit Act, the library submits two (2) copies of the doctoral dissertation to the National and University Library. The Student Affairs Office submits one (1) copy of the doctoral dissertation to the mentor.

Article 158
(certificate of obtaining a PhD)

After a successful doctoral dissertation defence, the Student Affairs Office enters the grade into the electronic grade book and issues a certificate of completion of studies in the doctoral programme to the student, which substitutes for the original diploma until the solemn graduation ceremony.

The date of the doctoral dissertation defence is considered the date when the PhD student obtained his title.

Article 159
(certificate of doctoral dissertation authenticity)

The student may request the Student Affairs Office to issue a certificate of doctoral dissertation authenticity, based on the review of the doctoral dissertation with a

plagiarism detection program no later than fifteen (15) days after its defence. This service is payable and published on the Faculty's price list.

Article 160
(PhD student record)

The Student Affairs Office keeps a record of each doctoral study graduate, which comprises all the documentation about the course and completion of the doctoral study.

5.12 Conferment

Article 161
(conferment)

Based on the decision from the Senate of the Faculty, the Dean of the Faculty performs the conferment of the Doctor of Philosophy degree. The conferment is public and solemn and performed once a year; at the conferment the Doctor of Philosophy is awarded his diploma.

5.13 Withdrawal

Article 162
(withdrawal from the Faculty)

A student who does not intend to finish his studies, may withdraw from the Faculty. He must address a “Withdrawal Application” signed by hand ([Annex 10](#)) to the Faculty.

The Student Affairs Office checks with the Accounting Department whether the student has settled all financial obligations.

After the student has settled all financial obligations towards the Faculty, the Student Affairs Office issues a written withdrawal form.

6. REVOCATION OF PROFESSIONAL OR SCIENTIFIC TITLE

Article 163
(reasons for revocation)

A graduate's professional or scientific title is revoked if it is established after the title was obtained:

- that the graduate did not have the education required by law to enrol;

- that in the final paper, which is prescribed by the study programme, the graduate portrayed the works of other authors as his own, contrary to the established citation methods;
- that to a great extent the final paper, which is prescribed by the study programme, is not the result of the graduate's own work, creativity and achievements.

Article 164
(initiating the procedure)

Anyone can file a motion for initiating the procedure for establishing the meeting of conditions for the revocation of a scientific or professional title. Together with a written statement of grounds, in which the applicant must substantiate one of the circumstances for the revocation of the title from the previous article, he addresses the motion to the Senate of the Faculty.

If the Senate deems that the motion is formally justified, it adopts a decision within eight (8) days after receiving the motion, with which it initiates the procedure of revocation of title and appoints a three (3) member Commission for Substantive Verification of the Merits of the Motion.

Article 165
(composition and obligations of the Commission for Substantive Verification of the Merits of the Motion)

At least two (2) members of the Commission for Substantive Verification of the Merits of the Motion must be from the field discussed by the paper.

A person who has participated in the procedure for obtaining a professional or scientific title as a mentor, co-mentor or member of a commission for evaluation of the final paper cannot be a Commission member.

Within thirty (30) days from its appointment, the Commission must submit to the Senate its expert opinion on the degree of violation.

Article 166
(graduate's rights)

The president of the Commission for Substantive Verification of the Merits of the Motion informs the graduate, against whom proceedings have been brought, about initiating the procedure of revocation of a scientific or professional title. The graduate may attend the proceedings on his own or by proxy.

The graduate has the right to view all documents pertaining to the case, to be acquainted with the status of the case, to submit evidence for his benefit and assert all other rights

of a party to the proceedings, applying the act regulating general administrative proceedings.

Prior to reaching a final decision in the Senate, the president of the Commission for Substantive Verification of the Merits of the Motion must ask the graduate to prepare a written statement of all facts and circumstances relevant for issuing a decision within thirty (30) days after receiving the summons.

After receiving the written statement from the graduate or after the deadline from the previous paragraph expires, the president of the Commission submits a report on the course of the proceedings and a proposal of a decision to the Senate.

Article 167
(Senate decision)

If the Senate discovers that reasons exist for the revocation of a professional or scientific title at a session, it issues an order to revoke the mentioned title; if not, it stops the proceedings with a decision.

An administrative dispute may be initiated against an order by the Senate on the revocation of a scientific or professional title.

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

The revocation of a scientific or professional title takes effect on the day the Senate order becomes final.

After the title has been revoked, the Faculty annuls the issued document in Uradni list Republike Slovenije (Official Gazette of the Republic of Slovenia).

The Faculty keeps a register of awarded and revoked titles.

7. KNOWLEDGE ASSESSMENT AND EXAM RULES

a. General

Article 169
(purpose of knowledge assessment)

Knowledge assessment is used to determine the success of a student in fulfilling the requirements laid down in an individual study programme. The knowledge of students is assessed by individual components throughout the academic year, which ensures a comprehensive overview of the mastering of contents and participation in the study process.

b. Knowledge Assessment

Article 170
(forms of knowledge assessment)

Forms of knowledge assessment are exams, preliminary exams, seminar papers and other forms specified by the study programme. Knowledge assessment can be oral or written or oral and written.

Article 171
(defining forms of knowledge assessment)

Individual forms of knowledge assessment in individual courses are defined by the course curriculum. Students become familiarised with these knowledge assessment forms and methods in the following ways: with the Study Brochure for an individual academic year, through announcements on the Faculty's website, and at the introductory lecture for an individual course. Every academic year the lecturers of courses hold an introductory lecture at which they familiarise the students in detail with the course implementation plan, the knowledge assessment method, the grading criteria, the study requirements and conditions for taking a written and/or oral exam.

Article 172
(compulsory nature of assessment)

The learning process for each course ends with the assessment of gained knowledge.

c. Exam Form

Article 173
(exam method and form)

An exam is the regular form of knowledge assessment. An exam can be taken for an individual course (individual exam) or for several exams simultaneously (group exam), if so specified by the study programme.

Exams are: written, oral, and written and oral. If so specified by the study programme, an exam may have a practical section. The study programme may also specify that an exam can be taken via the Internet or as the so-called take-home exam, or as a

combination of the student's written product and written exam (combined exam) or as an exam seminar paper.

An exam assesses the knowledge of the subject matter specified by the curriculum for an individual course.

Article 174
(grading)

An exam is graded by an individual professor or Examination Commission. An exam is taken before a Commission in cases specified by the Statute, study programme or these Rules.

Article 175
(public nature of exams)

Exams are public. The public nature of exams is ensured by announcing the exam dates and publishing the date, hour and place for taking exams. The public nature of exams is ensured by allowing the presence of other students at the exam.

d. Methods of Taking Exams

Article 176
(oral exam)

An oral exam is taken in the form of a private conversation between the examiner and student. The oral exam lasts up to thirty (30) minutes per individual student. The oral exam can be held individually or as a group exam for several students simultaneously.

The oral exam grade is announced on the day of taking the exam.

Article 177
(written exam)

A written exam is taken in the form of a supervised paper.

The written exam lasts at least one (1) period (individual exam) and no more than three (3) periods (group exam).

Higher education teacher is obliged to submit exam grades and filled out examination papers to the Student Affairs Office within eight (8) days from the day the exam was taken, in the case of an individual exam, or within fifteen (15) days from the day the final exam or final part of the exam was taken, in the case of a group or combined exam.

If the higher education teacher does not pick up the examination papers which were sent to him by post and they are returned to the Faculty, the filled out examination papers are sent to an alternative grader. The latter gives the exam results to the Commission for Study Affairs for approval.

A student has the right to view his graded written product and receive an explanation on the attained result. He may assert the right to view the written product within fifteen (15) days after the exam grade was published, during office hours or at a specially appointed time.

Higher education teacher is obliged to submit examination papers to the Student Affairs Office, which keeps them for one (1) year after the day the exam was taken.

Paragraphs 3, 4 and 5 of this article shall apply to other exam forms as well.

Article 178 (bridge exam)

A postgraduate student who has not obtained an education in law, social sciences or business and administrative sciences during his undergraduate studies must pass one or more bridge exams in accordance with the provisions of the study programme.

The bridge exam is taken as a written group exam, with an individual part of the exam lasting thirty (30) minutes.

If a student does not pass the bridge exam, he may take it again; the number of attempts is not limited as for other exams. Each taking of a bridge exam is payable in accordance with the Faculty's price list. The student retakes only that part of the bridge exam which was graded negatively; he must pass the entire exam prior to registering the topic of his master's thesis.

The number of bridge exams for an individual student is specified by the Enrolment Commission upon enrolment with regard to the student's prior education.

The contents of an individual bridge exam are laid down in the curriculum.

Performance at an individual part of the bridge exam is graded as successful or unsuccessful.

The same rules apply to bridge exams in order to enrol or disenrol from an exam as to the rest of the exams.

Article 179 (take-home exam)

If an exam is taken as the so-called take-home exam, the student is given exam questions and instructions for filling out the examination paper via the Student Information System.

The student must fill out and hand in the examination paper from the previous paragraph in the form and within the deadline set by the course lecturer. The deadline for completion must not exceed fourteen (14) days from when the exam questions and instructions were published in the Student Information System.

If the student does not have the possibility of acquiring the exam questions and instructions for filling out the examination paper via the Student Information System, the course lecturer may, at the student's written request, approve another suitable method of acquiring the questions and handing in the paper.

Article 180 (written and oral exam)

If an exam is taken as a written and oral exam, it is first taken in the form of a supervised paper and afterwards in the form of a private conversation with the examiner. The oral and written part form a whole, which is given a joint grade.

If the exam is taken as a written and oral one, the timetable of oral exams is published simultaneously with the grade of the written part of the exam. The oral part of the exam must commence no later than on the seventh (7th) working day after the written part of the exam was taken, and must be concluded within five (5) working days after its commencement.

If the exam is taken as a written and oral one, it is first written and only then in the form of a personal conversation with the higher education teacher. Oral and written exam make a whole which is concluded with a grade.

Article 181 (combined exam)

A combined exam is the combination of a written product (preliminary exam or seminar paper), which is a condition for taking the written exam, and the written exam itself, with the grade of the written product affecting the final grade of the written exam.

The written product from the previous paragraph can be the subject of a presentation during practical classes in an individual course in the undergraduate studies, with a portion of the practical classes being intended for writing a written product.

Article 182 (preliminary exam)

A preliminary exam is a form of regular knowledge assessment. The preliminary exam can be oral or written.

A passed preliminary exam can be a condition for taking an exam if so specified by the course lecturer or the study programme. The preliminary exam grade may affect the final grade in an individual course.

Article 183
(seminar paper)

A seminar paper can be a condition for taking an exam if so specified by the study programme. The seminar paper grade may affect the final grade in an individual course.

The seminar paper must be prepared in accordance with the Technical Instructions for Writing Final Papers.

Article 184
(exam seminar paper)

An exam seminar paper is a written product written by the student independently, following the instructions of the course lecturer.

The course lecturer sets a deadline by which students must provide answers to the posed questions or by which they must hand in a seminar paper on a specific title.

An exam seminar paper can be specified as the form of knowledge assessment only in the case of elective courses.

e. Seminar paper for 2 CPs

Article 185
(selection of seminar paper topic)

The seminar paper topic can be selected by the student in one of the compulsory or elective courses of an individual year of study, in agreement with the lecturer of the course under which the topic belongs.

Two or more students cannot select the same seminar paper topic. Exceptionally, the course lecturer may allow two or more students to discuss individual, different aspects of the same topic.

If two (2) or more students select the same topic, the course lecturer decides which of the applicants shall be given precedence based on the registration date.

The professor is obligated to submit the graded seminar paper to the Student Affairs Office, which keeps it for one (1) year after the day the seminar paper was handed in.

Article 186
(registration of seminar paper topic)

A student registers the selected seminar paper topic at the beginning of the second (2nd) semester of an individual year of study, but can only hand it in for evaluation after lectures have concluded in the course whose lecturer approved the writing of the paper.

The Student Affairs Office keeps a record of seminar paper grades.

Article 187
(writing a seminar paper)

As regards the technical requirements, structure, quotation, notes and citation of used literature and sources, the Technical Instructions for Writing Final Papers shall apply to the writing of a seminar paper.

The seminar paper usually comprises one (1) examination paper (30,000 characters with spaces).

The seminar paper must be proofread; if not, the student must attach a statement saying that he assumes responsibility for the grammatical and linguistic correctness of the text.

Article 188
(submission and evaluation of a seminar paper)

A student must submit the seminar paper by 31st August of the current academic year to the Student Affairs Office (in electronic form), together with a filled-out “Form for Registration and Evaluation of a Seminar Paper” ([Annex 22](#)). The Student Affairs Office forwards the seminar paper to the course lecturer, who grades the paper and forwards a filled-out and signed form bearing the grade to the Student Affairs Office. The Student Affairs Office enters the grade into the student's electronic grade book.

