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Pursuant to the provisions of Articles 45 and 46 Of the Institutions Act (Official Gazette RS, Nos. 12/91, 8/96, 36/00, 127/06) and pursuant to Art. and in accordance with other provisions of the Higher Education Act (Official Gazette of the Republic of Slovenia No. 67/93, as amended by 65/17) and pursuant to Article 13, paragraph 3, of the Act on the establishment of an independent higher education institution Alma Mater Europaea, Faculty of Humanities, Institutum Studiorum Humanitatis, Ljubljana (consolidated text) on 12 August 2019 and in agreement with the founder of Alma Mater Europaea - European Center, Maribor on 12.8.2019, Governing Board of Alma Mater Europaea - Faculty of Humanities, Institutum Studiorum Humanitatis, Ljubljana, adopts at its meeting on 12.8.2019 the consolidated text:

STATUTE

ALMA MATER EUROPAEA - FACULTY OF HUMANITIES, INSTITUTUM STUDIORUM HUMANITATIS, LJUBLJANA

(consolidated text)

1. GENERAL PROVISIONS

Article 1

(1) Alma Mater Europaea - Faculty of Humanities, Institutum Studiorum Humanitatis, Ljubljana (hereinafter referred to as the Faculty), is an independent higher education institution carrying out educational and scientific research activities at undergraduate and postgraduate levels in the fields of humanities and related scientific disciplines, and takes care of their development in Slovenia and international connections.

(2) The tasks of the Faculty shall be to enable the attainment of the undergraduate, master's and doctoral degrees and supplement the offer of other universities and faculties in the field of humanities and related scientific disciplines and new border sciences with complementary programs and knowledge. The Faculty promotes the flow of knowledge and methods from the most advanced humanities centres to the Slovenian and Central European area and is an international educational and research center for the humanities. The faculty, through its organization and manner of work, provides a link between educational and research work.

(3) The Statute regulates the autonomy of the Faculty, its activity, organization, management (bodies, powers and method of decision-making), education - study activity and scientific research work of the Faculty, the position of higher education teachers, researchers, higher education associates and students, quality assessment, assets and financing, data protection, recognitions and other issues relevant to the activities and operations of the Faculty in accordance with the law and the Founding Act.

Article 2

(1) Faculty name is: **ALMA MATER EUROPAEA - FACULTY OF HUMANITIES, INSTITUTUM STUDIORUM HUMANITATIS, LJUBLJANA**. The abbreviation of the name is: **AMEU - ISH**. The seat of the Faculty is: Ljubljana.

(2) AMEU - ISH operates at Kardeljeva ploščad 1, 1000 Ljubljana.

(3) The Faculty may also rent business premises at other locations for the implementation of individual activities.

(4) The Faculty has a branch office at Slovenska ulica 17, 2000 Maribor. The business unit carries out research activities.

(5) The Faculty of International Business uses the following name: **Alma Mater Europaea - Faculty of Humanities, Institutum Studiorum Humanitatis, Ljubljana.**

Article 3

The Faculty is a legal entity under private law which acts in its own name and on its own account within the limits set by the founding act.

Article 4

(1) The Faculty shall be stamped in a circular shape, bearing the coat of arms of the European Academy of Sciences and Arts of Salzburg, a hexagon inscribed with the FACULTY OF HUMANITIES, LJUBLJANA Institutum Studiorum Humanitatis and in the middle the inscription: ALMA MATER EUROPAEA.

(2) In international business, the Faculty of shall use the stamp with the name referred to in the fifth paragraph of the second article of the Statute.

(3) In the event that the Faculty becomes a concessionaire for a program, it shall use the seal in accordance with the Higher Education Act and the Foundation Act.

(4) The Faculty has its own mark, which is used on all the documents of the Faculty.

Article 5

(1) The founder of the Faculty is Alma Mater Europaea - European Center, Maribor, with headquarters Slovenska ulica 17, 2000 Maribor.

(2) AMEU - ISH is a member of Alma Mater Europaea - European Center, Maribor, but its legal subjectivity is given within the limits of an independent legal entity within the meaning of an independent higher education institution. In its work, it complies with the legislation, its internal acts, and insofar as the individual acts of the Faculty are not regulated, the acts of the founder or provisions of laws are applied in a subsidiary manner.

(3) The Act on the Establishment of the Independent Higher Education Institute of the AMEU - Faculty of Humanities, Institutum Studiorum Humanitatis, Ljubljana, is an integral part of this status and statutory regulation of the Faculty, and the provisions of this Statute cannot be contrary to the Act of Establishment. However, in case of any contradiction, the Founding Act and the Higher Education Act apply directly.

(4) All responsible persons, employees and other employees and associates who work or work at an independent higher education institution shall be bound by the Foundation Act, the Higher Education Act and other laws, this Statute and the general acts of the faculty.

2. AUTONOMY

Article 6

The Faculty is autonomous in carrying out its activity.

Article 7

The Faculty operates according to the principles of academic autonomy and responsibility, which, in the limits of the act of establishment, are guaranteed to it:

- freedom to explore, create and impart knowledge,
- independently regulate internal organization and operation in accordance with the law and this Statute,
- adopting the criteria for election to the titles of higher education teacher or. teacher, scientist or worker and higher education associate. co-worker,
- election to the titles of higher education teacher, research worker and associate, selection of higher education teachers, researchers and higher education staff to fill the posts,
- preparation and acceptance of study and scientific-research programs, determination of the study regime and determination of forms and periods of assessment of students' knowledge,
- the granting of professional and scientific titles in accordance with the law,
- the election, appointment and recall of bodies in accordance with the statutes and other acts,
- deciding on forms of cooperation with other organizations,
- managing the property in accordance with the purpose for which it was acquired.

Article 8

Political parties are not allowed to work at the Faculty.

Article 9

Uniformed officers / the police or the armed forces may not enter uninvited into the premises of the Faculty, except in an emergency intervention when they are in danger of life and limb or property.

Article 10

In carrying out its activity, the Faculty engages in international scientific-educational activity and for this purpose liaises with related institutions at home and in the world.

3. FACULTY ACTIVITIES

Article 11

The main activity of the Faculty is:

73.200 Research and development activity in the field of social sciences and humanities

Higher education

In addition, the Faculty performs the following activities:

DE / 22.110 Book publishing

DE / 22.120 Publishing of newspapers

DE / 22.130 Publishing of journals and periodicals

DE / 22.240 Preparation and production of printing presses DE / 22.250 Other printing related services DE / 22.310 Reproduction of sound recording

DE / 22.320 Video reproduction

DE / 22.330 Reproduction of computer records

G / 52.47 Retail sale of books, newspapers, magazines, paper and stationery

G / 52.471 Bookstores

G / 52.610 Retail sale via mail order houses, adverts, catalogues, designs or similar means of books, newspapers, magazines, paper and stationery

K / 74.832 Photocopying and other reproduction

K / 74.83 Secretarial work and translation

K / 74.140 Business and management consultancy activities

K / 74.841 Arranging of exhibitions, fairs and congresses

M / 80.421 Music and other arts schools activities

M / 80.422 Other education

O / 91.120 Activities of professional associations

O / 91.330 Activities of other organizations

O / 92.120 Distribution of films and video films

O / 92.130 Cinematographic activities

O / 92.310 Artistic creation and reproduction

O / 92.32 Operation of cultural events facilities

O / 92.511 Library activities

O / 92.521 Museums activities

Article 12

(1) In accordance with the Classification System of Education and Training (KLASIUS), the study programs carried out by the Faculty are classified in:

a) Code list KLASIUS-SRV

- Higher education of the first level and similar education / first level higher education and similar education - code 16
- University higher education (first Bologna degree) - code 16204
- Master's degree (second Bologna degree) - code 17003
- Doctoral education (third Bologna degree) - code 18202

b) Code list KLASIUS-P

The programs are broken down by area:

- broad field of Arts and Humanities - code 2, narrower field Humanities - code 22, detailed field Humanities - code 220, more specific and national specific area Humanities - code 2200

Article 13

(1) The Faculty may conclude contracts and perform other legal transactions within the scope of activities entered in the court register.

(2) The Faculty may, even without being entered in the court register, perform other activities intended for performing registered activities, which are usually performed to a lesser extent with the aforementioned activities and can contribute to a fuller and more efficient utilization of the Faculty's capacities, resources and knowledge.

4. FACULTY ORGANIZATION AND THE SECRETARIAT

4.1 Organizational units

Article 14

(1) The Faculty may have one or more internal organizational units (hereinafter referred to as the OU), such as a research group, a research center, chairs, a library and a secretariat, and are established by a decision of the board of directors.

(2) OU is not a legal person. By appointment, the Head of OU is appointed by the Dean according to the need and scope of work. Unless a leader is appointed, the work of the OU is led by the Dean. In legal transactions, in addition to its name, it is obligatory to use the name and sign of the Faculty.

