

On the basis of Article 19 of Higher Education Act (Official Gazette of RS, No. 32/12 – official consolidated text, 40/12 - ZUJF, 57/12 - ZPCP-2D, 109/12 and 85/14), and the Act establishing the School of Advanced Social Studies in Nova Gorica as an independent higher education institution from 15 June 2006, the Administrative Board of the School of Advanced Social Studies in Nova Gorica met on 24 May 2021 and adopted the following

STATUTE of the School of Advanced Social Studies in Nova Gorica (Official consolidated text, OCT6)

1. GENERAL PROVISIONS

1. Article

The School of Advanced Social Studies in Nova Gorica (hereinafter: the School) is a private higher education establishment that carries out scientific, research, scholar and counselling activities in the field of social sciences.

The official title of the School is: Fakulteta za uporabne družbene študije v Novi Gorici.

The abbreviated title of the School is: FUDŠ.

English title: School of Advanced Social Studies in Nova Gorica.

Abbreviated title in English: SASS.

2. Article

The registered office is located in Nova Gorica, Gregorčičeva ulica 19.

3. Article

The stamp of the School is round with a diameter of 33 mm. It has the coat of arms of the Republic of Slovenia in the middle and the text around the circumference of the stamp states the name of the School in English and Slovenian language.

The School has a logo that is used on the School documents.

2. AUTONOMY OF THE SCHOOL

4. Article

The School exercises its autonomy by carrying out educational programs and scientific research activities based on the freedom of scientific creation, in particular:

1. by carrying out its activities independently,
2. by setting internal rules of organisation and operation,
3. by setting up educational programs and how they are to be carried out,

4. by setting the criteria for the election to titles of higher education teacher, researcher and higher education associate,
5. by deciding on employment of Higher Education Teachers, Researchers and Higher Education Associates.

The School carries out educational programs and scientific research activities in the field of social sciences (31).

3. ACTIVITY AND LEGAL CAPACITY OF THE SCHOOL

Activity

5. Article

The activities of the School comprise the following:

- undergraduate and master education programmes,
- scientific research in the field of social sciences and other activities that serve as means to achieve the objectives of the main activity, and
- social work activities without accommodation, especially programmes in the fields of addiction, and activities in the field of social work and therapies in order to provide psychosocial support to users.

6. Article

The School participates in international scientific research activities and connects with similar institutions abroad for this purpose.

7. Article

The School carries out education activities:

1. through study programmes leading to a qualification,
2. through study programmes in the form of advanced training courses,
3. through parts of study programmes,
4. by carrying out individual parts of the curriculum of study programmes,
5. by carrying out an international summer school and
6. by carrying out various forms of non-formal learning.

8. Article

The School may carry out study programmes leading to the following qualifications:

a) first cycle

- professional study programme
- academic study programme

b) second cycle

- master's study programme

c) third cycle

- doctoral study programme

9. Article

Scientific research and development activity is an obligatory part of work for higher education lecturers and associates and is defined in the study programmes of the School, in research programmes and projects of other clients and in the decisions of the Senate that adopts the programmes of individual research work for higher education teachers and higher education associates.

The School ensures academic freedom and integrity to its higher education teachers and associates.

10. Article

The School may also carry out other activities in the fields of education, research, development, counselling, librarianship and publishing as well as other related activities.

Legal Capacity of the School

11. Article

The School is independent in legal transactions, acts in its own name and for its own account with all the rights and obligations and conducts legal business within the frame of activities set in the Articles of Association and this Statute without limitations.

4. FINANCING AND ASSETS OF THE SCHOOL

12. Article

The School acquires assets:

1. on the basis of special contracts with the founders,
2. from payments for the implementation of concessions,
3. from EU tenders,
4. from tuition fees and other study related contributions,
5. from payments for rendered services,
6. from grants, heritage and gifts,
7. from sales of goods and services,
8. from other sources.

13. Article

The surplus of revenue over expenditure is invested into the development of School activities. The Administrative Board shall decide on such spending.

The method of covering the deficit of funds is determined by the School Administrative Board in agreement with the founder.

14. Article

Based on the work programme of the School, the Administrative Board adopts the annual financing plan.

At the end of each year, the Dean reports on the financial operations and performance based on the financial statements.

15. Article

School assets are managed by the Administrative Board with due diligence and in accordance with the applicable regulations.

The Administrative Board decides about the actual user of the assets that the School acquired by concessions, grants, heritage and gifts, in accordance with the purpose for which the grant, heritage, donation or other source was provided.

16. Article

The School shall manage and freely dispose of the assets used in the performance of its activities in accordance with its Articles of Association and the Statute.

Assets obtained from rents and the sale of property may only be used by the School to carry out its activities.

17. Article

The School shall decide on costs of tuition fees and other services such as:

1. costs of recruitment competition procedure and admission procedure,
2. services that are a part of a confirmed study programme (costs of study trips etc.),
3. elections to titles for candidates not employed by the School,
4. issuing certificates, duplicates, transcripts and extracts from the School documentation,
5. costs of taking the exam for the fourth time and all further times,
6. costs of entrance examinations, bridge and commission exams and other exams,
7. other services provided for in a decision adopted by the Administrative Board.

The amount of tuition fees and other study related contributions shall be set in a decision of the Administrative Board.

5. INTERNAL ORGANISATION

18. Article

School is divided into organisational units that implement individual study programmes. Each organisational unit is divided into sub-units.

The organizational units are not legal persons and do not have legal authority.

The organisational units can have an independent position within the School regarding their activities, internal organisation, management and use of income and profit. They can also have their own accounting - cost centre.

19. Article

The School has the following organizational units:

1. Dean's Office
2. Teaching Unit
3. Research unit

Dean's Office

20. Article

The Dean's Office of the School is an organizational unit in charge of managing, resolving organizational and legal matters, performing professional administrative work in the field of human resources, studies, finances and accounting, the library, maintaining real estate, surroundings and equipment in the implementation of educational and research activities.

