

Pursuant to provisions of the Higher Education Act (Official Gazette RS, No. 32/2012, HEA-OCT7, hereinafter referred to as HEA and subsequent amendments 40/12, 57/12, 109/12, 85/14, 75/16) and Article 17 of Articles of Association of the Independent Higher Education Institution, the International School for Social and Business Studies (as amended) on 22 September 2009, the Administrative Board at its 85th meeting on 16 April 2019 and the Senate of the International School for Social and Business Studies at its 103rd meeting on 24 April 2019 have adopted

STATUTE OF THE INTERNATIONAL SCHOOL FOR SOCIAL AND BUSINESS STUDIES (clean copy)

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1. GENERAL PROVISIONS

1.1 Status

Article 1

The International School for Social and Business Studies (hereinafter referred to as the Faculty) is an independent higher education institution established by the Management of Development, Quality and Strategies in Education Institute (MDQSE).

1.2 Name and seat

Article 2

The name of the higher education institution is:
International School for Social and Business Studies

The abbreviation of the name of the higher education institution is:
ISSBS

The name in the English language is:
International School for Social and Business Studies

The abbreviation of the name of the higher education institution in the English language is:
ISSBS

The seat of the International School for Social and Business Studies:
Mariborska cesta 7, 3000 CELJE

Article 3

The Faculty has its seal, stamp, emblem and graphic design used on its documents. The seal, the emblem and the graphic design of the Faculty are determined under current legislation and in accordance with the visual identity of the Faculty.

The round-shaped stamp, 35 mm in diameter or 19 mm in diameter, contains the name and the seat of the Faculty, as well as the coat-of-arms of the Republic of Slovenia.

Article 4

The Faculty is a legal person with rights and duties specified by law, the Articles of Association and this Statute. The Faculty is registered in the court register by means of decision of the Celje District Court, under filing number 1/08930/00 from the 27 of June 2006.

2. ACTIVITY

Article 5

The activities of the Institution are:

58.110 Book publishing

58.130 Publishing of newspapers
58.140 Publishing of journals and periodicals
59.200 Sound recording and music publishing activities
58.190 Other publishing
18.120 Other printing
18.130 Pre-press activities and publication
18.200 Reproduction of recorded media
62.020 Information technology consultancy activities
62.010 Computer programming
63.110 Data processing and related activities
58.290 Other software publishing
62.090 Other information technology service activities
72.190 Research and development activities in other fields of science and technology
72.200 Research and development activities in social sciences and humanities
69.103 Legal activities
69.200 Accounting, book-keeping and auditing services, tax consulting services
73.200 Market research and public opinion polling
70.220 Other business and management consultancy activities
74.300 Translation and interpretation
82.300 Organisation of exhibitions, fairs and congresses
63.990 Other information services
84.120 Regulation of health care, education, cultural services and other social services, excluding social security
84130 Regulation of and contribution to more efficient operation of business
85.422 Higher education
85.5 Other education and training
85.590 Other non-classified education and training
94.110 Business and employers' association activities
94.120 Activity of professional associations
91.011 Library activities
99.000 Activities of extraterritorial organisations and associations
47.190 Other retail trade in non-specialised stores
47.910 Retail trade via mail order or via the Internet
47.990 Other retail trade not in stores, stalls or markets

Article 6

The Institution implements its activity by developing, planning, organising and carrying out:

- undergraduate education within the framework of study programmes for obtaining the first degree education in business and administrative sciences (34) and social sciences (31), as well as teacher training and educational sciences (14), humanities (22), law (38), personal services (81),
- postgraduate education within the framework of study programs for obtaining second and third degree education in business and administrative sciences (34), social sciences (31) teacher training and educational sciences (14), humanities (22), law (38), personal services (81),
- scientific-research,
- programs for updating of skills or lifelong learning,
- conferences, seminars, summer schools and other forms of training,
- professional consulting and development work,
- publishing activities,

- sales of study materials and other teaching aids,
- library and documentation activity,
- information activity,
- new higher education undergraduate and graduate programmes,
- activities in creating staff potential, developing existing staff and acquiring new staff for educational, scientific research, development and consulting work at the Institution,
- cooperation with domestic and foreign higher education, research and other institutions, relevant bodies and organisations,
- other forms of action to realize the vision, mission and fundamental objectives.

3. ORGANISATION

Article 7

Within the Faculty, organisational units are formed to implement educational, research, international and other study activities. The following organisational units may be established by the Faculty:

- chairs,
- institutes,
- centres.