(3) OU carries out activities in accordance with the activity of the Faculty. How many of these activities and what they are is defined in the act on organization and systematisation prescribed by the director.

4.2 Secretariat

Article 15

(1) The Faculty has a secretariat for the performance of administrative-management, and technical-professional tasks, whose tasks and responsibilities and organization are determined by the statute or by other general acts of the Faculty. The Faculty Secretariat keeps the records prescribed by the legislation and / or regulations. general acts of the faculty.

(2) The work of the Secretariat and the professional and support services of the Faculty shall be performed by the professional services of the Founder upon the decision of the General Secretary of the Founder.

(3) The Secretariat, headed by the Director, provides administrative, administrative and technical support to the activities of the Faculty in all its fields of activity: study matters, enrolment, research work, student issues, financial and economic issues, international cooperation, personnel and legal, information, promotion, protocol and other matters.

5. FACULTY BODIES

Article 16

The faculty bodies are:

- the Senate,
- the academic corps,
- the Management Board,
- Dean / Dean,
- Student Council,
- Director,
- International Scientific Council.

5.1 Faculty Senate

5.1.1 Composition of the Senate

Article 17

(1) Higher education teachers may be elected to the Senate of the Faculty, who participate on the basis of the relevant contract in the study program or scientific research work carried out by the Faculty.

(2) The Senate of the Faculty, elected by the Academic Assembly of the Faculty, must be composed in such a way that all scientific disciplines and professional fields of the Faculty are equally represented in it.

(3) The Dean of the Faculty shall be a member and chairman of the Senate. The Dean is also a member of the Founder's Senate.

(4) The members of the Faculty Senate are also the representatives and representatives of the Student Council, representing at least one fifth of the members in the Senate. A student representative is elected each year after enrolment. The term of office of the Student Council representative lasts one year, and after the expiration of the term, the student representative may be re-elected.

5.1.2 Powers of the Senate

Article 18

(1) The Faculty Senate shall discuss and decide on professional issues of educational and research work, in particular:

- adopts study programs,
- adopts a program of research and development work,
- approve the annual work plan of the Faculty,
- elects higher education teachers, scientific workers and higher education assistants to a title in accordance with the Higher Education Act and the Faculty Statute,
- takes care of monitoring the quality of the Faculty's educational and research work,
- discuss and decide on the opinions of the Faculty Student Council in the area of its competence,

- as a second-instance body, make final decisions on student complaints in student matters; to the extent that the panel performs the functions of the first-instance decision-making body, it must appoint an appeal panel to take over the appeal decisions as the second-instance body,
- appoints the committees and working bodies of the Faculty Senate,
- consider the Statute of the Faculty and give opinions and proposals for changes and amendments to the Statute of the Faculty to the Management Board of the Faculty,
- propose candidates for Dean and Vice-Dean of the Faculty,
- determines the number of enrolment points or decides on enrolment restrictions,
- make proposals for the needs of new higher education teachers and researchers,
- defines the criteria for election to the titles of higher education teacher, research worker and associate professor,
- decide on the withdrawal of the title of higher education teacher, research worker and higher education associate,
- appoints and dismisses a three-member habilitation commission, which reports on the pedagogical and research competence of the candidate and decides on the appeal against that commission. If he / she is a member of the Senate, he / she must be excluded from deciding on the appeal,
- accepts the study calendar,
- give an opinion on the financial perspective,
- accepts the topics of the diploma and master's work,
- appoint and dismiss the supervisor or co-supervisor for bachelor and master's thesis,
- appoints and dismisses the commission for the defence of the diploma and master's thesis,
- accepts doctoral dissertation topics,
- appoints and dismisses a three-member panel to evaluate doctoral dissertation topics and the qualifications of candidates for doctoral dissertations,
- appoints and dismisses a three-member panel to evaluate and defend the doctoral dissertations submitted,
- adopts expert opinion on young researchers and decides on their candidature,
- appoints an authorized person for the nostrification of diplomas obtained abroad in cases provided for by law,
- performs other tasks in accordance with the Higher Education Act, the Foundation Act, the decisions of the founder, the faculty statute and the general acts of the faculty.

5.1.3 The mode of work and decision-making of the Senate

Article 19

(1) The Faculty Senate shall consider and decide on issues within its competence at the meetings of the Senate. Members of the Senate and non-members are invited to discuss the session. Depending on the agenda, the dean may also speak to others in attendance.

(2) The Senate shall decide who may be present at the session in addition to the members of the Senate.

Article 20

The first session of the Senate shall be convened by the Dean no later than 30 days after the election. The Senate meeting must be convened at least four times a year. Estimated dates are determined by the annual calendar.

Article 21

The session of the Senate shall be convened and chaired by the Dean at the request of the Faculty Governing Board, at the request of at least three Senate members or at the proposal of the Student Council. The Director, as well as the representative of the founder of the Faculty and the European Academy of Sciences and Arts in Salzburg, may also attend the meetings of the Senate. They can discuss the session as well as others invited to the individual agenda items.

Article 22

(1) The agenda for the session is proposed by the Dean.

(2) Following the instructions of the Dean, the Faculty Secretariat shall prepare an invitation for the session and all necessary materials for the individual items of the proposed agenda. The invitation is sent 7 days before the Senate session.

Article 23

(1) A quorum shall be quorum if more than half of the members of the Senate are present. The resolution is adopted if it was voted in by a majority of the members present. In the event that the Senate is not quorum, it may nevertheless decide to consider the materials present. In this case, the decision shall be taken in the manner defined in paragraph 2 of this Article.

(2) In cases where the quorum is not present, the individual question may be voted on by the rules of correspondence voting (at a distance) or by e-mail.

Article 24

The Dean may propose to change the agenda at the session itself. Minutes shall be taken of the meeting and signed by the Dean. The minutes shall contain the attendance, the manner of voting, the agenda, the summary of the debate on each item and the content of the decision. Attached to the minutes are individual decisions of members of the Senate who are absent and forwarded their decision on the principle of correspondence.

Article 25

(1) Prior to the adoption of a resolution relating to increased use of funds, the Senate must obtain the consent of the Faculty Governing Board for this issue.

(2) The manner of voting shall be public - by raising its hands, unless otherwise required by law or regulation. In this case, the provisions of the electoral law shall apply *mutatis mutandis*.

Article 26

(1) The Dean may adjourn the session if the Senate is not quorum, if the order cannot be guaranteed or for other justified reasons.

(2) In the absence of the Dean, the Vice-Dean or another member of the Senate authorized by the Dean shall chair the meeting.

Article 27

(1) The faculty may also conduct a meeting by correspondence by sending written material to the members with proposals for resolutions to each material or question. The members shall be determined in writing or electronically to the proposed resolutions, within a time limit not exceeding 7 days and each time defined separately. Decisions are taken if the required majority of the members decide them within the deadline.

(2) A report shall be drawn up on the correspondence session, having the character of the minutes. A regular meeting may be closed in a correspondent manner if it becomes open during the session and the attendees agree.

5.1.4 Senate Working Bodies

Article 28

(1) The Faculty Senate may appoint permanent or occasional commissions and working bodies for a particular area of work.

(2) The area of work, composition and powers of each commission or working body shall be determined by the act appointing such body.

(3) In the event that the commissions or working bodies are appointed, they shall act in accordance with the articles referred to in these Statutes or other acts on the operation of commissions or working bodies.

(4) The Faculty Senate may appoint the following commissions or working bodies:

- the Student Affairs Committee,
- the Habilitation Commission,
- the quality committee,
- the Scientific and Research Committee,
- Committee on Bachelor's / Master's / Doctoral Affairs,
- the Student Complaints Commission.

(5) The Faculty Senate may also appoint other committees. The number, composition, tasks, powers and term of office of the members of the commissions shall be determined by the Senate by a decision.

(6) The quorum shall be quorum if more than half of all members of the commission are present at the commission meeting.

The resolution is adopted if it is voted in by a majority of the committee members present.

5.1.4.1 Student Affairs Commission

Article 28a

(1) The Student Affairs Commission shall consist of three higher education teachers and a student representative proposed by the student council.

(2) The term of office of the members of the Commission for Student Affairs in the field of higher education teachers shall be two years and may be renewable. After the expiration of their term of office, the members of the commission shall perform all their duties until the appointment of a new commission. The term of office of the students lasts for one year, with the possibility of reappointment if the student has the status of a student. After the expiration

of their term of office, the members of the commission shall perform all their duties until the appointment of a new commission.

(3) The Senate may establish a Study Affairs Commission for individual study programs or for several study programs in specific related fields.