If the course lecturer assesses that the submitted seminar paper is insufficient for a positive grade, he may inform the student how to correct and supplement it or he may ask him to write a new seminar paper. If the topic of the paper does not change when correcting or supplementing the paper, or when writing a new seminar paper, the topic need not be registered anew.

f. Conditions for Taking Exams

Article 189
(right to take an exam)

A student gains the right to take an exam in an individual course of the enrolled year after course lectures or consultations have been implemented and after he has fulfilled all other prescribed requirements in the course. All exceptions are laid down in these Rules.

The student may take an exam in the same course no more than four times in the same academic year.

In order to take a missing exam or write a missing seminar paper, the student without status must settle the financial costs of an individual exam or seminar paper according to the price list of the Faculty.

The costs of taking an exam when losing student status, or of potential bridging courses, and the costs of the fourth (4th) and all subsequent taking of exams in the enrolled year are paid based on an issued invoice after attending the exam or after a late withdrawal from the exam.

g. Exam Grades

Article 190 (grades)

Exam performance is assessed with the following grades:

- 10 – (excellent: exceptional results with negligible mistakes);
- 9 – (very good: above-average knowledge, but with a few mistakes);
- 8 – (very good: solid results);
- 7 – (good: good knowledge, but with bigger mistakes);
- 6 – (satisfactory: knowledge meets the minimum criteria);
- 5 – 1 (unsatisfactory: knowledge does not meet the minimum criteria).

A student successfully passes an exam if he is given at least the grade satisfactory (6) and all the way to excellent (10).

h. Exam Dates

Article 191 (regular and special dates)

A student takes exams on regular and special exam dates.

Regular dates take place during exam periods, which are: first (1st), second (2nd) and third (3rd) exam period and are specified by the academic calendar of the Faculty.

During each exam period the Student Affairs Office announces one (1) exam date.

Special exam dates are exam dates outside of the exam periods and while lectures are being held. On the proposal of the course lecturer, the Dean may set one (1) special exam date for an individual course for an individual year of study. In doing so he takes into account the possibilities for implementing a special exam date. A special exam date must not interfere with the implementation of the study process, i.e. lectures and practical classes.

The Student Affairs Office prepares a list of exam dates for the entire academic year and publishes it in the Student Information System at least two (2) months before the exam period. The Faculty reserves the right to change the location and hour of exams.

i. Taking an Exam Preliminarily

Article 192

(taking an exam for a higher year preliminarily)

A student who has fulfilled all of the study requirements for the previous year of study and at least half of the study requirements for the current year of study in the current academic year may take exams in courses of a higher year of study, following a positive decision from the Commission for Study Affairs.

Full-time students are granted taking exams for a higher year of study preliminarily and free of charge, except in the event that additional costs are incurred by the exam, which are hence covered by the student. Part-time students take exams of a higher year of study as students without status and the paid exam sum is taken into account when enrolling in a higher year.

Students enrolled in the first (1st) year are allowed to take exams in courses foreseen for the second (2nd) year as citizens. In this case the student pays the value of the course based on the CPs. The paid sum is taken into account when he enrolls in the second (2nd) year. The payment is taken into account for part-time students. The payment of students who are enrolled in subsidised programmes is taken into account, but they pay additional costs if any are incurred by the implementation of the exam.

This provision shall apply to students who are enrolled in the second (2nd) year and wish to take exams in courses foreseen for the third (3rd) year.

j. Individual Taking of Exams

Article 193

(individual taking of exams)

Individual taking of exams is allowed to a student who:

- has a form of obtained student status with special needs;
- is abroad on an international student exchange during exam period;
- is absent for business during the exam period (absence must last at least three (3) months in case of having a full-time job and suitable documentation from the employer);
- has a medical certificate of hospitalisation during the announced exam dates (hospitalization must last at least twelve (12) during the exam period supported with a medical certificate including the date of being accepted or released from the hospital).

The student sends an Application for Taking an Individual Exam with the documentary evidence to the Faculty. The Dean decides on the application.

An individual exam is taken as agreed on by the candidate and course lecturer. The form and method of taking an individual exam must comply with these Rules.

The form and the method of taking an individual exam have to comply with these Rules.

k. Re-Taking an Exam

Article 194 (number of re-takes)

A student who failed an exam the first time may retake the exam twice, free of charge. The fourth (4th) and fifth (5th) taking of an exam are payable in accordance with the price list of the Faculty.

The first (1st) retaking of an exam is possible in the same exam period; however, at least ten (10) days must pass between the failed exam and its retake. Taking an exam again pursuant to a positive decision on an appeal against the exam grade is not considered a retake.

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

A student may take an individual exam eight times in total. In the event that the student does not pass an individual exam on his last attempt, he is expelled from the study programme under which he studied until then.

Article 195 (board exam)

The sixth (6th) and subsequent taking of an exam is held before a Board of Examiners. A board exam can be taken any time during the current academic year, including holidays.

The Board of Examiners is made up of two (2) members (course lecturer and another member), appointed by the Dean.

A board exam is held in the written and oral form on the same day. The written product must be enclosed with the minutes of taking the exam. The Board of Examiners evaluates the result of the written exam. If the written part is graded positively, it is followed by an oral exam. Not more than eight (8) days may pass between the written and the oral exam. Afterwards it tests and grades the student's knowledge in the oral part of the exam.

The student is obligated to settle the costs of taking a board exam in accordance with the valid price list.

Article 196
(counting in the case of re-enrolment in a year)

If a student has re-enrolled in the same year of study, it is counted as if he is taking an individual exam of that year for the first (1st) time when he sits this exam for the first (1st) time after his re-enrolment, regardless of whether he already sat this exam upon his first (1st) enrolment in that year of study.

Article 197
(counting in the case of losing student status)

If a student has lost student status, it is counted as if he is taking an individual exam of that year of study for the first (1st) time when he sits this exam for the first (1st) time after losing his status, regardless of whether he already sat this exam upon his first (1st) enrolment in that year of study.

1. Re-taking an Exam to Improve a Grade

Article 198
(improving a grade)

A student who has already successfully fulfilled a study requirement (exam, seminar paper etc.) in a specific course, but wishes to demonstrate greater knowledge and attain a higher grade, may retake an exam in an individual course once to improve his grade. Exams can be taken on regular exam dates and are charged in accordance with the price list of the Faculty, which is published on the website.

The student addresses an application for retaking already fulfilled study requirements to the Student Affairs Office and encloses a proof of payment.

If the student attains a lower grade when retaking a study requirement than the first time, the grade he attained when taking the study requirement for the first (1st) time remains valid.

m. Applying for an Exam

Article 199 (application method)

Students apply to all announced exam dates via the computerised Student Information System or exceptionally by sending an e-mail to the Student Affairs Office. Students are allowed to apply exceptionally through the Student Affairs Office by submitting a form ([Annex 23](#)).

In case the student's status is terminated the student pays for the costs of taking all kinds of exams according to the receipt given after taking an exam or late de-registration from the exam.

The student's grade is not entered in the electronic grade book until the financial obligations are settled.

For students who must meet special conditions to sit an exam, the conditions, application instructions and forms are published in the Student Information System.

If the student has not settled all of the overdue financial obligations towards the Faculty, he cannot apply for an exam since the Student Information System will automatically block him.

Article 200 (application deadline)

The last day for applying for an exam is seven (7) days prior to the announced date for taking the exam. The day of the exam is counted in the application deadline. In special circumstances the Student Affairs Office applies the student for the exam even in the period up to seven (7) days prior the announced exam date.

In the event that the Student Information System is malfunctioning, students apply for exams with the "Form for Applying for and Registering an Exam" ([Annex 23](#)), which they send to the Student Affairs Office by e-mail.

If a student who has not settled all of the overdue financial obligations towards the Faculty submits an application form to the Student Affairs Office by e-mail within the exam application deadline, the application is accepted if he settles all of the overdue financial obligations towards the Faculty at least one day prior to the announced exam date.

Article 201

(time and place of taking an exam)

A student who has applied for an exam must recheck which group he has been assigned to, and the time and place of taking the exam on the day of the exam at the latest.

n. Withdrawal from the exam

Article 202 (withdrawal deadline)

The last day for withdrawing an application for an exam is three (3) days prior to the announced date for taking the exam. The student withdraws via the Student Information System or exceptionally in writing via the Student Affairs Office. The day of the exam is counted in the withdrawal deadline.

The student:

- whose status is terminated,
- who takes possible bridging exams,
- who re-sits an exam to improve his grade, and
- who needs to settle financial obligations of the fourth and all further examinations

has to de-register from the exam date via e-mail, fax or personally in the Student Affairs Office four (4) days prior the exam date in case he applied for the exam he does not intend to take. If the student does not de-register from an exam in time, the payment is due unless he fulfils the conditions from article 203 of these Rules. The student must submit a statement informing about payment to the Student Affairs Office and only then the Student Affairs Office arranges the withdrawal, issues a credit note and arranges repayment of sums paid.

In the event that the computerised Student Information System is malfunctioning, the student must immediately inform the Student Affairs Office by e-mail that he is withdrawing from an exam. If not, subsequent withdrawal from the exam is not possible.

Article 203 (non-attendance)

In the event that a student does not attend an exam and has not withdrawn from the exam within the prescribed deadline, the exam date is counted and the minutes of taking the exam contain the entry »did not attend«.

If a student does not attend an exam due to legitimate reasons and does not withdraw from the exam on time, he must submit an application for withdrawal from an exam to the Student Affairs Office ([Annex 24](#)), together with documentary evidence, as soon as the reason for his absence ceases; if not, it is considered that he did not attend the exam.

A legitimate reason is detainment, substantiated with suitable certificates, e.g. a medical certificate, certificate of detainment due to work, of detainment due to a death in the family or detainment due to force majeure (e.g. car accident).

a. Course of an Exam, Exam Rules and Violations of Exam Rules

Article 204
(implementation of an exam)

The implementer of an exam is responsible for the implementation of the exam and must ensure proper organisation and quality control over the taking of a written exam and the appropriate course of an oral exam. The implementation of a written exam is supervised by the course lecturer, or by another pedagogue of the Faculty, in agreement with the course lecturer. The oral exam can be held individually or with a group of students.

If the exam questions were printed in the Student Affairs Office, the lecturer must send them to the Faculty at least eight (8) days prior to the announced exam date. If the Student Affairs Office is not in possession of the questions on the day of the announced exam date, an alternative grader is asked to prepare the exam questions.

If the course lecturer cannot attend the oral exam, an alternative grader is asked to implement the oral exam. The alternative grader prepares minutes on the course of the oral exam with the grade proposal. He submits both to the Commission for Study Affairs for approval. No one can attend the exam after it commences.

In the case from Paragraph 2 of this article, the alternative grader grades the exams and submits the exam results to the Commission for Study Affairs for approval.

Article 205
(limited number)

No more than half of the students that can be seated in a specific lecture room can take an exam in the same lecture room simultaneously; if there are two (2) exam implementers or more, a greater number of students in a group can take an exam.

Article 206
(checking attendance)

Prior to the commencement of the exam, the implementer of the oral exam checks the identity of the student and his attendance based on a list of applied students, which is prepared by the Student Affairs Office and delivered to the implementer of the exam usually on the day the exam is being held.

The implementer of the exam marks attendance on the list. After the exam is concluded, he attaches the signed list to the examination papers and submits all to the Student Affairs Office, who then gives them to the course lecturer.

Students who are not on the list for taking the exam cannot take the exam, unless they feel that a mistake has been made when preparing the list and that they have the right to take the exam. In such cases they are allowed to take the exam but are warned that their right to take the exam shall be verified subsequently.

The student must bring a student ID card, an ID card or passport or exceptionally another form of identification containing a photograph to the exam, so that the implementer of the exam may verify his identity. A student who does not have any of these documents on him, is not allowed to take the exam.

Article 207
(examination papers and questions)

At the written exam the exam questions are usually given to students in writing.

Examination papers which do not contain exam questions are given to the exam implementer by the Student Affairs Office generally on the day of the announced exam date. The examination paper must contain the Faculty's stamp.

The exam implementer returns the unused stamped examination papers to the Student Affairs Office after the exam is concluded.

Article 208
(exam rules)

Apart from the study material expressly allowed by the exam implementer, a student must not use any other study material or aid when taking the exam.

The following situations constitute a major violation of exam rules:

- copying from and communicating with other students or the mere attempt to copy from or communicate with other students;
- using notebooks, books or other aids, unless specified otherwise by the course lecturer;
- using mobile phones or other telecommunication devices;
- someone else taking the exam instead of the applied student.

A student disrupting the course of the exam constitutes a minor violation of exam rules.

Article 209
(recording violation)

If he discovers a violation of exam rules, the exam implementer immediately forbids the candidate to continue taking the exam. The implementer fills out and signs a Violation Form about the established violation, which he sends to the Student Affairs Office, which in turn sends it to the course lecturer.