The employees prepare expert groundwork from their field of expertise for the decisions of the School's management.

The Dean's Office is run by the Dean, who can authorise a Vice Dean to temporarily act as a deputy or carry out individual tasks.

21. Article

The Dean, the Vice Deans, the Administration Office, and the Professional Services are the composite bodies of the Dean's Office.

The Administration Office unites services, which manage the legal affairs, personnel administration, and general affairs, as well as the library and information affairs.

The Professional Services are composed of the following units:

- Office for Student and Academic Affairs
- Career Center
- Project Office
- Finance Service and Accounting Service
- Marketing and Public Relations

The tasks of the Administration Office and of the Professional Services are described more in details by the Rules on Internal Organization and Job Classification.

Library

22. Article

The School library is a specialized higher education library performing library, information and documentation activities.

The library is connected with other higher education and specialized libraries, institutes, and scientific information centres in related fields and with National and University Library (NUK) and Central Technical Library (CTK) into a common bibliographic and information system of the Republic of Slovenia.

Teaching Unit

23. Article

The study process at the School takes place within its teaching unit. The Vice-Dean for student and academic affairs is in charge of the teaching unit and also acts as a representative of the unit.

The School has the following sub-units within its teaching unit:

1. Department of Advanced Social Studies, which carries out first and second cycle study programmes in the fields of applied social sciences, intercultural and social management,
2. Department for Psychosocial Support and Counseling, which takes care for the implementation of the study programs of the first and of the second degree in the domain of the psychosocial support and counseling.
3. Doctoral department - Department of Advanced Social Studies, which carries out doctoral study programmes.

Everyone that participates in a given School year as a higher education teacher or associate in the implementation of study programmes prepared by the School or is predicted to do so in the future by a decision of the Senate, is considered as a member of an individual department. The members of departments attend meetings convened and chaired by the Head of the Department, where they make recommendations for the Senate, Academic Assembly, Dean and Vice-Dean for Student and academic affairs regarding the development and implementation of study programmes. Head of department is appointed for a maximum period of two years and can be reappointed, but their mandate ends automatically upon a constituent meeting of a new senate. Head of department is appointed and relieved from duty by the Dean on the proposal of a majority of department members or on a proposal of Vice-Dean for student and academic affairs.

A more detailed definition of activities and other obligations of departments is given in the Rules on Internal Organisation and Job Classification of School of Advanced Social Studies in Nova Gorica.

Research Unit

24. Article

Research work at the School takes place within its research unit - Social Science Research Centre. Vice-dean for science and research affairs is in charge of scientific research unit and also acts as its representative. Sub-units of the research unit (institutes) are defined in more details in the rules on research activity of the School.

Regular employees working on projects taking place at an institute as well as everyone that is allocated to an institute as a researcher or research staff by a decision of the Dean is considered a member of the institute. The members of institutes attend meetings convened and chaired by the head of institute, where they make recommendations for the Senate, Academic Assembly, Dean and Vice-Dean for science and research affairs regarding the

scientific and research work. Head of the institute is appointed and relieved from duty by the Dean upon proposal of a majority of Institute members or upon a proposal of Vice-Dean for science and research affairs.

A more detailed definition of activities and other obligations of research units is given in the rules on research activity of the School and in the Rules on Internal Organisation and Job Classification of School of Advanced Social Studies in Nova Gorica.

6. SCHOOL BODIES

25. Article

The School enables and encourages the representation of stakeholders in the School bodies, especially of students, and the exercise of the rights and duties of all, while ensuring:

- equality,
- mutual cooperation and respect,
- that the needs of stakeholders are taken into account.

The bodies of the School are:

1. Dean,
2. Senate,
3. Academic Assembly,
4. Administrative Board,
5. Student Council,
6. Board of Trustees and
7. Strategic Conference.

Dean

26. Article

The Dean manages and represents the School and acts as the expert and managing head that manages educational, scientific and research activities in accordance with legislation and the articles of association and is responsible for the legality of work.

In an event of his prolonged absence, the Dean shall authorise one of the vice deans of the School in writing to act as a deputy and define the scope of deputy tasks in the written authorisation.

Election and appointment of the Dean

27. Article

The School Dean shall be a higher education teacher employed by the School that participates in the educational and research process of the School and has management and organisational skills.

The Dean shall be appointed by the Administrative Board with a majority of votes for a period of two years and can be re-elected after that period.

The Dean carries out the following tasks:

1. organizes, manages and coordinates the educational, scientific and research work of the School,
2. planning of teaching and research activities,

3. monitoring, establishing and assuring the quality of School, study programmes and scientific and research activity,
4. coordination of activities in the fields of education, scientific and research work and other work,
5. providing for the legality of the School work,
6. independent decisions regarding funds management up to an amount determined by the regulations on public procurement for purchase of means of small values; for funds management above this amount, a consent of Administrative Board is requested,
7. reporting to the Senate about the activities carried out by the School,
8. reporting to the Academic Assembly about his work at least once a year,
9. deciding about tasks from the material management field that are required for current and smooth implementation of School' s established programs,
10. convening and chairing of meetings of the Senate,
11. deciding about student complaints at first instance,
12. awarding the awards and commendations for achievements in teaching and studying,
13. establishing disciplinary responsibility of students and imposition of sanctions,
14. coordination and supervision of work organisation and School operation in accordance with adopted development programme and annual action plan,
15. upon a previous decision of the Administrative Board, deciding on matters in the area of employment relations of teachers, researchers and associates,
16. upon a previous decision of the Administrative Board, deciding on matters in the area of employment relations of other employees,
17. adopting the job classification,
18. deciding on absence due to work assignments of the employees,
19. deciding on all the rights and obligations of the employees,
20. carrying out other tasks in accordance with the legislation, articles of association and other general acts of the School.