The operating principles and competence of chairs, institutes and centres are defined in the Act on Internal Organisation and Systematization of Jobs, adopted by the Administrative Board.

Chairs, institutes and centres are established, closed, shared and combined in accordance with the requirements and needs of educational and research work.

Other organisational units are departments. Work in the professional field of the Faculty is performed in the following departments:

- Education Department,
- Research Department,
- Student Office,
- General Services.

The Faculty has one or more Vice-Deans, who are appointed by the Dean of the Faculty; they are selected among higher education teachers and research fellows with the prior approval of the Faculty Senate.

The Vice-Dean is appointed for the term of appointment of the Dean and may be reappointed. He is accountable for his work to the Dean.

Vice-Dean of the Faculty:

- assists the Dean in solving and coordinating the educational and scientific research work of the Faculty,
- directs and supervises the work of professional services within the field of study and student affairs, research and international cooperation services and environmental cooperation,
- performs professional work related to the implementation of the rules in the field of study activities and other education, research and international cooperation and environmental cooperation,

- takes care of the promotion of the Faculty (information days, other presentations of the Faculty),
- performs activities and tasks within his competence under the authority of the Dean.

Article 7a (Chairs)

Chairs are formed in a specific, rounded section of the study area in order to coordinate and develop educational and related scientific research work in the specific field.

Higher education teachers, researchers and faculty assistants are connected in Chairs. Outside experts may also be connected to the Chair.

The work of the Chair is managed and coordinated by the Head, who is appointed and relieved from office by the Faculty Senate on the proposal of the Dean. The Head is appointed for a four-year term and may be reappointed after that period.

Article 7b (Institutes)

Institutes are formed in a particular research area for the implementation of basic, applied, develop and other projects and for the provision of professional, advisory and other services financed from public funds or from the funds of project clients.

Research, professional and guidance work in Institutes is carried out by higher education teachers, researchers and faculty assistants, as well as students and other experts.

Activities and function of the Chair may also be performed by the Institute.

The work of the Institute is managed and coordinated by the Head, who is appointed and relieved from office by the Faculty Senate on the proposal of the Dean. The Head is appointed for a four-year term and may be reappointed after that period.

Article 7c (Centres)

Centres are formed for the purpose of conducting, organising and promoting educational and research work, transferring the use and up-to-date methods of work, lessons learned and achievements, as well as performing computer and information-documentation activities.

The work of the Centre is coordinated and managed by the Head, who is appointed and relieved from office by the Faculty Senate on the proposal of the Dean. The Head is appointed for a four-year term and may be reappointed after that period.

The Faculty also organises the ISSBS Career Centre (CC ISSBS), which is an independent internal organisational unit, intended to advise, inform and raise awareness of prospective students, students and graduates on career development opportunities, resolve student dilemmas within study programmes, about study and work mobility, work placements, preparation for entering the labor market and lifelong learning. CC ISSBS is a centre where counselling and support services are provided to the stakeholders of the study process in terms of cooperation

with employers, study counselling, assistance in preparation for employment, international mobility and gaining practical experience.

4. BODIES OF THE FACULTY

Article 8

The bodies are:

- Senate
- Academic Assembly,
- Administrative Board,
- Dean
- Student Council,
- ISSBS Council,
- Director.

4.1 Senate

Article 9

The Senate is the highest expert body in which the scientific disciplines and the professional fields of the Faculty are represented equally.

The Senate has 9 members, namely 7 high school teachers and researchers and 2 students. The Dean is a member of the Senate by position.

Article 10

Senate members are elected among higher education teachers and researchers by the Academic Assembly. The term of office of members of the Senate selected among higher education teachers and researchers is two years or until the election of a new Senate. These Senate members may be re-elected.

Student members of the Senate are elected by the Student Council, one from among the undergraduate students and one from among the postgraduate students. The term of office of student members of the Senate is one year. A student may be re-elected.

Article 11

The decision on the initiation of candidature procedure for the members of the Senate, on the composition and the holding of members' election is adopted by the Senate on the proposal of the Dean no later than 6 months before the expiration of the term of office of the Senate.

Article 12

Candidates for Senate members from the ranks of higher education teachers and researchers may be nominated by at least three higher education teachers, researchers, Faculty members or the Dean of the Faculty.

Article 13

The Academic Assembly elects members of the Senate validly if a majority of members of the Academic Assembly is present at a meeting of the Academic Assembly.