(4) The tasks and responsibilities of the Student Affairs Commission shall be:

- consider and give the Senate a written opinion on higher education programs and their changes,
- consider the study programs for further development and give a written opinion to the Senate,
- consider the report on the effectiveness of studies and submit written proposals for improvement to the Senate,
- consider the annual plan for the implementation of the study programs and give a written opinion to the Senate,
- make proposals to the Senate to amend and supplement the existing education policies and propose new ones,
- consider proposals of the Student Council concerning the educational activity of the Faculty,
- carries out activities in the field of ECTS,
- make decisions on the recognition of exams taken by students at other higher education institutions in accordance with accepted rules of the Faculty,
- proposes the Dean to issue decisions on the recognition of foreign education for the purpose of the right of access to education study program AMEU - ISH,
- give the Senate an opinion on issues relating to enrolment,
- decides on exceptional enrolment in the senior year on the basis of accepted substantiated reasons adopted by the Faculty Senate,
- as a first-level body, consider the roles of students related to the educational activity,
- give its opinion to the Senate on the rapid progress of students,
- performs the tasks of recognition and evaluation of education according to the criteria for transitions and, in preparing its opinion, takes into account the conditions of the Slovenian Quality Assurance Agency in Higher Education (hereinafter: SQAA),
- performs other duties in accordance with the rules and decisions of the Senate.

(4) The tasks of the Student Affairs Commission may also be performed directly by the Faculty Senate.

5.1.4.2 Habilitation Commission

Article 28b

(1) The Habilitation Commission shall give its opinion in the procedure for election to the title of higher education teacher, scientific worker and higher education associate and in the process of withdrawing such title.

(2) The task of the Habilitation Commission is to ensure uniform application of the criteria for election to the titles of higher education teacher, scientific worker and higher education associate.

Article 28c

(1) The Habilitation Commission shall be composed of 3 members, elected by the Faculty Senate from among higher education teachers who fulfil the conditions for election to the title.

(2) The functions of the habilitation commission may also be performed directly by the Faculty Senate.

(3) The provisions on the manner of work and decision-making of the Senate shall apply in the procedure and manner of work of the commission.

5.1.4.3 Quality Commission

Article 28d

(1) The Quality Commission is the working body of the Faculty Senate.

(2) The Quality Commission shall be composed of at least four members, two of whom shall be representatives of higher education teachers, assistants and research workers, one shall be a student-student representative proposed by the Student Council and one shall be representative of professional and administrative staff.

(3) The members of the Quality Commission are appointed by the Faculty Senate. The term of office of the members of the Quality Committee is 4 years, with the possibility of reappointment, and the term of the student representative is one year, with the possibility of reappointment, if the person has the status of student.

(4) The tasks and responsibilities of the quality committee shall be:

- preparation of the annual quality report (self-evaluation report),
- ongoing monitoring of the quality of studies and proposals for improving them,
- ongoing monitoring of the quality of the research work and proposals for its improvement,
- performing other tasks in the field of quality monitoring, quality assurance and quality improvement at the Faculty level.

5.1.4.4 Commission for Scientific Research

Article 28e

(1) The Commission for Scientific Research may be appointed by the Faculty Senate. It consists of at least three higher education teachers with a doctorate in science.

(2) The tasks and responsibilities of the Scientific Research Commission shall be:

- consider and submit written opinions on proposals for research programs and projects,
- monitor the development of scientific research work and scientific staff in scientific fields and make suggestions for solving problems and improving the situation,
- consider and submit to the Senate for adoption the annual program of scientific research work,
- propose to the Senate to establish a new one or to abolish the existing Institute,
- proposes setting up research groups,
- providing information on tenders at home and abroad,

- performs other tasks falling within its substantive framework or determined by the Senate,
- also performs the tasks performed by the Commission for Bachelor's and Master's Degrees for the study programs of the first and second grades, which are defined in Article 27f, meaningfully for doctoral theses.

(3) The tasks of the Scientific Research Commission may also be performed directly by the Faculty Senate.

5.1.4.5 Committee on Bachelor's / Master's / Doctoral Affairs

Article 28f

(1) The Committee on Graduate Affairs shall be composed of three higher education teachers and associates of the Faculty appointed by the Faculty Senate.

(2) The tasks and competences of the Bachelor's and Master's Affairs Commission shall be:

- prepare a list of supervisors for dissertations and master's theses for the current academic year,
- approve the proposals for the titles of the Bachelor's and Master's theses given by higher education teachers - supervisors,
- confirms dispositions of diploma and master's works,
- appoints mentors and co-directors of diploma and master's theses,
- appoints reviewers of graduate and master's theses,
- appoints a committee for the defence of graduate, master's and doctoral theses,
- give an opinion on the content of the rules, which relate to the procedure and content of the rules for undergraduate and master's studies,
- performs other tasks related to the process of preparation and defence of the diploma, master's and doctoral thesis in the study program of the first, second and third degree.

(3) The tasks of the Committee on Bachelor's and Master's Affairs may also be performed directly by the Faculty Senate.

5.1.4.6 Student Complaints Commission

Article 28g

(1) In accordance with the provisions of this Statute, the Student Complaints Commission shall decide in the procedures for exercising the rights of non-status students who perform study obligations as an appeal body when the Faculty Senate has ruled in the first instance.

(2) The Student Complaints Commission shall have 3 members. 2 members are appointed by the Faculty Senate and one member by the Student Council from the ranks of students.

5.2 Academic Assembly

Article 29

(1) The Academic Assembly of the Faculty or an independent higher education institution shall consist of all higher education teachers, scientific workers and higher education associates participating in the study or research work at the Faculty on the basis of the relevant contract. Representatives of students also participate in its work, so that their

number is at least one fifth of the members of the academic assembly. The students participate in the academic assembly on an equal basis with the teachers.

(2) Academic Assembly:

- loves the members of the Faculty Senate,
- propose to the Governing Board candidates for the Dean,
- consider reports on the work of the Faculty,
- make proposals and suggestions to the Senate, and
- perform other tasks in accordance with the Foundation Act, this Statute and other general acts of the Faculty.

Article 30

(1) The Academic Assembly shall decide at meetings convened and chaired by the Chairperson of the Assembly.

(2) The President is elected by all members of the Academic Assembly for a term of two years. He may be re-elected after the end of his term of office.

(3) The manner of work and decision-making shall be carried out at the Academic Assembly in the same meaningful manner as the work of the Faculty Senate (the manner of referring and deciding). The work of the Academic Assembly may be regulated by a special general act by the Governing Board.

(4) The Academic Assembly meets at least once a year.

5.3 Governing Board

Article 31

(1) The Governing Board is the governing body of the Faculty.

(2) In addition to the tasks stipulated by law, the Governing Board shall decide on matters of a material nature and take care of the smooth material operations of the Faculty. More detailed provisions regarding the manner of work of the Governing Board are laid down in the rules of procedure adopted by the Governing Board in agreement with the founder.

(3) The Governing Board shall decide on matters of a material nature, and in particular:

- adopt the criteria for the establishment of the Faculty's financing plan,
- approve the investment plan,
- accepts the final account of the Faculty,
- appoint and dismiss the Disciplinary Board,
- adopts the starting points for the job classification at the Faculty,
- adopts decisions on the level of tuition fees and other service rates,
- on the basis of the prior consent of the founder, adopts the statute of the faculty or amendments to this Statute,
- appoints the Dean / Dean of the Faculty on the basis of the preliminary candidate procedures,
- may appoint an International Scientific Council for the purposes of international cooperation in the field of research or education,
- make other decisions in the field of material operations and acts for which it is competent pursuant to the law and this act.

Article 32

(1) The Governing Board shall be composed of three members. There are two representatives of the founder and one representative of the workers. The work of the Governing Board is governed by the general acts of the Faculty.

(2) The director of the Faculty without the right to vote shall attend the meetings of the Governing Board, unless the latter is a representative of the founder on the Governing Board. At the invitation of the Governing Board, the dean of the Faculty may also attend the meetings, and, depending on the agenda, other employees of the Faculty or members of the Faculty may also be invited. other individuals.

(3) The term of office of the members of the Governing Board shall be 4 years and they may be reappointed after the expiry of that term.

Article 33

(1) The governing board is headed by the chairman of the governing board, who is elected by the members of the governing board from among themselves at the constituent meeting.

(2) Representatives of employees on the governing board shall be elected by the employees of the Faculty at their assembly.

5.4 Dean

Article 34

The dean is a professional body and expert head of the faculty and has the authority and responsibility to perform the following tasks in accordance with the founding act and the law:

- represents the Faculty in the professional field of its activity,
- convenes and as a rule chairs the Faculty's Senate meetings,
- coordinates the professional aspects of educational, scientific research and other work,
- in performing the professional work of the Dean, he / she is obliged to regularly coordinate with the management body in such a way that the managerial decisions of the faculty director are taken into account and implemented,
- takes care and ensures and supervises the implementation of the study programs and scientific research activities of the Faculty,
- direct the international cooperation of the faculty,
- is responsible for monitoring, determining and quality assurance of the faculty, study programs, scientific research and professional work and preparation of the annual quality report (faculty self-evaluation),
- ensures and is responsible for the legality of the operation in the fields, for which it is responsible,
- reports at least once a year on the work of the Faculty Senate, the Governing Board and the founder,
- initiates research and education initiatives on its own initiative,
- promotes the Faculty on its own initiative and encourages study in accredited programs,
- encourages teachers to undertake research work at the faculty on their own initiative and monitor student involvement in research projects,
- monitors the affiliation of teachers and researchers with the Faculty,

- performs other tasks in accordance with the law, other regulations and the faculty statute and general acts.