28. Article

The procedure for the appointment of Dean shall commence three months prior to the expiry of term of office of current Dean.

A time limit adopted by the Administrative Board shall be set in a decision on the commencement of the proceedings for the election of a new Dean. It must be between 15 and 30 days from the date when the decision was issued.

The Head of the Administrative Board shall conclude an employment contract with the Dean.

29. Article

The Dean is appointed by the Administrative Board from among the suggested candidates.

30. Article

If none of the candidates receives the required majority, a second round of elections is conducted, in which the Dean is elected from among the two candidates receiving the most votes in the first round. The candidate receiving the votes of the majority of all the present members of the Administrative Board is elected as the Dean.

If the Administrative Board does not elect a candidate until the expiry of the term of office, an acting Dean is appointed by the Administrative Board for a maximum period of six months.

31. Article

The position of Dean is terminated:

1. upon the expiry of term of office,
2. upon termination of employment,
3. upon resignation,
4. upon dismissal.

The Administrative Board can adopt a decision to dismiss a Dean or a Vice-dean before the expiry of his mandate if suggested by at least two representatives of the founder.

The decision on dismissal must be adopted by a two-thirds majority of all members of the Administrative Board.

32. Article

If the function of the Dean is terminated before the expiry of the mandate for which he was elected, the Administrative Board shall name one of the vice-deans to carry out the Dean's tasks until the election of a new dean or to carry out the procedure for the election and appointment of a new dean.

Vice-deans

33. Article

The School has Vice-deans in the following fields:

1. student and academic affairs
2. scientific and research activities.

34. Article

The Vice-dean for student and academic affairs manages and assumes responsibility for regulatory framework of questions related to teaching process and students, study programmes of undergraduate and master level and other forms of education, and manages current problems in those fields.

The Vice-dean for student and academic affairs shall above all have the following tasks and competences:

1. coordination of preparation and implementation of educational activities in undergraduate and master study programmes,
2. giving initiatives for changes in existing study programmes and for preparation of new ones,
3. coordination of work of organisational units in the field of education,
4. appointment of mentors to assistants and to assistant interns,
5. coordination and monitoring of incorporation of guest lecturers and experts from the field of economy into study programmes,

6. carrying out expert tasks for application of rules in the field of study activities and other education,
7. making suggestions to the Dean regarding leave of absence of teachers and associates for studying reasons,
8. making suggestions to the Dean regarding the cooperation of employees in study activities of third parties,
9. carrying out tasks and competences of Dean on behalf of the Dean,
10. carrying out other tasks in accordance with the Dean's instructions.

35. Article

The Vice-dean for scientific and research activities manages, coordinates and monitors the implementation of all procedures that the School is carrying out in the field of research and development of higher education teachers and associates of the School and the activities within other School bodies.

The Vice-dean for scientific and research activities shall above all have the following tasks and competences:

1. coordination of work of the research teams and preparation and implementation of scientific research and development activities,
2. coordination of work of organisational units in the field of research,
3. making suggestions to the Dean regarding the implementation of scientific research and development activities of the employees and third persons,
4. making suggestions to the Dean regarding the absence of researchers,
5. promoting the initiation of students to research work,
6. proposing scientific and expert conferences,
7. carrying out tasks and competences of Dean on behalf of the Dean,
8. carrying out other tasks in accordance with the Dean's instructions.

The Vice-dean for scientific and research activities is also Head of the Research Committee and Head of the Social Sciences Research Centre.

36. Article

The School can also appoint vice deans for other fields. The number of vice deans and their tasks are defined by the Administrative Board.

A vice-dean candidate shall hold a PhD and have at least a habilitation for the title of Assistant Professor or an equal scientific title.

The vice-deans shall be appointed by the Administrative Board for a period of two years and can be reappointed after that period.

If a vice-dean candidate is not an employee of the School, his term of office is limited to one year upon appointment.

College of the Dean

37. Article

The Dean's College is a consulting body, composed of: Dean, Vice Deans, General Secretary, Heads of Departments, Heads of Institutes, Heads of Professional Services, and the President of the Management Board. The other employees at the Faculty can also be invited to the Dean's College.

Senate

38. Article

The Senate is the highest academic body of the School in the fields of education and scientific and research activities.

The Senate is managed by the Dean and in the event of his absence by a member of Senate appointed by Dean's authorisation.

39. Article

The Senate has nine members who are higher education teachers that should be regular employees of the School and cover scientific disciplines and expert fields in which the School carries out its study programmes.

The members of the Senate are also three representatives of the Student Council, elected by the Student Council, and as a rule, all three levels of studies should be represented.

The Dean and the Vice-deans are members of the Senate by virtue of their position.

40. Article

The members of the Senate from among higher education teachers are elected by the Academic Assembly.

Student members of the Senate are elected by the Student Council. The manner of electing the members of the Senate from among the students is determined by rules adopted by the Student Council.

The higher education teachers shall be appointed to the Senate for a period of two years or until the election of a new senate. These members of the Senate can be re-elected.

The students shall be appointed to the Senate for a period of one year. An individual student can be re-elected.

41. Article

Meetings of the Senate are convened and chaired by the Dean. In the event of Dean's absence, the meetings of the Senate are convened and chaired by the Vice-dean replacing him.

42. Article

The quorum of the Senate is constituted if the majority of its members is present at a session.

A decision is adopted if supported by the majority of members present, unless a qualified majority is required for adoption of a decision.

43. Article

A decision on the commencement of the proceedings for the candidature of Senate members, on the composition of the Senate and the execution of elections is adopted by the Senate upon the proposal of the Dean at least three months prior to expiry of term of office of the incumbent Senate, wherein all the scientific disciplines and expert fields must be represented equally.