Elections are performed by secret ballot unless the Academic Assembly decides otherwise by a majority of members present.

Selected Senate member/s is/are candidate/s from among the higher education teachers or researchers who received the most votes from the Academic Assembly.

Article 14

In the event that a member of the Senate from among the higher education teachers or researchers resigns or no longer cooperates with the Faculty, he is relieved from office by the Senate on the proposal of the Dean.

In the event that a Senate member resigns or ceases to be a student, the Senate membership is terminated. The SC appoints a replacement member from among its members.

In the case referred to in the first paragraph of this Article, the Senate adopts a decision on the by-election of a Senate member.

The term of office of the newly named or selected representative expires on the date on which the term of office of the representative whom he replaced would expire.

Article 15

The Senate is constituted at a meeting convened by the Dean after the elections at the Academic Assembly. A condition for convening a first Senate session is that at least two-thirds (2/3) of the Senate members are elected. Until then, the former Senate is in operation.

Article 16

Faculty Senate:

- discusses and adopts the Faculty Statute and its amendments together with the Administrative Board of the Faculty in the same text
- confirms study programs,
- monitors their implementation,
- elects the Dean,
- proposes the elected Dean to the Administrative Board for appointment,
- adopts general acts related to higher education and scientific research,
- adopts criteria for election to the title of higher education teachers, researchers and faculty assistants,
- performs all procedures related to the election to the title,
- adopts the annual plan and programme of work of the Faculty and the annual report,
- adopts the study calendar,
- adopts and determines the content of the call for entrance in undergraduate and graduate programmes,
- appoints the Heads of the organisational units of the Faculty upon the proposal of the Dean,
- approves the appointment of Vice-Deans,
- proposes restrictions to enrolment in study programmes and examines and adopts the report on enrolment analysis,
- adopts the power of the Dean to decide matters under the responsibility of the Senate,
- adopts scientific research programmes,

- appoints a mentor to doctoral candidates, confirms doctoral dissertations topics, appoints a commission to evaluate a doctoral dissertation topic and a commission for evaluation and defence of a doctoral dissertation or of withdrawal of a doctoral dissertation,
- decides on the establishment and organisational changes of Chairs, Institutes, Centres and other organisational forms of higher education,
- as a third instance body (depending on the nature of the application), decides on appeals,
- takes care of monitoring the quality of educational, scientific research and development work and adopts the Self-evaluation report,
- performs other duties, if so required by law or the Statute.

The approach method of the Senate may be further specified in the Rules of Procedure.

Article 17

As a rule, the sessions of the Senate are convened by the Dean once a month. 1/3 of the members of the Senate or the Administrative Board may also propose that a Senate meeting be convened.

The Director and the Assistant Director participate in the Senate meetings without the right to vote. Vice-Deans, if they are not members of the Senate, and the President of the Academic Assembly, participate in Senate meetings without the right to vote.

The Senate may close the meeting or part of the Senate meeting to the public by decision. At the proposal of the Dean, individual matters may be decided at a correspondence session.

Article 18

The Senate quorum is met if the majority of the members of the Senate are present. The Senate adopts resolutions by a majority of the members present, unless otherwise provided in the Statute.

4.1.1 Senate Commissions

Article 19

The Senate appoints the following permanent commissions:

1. Study Affairs Commission (SAC).
2. Student Affairs Commission (SAC).
3. Election into a Title Commission (ETC).
4. Quality and Evaluation Commission (QEC).
5. Research and Doctoral Studies Commission (RDSC).

The Senate may appoint other commissions. The number and composition of the commissions, their tasks, powers and president are determined by the Senate on the proposal of the Dean. The term of office of the members of the Senate Commissions is bound to the term of the Senate.

Article 20

Commissions are headed by responsible Vice-Deans or the nominated presidents. The Commission quorum is met if more than half of all commission members are present at the commission meeting. The decision is adopted if it is voted for by a majority of the committee members present.

Article 21

Study Affairs Commission (SAC)

The Study Affairs Commission consists of three higher education teachers. The Vice-Dean of Education is a member of this commission by position.

The tasks and responsibilities of the Study Affairs Commission are:

- it discusses 1st, 2nd and 3rd degree study programmes and their changes,
- it examines advanced study programmes,
- it may submit proposals for changes and amendments to existing education regulations and propose new regulations to the Senate,
- it performs other tasks in accordance with the Statute and general acts.

Article 22

Student Affairs Commission (SAC)

The Student Affairs Commission consists of three higher education teachers and a student representative proposed by the Student Council. The Vice-Dean of Education is a member of this commission by position.