The course lecturer enters the grade one (1) into the minutes of the taking of the exam. Regardless of whether it was merely an attempt or an actual violation, the case, together with a filled-in and signed form, must be handed over to the Dean within seven (7) days after the exam was taken.

The Dean decides whether to initiate disciplinary proceedings. If disciplinary proceedings are initiated, he informs the Student Affairs Office of this, which must not allow the student to apply for subsequent exam dates in the course for which disciplinary proceedings have been initiated, until the proceedings are concluded.

The imposition of an appropriate sanction for an established violation of exam rules is decided by a three-member Disciplinary Committee.

Article 210
(handing in the examination paper)

When the student finishes the taking of the exam, he hands the examination paper to the exam implementer and leaves the lecture room. If the course of the exam could be disrupted by the student leaving, the exam implementer may order students who have finished taking the exam to wait in their seats until the time allocated for the taking of the exam expires.

The student must hand in the examination paper even if he has not answered the posed questions.

b. Keeping Records of Exams Taken

Article 211
(exam minutes)

The exam grader must hand in the minutes containing the grades and the filled-out examination papers to the Student Affairs Office as soon as oral exams are concluded or as soon as he enters the grades of the written exams. The exam grader must hand in the filled-out examination papers together with the minutes.

In the case of written exams, the minutes containing the grades must be submitted to the Student Affairs Office within the deadlines from Paragraph 3 of Article 177 of these Rules.

Grades which have been entered into the exam minutes must not be corrected, unless the exam grader has mistakenly entered the wrong grade. At the next taking of the exam, the new grade is entered into new minutes.

Article 212
(entering the grade)

The Student Affairs Office enters the grades into a computerised record of fulfilled study requirements, which are also shown in the student's electronic grade book. The course lecturer may enter the grades into the computerised record himself, but must nonetheless hand in filled-out and signed exam minutes to the Student Affairs Office.

If the Student Affairs Office discovers any irregularities, it informs the course lecturer and the Dean.

c. Annulment of an Exam

Article 213
(annulment)

If a student has taken an exam which he had no right to take, the Dean annuls the positive grade.

The student whose exam has been annulled, may retake this exam after meeting the conditions for taking it under the provisions of these Rules.

d. Appeal against the Grade

Article 214
(filing an appeal)

A student may appeal against a grade received at an exam. The student may file a reasoned appeal within four (4) days after viewing the examination paper. The student may request to view the examination paper within fifteen (15) days after receiving the grade. The Faculty is obligated to procure the written product within eight (8) days after receiving the request.

Article 215
(preliminary procedure)

The Student Affairs Office immediately submits the appeal to the course lecturer or within three (3) days at latest.

If the course lecturer informs the Student Affairs Office within three (3) days after receiving the appeal that he plans to change the grade or that a mistake occurred when entering it into the minutes, the grade is changed and the procedure is concluded.

Article 215
(commission)

If the course lecturer informs the Student Affairs Office within three (3) days after receiving the appeal that there is no reason to change the grade or if he does not respond at all, the Student Affairs Office informs the Dean of this and the latter appoints a two-member commission and the president of the commission. The course lecturer cannot be a member of the commission.

If an appeal has been filed against the grade of an oral exam, the commission re-examines and grades the student within seven (7) days after its appointment.

If an appeal has been filed against the grade of a written exam, the commission reviews and grades the student's written product within seven (7) days after its appointment.

The provisions of Paragraphs 2 and 3 of this article shall also apply if the exam is both oral and written.

The Commission prepares minutes of the procedure of grading an exam anew, which are signed by both members and submitted to the Dean. The minutes contain the reasons for the confirmation or change of grade.

Article 216 (decision)

Based on the minutes from Paragraph 5 of the previous article, the Dean issues a decision on the appeal.

The decision from the previous paragraph is final.

e. Recognition of Formal and Non-Formal Education

Article 217 (recognition of courses passed prior to enrolment)

A candidate who passed courses in an accredited study programme at another higher education institution prior to enrolling in the Faculty may request the recognition of the courses if they were taken at the same cycle and level of the accredited programme as those he has enrolled in at the Faculty.

Candidates who are enrolling in the Faculty according to the transfer criteria submit the application for recognition of courses when applying for enrolment, whereas others submit it by the end of October. They submit the application on the form "Application for Recognition of Formal and Non-Formal Education prior to Enrolment in the Faculty" ([Annex 25](#)). On the application the student must state clearly and precisely for which course he wishes the exam to be recognised. The application must be enclosed with an Academic Transcript and the course curriculum.

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

The recognition is decided by the Commission for Study Affairs, with the course lecturer giving his preliminary opinion on the recognition.

In his opinion the lecturer states:

- that he recognises the course in its entirety;
- that he recognises the course partially, stating the learning contents in which the student must take an exam;
- that he does not recognise the course.

The decision from the Commission for Study Affairs on the recognition or partial recognition of a course is entered into the record of the student's fulfilled requirements.

The course lecturer is not obligated to give his opinion if the course is recognised in the form of CPs and not on a course for course basis.

Article 218 (recognition of education attained abroad)

A candidate who achieved a particular level of education at a foreign educational institution before enrolling into the Faculty submits a Request for education recognition in order to continue with the education, which is a part of application documentation for enrolment via the eVŠ web portal.

The Enrolment Committee rules upon the candidate's request and heads the procedure according to the Law of Evaluation and Recognition of Education.

In the procedure of recognition of education, the following criteria are used beside international principles in this field:

- education system,
- educational programme, syllabus or curriculum,
- study achievements,
- duration of studies,
- rights originating from the education.

Based on the type of education the Enrolment Committee takes into consideration also other circumstances, important for the recognition, for instance: age of the educational document's owner, language skills, the achieved number of CPs, placement of the education in the country of origin, special achievements in the field of education.

The Faculty issues an act of recognition of the education attained abroad and hands it to the applicant within two (2) months since receiving the complete application.

It is possible to complain to the Faculty against the act which was issued in the procedure of education recognition in eight (8) days since receiving the act. The Senate decides on the complaint within two (2) months.

Article 219
(recognition of courses while studying at the Faculty)

If a student requests the recognition of a course he passed at another higher education institution while being enrolled in the Faculty, such a course can be recognised only as a passed elective course.

The elective course is recognised in the amount of CPs and not on a course for course basis. The elective course must not be similar or identical to a course the student has already passed at the Faculty.

Students submit the application on the form "Application for Recognition of Formal and Non-Formal Education while Studying at the Faculty" ([Annex 26](#)). The application must be enclosed with an Academic Transcript and the course curriculum. The Commission for Study Affairs decides on the recognition.

Article 220
(recognition of non-formal forms of education in study programmes of the first (1st) and second (2nd) cycle)

In accordance with the accredited study programme the Commission for Study Affairs may, at the request from a candidate or student, recognise the contents of non-formal education obtained outside of the accredited study programmes (professional examinations, projects, reports, publications and other authorial works, active participation in summer school and competitions).

The candidate or student may assert a specific training programme or professional examination only once under the same study programme.

Individual professional examinations are recognised to the following extent:

- State judicial examination: 10 CPs;
- National public administration examination: 7 CPs;
- Inspector examination: 5 CPs;
- Passed test in management and decision-making in minor offence proceedings: 3 CPs;
- Professional Examination on General Administrative Procedure: 3 CPs.

Based on active participation in the summer school organised by the Faculty, the candidate or student receives CPs in the amount of one optional course.

A requirement is considered fulfilled when the candidate or student attains the full amount of the CPs of an optional course based on individual professional examinations passed.

Based on the provided documents of non-formal education, the candidate or student may be recognised the amount of the CPs of two (2) elective courses per individual year of study at the most.

Candidates submit the application on the form "Application for Recognition of Formal and Non-Formal Education prior to Enrolment in the Faculty" ([Annex 25](#)), while students submit the application on the form "Application for Recognition of Formal and Non-Formal Education while Studying at the Faculty" ([Annex 26](#)). The forms are available in the Student Information System and the Student Affairs Office. The application must be enclosed with the programme and certificate of obtained non-formal education.

Article 221

(recognition of non-formal forms of education in third (3rd) cycle study programmes)

A student may be recognised the gained knowledge, qualifications or skills in the form of CPs, which match either fully or partially the contents and level of difficulty of general or course-specific competencies, laid down in the study programme.

Under the preceding paragraph, the knowledge, qualifications or skills gained through formal, non-formal or experiential learning may be recognised. The recognition procedure may:

- take into account school-leaving certificates and other documents (documents on completed classes and other forms of education and training);
- evaluate the products, services, publications and other authorial works of students (possibility of fulfilling study requirements – exams, preliminary exams, seminar papers) by grading the products, projects, inventions and patents which the student has made or registered prior to enrolment;
- take into account relevant work experience, and
- other comparable achievements.

The recognition of the knowledge, qualifications or skills under the preceding paragraph of this article as fulfilled study requirements is decided by the Commission for Study Affairs based on a written application from the student. The application must be enclosed with authentic school-leaving certificates or other documents which demonstrate successfully gained knowledge and the content of said knowledge gained after meeting the conditions for enrolment in the doctoral study or outside of the study requirements at the first (1st) and second (2nd) cycle. If the Commission decides in favour of the application, it evaluates the recognised knowledge, qualifications or skills according to the ECTS criteria for the credit evaluation of study programmes.

Based on the provided documents of professional work performed (project, report, publication and other authorial works), the student may be recognised up to 15 CPs,

which can substitute for a study programme course. The student may also request the recognition of a part or of all the contents of a methodological seminar for preparing a draft of the doctoral dissertation, namely up to 15 CPs.

The recognition and number of recognised CPs is decided by the Commission for Study Affairs.

f. Recognition of Fulfilled Requirements based on Concluded Work Placement

Article 222
(work placement)

In the undergraduate programmes “Administrative Law”, practical training, lasting at least 14 days, may be substituted for writing a seminar paper or for a part of the CPs in individual elective courses, but in the maximum total value of 6 CPs in an individual year of study and in the maximum total value of 12 CPs in the entire study programme.

In the postgraduate programmes, the implementation of practical training, lasting at least 14 days, may substitute for writing a seminar paper or other project under an individual course or individual elective course, but in the maximum total value of 10 CPs in the entire study programme. The recognition of fulfilled requirements based on concluded work placement is ruled upon by the Commission for Study Affairs, which may request the opinion of the lecturer of the course for which the placement would be recognised prior to reaching a decision.

g. Optional Subjects

Article 223
(changing optional subjects)

Students select optional subjects on an electronic form prior to enrolment in an individual year of study in which the optional subject is being implemented.

A student of an undergraduate study programme selects optional subjects on the electronic form for enrolment in the first (1st), second (2nd) and third (3rd) year of studies.

A student of a postgraduate study programme selects elective courses on the electronic form for enrolment in the second (2nd) year of studies.

Elective courses may be changed subsequently, but no later than on 30th October of the current year, by the student submitting a written application for switching an elective course to the Faculty, which is then ruled upon on by the Student Affairs Office.

h. Other Forms of Knowledge Assessment and Evaluation

Article 224
(determination of other forms)

The study programme may specify other forms of knowledge assessment; these are specified in greater detail in the curricula of individual courses.

8. COMPULSORY WORK PLACEMENT

Article 225
(definition, purpose and objectives of compulsory work placement)

Work placement is a compulsory and planned element of the professional higher education study programme.

The purpose of professional work placement is for students to become acquainted with the work and business operations of a specific company or organisation, applying and testing the knowledge gained during their studies in the discussion of a specific administrative and legal problem, e.g. from the project aspect, market aspect, management aspect etc.

The objectives of professional work placement are:

- development of general and course-specific competencies (analysis and critical evaluation of the operation and structure of an organisation by applying the knowledge gained under the study programme, and familiarisation with the workplace processes, procedures, standards and legislation);
- creating employment opportunities for students;
- shaping the student's orientation for future employment;
- acquiring work habits and business skills;
- creating a network of business contacts;
- increasing the recognisability of the student and the Faculty among placement implementers;
- transferring theoretical findings to practice etc.

In addition, the purpose of professional work placement is the evaluation of the competencies of students. Placement implementers take part in this evaluation by assessing the competencies of an individual student who has attended professional placement at their company.

Article 226
(work placement subjects)

The process of attending professional work placement involves:

- the Faculty, mentor or coordinator of professional work placement;
- the organisation which concludes a Professional Work Placement Agreement with the student (hereinafter: work placement implementer). The work placement implementer appoints the mentor in the organisation;
- the student enrolled in the higher education study programme.

Article 227
(mentor in the organisation)

A mentor must be a professionally qualified person, employee, with a level of education no lower than the one the student will obtain after completing his studies, and with work experience in the relevant professional field. Exceptionally, in the case of individual implementers where none of the employees meet the conditions, the employee with the most experience in demanding and responsible tasks is appointed mentor.