44. Article

The members of Senate - except for student members - must be members of the Academic Assembly that have a title of Assistant Professor or higher or at least an equivalent scientific title.

The candidates for Senate members can be nominated by all members of the Academic Assembly.

45. Article

The election of Senate members by the Academic Assembly is valid if a majority of members of the Academic Assembly is present at a meeting. If a quorum is not reached within 30 minutes from the planned beginning of the meeting, the decision of the Academic Assembly can be valid if at least ten members are present.

The elections are by secret ballot.

The candidates from among the higher education teachers or researchers that received the most votes of the Academic Assembly are elected as members of the Senate.

46. Article

If a Senate member from among the higher education teachers or researchers resigns or terminates cooperation with the School, his membership in the Senate is also terminated.

If a Senate member from among the students resigns or loses the student status, his membership in the Senate is also terminated.

In such event, the Senate adopts a decision on by-elections of a Senate member.

47. Article

The Senate is formed at a meeting convened by the Dean at the Academic Assembly after the elections were carried out. At least two thirds of Senate members have to be already elected in order to convene the first meeting of the Senate. The incumbent Senate operates until then.

48. Article

The Senate addresses and decides on the expert issues from the fields of education and scientific research and development work.

The Senate has the following tasks:

1. appoints the commissions that prepare reports in the procedures for election to titles of Higher Education Teacher, Researcher and Higher Education Associate,
2. appoints scientific rapporteurs to evaluate the candidate's competences in the procedures of election to titles of Higher Education Teacher, Researcher and Higher Education Associate,
3. appoints the commission to assess the suitability of the outline of a doctoral thesis and the qualifications of the candidate wishing to obtain a doctorate in science; based on the commission's assessment, the Senate decides on the approval of the doctoral thesis outline;
4. appoints the commission to assess the suitability of a doctoral thesis; based on the assessment of this commission's members, the Senate decides on the approval of the doctoral thesis for defense;
5. appoints the commission to assess the defense of a doctoral thesis;
6. elects Higher Education Teachers, Researchers and Higher Education Associates to titles,
7. awards the title of Professor Emeritus,
8. nominates representatives of the School for the University Senate and nominates a member for the Habilitation Commission for the field of social sciences if the School is a part of a University,
9. cooperates in planning of educational and scientific research activities,
10. adopts the basic framework for scientific research activities on the School,
11. adopts and changes the criteria on the election to titles of Higher Education Teachers, Researchers and Higher Education Associates at the School,
12. proposes the bases for the higher education programmes, coordinates the drafts of programme outlines, encourages cooperation with scientific authorities and organisations,
13. formulates the programme policy of the School and adopts the study calendar,
14. adopts study programmes leading to a professional degree of first and second cycle,
15. adopts the common study programmes and programmes for advancement and gives its consent to study programmes,
16. adopts the number of enrolment places for individual study programmes,
17. appoints other working bodies,
18. addresses and decides about the rules on study obligations,
19. addresses the questions of the Student Council of the School,
20. decides on student complaints in study matters where the Dean makes the decision at first instance,
21. decides on the recognition of education conducted abroad for the purposes of continuing the education in programmes conducted by the School,
22. ensures the monitoring of the quality of educational, scientific and research work and adopts the self-evaluation reports and reports on implementation of study programmes,
23. decides on awarding the awards and recognitions of the School for teaching, studying and research,
24. adopts the acts of the School that apply only to study programmes,
25. adopts implementation plans for study activities,

26. addresses and adopts the report on study performance and report on implementation of scientific, research and development activities,
27. adopts the number of enrolment places in undergraduate and master study programmes,
28. decides on other matters in accordance with the general acts.

The manner of conducting the work of the Senate is determined by the Senate in the Rules of Procedure.

49. Article

As a rule, the Dean convenes the meetings of the Senate once a month. The Administrative Board or 1/3 of the Senate members can also propose to convene a meeting of the Senate.

The Senate can adopt a decision to make the meeting or a part of the meeting closed to the public.

50. Article

The quorum of the Senate is constituted if the majority of its members is present at a session.

The Senate adopts decisions by majority of votes of present members, unless defined otherwise in the Statute.

Prior to adoption of a decision on the use of financial funds, the Senate shall acquire the opinion of the Administrative Board, unless such decision or such use of funds was already adopted in the budget.

Meeting by correspondence

51. Article

In the event of an emergency, when it is impossible to convene a regular or extraordinary session or when student matters are addressed, the Dean can convene a meeting by correspondence via telephone, electronically or by other suitable means. The time of beginning and end of the meeting by correspondence need to be set and after its conclusion, the minutes that are drawn up need to include the topic addressed and the individual decisions of the Senate members.

The Senate approves the minutes of the meeting by correspondence on the first following regular session.

Working Bodies of the Senate

52. Article

The Senate appoints the following permanent working bodies:

1. Student and Academic Affairs Commission
2. Scientific Research Commission

3. Quality and Evaluation Commission
4. Human Resources Commission

The Senate may also appoint other commissions.

53. Article

The Dean convenes the constituent meeting if head of commission is not already appointed by the Statute or by a decision of the Senate. The commission is established upon the election of its president and his deputy.

The Senate cannot transfer the power of decision to its working bodies for matters that fall under the competence of the Senate in accordance with the regulations.

54. Article

The term of office for members of commissions and other working bodies is equal to the term of office of Senate members. The Senate shall appoint them by latest upon its second session.

Student and Academic Affairs Commission

55. Article

Student and Academic Affairs Commission has five members, namely the Vice-dean for student and academic affairs as the Head, two higher education teachers and one higher education associate, who are appointed by the Senate on nomination of the Dean, and one student representative who is appointed by the Senate on nomination of the Student Council. In the event of long-term absence of one of the members, the Senate can appoint an alternate member of the Commission. Head of Student and Academic Affairs Office is also invited to attend the meetings of the Commission.