Article 35

(1) On the basis of the proposals of the Senate of the Faculty, the Dean of the Faculty shall be appointed by the Governing Board of the Faculty.

(2) The proposals of the Senate of the Faculty for Dean are determined so that several candidates for Dean may be proposed.

(3) The Dean of the Faculty shall ensure the legality of the work and the efficiency of the Faculty's operations within the limits of its powers and shall be responsible for its work to the Director of the Faculty and the Governing Board of the Faculty.

(4) The Dean shall be a member and chairman of the Faculty Senate.

(5) The Dean shall be appointed and dismissed or dismissed by the Governing Board of the Faculty in accordance with this Statute.

Article 36

(1) The term of office of Dean is 4 years. After the expiry of the parliamentary term may be reappointed.

(2) The Governing Board of the Faculty shall, at least three months before the expiration of its term of office, adopt a decision to initiate the procedure for election of the Dean and invite the higher education teachers / faculty members and the founder to submit a reasoned proposal in writing to the candidates for the Dean of the Faculty.

(3) If the appointment of a new dean or renewal of the previous one does not occur within 30 days before the expiration of the term, the term of the existing dean shall be extended until the election of a new dean as acting dean.

(4) The term of office of the Dean begins on the day of his appointment.

(5) The Dean shall cease to hold office:

- the term of office expires,
- termination of employment,
- by resignation,
- by dismissal or recall,
- by the measure of the founder, which it adopts in accordance with the act of incorporation.

(6) In the absence of a dean, the director or the governing board of the Faculty may appoint a dean or other person to replace the dean during his / her absence and perform tasks within the scope of his / her powers.

Article 37

If the Dean ceases to hold office prior to the expiration of his / her term of office, until his / her election, he / she shall perform his / her duties as acting Dean, appointed by the Governing Board of the Faculty or by seniority of the highest tertiary / faculty teacher, if the faculty board does not appoint an acting director. The Acting Dean may also be appointed by the Founder.

5.4.1 Vice Dean

Article 38

(1) The Faculty may have one or more Vice-Deans for particular fields or to replace the Dean. The vice dean replaces the dean during his / her absence in accordance with the authority given to him / her by the dean / deans.

(2) The Vice-Dean may be appointed by the Governing Board of the Faculty from higher education teachers employed by the Faculty for a term of four years upon the proposal of the Faculty Senate.

5.4.2 The Dean's Board

Article 39

The Dean can design his / her board as a form of consultative nature, coordinating operational teaching and research work. If he/she chooses such a form, he/she shall adopt a decision determining the composition of the board and the method of work. Alternatively, it may take the form of work informally in accordance with the academic tradition.

5.5 Student Council

Article 40

(1) The Student Council shall be formed by the students of the Faculty and shall have at least three members. The term of office of the members of the Student Council is one year, with the possibility of renewal.

(2) The members of the Student Council are appointed by the students of the Faculty at the assembly of students.

Article 41

(1) The Student Council shall decide at meetings and make decisions by a majority vote of its members.

(2) The work of the Student Council shall be managed by a President, appointed by the Student Assembly of the members of the Council.

(3) Minutes of the meetings of the Student Council shall be kept and shall be signed by all its members.

Article 42

(1) The Student Council discusses all matters pertaining to the rights and duties of students. The Student Council discusses the faculty statute and gives its opinion to the competent authorities.

(2) The Student Council may also give an opinion on the candidate for the dean and the vice-dean of the faculty, as well as accept and implement the program of interest activities of the students of the faculty in cooperation with the community of students.

(3) If the opinion of the student council referred to in the previous paragraph is not taken into account, the council may request that the faculty senate reconsider such a matter and decide on it again.

5.6 Director

Article 43

(1) The faculty director shall be the management body of the faculty, which manages the business of the faculty and concludes legal transactions in legal traffic for it, and is responsible for the legality of the faculty's operations.

(2) The director shall be appointed and dismissed or dismissed by the founder of the faculty.

(3) The Director shall be appointed for a term of office of four years and may be reappointed after the term of office expires.

Article 44

(1) The powers of the director of the faculty, the manner of his appointment and dismissal are determined by the Institutions Act, the Foundation Act and this Statute, as well as the general acts of the faculty.

(2) The Director shall have the following powers:

- takes care of the legality of the work of the faculty,
- represents, represents the Faculty and signs it in accordance with its powers,
- organizes, manages and supervises the work and business of the Faculty,
- keep the secretariat of the Faculty,
- reports on operating results,
- implement the decisions of the Governing Board, the Senate and other bodies of the Faculty,
- adopt general and individual acts in accordance with its competence on the basis of the law and in accordance with this act,
- adopts general acts of the Faculty in the field of labour relations and general and other acts on the organization and systematization of work,
- decide on employment relationships on the basis of the procedures envisaged,
- reports on and reports to the Governing Board of the faculty and the founder of its work and business,
- suspend the decisions of the faculty bodies in order to ensure the economy and legality of the faculty's business and inform the founder about such decisions,
- performs other tasks in accordance with the laws and the founding act and the faculty statute and general acts.

Article 45

(1) A person who fulfils the following conditions may be appointed director:

- has a university degree in an appropriate direction,
- has 5 years of work experience in equal or similar parts,
- demonstrates active knowledge of English and another foreign language,
- demonstrates the ability to lead, organize and coordinate,
- fulfils other conditions stipulated by law.

(2) The chairman of the Governing Board shall conclude an employment contract or other management contract with the appointed director.

Article 46

(1) The director may be appointed on the basis of a public tender or other announcement or decisions of the founder in accordance with the law.

(2) The invitation to tender shall specify: the conditions to be fulfilled by the candidate; Time, which will be named; the deadline for receipt of applications and the deadline by which candidates will be informed of the selection.

5.7 International Scientific Council

Article 47

(1) An International Scientific Council may be appointed on the basis of a decision of the Governing Board, which shall also determine its tasks and responsibilities.

(2) The International Scientific Council shall draw up guidelines for international scientific research cooperation and make proposals for new programs and policies and strategy for international cooperation.

(3) Members of the International Scientific Council may be proposed to the Governing Board by a Senate, Dean or Founder of internationally recognized scientists and experts and representatives of domestic or foreign natural or legal persons from the academic, public or economic spheres.

6. EMPLOYEES

6.1 Employment Relationships

Article 48

(1) Employment relations, participation of employees in the management and exercise of trade union rights of faculty employees shall be regulated by the faculty in accordance with the laws and other general regulations in the field of labour law.

(2) Employment shall be concluded only for the posts which are systematized by the act of organization and systematization of faculty posts. The Act on the Organization and Systematisation of Faculty Posts is adopted by the Governing Board of the Faculty upon proposal of the Director.

(3) In order to ensure the pedagogical process, the Faculty also concludes contracts with experts employed by another employer. Faculty may conclude employment contracts for supplementary work, underwriting and copyright contracts.

7. EDUCATION - STUDY ACTIVITIES

7.1 Study programs

Article 49

(1) Studies at the Faculty shall be carried out according to study programs for the acquisition of education, study programs for further education and parts of the program.

(2) The Faculty may also carry out other educational forms (courses, seminars, workshops, summer schools, modules, etc.) to further the acquired knowledge.

Article 50

(1) Study programs for education and training programs shall be designed and adopted in the fields of study arising from the act of establishment and this statute.

(2) The study programs for obtaining education and for furthering shall be adopted by the Faculty Senate.

(3) Prior to the commencement of the study program, the Senate must obtain accreditation of the program from the SQAA Council or other appropriate consents and provide other conditions, as required by the Higher Education Act.

Article 51

Faculty may carry out study programs in collaboration with a foreign or domestic institution of the same degree, either under contract or under agreements.

7.1.1. Study programs for obtaining education

Article 52

The Faculty carries out study programs for obtaining education:

- first-cycle higher professional and university study programs,
- second-cycle master's study programs,
- third-cycle doctoral programs.

(2) Study programs for education shall be designed in accordance with the Bologna principles for the establishment of a European Higher Education Area, taking into account the Standards and Guidelines for Quality Assurance in the European Higher Education Area.

Article 53

(1) Higher professional and university first-cycle study programs range from 180 to 240 credits and last for three to four years.

(2) The second-cycle master's study programs cover 60 to 120 credits and last for one to two years, but for a period of five years together with the first-cycle study program in the same professional field.

(3) Third-cycle doctoral programs cover 180 to 240 credits and last three to four years.

(4) The duration of study according to the study program for obtaining education is determined in the individual study program.

Article 54

(1) Whoever successfully completes the first-cycle undergraduate study, gains the title of a graduate with an indication of professional field in accordance with the law and the study program.