Article 228
(mentor at the Faculty)

The mentor at the Faculty is a habilitated teacher:

- for the university study programme the mentor must have at least the title of an assistant professor;
- for the professional higher education study programme the mentor must have at least the title of a senior lecturer.

Article 229
(obligations of the Faculty)

The obligations of the Faculty are:

- appointing the head and coordinator of professional work placement;
- preparing the professional work placement programme;
- keeping suitable documentation on the implementers and implementation of professional work placement;
- carrying out counselling and supervision over the implementation of professional work placement;
- advising the mentor appointed by the work placement implementer, within the scope of professional work placement.

Article 230
(obligations of the work placement implementer)

Obligations of the work placement implementer are:

- acquainting the student with the working conditions in the company, before the agreement is signed;
- appointing a mentor with at least a short-cycle higher education or with at least five years of work experience in the field in which he will be mentoring the student;

- prior to starting the work, acquainting the student with the regulations on occupational safety and health, with hazards connected with his work, and providing him with suitable personal protective gear;
- providing the student with professional placement that corresponds with the framework programme of the operation of the Faculty; – allowing the student lunch time during working hours if the number of hours exceeds four (4);
- enabling the professional placement coordinator at the Faculty to carry out counselling and supervision over the implementation of professional placement;
- after professional placement is concluded, informing the student of the professional placement grade (filled out by mentor) within 5 working days after placement was concluded.

Article 231 (student's obligations)

Student's obligations are:

- registering the date of professional placement;
- regularly attending professional placement in accordance with the placement programme prepared by the Faculty and mentor;
- taking into account instructions from the mentor and implementer or coordinator of professional placement while working;
- complying with occupational safety and health regulations and using the prescribed means and gear for personal protection;
- protecting potential trade secrets confided to him;
- preparing a report on professional placement after concluding the professional placement;
- protecting and developing the reputation of the Faculty;
- endeavouring to gain as much professional knowledge as possible.

Article 232 (duration)

Compulsory professional placement lasts six (6) weeks and is usually carried out all at once; however, if proposed by the student, it may be carried out in two (2) parts, under the condition that the company or organisation in which the work placement shall be carried out and the mentor at the Faculty agree to this.

Work placement is carried out in the second (2nd) year of the first (1st) cycle professional higher education study programme “Administrative Law”.

The work placement in an organisation, which comprises the general part (becoming acquainted with the organisation) and the writing of a problem-solution essay, is attended by the student in the above-mentioned duration.

In order to obtain a diploma in the professional higher education study programme, the student must also conclude compulsory placement, in addition to other requirements of the study programme.

The scope of professional placement is the same for full-time and part-time students. The working obligation of a student attending professional placement in an organisation must not exceed forty (40) hours per week.

Article 233
(duty to arrange a work placement position)

The student arranges a work placement position by himself. If the student is unable to arrange a position for himself, the Faculty helps him to do so.

Article 234
(mentor)

The student is obliged to find a mentor among the pedagogical staff of the Faculty. It is a duty of the pedagogical staff to accept the aforementioned mentorship. When searching for a mentor, the student must take into account the field in which the professor is working. He must also consider the need for sensible distribution of mentorship among the pedagogical staff of the Faculty.

Article 235
(work programme, application form and study placement agreement)

The mentor and student compile a framework work programme for the student during his placement together and define a professional problem which the student will be tackling during placement.

The proposal of a framework work programme is given by the student to the company or organisation in which he will be attending placement for potential supplementation. Based on the proposal of a framework work programme, the company or organisation in which the student will be attending placement assigns an adviser to the student.

Prior to attending placement, the student must fill out the application form ([Annex 27](#)), which is also signed by the mentor in the organisation in which the student will be attending placement and the mentor at the Faculty.

The framework work programme and the filled-out form must be delivered to the Student Affairs Office by the student fourteen (14) days prior to commencing the placement.

Based on a filled-out and signed application form the Faculty prepares a study placement agreement, which is signed by the student, the company and the Faculty.

Article 236
(obligations after concluding the work placement)

After concluding the professional placement and before registering the diploma thesis, the student shall submit the following to the Student Affairs Office:

- the form “Registration of Professional Placement” ([Annex 27](#));
- a certificate from the company in which he attended work placement (the certificate must clearly show when the work placement was attended, who his mentor in the organisation was, and in which organisational units he attended the work placement);
- a written work placement report as a written expert paper regarding the placement, comprising at least five (5) pages of examination paper in accordance with the Technical Instructions for Writing Final Papers.

The placement report is prepared under the guidance of the mentor in the organisation and the mentor and student-tutors at the Faculty.

The mentor reviews the written placement report and may request supplementations or corrections. He approves the written expert paper with his signature and grades it as successful or unsuccessful. Successfully concluded placement is entered into the grade book. A student cannot defend his diploma thesis until a successfully concluded professional placement is entered into the grade book.

The student gives the work placement report to the mentor in the organisation, who reviews it, grades it, and fills out and signs an evaluation sheet on the prescribed form, which is annexed to these Rules ([Annex 28](#)). The placement report with the evaluation sheet is then submitted to the Student Affairs Office by the student. Reports submitted by the fifth (5th) of the month shall be reviewed and graded by the end of the month or no later than by the fifteenth (15th) of the following month during vacation (July, August). The report must be submitted to the Student Affairs Office no later than six (6) months after placement in the organisation has been concluded, otherwise the mentor is not obligated to review and grade the report – in that case the student must repeat the placement procedure all over again.

Based on the grade from the mentor in the organisation, the mentor at the Faculty gives the joint placement grade according to the criteria in these Rules. If the student is recognised the placement in an organisation, the placement report is graded only by the mentor at the Faculty. The student must submit the placement report within six (6) months after registering professional placement. The mentor at the Faculty enters the placement grade into the minutes. The mentor delivers the minutes to the Student Affairs Office for Undergraduate Studies, which enters the grade into the register of fulfilled student requirements. The report with the evaluation sheet is kept by the Student Affairs Office at the Faculty under the same rules as those for examination papers laid down in these Rules.

Article 237
(exemption from attending work placement)

The Commission for Study Affairs may exempt students from attending placement if they were employed for at least one (1) year in a company or organisation prior to enrolment in the Faculty, where they performed tasks which could be recognised as concluded professional placement. The student must send a written application with appropriate documentary evidence to the Faculty, which shall be examined by a specific faculty professor on a proposal from the Commission.

Part-time and full-time students who were employed for at least six (6) months in the last two (2) years may request recognition of placement in an organisation with the form “Application for Recognition of Compulsory Placement in an Organisation” and a certificate from the employer on years of service and a description of the work and tasks. If the Commission decides in favour of the request, the student prepares only a placement report under the mentorship of a mentor at the Faculty. After approval from the Commission, the student submits a filled-out form “Registration of Compulsory Placement Report” to the Student Affairs Office within one (1) month.

Article 238
(attending work placement abroad)

A student who wishes to attend compulsory work placement abroad, must comply with the provisions of these Rules that apply to attending placement in an organisation in Slovenia. Furthermore, the student must also comply with the terms of the call for applications of individual international exchange programmes and submit a certificate of acceptance to the placement and an evaluation sheet from the mentor in the English language to the Faculty.

9. FULFILLING STUDENT REQUIREMENTS AS A CITIZEN

a. General

Article 239 (citizen status)

A citizen is a person who is not a student of the Faculty, but wishes to fulfil the study requirements laid down in the Faculty's study programmes.

Anyone who meets the conditions for enrolment in the first (1st), second (2nd) or third (3rd) cycle studies may fulfil exam requirements as a citizen in courses of an individual study programme of the first (1st), second (2nd) or third (3rd) cycle.

For the purpose of verifying documentary evidence of obtained education from the previous paragraph, the citizen also submits a certified copy of the certificate of education when applying for an exam.

Article 240 (rights and duties of citizens)

Based on a concluded agreement on fulfilling study requirements at the Faculty, the citizen receives his own username and password, with which he can access information about the study, learning materials, the lecture schedule and apply for exams via the Student Information System.

The citizen is obligated to familiarise himself with the course's implementation plan, the knowledge assessment method, the grading criteria, study requirements and conditions for attending a written and/or oral exam, and the announced exam dates.

When it comes to fulfilling individual study requirements, the citizen has the same rights and duties as the students of the Faculty.

Article 241 (knowledge assessment and exam rules for citizens)

The provisions of these Rules which apply to knowledge assessment and exam rules shall apply to citizens as well.

Article 242 (financial obligations of citizens)

Prior to attending an exam the citizen must settle the financial obligations specified in the offer of the Faculty.

The financial obligations are determined in the price list of the Faculty. The valid price list for an individual study programme is published on the Faculty's website.

The payment of the financial obligation covers one exam attempt. If the citizen receives a negative grade or does not withdraw from the exam in accordance with these Rules, he must again settle the financial obligations prior to applying for the exam.

Article 246
(applying for an exam)

The citizen shall apply for an exam no later than seven (7) days prior to the announced exam date via the Student Information System or with a filled-out and signed "Form for Applying for and Registering an Exam" ([Annex 23](#)).

The application form can be sent by post or e-mail or the citizen may bring the application for an exam to the Student Affairs Office in person. The application date is the day when the application form arrived to the Student Affairs Office in one of the aforementioned forms.

Article 247
(withdrawal deadline)

The last day for withdrawing an application for an exam is four (4) days prior to the announced date for taking the exam. The citizen withdraws via the Student Information System or exceptionally in writing via the Student Affairs Office. The day of the exam is counted in the withdrawal deadline.

In the event that the computerised Student Information System is malfunctioning, the citizen must immediately inform the Student Affairs Office by e-mail that he is withdrawing from an exam. If not, subsequent withdrawal from the exam is not possible.

Article 248
(non-attendance)

In the event that a citizen does not attend an exam and has not withdrawn from the exam within the prescribed deadline, the exam date is counted and the minutes of taking the exam contain the entry "did not attend".

If a citizen does not attend an exam due to legitimate reasons and does not withdraw from the exam on time, he must submit an application for withdrawal from an exam to the Student Affairs Office ([Annex 24](#)) together with documentary evidence; if not, it is considered that he did not attend the exam.

A legitimate reason is detainment, substantiated with suitable certificates, e.g. a medical certificate, certificate of detainment due to work, of detainment due to a death in the family or detainment due to force majeure (e.g. car accident).

b. Completion of Study Programme

Article 249
(completion of study programme)

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

10. REGULATION OF INDIVIDUAL RIGHTS AND OBLIGATIONS OF STUDENTS WITH SPECIAL STATUS

a. Criteria for Asserting Special Student Status and Certificates

Article 250

(criteria for asserting the status of student-athlete)

Candidates who may assert special educational conditions under student-athlete are:

- categorised athletes;
- students who have been officially appointed coaches of a national team or an individual categorised athlete by an individual national sports federation.

The categorised athlete from the first (1st) indent of the previous paragraph is an athlete who has earned one of the following titles based on the categorisation of the Olympic Committee of Slovenia – Association of Sports Federations (hereinafter: OCS- ASF) and the Paralympic Committee of Slovenia:

- world class athlete;
- international athlete;
- prospective athlete;
- national athlete;
- youth athlete.

The proof of categorisation is the official certificate of status, issued by the Committee for Elite Sports at OCS-ASF.

Rights under the status of student-athlete can also be asserted by a student who has been officially appointed a coach of a national team or of an individual categorised athlete by an individual national sports federation and is directly involved in the preparation and realisation of programmes of categorised athletes. The proof of meeting these conditions is the certificate issued by OCS-ASF for the current academic year.

The status of student-athlete lasts one (1) academic year with the option of extending.

Article 251

(criteria for asserting the status of student artist/cultural worker)

A candidate who may assert the rights under student artist/cultural worker is:

- a member of a national or international art society or association of art societies;
- a student with a certificate of the status of cultural worker;
- a student with publicly recognised artistic works.

The member of a national or international art society or association of art societies from the first indent of the previous article is the artist/cultural worker who meets the criteria of the mentioned institutions and is already a member of a society or association of the following artistic activities: music, fine arts, film, theatre, literature, photography or other artistic activities. The proof of membership is the official certificate of membership issued by an individual national or international art society or association of art societies. Certificate of the status of a cultural worker is issued by the Ministry of Culture.

A candidate who asserts the recognition of the status of artist/cultural worker under publicly recognised artistic works must submit a CV and a list of the works performed by years, in accordance with the activity he is engaged in.

The two criteria of the public recognition of artistic works are:

- a published professional review of an artistic work;
- an awarded artistic work/achievement on a national or international scale in the previous or current academic year.

The candidate submits the following proof of the public recognition of an artistic work/achievement:

- copy of a published review of an artistic work/achievement, or
- photocopy of a national or international certificate of recognition or award from an artistic talent competition, or
- an official certificate of artistic achievement, issued by the Ministry of Culture.