The Commission has the following competences:

- decides on students' requests for the continuation of studies,
- decides on students' requests for advancement to the next year without completing all the requirements (extraordinary advancement),
- decides on enrolment of candidates for parallel studies,
- decides on enrolment of graduates,
- decides on granting a special status to students,
- decides on transitions between programmes,
- decides on the performance of obligations required for advancement to a higher year
- decides on early advancement,
- decides on the change of elective courses,
- decides on students' requests for recognition of completed obligations in other study programmes of the School,
- gives initiatives to improve or change the study programmes and teaching work,
- Approves the topics of bachelor/master's theses and mentors,
- extends the topics of bachelor/master's theses,
- appoints a commission for the defense of bachelor/ master's theses,

- carries out other tasks in accordance with general acts or decisions adopted by the Senate.

Scientific Research Commission

56. Article

The Scientific Research Commission has four members from among the higher education teachers or researchers and one student member from among doctoral students. The Vice-dean for scientific and research activities is the Head of this Commission. The Senate appoints three members from among the higher education teacher on nomination of the Dean and one student representative member on nomination of the Student Council.

The Commission carries out the following tasks:

- proposes a strategy of scientific and research activities to the Senate,
- undertakes the implementation of control over the plan and content of the submitted scientific projects,
- prepares expert groundwork for the scientific and research part of the action plan of the School,
- prepares a list of reported candidates for young researchers,
- cooperates with the line ministry,
- proposes solutions to the management of the School, to the Senate and to the Administrative Board regarding the field of scientific and research activities,
- nominates candidates for science awards to the Senate,
- confirms the topics of doctoral theses,
- nominates evaluators of outlines and doctoral theses,
- gives suggestions to the Senate regarding the conformity assessment of doctoral theses and conformity of doctoral theses for defence.
- carries out other tasks in accordance with general acts or decisions adopted by the Senate.

Human Resources Commission

57. Article

The Personnel Commission has four members from among the higher education teachers and one student member appointed by the Senate on nomination of the Student Council. As a rule, the Dean is the president of this Commission.

The Commission has the following tasks and responsibilities:

1. manages the procedures for election of higher education teachers, associates and research associates,
2. nominates a commission for election of a candidate to a title to the Senate,
3. nominates candidates to be given a title of "professor emeritus",
4. carries out other tasks in accordance with the statute, general acts or decisions adopted by the Senate,
5. provides an opinion on annual employment plan,
6. makes suggestions for employment of higher education teachers and researchers.

Quality and Evaluation Commission

58. Article

Quality and Evaluation Commission has five members, of which two are from among the higher education teachers and researchers, one member is a higher education associate, one member is a professional associate, and one member is a student appointed by the Senate on nomination of the Student Council.

The Commission has the following tasks:

1. preparation of annual quality report (self-evaluation report),
2. day-to-day monitoring of quality of studies and making suggestions for improvement, including preparation, implementation, processing and interpretation of student surveys,
3. day-to-day monitoring of quality of scientific research activities and making suggestions for improvement,
4. day-to-day monitoring of quality of all other aspects of School activities,
5. other tasks from the field of monitoring and improvement of quality, as defined by the Quality Manual adopted by the SASS Senate.

Other working bodies

59. Article

The Senate also appoints other permanent or temporary working bodies in the fields of teaching, scientific research and library work. The Senate appoints the members and determines the competences of a working body in a decision. The permanent working bodies are those whose term of office and tasks have the same duration as the term of office of the Senate. Other working bodies are considered temporary.

Working bodies from the first paragraph have three to five members. All permanent working bodies and those temporary working bodies that concern the students must have a student member appointed by the Senate on the nomination of the Student Council.

If appropriate, the Senate adopts and gives instructions for operation of working bodies under this Article.

Academic Assembly

60. Article

Academic Assembly consists of all the higher education teachers, assistants with a research title and higher education associates regardless of their title, who carry out teaching or scientific and research activities based on a contract with the School in a given study year. The Academic Assembly also consists of at least one fifth of student members.

Other employees also participate in the work of the Academic Assembly, but without the right to elect the members of the Senate.

61. Article

Student representatives in the School Academic Assembly are elected by the Student Council by latest until the end of October.

Student representatives in the Academic Assembly are elected by the Student Council in such a way that all study programmes and all possible types of studies at the School are represented equally. The term of office for student representatives in the Academic Assembly is one year. The manner of electing the student representatives participating in the Academic Assembly is determined in the rules adopted by the Student Council.

62. Article

The president of the Academic Assembly and his deputy are elected by the Academic Assembly from among the higher education teachers or researchers.

The term of office of the president of the Academic Assembly and his deputy is two years. They can be re-elected upon the end of term of office.

63. Article

The Academic Assembly has the following competences:

1. electing members of the Senate and proposing candidates for the Dean to the Administrative Board,
2. discussing reports on the activities of the School and other important information on the operation of the School and making proposals and initiatives to the Senate.

Convening of sessions

64. Article

The Academic Assembly addresses and adopts decisions on issues that fall under its competences on public sessions. The Academic Assembly can close its sessions to the public.

65. Article

The Dean convenes the constituent meeting. The members of the Assembly elect the President and his Deputy from among themselves. The term of office for both of them is two years. The sessions of the Academic Assembly are convened by its President.

The Academic Assembly shall meet at least once a year. The following bodies can propose a meeting of the Academic Assembly: the Dean, the Senate, the Administrative Board or the Student Council.

66. Article

The quorum of the Academic Assembly is constituted if more than half of its members are present at a session.

If a quorum is not reached within 30 minutes from the planned beginning of the meeting, the decision of the Academic Assembly can be valid if at least ten members are present.

They adopt decisions by majority of votes of present members, unless defined otherwise in the Statute.