(2) Anyone who successfully completes the second-cycle postgraduate study shall obtain the title of Master graduate with an indication of the professional field in accordance with the law and the study program.

(3) Anyone who successfully completes the third-level postgraduate study shall obtain the scientific title of Doctor of Science in accordance with the law and the study program.

7.1.2 Study programs for advanced training

Article 55

(1) Study programs for advanced training are a form of lifelong learning and are intended primarily for upgrading, deepening and updating individual skills and programs for obtaining education.

(2) Minimum 10 and maximum 60 ECTS credits.

(3) Individual courses or groups of subjects from study programs for education may be designed as training programs.

Article 56

(1) Depending on the nature of the study program, the Faculty may carry out the study programs referred to in Article 52 of this Statute as full-time or part-time studies.

(2) In the case of part-time study, a contract shall be concluded between the part-time student and the Faculty, in which the rights and obligations of both shall be determined.

(3) Part-time study is also a part-time study, provided that the nature of the study allows part of the study to be carried out without the personal presence of the student without compromising its quality.

(3) Part-time studies must be equal to full-time studies in content, complexity and attained quality level.

(4) A student may pass between part-time and full-time studies under the conditions prescribed by the Faculty with the rules.

7.1.3 Compulsory components of study programs

Article 57

(1) The study program for obtaining education shall contain the components in accordance with the law.

(2) The study program determines the scope of study obligations that a student may fulfil in another study program in Slovenia or abroad.

(3) The study program for education must be evaluated in accordance with ECTS.

Article 58

The Faculty Senate must adopt rules for the implementation of study programs, in accordance with the statute, which must specify the procedures for admission and modification of study programs, procedures for granting and withdrawing scientific titles and other requirements prescribed by law.

Article 59

(1) Study programs for advanced training shall contain ingredients in accordance with the law.

(2) A training program or part of a training program may be evaluated with credits if the content, conditions for enrolment in the program, student's student obligations and staffing conditions of performance are comparable to the conditions applicable to study programs for education.

(3) The provisions on the organization and implementation of educational programs shall be taken into account when organizing and implementing the training program.

(4) A participant in a training program may apply for credits from a training program in the framework of higher education programs, in accordance with the relevant rules.

7.1.4 Joint study programs

Article 60

(1) The Faculty may carry out joint study programs for obtaining an education together with one or more higher education institutions from the Republic of Slovenia or from abroad in accordance with the criteria of the competent authority of the Republic of Slovenia.

(2) A student who completes all obligations under the joint study program for obtaining an education shall receive a joint diploma, which lists all higher education institutions participating in the implementation of the study program.

(3) A joint diploma is an authentic instrument.

(4) The content and format of the joint diploma and the diploma supplement shall be determined by the participating higher education institutions.

7.2 Language of instruction

Article 61

(1) The language of instruction at the Faculty is Slovenian. The study program or parts of the study program may also be conducted in a foreign language in cases provided for by law.

(2) The Senate shall decide on the implementation of study programs in a foreign language.

7.3 Academic year and calendar and scope of lectures

Article 62

(1) The academic year begins on 1 October and ends on 30 September in accordance with the law. The Faculty Senate adopts the study calendar no later than the beginning of the academic year.

(2) The study calendar shall determine the beginning and the end of the academic year, the schedule of organized teaching work and other matters relevant to the study. Examination requirements are usually negotiated individually and in agreement with the students.

Article 63

(1) Undergraduate study programs comprise a maximum of 30 hours of lectures, seminars and tutorials weekly and 30 weeks per year.

(2) Regardless of the provisions of the first and second paragraphs of Article 63, the organization and timing of lectures, seminars and tutorials may be adjusted to the students' possibilities (part-time studies), if the nature of the study allows this.

(4) By the decision of the Senate, the academic year and the implementation of the part-time pedagogical process for undergraduate and postgraduate study programs may be organized and timed so that the beginning of the pedagogical process can be started at any date of the current year, if the nature of the study allows.

(5) The manner and procedure of carrying out the study process referred to in the preceding paragraph shall be determined by the Faculty Senate, and the organization of implementation shall be determined by a decision of the Dean of the Faculty. The dean of the Faculty is responsible for the implementation of the teaching process.

7.5 Tenders and the enrolment process

Article 64

(1) On the basis of a call for enrolment, anyone who fulfils the conditions laid down in the study program may be enrolled in the study program.

(2) Enrolment in study programs of public validity shall be made on the basis of a public invitation to tender no later than 30 September. For duly justified reasons determined by the Faculty Senate, no later than October 30, if so decided by the Faculty Senate upon request of the candidate. A student who enrolls after the first enrolment in the first year of the study program by October 15 of the academic year in which he / she enrolled is deemed not to have enrolled in this study program.

(3) The number of enrolment positions shall be determined by the Faculty Senate with the consent of the founder at the annual invitation for enrolment.

(4) The call for entry shall include:

- the name of the higher education institution and its address,
- name of the study program,
- place of study,
- duration of studies,
- the conditions for admission and the criteria for the selection of candidates in the case of restricted admission,
- number of vacancies,
- the procedures and deadlines for applying for and applying for entry.

Article 65

- (1) An applicant or a candidate who has not been granted entry due to the failure to fulfil the tender requirements may appeal within 8 days of receipt of the notification of refusal of entry.
- (2) The appeal shall be decided by the Faculty Senate or the Student Complaints Commission.
- (3) The decision of the senate or commission is final.

7.6 Study and examination order

7.6.1 Forms of implementation of the study process

Article 66

- (1) Forms of the study process may be lectures, seminars, tutorials, exams, seminar papers and final papers, and other forms determined by the study program.
- (2) If up to five students are enrolled in a particular subject of study, studies in this subject may be conducted in the form of individual consultations.

7.6.2 Knowledge examination and assessment

Article 67

Forms of knowledge examination and assessment are examinations and other forms defined by the study program.

Article 68

Examination methods and conditions for taking exams are set out in the study programs and policies that relate to the implementation of studies.

Article 69

- (1) A student who thinks that he or she has been assessed as having failed the examination may file a complaint against the examination grade on the first working day after the end of the oral examination or three working days after the publication of the written exam result. He lodges the complaint with the paper. The appeal is decided by the Student Affairs Commission.
- (2) The Student Affairs Commission may order an examination before the committee or dismiss the appeal.

Article 70

- (1) Student who has previously studied or passed certain exams or other study obligations in another study or educational program (in Slovenia or abroad), may apply for the recognition or enforcement of the exams and other study obligations in the program in which he / she is enrolled.
- (2) For the procedure of recognition and enforcement of examinations and other academic requirements the Higher Education act and Criteria for transfers between study programs (Ur. 1. RS 14 /2019) are used.

(3) The Faculty shall validate the diplomas obtained abroad in the cases stipulated by law and on the basis of concluded international conventions. The certification of diplomas obtained abroad shall be decided by an authorized person who conducts the procedure on the basis of the Act and other applicable regulations.

7.6.3 Enrolment in the upper year

Article 71

(1) A student may enrol in a upper year if, by the end of the academic year, he/she has fulfilled all the obligations determined by the study program for enrolment in the upper year.

(2) A student who has not fulfilled all the obligations stipulated by the study program for enrolment in the upper year may repeat the year once during the course of study in accordance with the Higher Education Act if he/she fulfilled the conditions for repetition prescribed by study programs.

(3) Exceptionally, a student may enrol in an upper year, even if he/she has not fulfilled all the obligations stipulated by the study program for enrolment in a upper year, when he/she has justified reasons for this, such as: motherhood, longer illness, exceptional family and social circumstances, recognized status of a person with special needs, active participation in top professional, cultural and sporting events, active participation in faculty bodies.

(4) The enrolment referred to in the previous paragraph shall be decided by the Student Affairs Commission upon the request of the student.

7.6.4 Faster progression

Article 72

(1) A student who demonstrates above-average study results during the course of study shall be allowed to advance more quickly if this is possible depending on the study process.

(2) The decision on this shall be adopted by the Faculty Senate upon the request of the candidate and the reasoned opinion of the Student Affairs Committee. The decision determines the way of faster progress.

7.6.5 Continuation of study after termination

Article 73

(1) The termination of study shall be counted from the day when the student lost the status of a student of the Faculty.

(2) If a student ceases to study for less than two years, he / she may continue and complete it according to the same study program that was in force at the time of enrolment.

(3) If more than two years have elapsed since the student has stopped his / her studies, he / she shall submit an application to the Committee on Student Affairs or another competent authority designated by the Faculty rules for the continuation of the study.

(4) If the study program has changed during the termination of study, the body referred to in the previous paragraph shall determine the student's differential exams or other additional obligations as a condition for continuing the study.

(5) If, due to the advancement of the profession, the knowledge required in the individual examination prior to the termination of study has become inadequate due to the advancement of the profession, the authority referred to in the preceding paragraph may decide, in addition to determining the differential obligations, that the student must re-take individual exams or other obligations that he or she has already completed before leaving the program.