The status of student artist/cultural worker lasts one (1) academic year with the option of extending.

Article 252

(criteria for asserting the status of student with special needs)

The categories of candidates who may assert special educational conditions under student with special needs are persons with special needs. In accordance with the Placement of Children with Special Needs Act (Ur. L. RS, No. 54/00 and amendments) these Rules categorise the following as students with special needs:

- blind and visually impaired students;
- deaf and hard-of-hearing students;
- students with speech and language disorders;
- students with mobility impairments;
- students with long-term illness;
- students with learning disabilities, and
- students with emotional and behavioural disorders.

The status of student with special needs is awarded taking into account the type of problems and under the condition of student status, for a portion or entire duration of studies.

Article 253

(criteria for asserting the status of student with recognised achievements)

The categories of students who may assert the rights under student with recognised achievements in extra-curricular activities, in bodies and committees of the Faculty, the Student Organisation of the Faculty and in other specified cases, are those who are actively involved in:

- sports activities;
- cultural activities;
- intellectual activities;
- bodies and committees of the Faculty and in the Student Organisation of the Faculty.

Special status is also awarded to students demonstrating above-average, valuable activity and engagement:

- for the benefit of the Faculty;
- for the benefit of the local community, in which they have a permanent residence, or for the benefit of the local community of the Faculty;
- on a national level.

Above-average, valuable activity is primarily an active involvement in charitable organisations for humanitarian purposes and for the purposes of protecting the environment and cultural heritage. In accordance with this article, a student cannot assert special status due to membership in a political party and within the scope of its operation.

The status of student with recognised achievements lasts one (1) academic year with the option of extending.

Article 254 (certificates)

The appropriate documents which prove the status of student with special needs are:

- a Placement Order from the National Education Institute Slovenia;
- an expert opinion from the Commission for the Placement of Children with Special Needs;
- an Order from the Social Work Centre;
- the findings and opinion from the Expert Commission for the Categorisation of Children and Adolescents;
- an Order from the Pension and Disability Insurance Institute of Slovenia;
- a medical certificate from a specialist.

The student demonstrates active participation in the activities from the previous articles of this chapter of the Rules by submitting a certificate from the competent or relevant body, president, coordinator, head or coach of the activity.

The student must enclose with the certificate and opinion a description and presentation of the activity in which he is engaged, his work so far, his frequency of working and an argumentation of the reasons why he should be awarded the status, with regard to the five (5) categories:

- a student active in the Faculty's sports activities: attendance at trainings, attendance at competitions, player of the match, achievements at competitions;
- a student active in the Faculty's cultural activities: number of published publications, number of exhibitions, attendance at rehearsals, number of performances;
- a student active in the Faculty's intellectual activities: attendance, volume and difficulty of the work, attendance and achievements at competitions;
- a student active in the bodies and committees of the Faculty, in the Student Organisation of the Faculty or other student organisation: responsiveness to leaders, attendance at meetings, regular writing of reports, managing or helping with organising and implementing activities;
- a student active in other ways, as defined by these Rules: managing or helping with organising and implementing activities.
-

b. Rights and Obligations of Students with Special Status

Article 255

(types of rights and obligations of students with special status)

A student who has been recognised the status and consequently special educational conditions may assert the following rights:

- the right to lower mandatory attendance and justified absence for study requirements in agreement with the course lecturer or implementer;
- the right to take an exam outside of the prescribed date and in a specific way;
- the right to present seminar papers and take preliminary exams or exams subsequently if attending competitions at home or abroad;
- the right to enrol in a higher year or the graduation year and extending the graduation year up to one (1) year under the special conditions of these Rules;
- the entering of achievements which are the result of involvement in extra-curricular activities, bodies and committees of the Faculty etc. into the Diploma Supplement.

A student who has been recognised said status and does not fulfil his duties or abuses his rights loses the right to special educational conditions under these Rules.

The obligations of a student with special educational conditions under his status are:

- the fulfilment of all other requirements foreseen by the study programme;
- responsibility for the recognised status;
- acting in accordance with the code of ethical conduct in sports or in other areas;

- attendance at events and competitions organised by the Faculty relating to the status, and writing reports on the work of bodies and committees etc.

c. Special Study Adjustments for Students with Special Needs

Article 256

(types of special study adjustments for students with special needs)

Depending on the deficiencies, handicaps or disorders of students with special needs, adjustments can be made during their studies to the implementation of lectures and practical classes, to the knowledge assessment method and to the use of the library.

Article 257

(adjustments to the implementation of lectures and practical classes)

Depending on the type and level of their deficiencies, handicaps or disorders, and on the potential combination of deficiencies, handicaps or disorders, students may be given the following adjustments to the implementation of lectures and practical classes:

- publication of study material which students receive in lectures and practical classes in advance (e.g. for blind and visually impaired students so that they can follow the lecture or for those students who cannot take notes);
- publication of study material which is used in the course (unit) in advance so that they can be adapted to an electronic or audio version or appropriately enlarged;
- recording of lectures and practical classes;
- use of special aids such as a computer, electronic magnifier, magnifying glass etc.;
- presence of an assistant, namely: a reader or scribe and interpreter – translator to Slovenian;
- sign language;
- option of submitting written products in electronic form;
- fulfilling certain study requirements by pairing up with a student who does not have the status of student with special needs;
- option of doing certain assignments and exercises at home (partial form of e-learning);
- adjusting the method of attending professional or study placement to the abilities of the student by allowing him to demonstrate his knowledge and skills or attain the competencies defined by the study programme;
- other adjustments based on the given possibilities of the Faculty.

Article 258

(adjustments to the knowledge assessment method)

The knowledge assessment method for students with special needs is adjusted in such a way that they can demonstrate the level of their knowledge, yet the required standards of knowledge attainment must not be lowered.

Depending on the type and level of their deficiencies, handicaps or disorders, and on the potential combination of deficiencies, handicaps or disorders, the following adjustments for students are possible:

a) extending the time of taking an oral or written exam

The time of taking an oral or written exam may, as a rule, be extended for the student by a maximum of 100% of the foreseen exam time or more, depending on their deficiency, handicap or disorder or on the specifics of the course (unit) in which the exam is being taken. When taking the exam, the student may also be allowed shorter breaks. That is up to the course lecturer. As a rule, the duration of breaks (and of preparing for an exam) may also be extended by a maximum of 50% of the foreseen duration if it is ascertained that the situation demands it.

All students with special needs are entitled to extending the time of taking an exam.

b) providing a special room for taking an exam

A student is provided a special room for taking an exam if the room in which the exam is to be held is inaccessible to him. A special room is also provided for students who would otherwise "disrupt" the other students who are taking the exam (e.g. use of audio support on a computer, presence of an assistant etc.).

All students with special needs are entitled to a special room for taking an exam.

c) adjustments in a room or adjustments to a room and adjustments to equipment

The room in which the student is taking the exam may be adjusted; the equipment may likewise be adjusted, namely:

- the work surface may be adjusted;
- a room with special acoustic conditions may be provided;
- additional lighting may be provided;
- a suitable chair, a desk with a cut-out and
- similar may be provided.

Blind and visually-impaired students are provided with an adjusted work surface (option of being raised, additional lighting etc.).

Deaf and hard-of-hearing students are provided with a room with suitable acoustic conditions and are also entitled to the use of an electroacoustic apparatus.

Candidates with mobility impairments are entitled to an adjusted work station (a desk with a cut-out, a suitable chair, an incline).

d) taking an exam with the use of a computer and special aids

A student may be allowed to take an exam using a computer. In such cases the student must not have access to other tools on the computer or in a program and may use only the programs that technically facilitate the taking of the exam. His work must be recorded on a floppy disk or disk, or other data carrier, and printed; it must afterwards be erased from the computer. The student may also use special aids such as a Braille typewriter, a computer with a Braille keyboard or with screen magnification programs, an electronic magnifier, suitable pens etc.

The following are entitled to take an exam using a computer:

- blind and visually impaired students;
- students with speech and language disorders;
- students with mobility impairments;
- students with long-term illness, and
- students with learning disabilities.

The following are entitled to use special aids:

- blind and visually impaired students (a Braille typewriter, a computer with a Braille keyboard or with screen magnification programs, an electronic magnifier, a magnifying glass, suitable pens etc.);
- students with mobility impairments (suitable pens, computer);
- students with long-term illness (computer), and
- students with learning disabilities (computer).

e) taking an exam with help from an assistant

A student who cannot take an exam on his own due to the type and level of his deficiency, handicap or disorder, and other students in justified cases may be assigned an assistant, namely: a reader or scribe and interpreter – translator to Slovenian sign language (hereinafter: assistant). The assistant must not be a professor or fellow of the course (unit) or a relative of the student.

The following are entitled to take an exam with help from an assistant: - blind and visually impaired students (reader and/or scribe);

- deaf and hard-of-hearing students (interpreter – translator to Slovenian sign language);
- students with mobility impairments (reader and/or scribe);
- students with long-term illness (reader and/or scribe), and
- students with learning disabilities (reader and/or scribe).

f) modification of the forms of knowledge assessment

A student who e.g. cannot take an oral or written exam due to the type and level of his deficiency, handicap or disorder, is granted another form of knowledge assessment.

All students with special needs are entitled to a modification of the form of knowledge assessment.

g) adjustment to the type of exam material

The type of exam material may be adjusted for a blind or visually impaired candidate: magnification of text or written material and a Braille transcription of the questions.

h) other adjustments based on the given possibilities of the Faculty.

Article 259 (adjustments in the library)

Depending on the type and level of their deficiencies, handicaps or disorders, and on the potential combination of deficiencies, handicaps or disorders, the following adjustments for students are possible in the library:

- longer loan periods (due to conversion to accessible forms: magnification of material, Braille transcription etc.);
- option of borrowing material which is only accessible in the reading room (due to conversion to accessible forms: magnification of material, Braille transcription etc.);
- providing help when searching for material;
- option of the material being borrowed by the student's assistant if the library is inaccessible to the student;
- other adjustments based on the given possibilities of the Faculty.

d. Procedure for Recognition and Revocation of Special Status

Article 260 (application for obtaining special status)

Upon enrolment in an individual year of studies or the graduation year, the candidate must fill out a special application for obtaining special student status, which applies to athletes or coaches, artists/cultural workers, students with special needs and students with recognised achievements, on a prescribed form, which is annexed ([Annex 29](#)) to these Rules.

The candidate shall submit the application by the 15th October of the current academic year; if reasons for the status arise during the year, he shall submit it then. The application shall be enclosed with appropriate documentary evidence.

Article 261 (decision on the application for obtaining special status)

The application for obtaining special status is decided on by the Commission for Study Affairs at its next regular session after receiving the application.

Article 262
(keeping of records of students with special status)

All students with recognised status who are being educated under special conditions are given a note in the electronic record of fulfilled requirements and the student's personal portfolio, which clearly states the type of difficulties or the reason for awarding the status and the type of recognised adjustments (e.g. permitted absence from organised forms of the pedagogical process, a specific method of taking exams).

At the beginning of the academic year the Student Affairs Office for Undergraduate Studies informs all implementers of courses in the current year of students who have enrolled in individual courses in that year and have been recognised special status, including the type of recognised adjustments to the study process.

Article 263
(procedure for revocation of special student status)

If during the duration of the student's special status, circumstances change, causing the student to no longer be entitled to special status, he must inform the Faculty of the change in circumstances in writing within eight (8) days.

The changed circumstances due to which the student is no longer entitled to special status are examined by the Commission for Study Affairs at its next regular session after receiving the notification.

If the Commission for Study Affairs determines that the student is no longer entitled to special status, it issues a decision on revocation of status.

In the event that the student does not inform the Faculty of the changed circumstances and the Faculty receives information that the student is no longer entitled to special status, the Faculty may initiate the procedure for revoking the special status of the student.

11. INTERNATIONAL EXCHANGE

Article 264 (contents of international exchange)

The Faculty organises the international exchange of students for the announced study programmes.

A student may take certain courses or a portion of his studies in a similar study programme abroad under bilateral agreements, which the Faculty has concluded with foreign higher education institutions, and resume his studies at the parent faculty upon return.

Students can fulfil the following at a partner institution:

- a portion of the study requirements (individual courses or the writing of final papers);
- work placement.

A prerequisite for taking individual courses or writing final papers under international exchange is a signed bilateral agreement between the Faculty and the host institution.

Students are obligated to find an institution or company in which they will be attending placement on their own.

In accordance with the tender conditions, the study at a foreign higher education institution lasts at least three (3) months and up to twelve (12) months at the most.

The student selected in a call for applications must announce the compulsory courses of the study programme of the Faculty which he will be taking abroad. In doing so, the student must bear in mind that he cannot retake courses abroad in which he has already taken an exam. He must also take into account the tender conditions of an individual programme and gather a sufficient number of CPs.