67. Article

The sessions of Academic Assembly are convened by the President of the Academic Assembly or his Deputy.

The Academic Assembly shall meet at least once a year. The Dean or 1/3 of the members of the Academic Assembly can also propose a meeting of the Academic Assembly.

Administrative Board

68. Article

Administrative Board is a managing body.

Next to its statutory obligations, the Administrative Board makes decisions on material issues and provides for smooth material management of the School in accordance with the Statute.

The Administrative Board appoints the Dean, the Vice-deans and the representatives of the School's organisational units.

69. Article

The Administrative Board has six members, namely:

1. four representatives of the founder,
2. one representative of the School's employees,
3. one student representative.

The term of office of members is four years, except for the student representative, whose term of office is one year.

The Administrative Board has a president and a vice president. They are elected from among the members of the Administrative Board.

The Administrative Board is appointed in the following manner:

1. The representatives of the founder are appointed by the founder.
2. The representatives of the employees are elected by the employees of the School from among themselves.
3. The student representative is appointed by the Student Council.

The Dean also participates in the work of the Administrative Board but does not have the right to vote unless he is also a member of the Administrative Board.

The student representative participates in the work of the Administrative Board when material study obligations of students are addressed.

The Administrative Board is constituted when more than half of its members are appointed or elected. The Dean convenes the first meeting.

70. Article

Administrative Board has the following competences:

1. adopts general acts in accordance with the legislation, ordinance and this Statute,
2. adopts the action plan and the School development programme and monitors its realization,
3. adopts the annual budget, annual report and the business report,
4. makes decisions regarding material and economy issues and provides for smooth operation,
5. adopts the Statute and its amendments,
6. appoints the Dean and the Vice-deans of the School,
7. makes suggestions and opinions to the founder and to the Dean regarding individual issues,
8. adopts the starting points for job planning,
9. adopts decisions regarding tuition fees and other study related contributions,
10. adopts decisions on management of assets,
11. adopts decisions regarding part-time studies tuition fees and other study related contributions upon Dean's proposal,
12. adopts Rules of Procedure for the work of the Administrative Board,
13. upon a prior consent of the founder, decides on expansion, merger or exiting of the School from/to another institution or legal person,
14. decides on recruitment of new employees and gives consent to termination of employment contracts,
15. adopts other decisions regarding the management of the School.

When deciding on the teaching process, the Administrative Board shall take into account the viewpoint of the School Senate. At the end of a business year, the Administrative Board shall submit a report on its work, a business report and financial statements to the founders.

71. Article

The meetings of the Administrative Board are convened by its President. In the event of absence of the President, the meetings are convened and chaired by the Vice-president.

The quorum is constituted at a meeting if the majority of the Administrative Board members are present, and the decisions are adopted by a majority of votes of present members. To adopt the Statute and other general acts of the School, a majority of votes of all Administrative Board members is required.

The Administrative Board adopts decisions by majority of votes of present members.

The Administrative Board makes decisions on regular sessions and on extraordinary sessions.

Meeting by correspondence

72. Article

In the event of an emergency, when it is impossible to convene a regular or extraordinary session or when urgent matters are addressed, the president of the Administrative Board can

convene a meeting by correspondence via telephone, electronically or by other suitable means. The time of beginning and end of the meeting by correspondence need to be set and after its conclusion, the minutes that are drawn up need to include the topic addressed and the individual decisions of the Administrative Board members.

The Administrative Board approves the minutes of the meeting by correspondence on the first following regular session.

Student Council

73. Article

Student Council of the School is a body of the students of the School.

The Student Council holds elections to Student Council every year in the first half of October on the basis of a decision adopted by the Dean. The Student Council must inform the Dean about the results of the elections and announce the members of the Student Council until the 15th November of the same year.

74. Article

The Student Council has eight members, so that the students of all years and cycles of studies can have their representatives.

75. Article

At the first Student Council meeting, convened by the Dean, the members of the Student Council elect from among themselves the President and the Vice President, who act for the students and represent the students.

76. Article

The quorum of the Student Council is constituted if the majority of its members is present at a session. The Student Council adopts decisions by majority of votes of present members.

The Student Council shall send the invitations to sessions and its minutes to Dean for information.

77. Article

The Student Council carries out tasks in accordance with the Statute:

1. discusses and forms opinions on all issues regarding student rights and obligations,
2. gives opinions on teaching in the procedures of election to titles of teachers and associates,
3. formulates student opinions and elects members of working bodies and bodies of the School from among the students, when so required by the Statute,
4. addresses and adopts the programme and the report on extracurricular activities,
5. appoints student representatives to Senate, Administrative Board and Academic Assembly of the School,
6. nominates student representatives for working bodies to the Senate.

If the opinion of the Student Council from the first two points of previous paragraph is not considered, the Student Council can request from the competent body to reconsider an individual issue.

7. BOARD OF TRUSTEES

78. Article

The Board of Trustees is a consulting body of the Institute's Council. The Board of Trustees is composed of representatives from the economy, social organisations and local communities in the region and of School graduates and doctoral candidates.

The Board of Trustees is appointed by the School Administrative Board. The members, the president and vice-president are appointed for a period of two years and can be reappointed after that period.

79. Article

The Board of Trustees can formulate opinions on agreements, arrangements and projects concluded between the Institution and the economy, social organisations and local communities, give opinions for preparation of quality and competitive study programmes and implementation of applied projects, give advice to Senate, Dean, Administrative Board and Founder regarding issues from the fields of School work and operation.

80. Article

The Board of Trustees adopts the decisions on its meetings.

The President of the Board of Trustees shall convene a meeting at least once a year.

8. STRATEGIC CONFERENCE

81. Article

Strategic conference is the most extensive consulting body of the School, composed of members of the Academic Assembly, Student Council, Board of Trustees and of professional associates of the School. The Strategic Conference is convened by the Dean on his own initiative or on demand of the Senate, Administrative Board, Academic Assembly, Student Council or the Board of Trustees, normally once a year.