7.7 Transition between study programs

Article 74

(1) Transitions between study programs may be made under the conditions laid down in the applicable regulations for transitions between study programs and in accordance with the criteria set out in the study programs.

(2) The candidate must meet the requirements for enrolment in the initial year of the study program.

Article 75

The student submits an application for transition between study programs on the basis of a call for enrolment specifying the deadline and the procedure.

7.8 Public documents

Article 76

(1) After completing the study obligations from the study program for obtaining an education, the faculty issues a diploma to the student, which is a public document. An integral part of the diploma is the "Diploma Supplement", which is also issued in English.

(2) Upon completion of the obligations of the study program for further education, the Faculty shall issue to the participant a certificate, which is a public document.

(3) Participants of other educational forms shall be issued a certificate containing the name of the faculty and the name of the program performed by the participant and the name and surname of the participant. The certificate shall bear the serial number, the date of issue, the stamp of the faculty and the signature of the program manager (Dean).

(4) The Faculty shall regulate the field of diplomas and certificates of education in a special regulation.

Article 77

In addition to the diploma, the faculty issues the following documents to students based on their records:

- certificate of entry,
- a certificate of completed study obligations,
- a certificate of completion of study,

- Certificate of non-formal education.

7.9 Final work

Article 78

The study program of the first, second or third degree may stipulate that the students of these study programs finish their studies with a diploma or master's thesis or doctoral dissertation. The field of graduation / master's degree / doctoral degree is governed by a special rulebook.

8. SCIENTIFIC RESEARCH WORK

Article 79

(1) Scientific research work is the basis for quality pedagogical work and forms an integral whole with it.

(2) In addition to scientific research work directly related to the educational process, the faculty also performs basic, experimental and applied research work, developmental and other projects, and research work commissioned by third parties.

(3) Scientific research work shall be conducted in accordance with the law and other acts governing research activity, as well as with the vision, mission and strategic directions and goals of the Faculty.

9. STUDENTS

9.1 General

Article 80

(1) A student is a person who enrolls in the faculty and is educated according to the first, second- or third-degree study program. It shows its status by a card or a certificate issued by the faculty. The content and format of the student ID card are governed by a separate policy.

(2) Students who have the status of student-athlete, status of student-recognized artist and status of student with special needs or because of their non-study activity, illness or impairment unable to fulfil their study obligations within the deadline, the status of student may be exceptionally extended.

(3) The status of student-athlete shall be given to a student who, upon enrolment in the first or higher year, submits a certificate of categorization with the Olympic Committee of Slovenia.

(4) The status of a student - a recognized artist shall be given to a student who is granted this status by a decision of the Faculty Senate on his / her proposal, based on submitted criticisms published in the professional and daily press.

(5) The status of a student with special needs is given to a student who, upon enrolment, submits an appropriate opinion of the competent commission for the guidance of children, adolescents and young adults with special needs or the opinion of the disability commission.

Article 81

Individual study obligations may also be carried out by persons without student status. In this case, they pay for individual services in accordance with the Contribution and Costing Rules.

Article 82

(1) The status of student shall be terminated:

- the student who completes the first-cycle study program at the end of the academic year in which he / she graduated,
- the student who has completed the second-cycle study program,
- a student who has completed a third-level study program,
- if the student does not complete his / her studies in the second cycle study program within 12 months after the end of the last semester,
- if the student does not complete the third-level postgraduate study within 12 months of the completion of the last semester,
- if they do not enrol in the next year or semester during their studies,
- if displayed,
- if it has been excluded.

(2) Notwithstanding the fourth indent of the preceding paragraph, a student shall cease to have status at the end of the last semester if he / she repeated the year or changed the study program or course during his / her studies.

(3) In the cases referred to in the fourth, fifth and seventh indents of the second paragraph and the third paragraph of this Article, the status of student may be extended for justified reasons, but for a maximum of one year.

(4) Students of mothers who give birth during their studies and students who become fathers during their studies shall have the right to extend their student status by one year for each live birth.

Article 83

The student has the rights and duties to participate in the teaching process and other rights and duties arising from the law, this statute and other acts of the faculty and the study program.

Article 84

(1) Students, through their representatives, have the right to participate, through their representatives, in the work and management of the faculty bodies, to make initiatives and opinions, and to make decisions in accordance with the law and this statute.

(2) Representatives of the Student Council are invited to attend meetings of the Faculty bodies.

Article 85

Disciplinary responsibility of the students of the Faculty is governed by specific rules adopted by the Senate.

9.2 Protection of the rights of students

Article 86

Students have the right to enrol and receive education under the same conditions laid down by law, statute and study program.

Article 87

(1) Faculty students have the right to object to the decisions taken by the competent bodies of the faculty regarding their rights, obligations and responsibilities.

(2) The student may file an objection within 8 days from the day of receipt of the decision violating his / her right, or within 8 days from the day he learned of the violation of the right.

Article 88

(1) Unless otherwise provided by this Statute or other regulations, the objection shall be decided by the Senate or the relevant commission.

(2) The competent authority shall decide on the objection within 30 days of its receipt.

Article 89

An appeal against the final decision of the competent authority of the Faculty of acquisition or loss of student status and other matters relating to the study may trigger an administrative dispute.

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

10.1 Titles

Article 90

The pedagogical process of undergraduate and postgraduate study may only be conducted by higher education teachers who have the appropriate habilitation - title in accordance with applicable law. The lecturer may, in accordance with the study needs, invite the participation of recognized experts who do not have the appropriate title in dealing with individual problems.

Article 91

(1) Higher education teachers may be elected to the following titles:

- Assistant Professor,
- Associate Professor,
- Full Professor.

(2) Higher education teachers are the bearers of the educational and scientific research program. In their work, they take care of and contribute to the development of science in the field for which they are elected, and independently develop a specific field of science and take care of the transfer of knowledge in this field.

Article 92

(1) Researcher workers may be elected to the following titles:

- Research Associate,
- Senior Research Fellow,
- Scientific Councillor.

(2) Researcher workers carry out a scientific research program, carry out mentoring work in graduate and master's theses and doctoral dissertations, and participate in advanced study programs.

Article 93

Higher education and research assistants may be elected to the titles:

- Assistant,
- Research Assistant,
- Librarian,
- Expert Councillor,
- Senior Associate,
- Associate.

10.2 Conditions for election to the title

Article 94

(1) To the titles of Assistant Professor, Associate Professor and Full Professor may be elected anyone who holds a doctorate of science and proven pedagogical skills.

(2) Assistant Professors and Associate Professors are elected by the Faculty Senate for a term of 5 years and full professors for an unlimited period.

Article 95

(1) To the title of Research Associate may be elected anyone who holds a doctorate of science. A Research Associate may also be elected to the title of higher education teacher if he/she has proven pedagogical skills.

(2) Research Associate and Senior Research Fellows shall be elected by the Faculty Senate for a term of 5 years, and Scientific Councillors for an unlimited period.

Article 96

(1) To the title of Higher Education Assistant and Research Assistant may be elected anyone who has completed at least the second cycle study program.

(2) Assistants and Assistants - Researchers are elected by the Faculty Senate for a term of 3 years, and other higher education associates for an unlimited period.

Article 97

(1) Insofar as the election to the title under this Statute requires the prior certification of a diploma obtained abroad, the procedures for nostrification and election shall be conducted simultaneously.

(2) Retired higher education teachers, research workers and higher education assistants shall retain the title they held at retirement.

Article 98

In addition to the above conditions, the candidate for election to the title of higher education teacher, research worker and higher education and research assistant must fulfil the conditions determined in accordance with the criteria for election to the title adopted by the Faculty Senate. The criteria must be publicly available and internationally comparable.

Article 99

The Habilitation Committee prepares a proposal for election to the title based on criteria adopted by the Senate.

10.3 Election process

Article 100

The procedure for election to the title of higher education teacher, research worker and higher education and research assistant begins at the request of the candidate for election to the title. The application must be accompanied by a short CV with a bibliography.

Article 101

An application for election to the title may be submitted by a candidate:

- who wants to apply for a vacancy for a higher education teacher or scientific worker and does not have a corresponding title or qualification or his / her title has expired,
- who wishes to advance to the higher title before the expiry of the time for which the title was elected,
- who wishes to acquire or advance to a higher title.

Article 102

(1) The full application of the candidate is considered by the Senate of the Faculty or by the Senate appointed by the Commission for election to the title, which within 30 days after receiving the application for election to the title appoints a three-member expert commission to evaluate the candidate 's eligibility for the corresponding title. The members of the expert committee must have at least the title of the candidate.

(2) The expert commission under this Article shall be called the habilitation commission.

(3) As a rule, the expert committee shall consist of one member from another higher education organization.

Article 103

The Habilitation Commission shall decide on the election to the title and submit its decision to the Senate within two months of receipt of the election materials.