Each elective course taken abroad is recognised in the amount of CPs it is awarded abroad. If the course is evaluated with a decimal number of CPs, it is rounded off to a lower number (e.g. 6.75 is recognised as 6 CPs). Regarding the selection of compulsory courses, the consents or signatures of lecturers signify that the announcement of compulsory courses has been approved; however, only the number of points given to the course at the Faculty are recognised.

Article 265 (conditions)

A student may participate in an international exchange programme if the conditions laid down in an individual call for applications have been met.

Article 266
(call for applications)

The call for applications must be public and transparent; it must state the minimum required conditions and priorities, and must describe the procedure of selecting students.

General criteria for selecting students are the following:

- year of study;
- average grade;
- motion for concluding a bilateral agreement with a foreign higher education institution, and
- motivation.

The criterion of motivation is verified by the following sub-criteria:

- knowledge of the language of the “host country”;
- unsuccessful candidacy for exchange in the past (not being selected in the call for applications);
- non-attendance at the exchange (study/work placement purpose);
- other.

The weight of an individual criterion is determined by the Governing Board. The criteria and the grading scale are published on the Faculty's website.

Article 267
(procedure for inclusion in international exchange)

A student who wishes to go on international exchange applies to the calls for applications published on the Faculty's website.

In accordance with the rules laid down in the call for applications, the Faculty carries out the selection procedure. It informs the applicants about its selection with a Decision on Selection. A positive decision does not mean that the student has also been awarded a grant. The Faculty issues a Decision on Awarding a Grant after learning from a national agency or other competent institution how much funds it has been allocated.

If more students have applied to the same institution and level of education than there are announced places, the order of applied students is determined based on the criteria published in the call for applications. All students who were not selected by the first choice institution are informed of other places potentially available.

Students who meet the conditions but for whom no more places or funds were available are placed by the Faculty on a reserve list in case the selected students happen to withdraw.

Article 268
(procedure after selection and prior to exchange for study purposes)

The student prepares a Learning Agreement for Studies ([Annex 29](#)) and submits it to the coordinators of international cooperation for approval. The academic coordinator may refer the student to the lecturer of the compulsory course, which is to be recognised under the exchange, to obtain his opinion on recognition. A coordinated and signed Learning Agreement is sent by the student to the foreign higher education institution to which he is going on exchange by the deadline stated on the websites of the partner faculties or given by the coordinators. The student must conclude this procedure prior to going abroad.

In the event that after signing the “Learning Agreement” form the list of courses which the student planned to take at the foreign higher education institution has been modified, the student must inform the coordinator of the changes within one (1) month after going abroad; if the student is taking compulsory courses he must submit a modification of the announcement of fulfilling study requirements at foreign higher education institutions, which is deemed accepted when approved by the coordinator; the modified document is then sent to the student abroad.

The student who is going to write a part of the final paper under the exchange must coordinate its contents with the mentor of the final paper and must find a co-mentor at the host institution.

The minimum number of credit points (CPs) which the student must gather on the exchange depends on the duration of the exchange or of the study programme.

First (1st) and second (2nd) cycle

duration of exchange/	1 semester (min. 3 months)	2 semesters (max. 12 months)
KT	20	40

Exchanges intended for writing final papers are an exception. The foreseen number of CPs is determined based on an agreement with the mentor of the final paper and on the duration of the exchange.

If the student does not attain the minimum number of CPs, the Faculty may demand a refund of the paid financial aid.

The exchange is finally approved when the partner institution returns a signed Learning Agreement.

After receiving the signed Learning Agreement, the Faculty prepares a “Financial Aid Agreement” ([Annex 31](#)), which includes the general conditions. The student must, as a rule, return the signed agreement to the Faculty before leaving for the exchange.

If the student wishes to assert an extension of study exchange abroad, he must request this from the coordinator, stating cogent reasons and submitting the appropriate documentary evidence.

After fulfilling the requirements at a foreign higher education institution, the student submits the “Application for Recognition of Study Requirements Fulfilled Abroad” ([Annex 32](#)). In the application the student provides a list of passed courses, the grades and CPs obtained, and encloses an Academic Transcript and the “Final Report on Mobility Experience”.

Article 269

(procedure after selection and prior to exchange for work placement purposes)

Prior to going abroad, the selected student must conclude a Training Agreement with the Faculty and the company or institution in which he will be attending work placement ([Annex 33](#)); its obligatory annex is the Quality Commitment.

The student fills out the documents with help from the academic coordinator and in agreement with the company or institution in which he will be attending placement.

The minimum number of credit points (CPs) which the student must gather on the exchange depends on the duration of the exchange or of the study programme.

First (1st) cycle:

duration of exchange/	1 trimester (min. 3 months)	2 trimesters	3 trimesters (max. 12 months)
CPs	15	30	45

Second (2nd) and third (3rd) cycle:

duration of exchange/	1 semester (min. 3 months)	2 semester (max. 12 months)
CPs	20	40

If the student does not attain the minimum number of CPs, the Faculty may demand a refund of the paid financial aid.

The exchange is finally approved after the company or institution returns a signed Training Agreement.

After receiving the signed Learning Agreement, the Faculty prepares a “Financial Aid Agreement”, which includes the general conditions. The student must, as a rule, return the signed agreement to the Faculty before leaving for the exchange.

Article 270
(procedure after exchange)

The student is obliged to submit the Academic Transcript and the Final Report on Mobility Experience to the Faculty within thirty (30) days after concluding the exchange.

A student who wrote a part of the final paper under the exchange must also enclose a certificate from the co-mentor of the host country that the has fulfilled the requirements laid down in the Learning Agreement.

Article 271
(recognition of requirements fulfilled under the exchange)

The student is recognised all the CPs attained by fulfilling the requirements at the partner institution, either as a compulsory, elective or additional course. In the case of exchange for placement purposes the student can only be recognised elective courses; the excess CPs attained are noted down as additional CPs.

The student asserts the recognition with the “Application for Recognition of Study Requirements Fulfilled Abroad” ([Annex 32](#)). He must submit the application within 30 days after the exchange has concluded. The Commission for Study Affairs rules on the application.

If the student is asserting the recognition of a compulsory course, he must enclose with the Application for Recognition the curriculum or other document which shows:

- the title of the course; contents of the course;
- number of CPs or number of periods, and
- the course lecturer or a positive opinion from the lecturer of the compulsory course.

The student may be recognised the CPs attained in a course with the same title but with different contents from one he has already passed.

The student is not recognised the CPs attained in courses whose contents match those of an already passed course or in courses which were not specified in the Learning Agreement or in its potential subsequent amendment.

Article 272

(entering of fulfilled requirements into the grade book)

After the recognition procedure in the case of the exchange for study purposes has been concluded, the Student Affairs Office enters into the student's grade book the original title of the course passed under the exchange, with a note stating that by doing so he has partially or fully fulfilled the requirements of a specific compulsory course or attained CPs within the scope of elective courses or as an added requirement.

The grade obtained in a course passed at the partner institution is merely converted into the Faculty's grading system. The grade must not be altered.

After the recognition procedure in the case of the exchange for placement purposes has been concluded, the Student Affairs Office does not enter a grade into the student's grade book under the elective course, but writes: "recognised based on concluded placement".

The mobility period under the Erasmus programme is also entered into the Diploma Supplement.

12. TRANSITIONAL AND FINAL PROVISIONS

Article 273 (validity of the Rules)

These Rules shall enter into force and apply on 1st April 2018.

Kranj, 23rd March 2018

Prof. Dr. Peter Jambrek
President of the Governing Board of the Faculty

Annexes:

- [Annex 1](#): form “Confirmation from the Library on Technical Suitability and Settled Financial Obligations”
- [Annex 2](#): form “Application for Resumption of Studies after an Intermission of more than Two Years”
- [Annex 3](#): form “Change of mentor of a Diploma Thesis or Scientific Article”
- [Annex 4](#): form “Registration of Diploma Thesis Topic”
- [Annex 5](#): form “Withdrawal from Diploma Thesis Topic”
- [Annex 6](#): form “Proposal for Diploma Thesis Defence”
- [Annex 7](#): form “Proof-reader Statement”
- [Annex 8](#): form “Authorship Statement”
- [Annex 9](#): form “Mentor’s Report on the Diploma Thesis”
- [Annex 10](#): form “Withdrawal Application”
- [Annex 11](#): form “Change of Mentor of a Master’s Thesis”
- [Annex 12](#): “Registration of Master’s Thesis Topic”
- [Annex 13](#): form “Withdrawal from Master’s Thesis Topic”
- [Annex 14](#): form “Proposal to the commission for Study Affairs to Appoint a Master’s Thesis Expert Evaluation Commission”
- [Annex 15](#): form “Mentor’s Report on the Master’s Thesis”
- [Annex 16](#): “Registration of a Doctoral Dissertation”
- [Annex 17](#): form “Change of Mentor of a Doctoral Dissertation”
- [Annex 18](#): form “Withdrawal from Doctoral Dissertation Topic”
- [Annex 19](#): form “Application for Scheduling a Defence of the Draft of a Doctoral Dissertation”
- [Annex 20](#): form “Proposal for a Public Presentation of a Doctoral Dissertation Draft”
- [Annex 21](#): form “Proposal for Appointing a Doctoral Dissertation Expert Evaluation Commission”
- [Annex 22](#): “Form for Registration and Evaluation of a Seminar Paper”
- [Annex 23](#): “Form for applying for and Registering an Exam”
- [Annex 24](#): “Form for withdrawal from an Exam”
- [Annex 25](#): “Application for Recognition of Formal and Non- Formal Education prior to Enrolment in the Faculty”
- [Annex 26](#): “Application for Recognition of Formal and Non- Formal Education while Studying at the Faculty”
- [Annex 27](#): “Registration of Professional Work Placement”
- [Annex 28](#): “Form for Evaluation of Work Placement Including the Report”
- [Annex 29](#): “Application for Obtaining Special Student Status”
- [Annex 30](#): “Learning agreement for studies”
- [Annex 31](#): “Financial Aid Agreement”
- [Annex 32](#): “Application for Recognition of Study Requirements Fulfilled Abroad”
- [Annex 33](#): “Learning agreement for traineeships”



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Annex 1:

**CONFIRMATION FROM THE LIBRARY ON TECHNICAL SUITABILITY AND
SETTLED FINANCIAL OBLIGATIONS**

Student's details:

Enrolment number:

Student (first name and last name):

Address:

Postcode, Town:

Phone number, mobile phone number:

E-mail:

Study programme:

Details about final paper:

The title of the approved topic of final paper:

MENTOR:

CO-MENTOR:

Fulfils the responsible personnel:

After checking technical correctness and after detection of similar contents we confirm that the final paper is

TECHNICALLY CORRECT.

After checking library records we confirm that the student has settled all financial obligations towards the library.

Date: _____

Signature and a stamp of the responsible personnel: _____



Annex 2:

**APPLICATION FOR RESUMPTION OF STUDIES AFTER AN INTERMISSION OF
MORE THAN TWO YEARS**

STUDENT'S DETAILS:

First and last name:

Study programme: _____

Enrolment number:

I, the undersigned, request the Commission for Study Affairs of the FSG to approve the resumption of studies after an intermission which lasted more than two years.

In, on

CANDIDATE'S SIGNATURE: _____



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ANNEX 3:

CHANGE OF MENTOR OF A DIPLOMA THESIS

Enrolment number:

Student (first name and last name):

Address: _____

Postcode, town: _____

Phone number, mobile phone number: _____

E-mail: _____

Study programme: _____

Title of the approved diploma thesis topic:

Legitimate reason for change of mentor:

Proposed new mentor: _____

MENTOR: _____ Signature: _____

CO-MENTOR: _____ Signature: _____

Date: _____ Student's signature: _____

Approved / Denied

Date: _____ Dean's signature: _____

Annex 4:



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REGISTRATION OF DIPLOMA THESIS TOPIC

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

Address: _____
Postcode, town: _____
Phone number, mobile phone number: _____
E-mail: _____

Undergraduate study programme:

Enrolment in 1st year of study–academic year _____ / _____
Enrolment in 2nd year of study–academic year _____ / _____
Enrolment in 3rd year of study–academic year _____ / _____
Candidate for graduation year–academic year _____ / _____

I AM REGISTERING THE DIPLOMA THESIS TOPIC entitled:

topic was announced by mentor topic was proposed by candidate

MENTOR: _____ Signature: _____

CO-MENTOR: _____ Signature: _____

I enclose the following with the application for approval of topic and mentor:

1. consent from the mentor (signature of mentor above);
2. brief explanation of the diploma thesis topic (proposal);

- I certify that prior to registering the topic I checked the list of registered and approved topics and the list of already written diploma theses on the Faculty's website in order to avoid duplicating a topic.

I certify that I have familiarised myself with the document “Respect of Copyrights and Prevention of Plagiarism” on the Faculty's website.