Strategic Conference:

1. addresses the realization of the School's strategic objectives,
2. addresses all aspects of quality of the School operation,
3. proposes changes in the mission and vision of the School to the Senate,
4. proposes a new strategic plan or changes to existing Strategic Plan of the School to the Senate.

9. ORGANISATION AND IMPLEMENTATION OF STUDY PROGRAMMES OF HIGHER EDUCATION

Article 81.a

The studies at the School are conducted as regular or part-time studies.

A study programme may be conducted as a part-time study when this is permitted by own staff and premises capabilities and if it is possible to carry out the programme without the personal presence of a student and without compromising its quality.

If the Schools offers the possibility of enrolment into a part-time study programme, it must organize its implementation in such a way that the teaching activities intended for this specific programme amount to at least 30 percent of teaching activities for regular students, for each course separately, and even more that this amount if required.

The School Senate decides on the opening the part-time study programmes and on the forms of their implementation.

The implementation of part-time study programmes is defined in more detail in the regulations.

Article 81.b

The language of instruction at the University is Slovene.

Study programmes or a part thereof can be conducted in a foreign language in the following cases:

- in foreign language study programmes,
- if visiting higher education teachers or associates from abroad participate in their implementation,
- if foreign students are enrolled in the programme or participate in it through international exchange,
- if these programs are also implemented in the Slovenian language, or
- in doctoral study programmes.

Study programmes conducted as a public service may be conducted in a foreign language in all cases permitted by law.

82. Article

If the number of applications for enrolment significantly exceeds the number of advertised placements and staff resources of the School, the Senate shall limit the enrolment into the study programme.

In the event of enrolment limitation, the selection of the candidates for enrolment into the undergraduate and master study programmes shall consider the criteria set in the legislation and the study programme regarding limitations of enrolment.

83. Article

The enrolment of candidates in the first year and in the following years must be implemented within a deadline laid down in the call for enrolment. For justified reasons, such as e.g. maternity, paternity, extended illness, exceptional family and social circumstances, active

participation in top professional, cultural and sports events, special status in accordance with the applicable Statute, enrolment can be postponed by latest until 30 October.

The Dean makes the decision on late enrolment of a candidate on the basis of a proposal of the Student and Academic Affairs Commission.

84. Article

Exceptionally, a student may also enrol in a higher year if he or she has not completed all the requirements set by the study programme for enrolment into a higher year in the event of justified reasons, such as: maternity, paternity, extended illness, exceptional family or social circumstances, active participation at top scientific, cultural or sport events or a recognised status in accordance with the Statute in force.

The Dean makes a decision on enrolment from the previous paragraph on the basis of a proposal of the Student and Academic Affairs Commission.

85. Article

A student of part-time studies can normally transfer to regular studies after the first year of studies.

The Dean decides about the request for transfer upon a proposal of the Student and Academic Affairs Commission and based on the average grade of the candidate and the number of enrolment places for individual year of regular studies. If there are more applications than enrolment places, the Commission makes a selection based on the average grade and completed requirements of the candidates.

86. Article

A regular student can transfer to part-time studies at any point during studies. The student enrolls into a year in accordance with his or her completed requirements.

87. Article

If a study programme or criteria for transfer do not define the conditions in detail, The Senate of the School shall decide on the conditions on a proposal of the Student and Academic Affairs Commission.

88. Article

The performance of a student in completing the requirements is established by verification and assessment of knowledge.

The forms of verification and assessment of knowledge are defined in the study programme.

The fields of verification and assessment of student knowledge are more specifically covered in special rules.

89. Article

A student that acquires a necessary number of credit points for advancement into a higher year of studies sooner than in one year, shall be enabled an accelerated advancement.

Accelerated advancement is also possible for candidates who have not completed their previous studies and wish to enrol in a lower year than the one in which they were already enrolled in the previous study programme (this also applies to study programmes adopted prior to 11 June 2004).

The decision is made by the Student and Academic Affairs Commission on the basis of the candidate's application. The decision determines the manner of accelerated advancement.

An accelerated advancement is enabled by enabling the student to enrol and pass the exams for higher years. The student can also pass the exams within another organised form of studying.

On the basis of the candidate's application, the Student and Academic Affairs Commission may also adopt a decision on the early completion of the study programme.

90. Article

A student that attended studies or passed certain exams or completed other study requirements in a different study or education programme (In Slovenia or abroad), may apply for recognition of passed exams and other completed requirements in the programme of the School in which he or she has enrolled to.

A procedure for recognition of exams and other completed requirements from the previous paragraph is laid down in the School rules.

91. Article

An enrolment candidate can request for recognition of skills and competences acquired prior to enrolment through non-formal learning and experiential learning.

A student at the School can request for recognition of skills and competences acquired during studies through non-formal learning and experiential learning.

The procedure for recognition and criteria for recognition from previous paragraphs are laid down in study programmes and in the School rules.

92. Article

A suspension of studies is counted from the day that the student has lost the student status.

If a student suspends the studies for a period of less than two years, they can continue and complete the studies under the same study programme that was valid at the time of enrolment.

If more than two years have passed since the student suspended the studies, they must submit an application in order to continue the study programme. The Dean can determine the differential examination or other additional requirements for a student as a condition of continuing the studies.

It is not counted as a suspension of studies if a student has completed all the exams and other obligations determined by the study programme prior to the loss of the student status but has not yet submitted the diploma thesis.

10. STUDENTS

93. Article

A student shall be a person enrolled at a higher education institution on the basis of a call for enrolment and receiving an education under an undergraduate or postgraduate study programme.

Students shall prove their student status with a student identity card. The content and the form of the student identity card are determined by a special regulation of the School.