Article 104

The Faculty Senate decides on the election to the title within 30 days after receiving the opinion of the habilitation commission.

Article 105

(1) If the habilitation committee submits a negative opinion to the Faculty Senate on the election of a candidate for the title or determines that the conditions for continuing the appointment process into the title are not fulfilled, the Faculty Senate must, within 30 days, adopt a decision rejecting the application for appointment to the title.

(2) The Faculty Senate must serve the rectification of the decision referred to in the first paragraph within 15 days of the decision. A candidate who has not been elected may resubmit his / her application for election only after one year has elapsed since the decision to refuse election.

10.4 Appeal and Protection of Rights in the Election Process

Article 106

(1) A candidate who is dissatisfied with the decision may file an appeal with the Faculty Senate within 15 days of service of the decision. Upon receipt of the complaint, the Faculty Senate appoints a three-member committee consisting of members who qualify for election to the title of higher education teacher. The Commission shall, within 30 days of the appointment, review the documentation and produce a report to be sent to the Faculty Senate.

(2) The Faculty Senate shall then decide on the appeal within 30 days.

(3) An administrative dispute may be initiated against the decision of the Faculty Senate referred to in the preceding paragraph.

10.5 Withdrawal of the Title

Article 107

(1) If a higher education teacher, research worker or research associate does not meet the scientific and pedagogical capacities or conditions laid down for election to the title, the Faculty Senate must initiate the procedure for revocation of the title.

(2) In the procedure for revocation of title, the provisions of the procedure for election to title shall apply mutatis mutandis. The person affected should be able to clarify his position.

(3) An administrative dispute may be initiated against a decision rendered in the procedure for revocation of title.

10.6 Employment

Article 108

The Faculty may publish a call for applications for the vacancies of higher education teachers, researchers and higher education associates before the beginning of the academic year in which the selected candidate is to begin or resume its work. The Faculty may also proceed with the selection of employment in accordance with the labour, legal and other regulations, which enable simplified selection of higher education teachers.

Article 109

The invitation to tender must include:

- an indication of the post,
- conditions for occupation,
- the deadline for application and other conditions prescribed by the act on organization and systematization.

10.7 Visiting Higher Education Teachers

Article 110

(1) To participate in the implementation of individual parts of a subject, subject area, pedagogical or other scientific research work, a faculty may, for a limited period, invite acknowledged teachers, scientists and experts from foreign universities and faculties, regardless of the conditions which are set forth in this Statute for election to titles.

(2) The Faculty Senate may, without any consent, grant to the persons referred to in the preceding Article all titles provided for faculty employees. All titles given under this article shall be given the title of "guest" with the title given in the appropriate language.

10.8 Work and teaching responsibilities

Article 111

(1) The direct pedagogical obligation during the organized study process in higher education, which is performed as a public service, shall be:

- for assistant professor, associate professor and full professor six hours a week,
- for senior lecturer and lecturer nine hours a week,
- for an assistant ten hours a week.

(2) Forms of a different direct weekly teaching obligation, during the organized study process in higher education, which is performed as a public service, shall be determined by the director of the Faculty by a special regulation and shall obtain the consent of the minister responsible for higher education.

(3) If the direct weekly teaching obligation specified in the preceding paragraphs does not allow the completion of study programs, the director may assign an additional weekly teaching obligation to the higher education teacher or associate, at most:

- two hours assistant professor, associate professor and full professor,
- three hours to senior lecturer, and lecturer and language editor,
- four hours to the assistant.

(4) An additional weekly teaching obligation shall be calculated in the same way as a direct teaching obligation.

(5) Depending on the number of students in the group in the subject, the Assistant Professor, Associate and Full Professor, Senior Lecturer and Language Editor, the direct weekly teaching obligation may be reduced by up to two hours.

(6) For Assistant Professor, Associate and Full Professor, Senior Lecturer, Lecturer and Language Editor who also perform research and development work for the employer, the direct weekly teaching obligation referred to in the previous paragraphs may be reduced proportionately.

(7) The criteria for reducing the direct pedagogical obligation shall be laid down by the Director of the Faculty, who shall send them to representative trade unions, which may give their opinion within 15 days of receipt. The minister responsible for higher education agrees to the criteria.

(8) Assistant Professor, Associate Professor, Full Professor, Senior Lecturer, Lecturer, Language Editor, Assistant Professor and other higher education assistants may, except where provided for the funding, exceptionally provide weekly teaching, scientific-research, artistic or professional work up to a maximum of 20% of full-time work at the faculty.

(9) If all the possibilities for the conclusion of an employment contract have been used and it is necessary to ensure the smooth performance of teaching activities, the faculty may conclude a contract of employment in accordance with the Higher Education Act and the law governing obligatory relationships, but not to the extent one-third, in accordance with the Higher Education Act, certain teaching obligations and for a maximum of ten months in the academic year.

(10) Anyone who has an employment relationship in the field of higher education in accordance with the Higher Education Act, must submit the consent of the employer before concluding the employment contract.

11. QUALITY ASSESSMENT - SELF-EVALUATION

Article 112

(1) The Faculty is responsible for the maintenance and improvement of the internal quality system and regularly conducts self-assessment (self-evaluation), which is the basis for the systematic planning, organization, implementation, reporting and improvements in all areas of Faculty.

(2) The findings of the self-evaluation are included in the annual quality report (self-evaluation report), adopted by the Faculty Senate once a year.

(3) The findings of the self-evaluation reports are intended to regularly monitor and improve the quality assurance system at the faculty level and are also the basis for external evaluation by the competent authorities.

(4) The preparation of the self-evaluation report shall be led by the Quality Commission, whose operation is further defined in Article 28d of these Statute and other acts in the field of quality assurance.

12. PROPERTY AND FINANCING

12.1 Faculty property

Article 113

(1) The funds or assets of the faculty are the property of the faculty.

(2) The Faculty manages the property with due diligence and is responsible to the founder for managing the property. In order to conclude legal transactions in the acquisition, disposal and encumbrance of real estate, the faculty must obtain the written consent of the founder, otherwise such legal transaction is null and void.

(3) The Faculty shall be responsible for legal transactions with all the assets it manages. The founder is not responsible for the obligations of the faculty.

(4) In the event of the dissolution of the Faculty, its assets, after all creditors have already been paid, shall belong to the founder.

12.2 Higher Education Funds

Article 114

(1) The Faculty may set up one or more funds to manage its funding. This is decided by the Faculty Governing Board. The operations of the Fund are managed by the Faculty Governing Board or by a special governing board appointed by the Governing Board of the Faculty.

(2) If more than one fund is established, uniform management shall be ensured.

(3) The governing board of the faculty shall decide on the method of managing an individual fund by an act establishing it.

12.3 Funding Sources

Article 115

(1) Faculty obtains funds:

- by competing in tenders,
- from the state budget in the case of a concessionary activity,
- from tuition fees and other study contributions,
- from the founder by contract,
- through payments for services rendered,

- through donations, inheritances and gifts,
- from other sources.

(2) Faculty bodies shall provide business operation in accordance with the regulations in force and shall be responsible for the legality of the business operation of the faculty.

12.4 Tuition and other contributions

Article 116

(1) The Faculty shall determine the tuition fees for the first, second- and third-degree study programs which are not or only partially financed.

(2) The Governing Board of the Faculty may determine contributions for study and other services, if not or only partially funded, in particular for:

- the cost of the selection and enrolment process,
- services that are part of the approved study program (the cost of fieldwork, professional excursions, etc.),
- issuance of certificates, duplicates, transcripts and copies from the documentation of the study programs of the faculty,
- the cost of the fourth and subsequent examinations,
- costs for the graduation, master's and doctoral degrees,
- entrance, differential and other exams,
- other services provided by a decision adopted by the Faculty Board.

(2) The Governing Board of the Faculty may decide that the tuition fee may be paid by instalments and the number of instalments.

(3) The Faculty Board may, at its request, exempt the student in full or in part from payment of tuition and other study fees or allow him / her to pay in instalments, and at the same time determine the source from which the loss of income from the income will be covered in this title.

12.5 Disposal of surpluses

Article 117

The surplus of revenue over expenditure shall be used exclusively for the performance and development of the activities of the faculty and its organizational units in accordance with the decisions of the governing board.

Article 118

Organizational units function as an independent cost center. The surplus funds generated in each organizational unit are generally used to carry out and develop the activities of that organizational unit in accordance with the decisions of the governing board.

13. DATA PROTECTION

Article 119

The collection and protection of personal data, lists of personal data records and the use of personal data records are governed by a separate policy.

Article 120

The confidentiality of information in the framework of development projects is governed by a contract of professional secrecy concluded by the leadership of the faculty with a contractual partner.

14. RECOGNITION AWARDS OF THE FACULTY

Article 121

(1) The following awards are recognized by the Faculty:

- Professor Emeritus,
- Honorary Doctorate for employed teachers.