As a first-instance body, the Student Affairs Commission:

- considers all applications of students and candidates for study and as a first-level authority decides on the above issues,
- it performs other tasks in accordance with the Statute and general acts.

Article 23

Election into a Title Commission (EC)

The Election into a Title Commission consists of three members, usually full professors.

The tasks and responsibilities of the Election into a Title Commission are:

- it conducts the procedures for the election of higher education teachers, researchers, higher education and research fellows,
- it proposes an expert commission for election into a title to the Senate,
- it proposes the title of Distinguished Professor,
- it performs other tasks in accordance with the Statute and general acts.

Article 24

Quality and Evaluation Commission (QEC)

The Quality and Evaluation Commission consists of three members: a representative of higher education teachers, associates or researchers, a representative of other workers and a student representative proposed by the Student Council of ISSBS.

The tasks and responsibilities of the Quality and Evaluation Commission are:

- it deals with analyses on the monitoring, identification and assurance of quality of the Faculty as a whole, of education and research,
- it discusses the proposal of indicators, standards and procedures for monitoring performance by major areas of ISSBS activities,
- it performs other tasks in accordance with the Statute and general acts.

Article 25

Research and Doctoral Studies Commission (RDSC)

In accordance with Article 25 of the ISSBS Statute The Commission for Research and Doctoral Studies consists of five higher education teachers. The chairman of the Level 3 study programme is a member of the commission by position.

The tasks and responsibilities of the Research and Doctoral Studies Commission are:

- it provides the quality of the doctoral study programme;
- it participates in the suitability assessment process of research plans, dispositions and doctoral dissertations;
- it appoints a proposed mentor and a proposed co-mentor to the doctoral candidate and forwards it to the Senate for appointment;
- it plans and monitors the development of scientific research and development work and scientific staff in the scientific fields of the Faculty,
- it proposes the establishment of a new institute or the discontinuation of an existing one to the senate,
- it performs other tasks in accordance with the Statute and general acts.

4.2 Academic Assembly

Article 26

The Academic Assembly consists of all higher education teachers, researchers, research assistants and higher education staff regardless of title, who are included in the performance plan during the academic year, as well as the students. The number of students represents one fifth of the Academic Assembly members. At the beginning of each study year, the Faculty informs the Student Council of the number of members of the Academic Assembly.

Representatives of professional associates are involved in the work of the Academic Assembly, with up to 20 employees to 1 expert associate. At the beginning of the study year, representatives of the expert associates elect a representative from among themselves.

Student representatives in the Academic Assembly are elected by the Student Council in such a way that students of all study programmes are equally represented.

Faculty employees on Election Day have the right to vote in the Academic Assembly. Student representatives do not have the right to vote. The term of office of the members of the Academic Assembly is one year.

Article 27

The President and Deputy President of the Academic Assembly are elected by the Academic Assembly from among higher education teachers or researchers. The term of office of the President and Deputy President of the Academic Assembly is two years.

Article 28

The competences of the Academic Assembly are:

- it elects members of the Senate and proposes candidates for the Dean to the Senate, but only members of the Academic Assembly from the ranks of higher education teachers,

- researchers and higher education and research assistants have the right to vote in the election of members of the Senate and in formulating proposals for the Dean,
- it discusses work reports from the Dean, QQA, and makes suggestions and proposals to the Senate.

Article 29

The Academic Assembly discusses and decides on issues within its competence at public meetings. Academic Assembly meetings may be closed to the public. Unless otherwise provided in the Statute, decisions are taken by a majority of the members present at the meeting.

Article 30

Meetings of the Academic Assembly are convened by the President of the Academic Assembly or his deputy. The Academic Assembly meets at least once a year. The convocation of the Academic Assembly may be proposed by 1/3 of the members of the Academic Assembly or by the Dean.

4.3 Administrative Board

Article 31

The Administrative Board is the administrative body of the Faculty and has 5 members.

The Administrative Board consists of:

- three representatives of the founder,
- one representative of higher education teachers or other faculty workers,
- one representative of the economy or of the local community.

The Director, the Dean and representatives of the Student Council are invited to attend the meetings of the AB. They participate without the right to vote.

The term of office of the members of the Administrative Board is four years. After the end of that period, the same person may be re-named or re-elected to the Administrative Board of the Faculty.