94. Article

The student status of a person ceases if they:

- complete first cycle study programme, at the end of the study year in which they completed their studies,
- complete a second cycle study programme,
- complete a third cycle study programme,
- fail to complete a first or second cycle study programme within 12 months after the end of the last semester,
- fail to complete a second cycle non-structured master study programme within 12 months after the end of the last semester,
- fail to complete a third cycle study programme in the deadline laid down in the Statute,
- do not enrol in a higher year or semester during studies,
- if they withdraw from the study programme,
- if they were expelled.

Regardless of the fourth indent of the previous paragraph, the student status ceases at the end of the last semester if a student repeated a year or transferred to another study programme or field during studies.

In the cases from the fourth, fifth and seventh indent of the first paragraph and from the second paragraph, the student status may be extended for justified reasons for a maximum period of one year.

Students who become parents during studies have the right to prolongation of student status of one year for each infant born alive.

The decision on status prolongation for justified reasons and due to parenthood is adopted by the Student and Academic Affairs Commission.

Article 94.a

Notwithstanding the provisions of Article 94 of this Statute, on the basis of Article 49 of the Act Determining the Intervention Measures to Contain the COVID-19 Epidemic and Mitigate its

Consequences for Citizens and the Economy (ZIUZEOP, Official Gazette of RS No. 49/2020), the right to extend the status of a student in the academic year 2020/2021 shall also be granted to the students who, due to the occurrence of exceptional circumstances in 2020 directly affecting the implementation of study activities in the academic year 2019/2020, were not able to complete their study obligations regularly and in due time.

The procedure for granting this right is the same as in the cases referred to in the previous article, which regulates the extension of the status of students for justified reasons.

95. Article

A person who loses a student status due to provisions from indents 4, 5, 6 or 7 of the first paragraph of the previous article, still has the right to pass the exams and complete other study requirements in accordance with the study programme they enrolled in.

The Senate determines and publishes the conditions under which a person that lost their student status can exercise this right if a study programme is no longer implemented.

96. Article

Status of a student-athlete or of a student-renowned artist is awarded to a student by the Senate upon a proposal of the Student and Academic Affairs Commission.

The status of a student with special requirements is awarded to a student that submits an appropriate opinion of the responsible commission for the classification of children, minors and young adults with physical and/or intellectual disabilities, or the opinion of the invalidity commission in the course of enrolment.

The manner of performing the study obligations and the conditions for advancement into a higher study year shall be determined in details in the rules.

97. Article

The students with the status of a student-athlete, the status of a student-renowned artist or the status of a student with special requirements, or those who cannot perform their study obligations in time because of their extra-curricular activities, disease or handicap, may exceptionally be awarded a prolongation of student status.

98. Article

The students have the right to enrol and pursue their education under equal conditions defined by the legislation, this Statute and the selected study programme. In doing so:

1. they follow studies regularly and graduate from the studies under the conditions that applied upon enrolment,
2. they can repeat a year or transfer to another study programme or field once during studies due to non-fulfilment of requirements in the previous field or programme,
3. they can enrol in several study programmes (parallel studies),
4. they can follow studies under an individual programme (several study programmes of one or more higher education institutions), if the study programme of the School enables it,

5. they can advance and complete the studies in a shorter time than anticipated in the study programme.

99. Article

The students have the following rights and obligations:

1. to attend lectures, seminars and tutorials,
2. to actively participate in the teaching process,
3. to cooperate in the work of School bodies through their representatives,
4. to give initiatives, opinions and adopt decisions in accordance with the Statute of the School.

100. Article

Slovenes without a Slovenian citizenship can attend state-approved undergraduate and master study programmes and advanced training courses under the same conditions as the citizens of the Republic of Slovenia.

Citizens of EU member countries can attend state-approved undergraduate and master study programmes and advanced training courses under the same conditions as the citizens of the Republic of Slovenia.

101. Article

A student has the right to object against decisions adopted by the School bodies that apply to his rights, obligations and responsibilities.

A student that believes his rights to have been infringed has the right to complaint or appeal within 15 days after he receives a decision. The Dean decides about student complaints at first instance, and the Senate decides about student appeals in student affairs at second instance. A student can initiate an administrative dispute against the final decision in matters related to studies.

102. Article

The students are liable to disciplinary action in the event of violation of obligations and non-fulfilment of requirements in accordance with the Statute and the study programme as well as for damage caused either intentionally or due to negligence. This area is regulated in accordance with the Statute and the rules on disciplinary responsibility of students.

103. Article

A student can initiate an administrative dispute against the final decision of the competent body of the School regarding acquisition or loss of student status and other matters related to studies.

11. LECTURE LIST

104. Article

Lecture list is a document adopted by the School Senate for the next study year by latest in the month of June. Next to individual study programmes of the School, the lecture list shall also contain the names of all the course coordinators, subdivided numbers of hours per lecture, seminar or tutorial and separated for winter and summer semester. It defines the conditions for progressing into the next year, repeating a year and for graduating.

The list of teachers and associates shall also state all the courses in which they cooperate in a current study year.

A course coordinator is a teacher stated as the provider of lectures and seminars. If there are more providers of lectures and seminars for one course, the course coordinator shall always be stated in the first place and followed by other teachers.

The course coordinator shall be liable for the implementation of the course, coordination of activities, recognition of completed obligations, contacts with students in relation to the course etc.

12. TRANSITIONAL AND FINAL PROVISIONS

The provisions of Article 94 of the Statute shall apply to the students enrolled for the first time in the study programmes in the academic year 2012/2013 in accordance with the act governing higher education.

105. Article

The expressions used in the Statute that are written in male gender apply to both men and women.

106. Article

The Administrative Board shall decide on interpretation of the Statute.

107. Article

This Statute shall become effective when adopted by the School Administrative Board.

prof. dr. Matej Makarovič
Chairman of the Administrative Board