(2) Students may be awarded the title of student of the generation and the most successful doctoral student. A meritorious professor can become anyone who retires from the faculty with the title of full professor.

(3) An honorary doctor may become one who, through his scientific or otherwise humane work, is deserving of the development and reputation of the humanities and social sciences.

(4) A student of the generation may be the best student who is internationally established.

(5) The best doctoral candidate may be anyone who has the most original thesis and published the results in international journals with the SCI index.

Article 122

The procedures and manner of awarding recognition awards are set out in a special faculty regulation adopted by the Senate within one year after the statute enters into force.

15. STATUTE AND GENERAL ACTS OF THE FACULTY

Article 123

(1) In this Statute, the Faculty regulates its organization and operation and other issues that by their very nature fall within the domain of the faculty, in accordance with the laws and in accordance with the act establishing the faculty, and in accordance with other laws and regulations.

(2) Amendments and supplements to the Statute shall be valid if they are adopted in the same text as the founder gave their consent. In the event that the founder has not given his consent or that the amendments to the statute have been adopted in a text other than the consent of

the founder, the amendments to the faculty statute are null and void, and the previous statute which has the consent of the founder remains in force.

(3) The Faculty Governing Board shall adopt the general acts of the faculty, if the Foundation Act, the law or this statute does not stipulate that individual general acts are adopted by another body. As a rule, the draft general act is prepared by the secretariat or other persons authorized by the leadership. The leadership shall determine the draft act, which shall, as a rule, be submitted to an appropriate public hearing lasting at least eight days.

(4) At the time of public hearing, faculty employees shall become acquainted with proposals for new general acts or changes or amendments. supplement these acts and may make comments and proposals to amend or supplement these acts.

(5) In case the general acts also regulate matters which represent the student's study obligations, the student council of the faculty may or has the right to make comments and suggestions on such general acts.

(6) The proposals received from the public debate shall be considered by the leadership of the faculty, who, on the basis of a public hearing and after the public hearing, determines the final text of the general act or acts and also publish them on the bulletin board of the faculty, but also on the Internet or the Intranet site of the faculty. As a rule, the general acts of the faculty shall enter into force within 8 days after their public announcement, unless otherwise provided by the act itself.

(5) For the adoption of the Faculty Statute and its amendments and supplements, the procedure laid down in the Faculty Founding Act and this Statute for general acts shall be adopted, except in the case of harmonization of the Statute with the Foundation Act or with the law. In this case, the Governing Board may adopt the Faculty Statute directly without special public consideration, formally considering that the Statute is in compliance with the laws or regulations or the Founding Act.

(6) Taking into account the legal status of the Faculty within the framework of the Alma Mater Europaea - European Center, Maribor, the general and other acts of the founder are also subject to subsidiary acts as general acts of the Faculty, if this is not regulated by the Faculty's acts.

16. MUTUAL RIGHTS AND OBLIGATIONS OF THE FOUNDER AND THE FACULTY

Article 124

(1) The founder shall provide the spatial and other material conditions for the establishment and work of the faculty in the manner and under the conditions laid down by law, and shall exercise the founding and other entitlements in accordance with the law.

(2) The founder decides on the implementation and changes of the founder's rights to the faculty in accordance with the provisions of the law and the founding act.

(3) Only on the basis of prior written consent signed by the founder can the faculty or its authorities:

- adopt the Statue of the Faculty,
- adopt the Faculty's annual work program,
- establish or co-establish another legal person,

- gives other approvals as stipulated by law or Statute or by-laws of the faculty.

(4) The founder has the right to suspend and delay the implementation of decisions of the faculty bodies and to request reconsideration at the competent body of the faculty. The founder also has the right to annul the decisions of the faculty bodies in cases where these could cause material damage, damage to reputation or could pose economic, financial and liquidity problems for the faculty.

(5) The founder makes his founding decisions by resolutions or other written acts, in writing on the minutes or an extract of resolutions signed and stamped by the legal representative of the founder. Such an act is valid when signed by the legal representative of the founder.

Article 125

(1) In the event that the founder, for reasons required by law (protection of legality), is dictated by business and organizational reasons, needs for reorganization or reasons for ensuring the quality of work of the faculty and major developmental tasks, the founder may, regardless of the provisions of the founding act appoints or dismisses the acting director of the Faculty with a term of office of up to one year. The founder issues a relevant decision.

(2) The founder shall have the same rights and powers in other cases when he deems it necessary to appoint the acting dean or vice dean or appoint acting officials for other faculty functions and duties.

Article 126

(1) The founder shall, with his decisions or agreements, it decide to repeal or annul the decisions of the faculty bodies, to annul the decisions of the faculty bodies, and to order the authorities to take the necessary measures to remedy the situation and to regulate the situation, to ensure the quality of work. Faculty bodies and faculty staff are obliged to observe and implement or execute such decisions of the founder, otherwise, the omission or allowance, which constitutes a violation of these decisions, is also a violation of work and other obligations.

(2) The decision of the founder referred to in the first paragraph of this Article shall not be considered as an interference with the acquired rights, but shall mean the exercise of the founder's founding rights.

Article 127

(1) Before adopting the annual work plan and program for the development of the faculty, the faculty must obtain the consent of the founder of the faculty on the bodies of the faculty and provide comprehensive information on the business performance and professional evaluation of the faculty.

(2) Faculty bodies must promptly inform the founder of all major strategic and business decisions, as well as provide him with reliable information on faculty matters that are relevant to both the quality of work and the business and economic status of the faculty.

(3) In relation to the founder, the bodies of the faculty and other employees of the faculty may not invoke professional secrecy. The Founder shall have the same rights of financial and material control of the Faculty's operations as those accorded to the Faculty bodies under the Founding Act and this Statute of the Faculty. For this purpose, the founder may order

appropriate audits, business reviews and evaluations of the professional and scientific work of the faculty.

(4) The trade secret and the right and the duty to inform the founder may be more precisely regulated in the faculty statute or the founder may directly adopt appropriate decisions and measures to ensure control of the founder and the exercise of the right and duty of information. Such decisions and acts shall bind the faculty bodies.

17. SUPERVISION

Article 128

The Faculty's management, financial management and management of the Faculty's real estate and assets are controlled by the Faculty's Governing Board, and the founder, who can appoint a special supervisory board or send or commission an audit of the Faculty's operations, has the same right of supervision.

18. PUBLIC WORK

Article 129

(1) The work of the faculty shall be public.

(2) The publicity of the work of the faculty shall be ensured through reports to the founder, the media and other members of the public.

(3) The director / director of the faculty or a person authorized by the faculty administration shall inform the public about the work.

19. ESTABLISHMENT RIGHTS

Article 130

(1) Founder of ALMA MATER EUROPAEA - EUROPEAN CENTRE, MARIBOR , Slovenska ulica 17, 2000 Maribor, registration no.: 2304821000, provides founding funds and thus holds 100% of the founding rights.

(2) In order to ensure the quality work of the faculty, the founder may also involve strategic partners in the project and, if necessary, transfer a proportionate share of the founder's rights to them.

(3) The strategic partners are, in particular, domestic and foreign universities and other higher education institutions and institutions and domestic and foreign companies.

(4) The founder may transfer his founding share in part or in full to a third party. The contract on the transfer of the founding interest and the founding rights shall be concluded in writing, and the signatures of all parties must be certified by a notary public. Any act contrary to the provisions of this paragraph shall result in the nullity of the legal transaction. The founder must comply with the provisions of this paragraph even in the event of unpaid transfer of the founder's share and the founder's rights.

(5) In the event of termination (liquidation, bankruptcy, merger, acquisition) of the founder, the share of the founder is transferred to the account of its founder or distributed among any new holders of founding rights in proportion to their share.

Article 131

(1) The founder may agree and conclude a contract on the exercise of the founder's rights and obligations in the relations between the founder and the faculty, with which he agrees the manner of exercising the founder's rights and obligations towards the faculty and the manner of making decisions regarding the exercise of the founder's rights and obligations.

(2) Pending the acceptance of the contract on the exercise of the founder's rights and obligations in the relations between the founders and the faculty referred to in the first paragraph of this Article, the founder shall make decisions.

20. TRANSITIONAL AND FINAL PROVISIONS

Article 132

(1) All acts affected by individual provisions of this Statute shall be harmonized with this Statute in accordance with the procedure of adoption as prescribed by the Statute. In case of inconsistency of a general act with a statute or an act of incorporation or a law, a higher-ranking rule is directly applicable.

(2) The founder shall have the right to provisionally appoint a representative of employees in cases where they are not elected, such term being temporary and lasting until their election to the governing board of the faculty.

Article 133

This Statute in consolidated form means the harmonization of the Statute of the Faculty with its Act of Establishment of 12.8.2019 and replaces the Statute of the Faculty of May 30, 2014 with the date of its enactment.

Article 134

This Statute shall enter into force within 8 days of its adoption.

Date: 21.8. 2019

President of the Governing Board

dr. Barbara Toplak Perovič