Representatives of the founder and representative of the economy or the local community are appointed by the Council of the Founding Institute. The member of the Administrative Board from among higher education teachers or other faculty workers is appointed by the Dean. Neither the Dean nor the Director of the Faculty may be elected to the Administrative Board.

Article 32

Mandate of an individual member of the Administrative Board may be terminated early if:

- his employment at the faculty is terminated,
- he resigns,
- he has been recalled by the applicant or
- he assumes a function incompatible with membership of the Administrative Board.

The term of office of the newly named or selected representative expires on the date on which the term of office of the representative whom he replaced would expire.

Article 33

The Administrative Board of the Faculty decides on the management of the Faculty, in particular:

- it discusses and adopts the Faculty Statute and its amendments together with the Faculty Senate in the same text,
- it appoints the Dean upon proposal of the Senate,
- it appoints the Director on the proposal of the Council of the Institution,
- it decides on tuition fees and other study contributions upon the proposal of the Dean,
- it approves the programme of work with the financial plan and the annual report and forwards them to the founder,
- it adopts internal acts of the Faculty related to business operations of the Faculty,
- it decides on investments in fixed assets and other investments,
- it performs other tasks, if required by law, Statute or other regulation.

Article 34

The Administrative Board takes decisions at meetings led by the President of the Administrative Board.

The Administrative Board validly decides if more than half of its members are present at the meeting and makes decisions by a majority of the members present.

Adoption of the Faculty Statute, its amendments and additions require a majority vote of all members of the Administrative Board.

In urgent cases, the Administrative Board may, at the proposal of the President of the Administrative Board, decide on specific matters at a correspondence meeting.

If a member of the Administrative Board does not attend a meeting three times in a row, despite having been invited, and does not justify his absence, the Dean may propose his recall or dismissal and election and respectively appointment of a new member.

Article 35

The Administrative Board has a president and a deputy president who are elected by the members of the Administrative Board from among themselves by electing the president from among the representatives of the founder, and the deputy president from among the representatives of higher education teachers or other faculty workers or vice versa.

Article 36

The President of the Administrative Board convenes and chairs the meeting of the Administrative Board and ensures the implementation of decisions adopted at the meeting.

The Chairman of the Administrative Board convenes meetings if need be, but must convene it at least twice a year, or when required by the Dean of the Faculty or a third of the members of the Administrative Board.

The manner in which the Administrative Board operates may be further specified in the Rules of Procedure.

4.4 Dean

Article 37

The Dean is the management body and expert head of the Faculty and represents the Faculty. The Dean proposes to the Administrative Board, the Senate and other bodies of the Faculty the adoption of general acts, decisions and policies and is responsible for their implementation. The Dean ensures the legality of work and the efficiency of the Faculty's business and reports to the Academic Assembly of the Faculty, to the Faculty Senate and to the Administrative Board of the Faculty.

The Dean of the Faculty has the powers and responsibilities in accordance with the Act on the Establishment of the Faculty and this Statute. In particular, he carries out the following tasks:

- leads, directs, supervises and coordinates the educational, scientific-research and other work of the Faculty,
- provides and is responsible for legality of the Faculty's operation and for fulfillment of its obligations, stipulated by law and other regulations,
- monitors, identifies and proposes quality improvement measures in all areas of activity,
- together with the Director, prepares the Faculty's development plans,
- determines the organisation of the Faculty,
- reports to the Academic Assembly of the Faculty at least once a year,
- convenes and directs the work of the Senate and enforces the decisions adopted,
- proposes and appoints the Vice-Deans with the consent of the Faculty Senate,
- proposes a member of the Administrative Board from the ranks of higher education teachers or other faculty workers,
- signs diplomas,
- awards prizes and awards at the ISSBS,
- determines the disciplinary responsibility of students and imposes measures on them,
- as the second level authority decides on student roles, unless otherwise provided by the Faculty Statute,
- decides on disciplinary responsibility of employees and pronounces disciplinary measures,
- performs other tasks in accordance with the law, the Statute of the Faculty and the general acts of the Faculty.

Article 38

At the proposal of the Senate, the Dean of the Faculty is appointed by the Administrative Board for a term of four years.

Article 39

The Dean electing process begins six months prior to the end of his term. The decision to start the procedure for election of the Dean of the Faculty is made by the Faculty Senate.

Article 40

A higher education teacher who is employed at the ISSBS and is able with his knowledge, professionalism, general knowledge and experience creatively contribute to the development of the Faculty and successfully lead it, may be appointed as Dean.