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Date: _____

Student's signature: _____

**CONSENT FROM THE DEAN AND APPOINTMENT OF A DIPLOMA THESIS
DEFENCE COMMISSION**

APPOINTMENT OF A DEFENCE COMMISSION:

NOTES:

DEAN: _____ Signature:

Date of consent:



Annex 5:

WITHDRAWAL FROM DIPLOMA THESIS

Enrolment number:

Student (first and last name):

Address: _____

Postcode, town: _____

Telephone number, mobile phone number: _____

E-mail: _____

Undergraduate study programme:

Enrolment in 1st year of study– academic year _____ / _____

Enrolment in 2nd year of study– academic year _____ / _____

Enrolment in 3rd year of study– academic year _____ / _____

Candidate for graduation year – academic year _____ / _____

Enrolment in extended graduation year–academic year _____ / _____

Title of approved diploma thesis topic:

Legitimate reason for withdrawal:

MENTOR: _____

Signature: _____

CO-MENTOR: _____

Signature: _____

Date: _____

Student's signature: _____

Approved/Denied

Date: _____

Dean's signature: _____



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Annex 6:



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PROPOSAL FOR DIPLOMA THESIS DEFENCE

Candidate (last and first name): _____

Diploma thesis title:

I, mentor _____ hereby establish that the submitted diploma thesis meets the criteria of the Rules for Studying at the FSG or the Technical Instructions for Writing Final Papers and propose that a date for the defence be scheduled.

Mentor: _____

Date: _____



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Annex 7:

PROOF-READER STATEMENT

I, the undersigned, _____,
(first and last name and professional title)

born _____, declare that the final paper entitled _____

by author _____,
(first and last name)

is grammatically, technically and linguistically correct.

Kranj, _____

(proof-reader's signature)



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Annex 8:

AUTHORSHIP STATEMENT

Student's details:

Enrolment number: _____
Student (first and last name): _____
Address: _____
Postcode, town: _____
Telephone number, mobile phone number: _____
E-mail: _____
Study programme: _____

Information about final paper:

Title of the approved final paper topic:

MENTOR: _____ CO-MENTOR: _____

STATEMENT

By my signature I certify that:

- the submitted final paper is exclusively the result of my own research work;
- the paper has been corrected in accordance with comments from the mentor and members of the commission;
- I have made sure that the works and opinions of other authors, which are used in the submitted paper, have been quoted or cited in accordance with the instructions of the Faculty;
- I am aware that plagiarism – presenting other people's works, either as quotes or as literal paraphrasing or in graphic form, in a manner that presents other people's thoughts or ideas as my own – is punishable by law (Copyright and Related Rights Act (ZASP) - Uradni list RS, No. 21/1995, 9/2001, 30/2001 - ZCUKPIL, 43/2004, 17/2006, 114/2006 - ZUE, 139/2006, 68/2008);
- the electronic form is identical to the printed form of the submitted paper and that I agree with the paper being published on the Faculty's website;
- the paper has been proofread by _____.



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Date: _____

Student's signature: _____



MENTOR'S REPORT ON THE DIPLOMA THESIS

On the diploma thesis submitted by “state first and last name”, student of the undergraduate study programme “state study programme”, enrolment number “state enrolment number” with the title “state the title of the paper”.

Brief presentation of candidate (filled out by candidate)

Biography (personal information, prior education, average study grade).

Length: up to 5 lines.

Formal characteristics of the paper (filled out by candidate)

Approved topic and mentorship, suitability of title or topic, volume of text and structure by chapters, volume and suitability of the entire used literature and sources.

Length: up to 10 lines.

Brief presentation of the paper (paper abstract) (filled out by candidate)

For the purpose of a potential presentation of the candidate and his paper.

Length: from 8 to 12 lines.

Content characteristics of the paper (filled out by mentor)

Evaluation of achieved research purpose and objectives, confirmation or rejection of the set hypotheses, suitability of the use of research methods, of the attained research results and their applicability, and the contribution to the discipline or science.

The mentor also gives an evaluation of the qualities and flaws of the paper.

Length: up to 10 lines.

Evaluation of the diploma thesis and conclusion (filled out by mentor)

- Topicality of the issue
- Composition of the paper (structure, context, concept)

- Knowledge of sources in Slovenian and foreign languages and taking them into consideration – Discussion of topic (division of the paper with regard to the objectives, research questions and hypotheses)
- Linguistic suitability (writing style, terminology)
- Level of compliance with instructions of the Faculty for writing diploma theses

Up to 15 lines in total.



Conclusion (filled out by mentor)

Based on the above I assess that the diploma thesis "state candidate and thesis title" meets the criteria and standards for papers under the study programme "state study programme" at the Faculty of Government and European Studies, which is why I propose to the Commission for Study Affairs to allow the candidate a public defence.

Kranj,

Mentor:.....

Annex 10:



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WITHDRAWAL APPLICATION

Filled out by a student:

STUDENT'S DETAILS:

First and last name: _____

Study programme: _____

Enrolment number: _____

I, the undersigned, declare that I do not intend to continue or complete my studies under the aforementioned programme and, therefore, request the Faculty of Government and European Studies to withdraw me from the Faculty or the FSG registered students.

In, on

CANDIDATE'S SIGNATURE: _____

WITHDRAWAL CERTIFICATE

Filled out by the Student Affairs Office of FSG:

Based on your withdrawal application the Faculty of Government and European Studies withdrew you from the FSG register of students on

Brdo pri Kranju, on.....

Desk officer's signature: _____

Stamp:



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Annex 11:

CHANGE OF MENTOR OF A MASTER'S THESIS

Enrolment number:

Student (first and last name):

Address: _____

Postcode, town: _____

Telephone number, mobile phone number: _____

E-mail: _____

Study programme: _____

Title of approved master's thesis topic:

Legitimate reason for the change of mentor:

Proposed new mentor: _____

MENTOR: _____

Signature: _____

CO-MENTOR: _____

Signature: _____

Date: _____

Student's signature: _____

Approved / Denied



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Date: _____

Signature of President of CSA: _____



Annex 12:

REGISTRATION OF MASTER'S THESIS TOPIC

Enrolment number: _____

Student (first and last name): _____

Address: _____

Postcode, town: _____

Telephone number, mobile phone number: _____

E-mail: _____

Master's study programme: _____

Enrolment in 1st year of study – academic year _____ / _____

Enrolment in 2nd year of study – academic year _____ / _____

Candidate for graduation – academic year _____ / _____

I AM REGISTERING THE MASTER'S THESIS TOPIC entitled:

topic was announced by mentor

topic was proposed by candidate

MENTOR: _____ Signature: _____

CO-MENTOR: _____ Signature: _____

CO-ORDINATOR: _____ Signature: _____

I enclose the following with the application for approval of topic and mentor:

1. consent from the mentor (signature of mentor above);
2. a seminar paper, which presents the problem-solving and conceptual base of the master's thesis (applies to old master's programmes);
3. brief explanation of the master's thesis topic (proposal) in three (3) copies;
4. potential request for writing the text in a foreign language.

• I certify that prior to registering the topic I checked the list of registered and approved topics and the list of already written master's theses on the Faculty's website in order to avoid duplicating a topic.



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- I certify that I have familiarised myself with the document “Respect of Copyrights and Prevention of Plagiarism” on the Faculty's website.

Date: _____

Student's signature: _____



Annex 13:

WITHDRAWAL FROM MASTER'S THESIS TOPIC

Enrolment number: _____

Student (first and last name): _____

Address: _____

Postcode, town: _____

Telephone number, mobile phone number: _____

E-mail: _____

Study programme: _____

Enrolment in 1st year of study – academic year _____ / _____

Enrolment in 2nd year of study – academic year _____ / _____

Enrolment in graduation year _____ / _____

Enrolment in extended graduation year _____ / _____

Title of the approved master's thesis topic:

Legitimate reasons for withdrawal:

MENTOR: _____

Signature: _____

CO-MENTOR: _____

Signature: _____

Date: _____

Student's signature: _____

Approved / Denied



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Date: _____

Dean's signature: _____



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Annex 14:

**PROPOSAL TO THE COMMISSION FOR STUDY AFFAIRS TO APPOINT A
MASTER'S THESIS EVALUATION COMMISSION**

Candidate (last and first name): _____

Enrolment number: _____

Study programme: _____

Master's thesis topic:

I, mentor _____, hereby establish that the submitted master's thesis meets the criteria of the Rules for Studying at the FSG or the Technical Instructions for Writing Final Papers and propose to the Commission for Study Affairs to appoint the following two members of the Master's Thesis Evaluation Commission:

1. _____

2. _____

Mentor: _____

Date: _____



Annex 15:

MENTOR'S REPORT ON THE MASTER'S THESIS

On the master's thesis submitted by “state first and last name”, student of the master's study programme “state study programme”, enrolment number “state enrolment number” with the title “state the title of the paper”.

Brief presentation of candidate (filled out by candidate)

Biography (personal information, prior education, average study grade).

Length: up to 5 lines.

Formal characteristics of the paper (filled out by candidate)

Approved topic and mentorship, suitability of title or topic, volume of text and structure by chapters, volume and suitability of the entire used literature and sources.

Length: up to 10 lines.

Brief presentation of the paper (paper abstract) (filled out by candidate)

For the purpose of a potential presentation of the candidate and his paper.

Length: from 8 to 12 lines.

Content characteristics of the paper (filled out by mentor)

Evaluation of achieved research purpose and objectives, confirmation or rejection of the set hypotheses, suitability of the use of research methods, of the attained research results and their applicability, and the contribution to the discipline or science.

The mentor also gives an evaluation of the qualities and flaws of the paper.

Length: up to 10 lines.

Evaluation of the master's thesis and conclusion (filled out by mentor)

- Topicality of the issue
- Composition of the paper (structure, context, concept)
- Knowledge of sources in Slovenian and foreign languages and taking them into consideration
- Discussion of topic (division of the paper with regard to the objectives, research questions and hypotheses)



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- Linguistic suitability (writing style, terminology)
- Level of compliance with instructions of the Faculty for writing master's theses

Up to 15 lines in total.

Conclusion (filled out by mentor)

Based on the above I assess that the master's thesis “state candidate and thesis title” meets the criteria and standards for papers under the study programme “state study programme” at the Faculty of Government and European Studies, which is why I propose to the Commission for Study Affairs to allow the candidate a public defence.

Kranj,

Mentor:.....



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Annex 16:

REGISTRATION OF DOCTORAL DISSERTATION TOPIC

Enrolment number: _____

Student (first and last name):

Address: _____

Postcode, town: _____

Telephone number, mobile phone number: _____

E-mail: _____

Doctoral study programme: _____

First enrolment in the year of study – academic year: _____

I AM REGISTERING THE DOCTORAL DISSERTATION TOPIC entitled:

topic was announced by mentor

topic was announced by candidate

MENTOR: _____ Signature: _____

CO-MENTOR: _____ Signature: _____

CO-ORDINATOR: _____ Signature: _____

I enclose the following with the application for approval of topic and mentor:

1. consent from the mentor (signature of mentor above) and his opinion on the suitability of the topic;
2. brief explanation of the doctoral dissertation topic in three (3) copies;
3. potential request for writing the text in a foreign language.



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- I certify that prior to registering the topic I checked the list of registered and approved topics and the list of already written doctoral theses on the Faculty's website in order to avoid duplicating a topic.
- I certify that I have familiarised myself with the document "Respect of Copyrights and Prevention of Plagiarism" on the Faculty's website.

Date: _____

Student's signature: _____



Annex 17:

CHANGE OF MENTOR OF A DOCTORAL DISSERTATION

Enrolment number: _____

Student (first and last name): _____

Address: _____

Postcode, town: _____

Telephone number, mobile phone number: _____

E-mail: _____

Postgraduate study programme:

Enrolment in 1st year of study – academic year _____ / _____

Enrolment in 2nd year of study – academic year _____ / _____

Enrolment in 3rd year of study – academic year _____ / _____

Title of the approved doctoral dissertation:

Legitimate reasons for the change of mentor:

Proposed new mentor: _____

MENTOR: _____

Signature: _____

CO-MENTOR: _____

Signature: _____

Date: _____

Student's signature: _____

Approved/Denied



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Date _____

Signature of President of CSA: _____



Annex 18:

WITHDRAWAL FROM DOCTORAL DISSERTATION TOPIC

Enrolment number: _____

Student (first and last name): _____

Address: _____

Postcode, town: _____

Telephone number, mobile phone number: _____

E-mail: _____

Doctoral study programme: _____

Enrolment in 1st year of study – academic year _____ / _____

Enrolment in 2nd year of study – academic year _____ / _____

Enrolment in 3rd year of study – academic year _____ / _____

Title of the approved doctoral dissertation:

Legitimate reasons for the change of mentor:

MENTOR: _____ Signature: _____

CO-MENTOR: _____ Signature: _____

Date: _____ Student's signature: _____

Approved/Denied



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Date: _____

Dean's signature: _____



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Annex 19:

**APPLICATION FOR SCHEDULING A DEFENCE OF THE DRAFT OF A
DOCTORAL DISSERTATION**

Enrolment number: _____

Student (first and last name):

Address: _____

Postcode, town: _____

Telephone number, mobile phone number: _____

E-mail: _____

Doctoral study programme:

I AM REGISTERING DOCTORAL DISSERTATION PROPOSAL entitled:

MENTOR: _____ Signature: _____

CO-MENTOR: _____ Signature: _____

CO-ORDINATOR: _____ Signature: _____

I enclose the following with the application for scheduling a defence of the draft of a doctoral dissertation:

1. consent from the mentor (signature of mentor above) and his opinion on the suitability of the draft of the doctoral dissertation;
2. the draft of the proposal in three (3) copies.



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Date: _____

Student's signature: _____



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Annex 20:

**PROPOSAL FOR A PUBLIC PRESENTATION OF A DOCTORAL DISSERTATION
DRAFT**

Candidate (last and first name): _____

Topic of the doctoral dissertation draft:

I, mentor _____, hereby establish that the submitted draft of the doctoral dissertation meets the criteria of the Rules on Doctoral Study and propose that a public presentation of the doctoral dissertation draft be scheduled.

Mentor: _____

Date: _____



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Annex 21:

PROPOSAL FOR APPOINTING A DOCTORAL DISSERTATION EVALUATION COMMISSION

Candidate (last and first name): _____

Doctoral dissertation topic:

I, mentor _____, hereby establish that the submitted doctoral dissertation meets the criteria of the Rules for Studying at the FSG or the Technical Instructions for Writing Final Papers. Pursuant to this, the Commission for Study Affairs may propose to the Senate the appointment of a three-member doctoral dissertation expert evaluation commission.

Mentor: _____

Date: _____



Annex 22:

FORM FOR REGISTRATION AND EVALUATION OF A SEMINAR PAPER

ENROLMENT NUMBER: _____

FIRST NAME: _____

LAST NAME: _____

STREET: _____

POSTCODE: _____

YEAR OF ENROLMENT: _____

SEMINAR PAPER TYPE:

(circle the number in front of the appropriate type of seminar paper)

1. full knowledge assessment; course: _____
2. partial knowledge assessment; course: _____
3. special form of study; course: _____
4. project assignment (third semester of scientific master's programmes)
5. base of the master's thesis (third semester of scientific master's programmes)

TITLE OF SEMINAR PAPER: _____

MENTOR: _____

CO-MENTOR: _____

REGISTRATION DATE: _____

CANDIDATE'S SIGNATURE UPON REGISTRATION: _____

GRADE: _____

DATE OF GRADE: _____

MENTOR'S SIGNATURE AT DEFENCE: _____

CO-MENTOR'S SIGNATURE AT DEFENCE: _____



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NOTES:



ANNEX 23:

FORM FOR APPLYING FOR AND REGISTERING AN EXAM

ENROLMENT NUMBER: _____

FIRST NAME: _____

LAST NAME: _____

STREET: _____

POSTOCODE: _____

STUDY CYCLE AND FIELD OF STUDY:

COURSE: _____

COURSE IMPLEMENTER

EXAM DATE: _____

DATE OF REGISTRATION: _____

CANDIDATE'S SIGNATURE UPON REGISTRATION: _____

DATE OF TAKING AN EXAM: _____

GRADE: _____

COMMENTS OF THE EXAM GRADER: _____



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SIGNATURE OF THE EXAM GRADER: _____



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Annex 24:

FORM FOR WITHDRAWAL FROM AN EXAM

Enrolment number: _____

Last and first name: _____

Mode of study: _____

Type of study: _____

Course: _____

Date and time of the exam: _____

Place of the exam: _____

Number of attempt: _____ Date of last attempt: _____

With professor: _____

Candidate's signature: _____

Filled out by the Student Affairs Office:

APPROVED / DENIED

Date: _____ Student Affairs Office: _____

Attachments:

- detainment at work

- doctor's note

- other: _____



Annex 25:

**APPLICATION FOR RECOGNITION OF FORMAL AND NON-FORMAL
EDUCATION PRIOR TO ENROLMENT IN THE FACULTY**

CANDIDATE'S DETAILS:

First and last name: _____

Study programme to be enrolled in: _____

**A) APPLICATION FOR RECOGNITION OF FORMAL EDUCATION
PURSUANT TO ARTICLE 208 OF STUDY RULES I REQUEST THE
RECOGNITION OF AN EXAM/EXAM REQUIREMENT:**

THE APPLICATION FOR RECOGNITION OF REQUIREMENTS **MUST** BE ENCLOSED WITH AN ACADEMIC TRANSCRIPT AND THE CURRICULUM, WHICH CLEARLY SHOWS THE CONTENTS OF THE COURSE, THE NUMBER OF CREDIT POINTS AND THE NUMBER OF PERIODS.

CANDIDATE'S SIGNATURE:

Note: The course lecturer is not obligated to give his opinion if the course is recognised in the form of CPs and not on a course for course basis.

COURSE LECTURER'S OPINION:

- 1) The course is recognised in its entirety.
- 2) The course is recognised partially; the requirements missing in order to take the exam are:

- 3) The course is not recognised.

Explanation:



Kranj, _____ Date: _____

Course lecturer's signature: _____

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**B) APPLICATION FOR RECOGNITION OF NON-FORMAL EDUCATION
PURSUANT TO ARTICLE 210 OF STUDY RULES I REQUEST THE
RECOGNITION OF NON-FORMAL EDUCATION:**

THE APPLICATION FOR RECOGNITION OF NON-FORMAL EDUCATION **MUST BE**
ENCLOSED WITH THE PROGRAMME AND CERTIFICATE OF COMPLETED NON-
FORMAL EDUCATION.

CANDIDATE'S SIGNATURE: _____



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Annex 26:

**APPLICATION FOR RECOGNITION OF FORMAL AND NON-FORMAL
EDUCATION WHILE STUDYING AT THE FACULTY**

STUDENT'S DETAILS:

First and last name: _____

Study programme: _____

Enrolment number: _____

**A) APPLICATION FOR RECOGNITION OF FORMAL EDUCATION
PURSUANT TO ARTICLE 209 OF STUDY RULES I REQUEST THE
RECOGNITION OF AN EXAM/EXAM REQUIREMENT:**

THE APPLICATION FOR RECOGNITION OF REQUIREMENTS **MUST** BE ENCLOSED WITH AN ACADEMIC TRANSCRIPT AND THE CURRICULUM, WHICH CLEARLY SHOWS THE CONTENTS OF THE COURSE, THE NUMBER OF CREDIT POINTS AND THE NUMBER OF PERIODS.

CANDIDATE'S SIGNATURE: _____

**B) APPLICATION FOR RECOGNITION OF NON-FORMAL EDUCATION
PURSUANT TO ARTICLE 210 OF STUDY RULES I REQUEST THE
RECOGNITION OF NON-FORMAL EDUCATION:**



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THE APPLICATION FOR RECOGNITION OF NON-FORMAL EDUCATION **MUST BE** ENCLOSED WITH THE PROGRAMME AND CERTIFICATE OF COMPLETED NON-FORMAL EDUCATION.

CANDIDATE'S SIGNATURE: _____



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Annex 27:

REGISTRATION OF PROFESSIONAL WORK PLACEMENT

Enrolment number: _____

First and last name: _____

EMŠO (unique personal identification number): _____

Permanent address (street, house number, postcode and town):

Contact (mobile phone number, e-mail): _____

Mode of study: _____

Study programme: _____

The following information is required to prepare a professional placement agreement:

Organisation (company): _____

Address (street, house number, postcode and town): _____

Date of starting professional placement and No. of hours: _____

Registration number of company: _____

Tax identification number of company: _____

First and last name of responsible officer or signer of the agreement (in most cases it is not the same person as the mentor):

First and last name of mentor: _____ Send the agreement to:

You can submit the information via e-mail, by post or by stopping by the business premises of the Faculty in person during office hours.



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Annex 28:

FORM FOR EVALUATION OF WORK PLACEMENT INCLUDING THE REPORT

ENROLMENT NUMBER: _____

FIRST NAME: _____

LAST NAME: _____

STREET: _____

POSTCODE: _____

CYCLE AND FIELD OF STUDY:

COURSE: _____

MENTOR AT THE FACULTY:

DATE OF COMPLETED WORK PLACEMENT EVALUATION: _____

GRADE: _____

COMMENTS OF THE GRADER: _____

PODPIS OCENJEVALCA: _____



Annex 29:

APPLICATION FOR OBTAINING SPECIAL STUDENT STATUS

1. Last and first name: _____

Enrolment number: _____

Study programme: _____

Year of study: _____ Mode of study: full-time part-time

Type of study: 1st cycle 2nd cycle 3rd cycle

2. In the _____ academic year I request the status (circle the requested status):

a) top student-athlete,

b) renowned student artist/cultural worker,

c) student with long-term illness,

d) student official,

e) student who needs adjusted educational conditions due to special circumstances (e.g. exceptional social and family circumstances, attendance at international knowledge competitions, involvement in important research projects etc.).

3. The application is enclosed with appropriate documentary evidence (circle the enclosed documentary evidence in front of the requested status):

top student-athletes:

- certificate of the Olympic Committee of Slovenia on the status of a categorised athlete (world class athlete, international athlete, prospective athlete, national athlete, youth athlete), or
- certificate of sports achievements on a national or international level for non-Olympic sporting disciplines, or
- certificate of the Sports Federation for the Disabled of Slovenia – Paralympic Committee of Slovenia on the sporting achievements on a national or international level, or
- certificate of a competent sports governing body from the mother country in the case of foreigners, or
- certificate of the Olympic Committee of Slovenia on the official appointment as coach of a national team or an individual categorised athlete and on the direct inclusion in the preparation and realisation of the programme of a categorised athlete.



renowned student artists/cultural workers:

- the primary documents are: certificates of received awards or recognition for extraordinary achievements in the arts, which are issued by the appropriate institutions on a national or international level (without primary documentary evidence the status cannot be asserted), a certificate of the Ministry of Culture on the status of a cultural worker or on artistic achievement;
- secondary documents have a supplementary and explanatory role and include: bibliographic information on the candidate or references to reviews in the artistic field, proof of membership in a national or international organisation in the arts, and other certificates on the status of active artistic activity on a national or international level.

students with long-term illness:

- medical certificate from a specialist, which clearly states that the disease is a chronic one or one which is anticipated to last at least three more months and shall affect the student's fulfilment of study requirements.

students officials:

- photocopy of a decision on appointment to the office, which has been issued in compliance with the general documents of the ~~Graduate School~~ Faculty.

other students who needs adjusted educational conditions due to special circumstances:

- an Order from the Social Work Centre for the student or for family members in a joint household;
- an opinion from the Social Work Centre for the student or for family members in a joint household; police records or measures which show extraordinary social and family circumstances;
- a birth certificate for a child (for children under 3 years of age);
- certificate of selection for participation in international knowledge competitions;
- certificate from a responsible officer of the ~~Graduate School~~ Faculty of involvement in important research projects;
- other _____

4. (circle if you wish to apply for it and supplement accordingly)

I request that the commission in charge of study affairs rules on the scope and method of asserting the right of a student with special status for the following courses:

5. Statement of grounds or other important information for the commission:



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In _____, on _____

Student's signature



Annex 30:

LEARNING AGREEMENT FOR STUDIES

Learning agreement for studies can be found on the Faculty's website at the link:

<http://www.fds.si/index.php/studij/erasmus/razpis-za-studente>.

Annex 31:

FINANCIAL AID AGREEMENT

The Financial Aid Agreement or Grant Agreement can be found on the Faculty's website, at the link: <http://www.fds.si/index.php/studij/erasmus/razpis-za-studente>.



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Annex 32:

APPLICATION FOR RECOGNITION OF STUDY REQUIREMENTS FULFILLED ABROAD

CANDIDATE'S DETAILS:

First and last name: _____

Enrolment number: _____

Address: _____

Telephone number: _____

Study programme: _____

INFORMATION FOR RECOGNITION OF EXAMS PASSED ABROAD

I request the recognition of the exams listed below, which I passed at (full name of faculty and university abroad at which you fulfilled study requirements)

_____ from _____ to _____.

Information on a course passed at a foreign higher education institution						Course at FSG	
Seq. Nr.	Title of the course passed	CP	elective/compulsory	Exam date	Grade	Title of the course at FSG	CP

Date: _____

Signature: _____



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OBLIGATORY ATTACHMENTS: - Academic Transcript



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Annex 33:

LEARNING AGREEMENT FOR TRAINEESHIPS

Learning agreement for traineeship can be found on the Faculty's website, at the link:

<http://www.fds.si/index.php/studij/erasmus/razpis-za-studente> .