Article 41

The proposal of the candidate for the Dean of ISSBS from among higher education teachers and researchers may be proposed by the Administrative Board or at least ten higher education teachers, associates or researchers employed at the ISSBS.

The Commission for management of the Election of the Dean process sends the proposal to the President of the Academic Assembly of the Faculty.

Article 42

The Academic Assembly selects, by a secret ballot, a maximum of three candidates for the Dean who have received the most votes and proposes them to the Faculty Senate.

The Faculty Senate examines the applications for Dean. The Senate conducts the elections and sends the results of the election of the Dean to the appointment of the Dean to the Administrative board.

In the event of the non-election of a Dean, the current Dean leads the school until the new Dean is appointed.

If in the case from the previous paragraph the current Dean does not want to lead the Faculty until the appointment of a new Dean, the Vice-Dean is in charge.

Article 43

The Dean of the Faculty may be relieved from office early:

- at his own request,
- if he violates the reputation of the Faculty and causes damage to its work by his actions,
- if he loses his higher education title,
- for other justified reasons.

The Administrative Board decides on relieving from office of the Dean upon the proposal of the Faculty Senate.

Article 44

If there are reasons referred to in the first paragraph of the previous article, the Dean of the Faculty may, by a decision, relieve the Vice-Deans from office early.

Article 45

4.5 Student Council

The Student Council is a student body of representatives and has seven (7) members, so as a rule students from undergraduate and postgraduate programmes in the school are represented.

Article 46

Elections are held on the basis of a call by the Dean no later than November of the current study year. The election procedure is specified in the call.

Article 47

The term of office of elected representatives of the Student Council is one year or until the new Student Council is constituted. The Student Council representative may be re-elected.

Article 48

During the first (constituent) session, the Student Council elects with a majority of votes of the members of the Student Council:

- the President, the Deputy President,
- 2 members for the Senate,
- 1 member for the Student Affairs Committee,
- 1 member for the Quality and Evaluation Committee and
- student representatives for the Academic Assembly of the ISSBS.

The Student Council is represented by the President of the Student Council, and in his absence, by the Vice President.

Article 49

The individual representative of the Student Council may be relieved from office for the following reasons:

- three times unjustified absence from session,
- unjustified release of personal data,
- other serious violations of the obligations of the student representative in accordance with the acts of the Student Council and the Faculty.

Article 50

The Student Council carries out the following tasks:

- discusses and submits an opinion on the proposal of a Statute in matters related to student rights and obligations,
- considers and adopts acts on the functioning of the Student Council with the consent of the Senate,
- discusses all matters relating to the rights and duties of students,
- gives an opinion on the educational work in the process of election to the title of higher education teachers, researchers and higher education associates,
- forms an opinion on the candidates for the Dean of ISSBS,
- elects students' representatives to the working bodies of the ISSBS,
- organises elections to the Student Council,
- discusses and approves the Annual Programme and the Annual Report on extra-curricular activities of the students,
- performs other tasks related to the rights and duties of students, in accordance with the laws, the Statute and internal acts.

Article 51

The Student Council works at meetings convened and led by the President or his deputy. The Student Council shall validly decide if a majority of its members are present. It decides by a majority of the members present. The work and sessions of the Student Council are public. At the proposal of a member of the Student Council, the public may be restricted or excluded by a decision only if so decided by the Student Council on the grounds of the nature of the matter

under consideration. The Student Council meetings are regular and correspondent. The Student Council quorum is met if more than half of the SC members attend the meeting.

Article 52

Students' representatives in the bodies and working bodies of the ISSBS regularly report on their work orally, at SC meetings or in writing, to the SC President.

Article 53

Work in the SC is voluntary. In the event that the SC performs students' extra-curricular activities on the basis of the adopted ISSBS Annual Programme, the extra-curricular activities providers are entitled to reimbursement of material costs (telephone, parking, transport and other services).

The manner in which the SC operates may be further specified in the Rules of Procedure.

4.6 ISSBS Council

Article 54

The ISSBS Council is an advisory body of the Faculty that includes entrepreneurs, experts, academics and graduates.

The ISSBS Council has 6-15 members, invited to participate by the ISSBS Dean, who also appoints them. The term of office of the members of the ISSBS Council is bound to the term of office of the Dean, until revocation or withdrawal. After the expiration of their term of office, the members of the Council may be reappointed.

The ISSBS Council contributes to:

- better integration with the economic and social environment,
- easier access to feedback from the labour market,
- insight into the needs of the labour market,
- critical reflection on study programmes.

4.7 Director

Article 55

The Director is the ISSBS body which represents the ISSBS under the authority of the Dean and is responsible for his work to the Dean.

Article 56

The Administrative Board of the Faculty may assign specific powers and responsibilities in the management of the Faculty's assets to the Director.

Article 57

The Director performs the following tasks in particular:

- manages, organises, coordinates work and business and takes care of the legality of the operation of the Faculty,

- together with the Dean, prepares development plans of the Faculty,
- in cooperation with the Dean, prepares annual plans for activities of the Faculty within the development plan and monitors their implementation,
- plans, organises, directs and supervises the strategic activities of the Faculty in accordance with the development and annual plans,
- cooperates with the competent Ministry in the regulation of financial and business matters,
- prepares a price list for the Faculty,
- participates in the preparation of the annual financial plan and financial report of the Faculty for the competent Ministry,
- takes care of donations / sponsorship,
- participates in the work of the Administrative Board and the Senate without voting rights,
- decides on the instalment payment of the tuition fees upon the student's proposal,
- decides on the payment of the material costs of the Student Council,
- negotiates working and contractual relationships with workers; with teaching staff and by consulting the Dean of the Faculty,
- performs authorising duties related to the operation of the financial plan under the authority of the Dean,
- issues decisions, organisational instructions and organisational measures regulating the business and work of professional services on the basis of the powers of the Dean,
- signs business documents on disposal of funds,
- is responsible for preparing materials for the Faculty bodies meetings and executes the decisions,
- reports to the authorities on the operation of the Faculty,
- performs other tasks in accordance with laws and the Statute of the ISSBS.

Article 58

The Director is appointed by the Administrative Board on the proposal of the Council of the Founding Institution (without a call for tenders). The Director is appointed for a term of 4 (four) years and may be reappointed after the term of office expires.

The Director may be relieved from office before the term of office expires. The Administrative Board decides on relieve from office of the Director upon the proposal of the founder.

5 EDUCATIONAL WORK

5.1 Study programmes

Article 59

Studies at the ISSBS are conducted by publicly recognized undergraduate, postgraduate and upgrading programmes.

Article 60

If a small number of students (10 or less) enrol in the study programme or choose a specific course subject, organised forms of higher education (lectures, seminars, tutorials) may be organised in the form of consultations or a smaller number of contact hours (part-time study).

In implementing study programmes or subjects in part-time studies, at least 30% of the contact hours of the organised undergraduate accredited degree and at least 60% of the contact hours of the organised forms of postgraduate accredited study programme are carried out.

Article 61

After having completed all study obligations in the undergraduate or postgraduate study programme, ISSBS issues a diploma to the student.

The diploma is an authentic instrument and contains all the required elements in accordance with the Decision on the Form and Content of the Authentic Document.

Article 62

After having completed the study obligations in the training programmes, the ISSBS gives the participant of such education a certificate, which is a public document and contains all the prescribed components in accordance with the Decision on the content and format of public certificates on completed education at the Faculty.

5.2. Manner of carrying out the study programmes

Article 63

ISSBS conducts full-time study, part-time study, and distance education (e-learning).

Distance education (e-learning) is web-based and takes place in a virtual learning environment that students have access to online. Students have adequate pedagogical and technical / administrative support during their studies. Students may be offered consultations (training) at the seat or at another location to ensure the effectiveness of the programme. Distance education may be partially or fully carried out as a full-time and / or part-time study.

Teaching units may be partially or fully implemented in a virtual learning environment in the form of full-time or part-time study.

Notwithstanding the provisions of Paragraphs 1 and 2 of this Article, if compatible with the nature of the course, the organisation and schedule of lectures, seminars and exercises may be adapted to the possibilities of students (part-time studies).

5.3 Language of instruction

Article 64

The language of instruction at ISSBS is Slovenian.

The study programme may be carried out in a foreign language if done in cooperation with visiting higher education teachers from abroad or if a large number of foreign students are enrolled in it.

5.4. Study year and study calendar

Article 65

The study year is from 1 October to 30 September.

The weekly time requirement for undergraduate studies is 20 to 30 hours of organised forms of teaching or 40 hours of professional practice in the organisation. If a study programme contains practical training, the total load on the student may not exceed 40 hours per week and 42 weeks per year.

Notwithstanding the provisions of paragraphs 1 and 2 of this Article, the implementation plan for each study year may adjust the organisation and timing of lectures, seminars and exercises to the possibilities of students (part-time study).

Article 66

The study calendar specifies:

- beginning and end of the study year,
- the schedule of organised educational work and
- 4 exam periods.

Exam periods are defined so that, as a rule, they do not overlap with organised educational work.

5.5 Enrolment

Article 67

Enrolment in study programmes with public validity is made on the basis of a public tender. Anyone fulfilling the conditions stipulated by law in the study programme may enrol in the study programme on the basis of a call for enrolment.

Eligibility requirements for those who have completed equivalent education abroad are also fulfilled. Equivalence of education is established in the process of recognition of foreign education for continuing education. The procedure is governed by the Regulations.

The number of enrolment places in undergraduate and graduate programmes is approved by the Senate.

Applications for enrolment in undergraduate and postgraduate study programmes are published by higher education institutions at least six months before the beginning of a new study year.

Admission requirements as well as criteria and procedures for selecting candidates in case of enrolment restrictions are in accordance with the study and the law.

5.6 Knowledge assessment, recognition of exams and other study obligations and the graduation process

Article 68

Assessment of knowledge, recognition of teaching units, other study obligations and the graduation process are defined in the study programmes and internal rules of the ISSBS.

5.7 Advancement to higher year, re-enrolment, renewal of status, fulfilment of obligations of higher year students, accelerated advancement, progression of studies after interruption, accelerated advancement, transferring between programmes and parallel studies

Article 69

5.7.1 Advancement to the senior year and re-enrolment

A student may enrol in a senior year if he has fulfilled the obligations determined by the study programme for enrolment in the senior year.

A student who has not fulfilled all the obligations stipulated in the study programme may repeat the year once during the study if he has fulfilled the conditions for repetition prescribed by the study programme.

Article 70

5.7.2 Extension of student status

In cases where the student has not fulfilled the obligation to enrol in the higher year for justified reasons, the student status may be prolonged for one study year.

Extension of status for justified reasons, such as: longer illness, exceptional family and social circumstances, parenting (father and mother) and status of a student with special needs, is decided by the committee responsible.

Article 71

5.7.3 Undertaking obligations of senior students

- a) a student with an average of above 8.5 and outstanding study achievement (e.g. publication of papers at an international scientific conference, individual publications in scientific or professional publications, awards in student competitions) may be allowed to pursue more than 60 ECTS credits during the study year,
- b) a student who, at the time of enrolment in the study year, has partially completed the obligations of the enrolled year in the amount of at least 12 ECTS credits, may be allowed to take higher year examinations up to a total of 60 ECTS credits in the study year.

Fulfilling obligations of the senior year is approved by the competent committee and determines the list of possible teaching units and the scope of the CP that may be performed. In determining obligations, the Commission takes into account their vertical and horizontal connection.

During the study year, the Faculty ensures the implementation of teaching units in accordance with the implementation plan. This means that in the case of the right to perform the obligations of the senior year, the faculty does not provide a customised timetable for implementation and exam deadlines.

Article 72

5.7.4 Accelerated advancement

A student who demonstrates outstanding study achievements and who, in accordance with point (a) of the preceding article, completes the appropriate amount of senior year obligations early and thus achieves conditions for advancement, shall be allowed to enrol in the senior year for which he qualifies.

Article 73

5.7.5 Continuation of study after an interruption

The interruption of study commences on the day of exclusion from the study programme or non-enrolment in the senior year, or if the student does not take advantage of enrolment within twelve months after the end of the last semester.

If a student interrupts his studies for 24 months or less, he may continue and complete it according to the enrolled study programme, thus retaining the right to fulfil study obligations according to the study programme he is enrolled in.

If more than 24 months have passed since the end of the study year in which the student was last enrolled, he must, in order to continue his studies, submit an application to the competent committee. The application and the missing study obligations based on the decision are charged in accordance with the applicable price list.

If a student has interrupted his studies or repeated the year and the study programme in which he enrolled has changed before re-enrolment, he may be recognised already fulfilled obligations corresponding to the learning obligations of the changed programme and allowed to continue or finish the study according to the changed study programme, so that he may be assigned additional study obligations in scope and content that enable him to achieve the learning outcomes of the modified study programme. In this case, the student will continue to study under the terms of the modified study programme. The student submits the application to the competent committee.

The student must meet all financial and other obligations before being issued the certificate of graduation.

5.7.6 Transition between programmes

Article 74

The transferring between programmes is possible under the conditions determined in accordance with the accredited study programme on the basis of the applicable legislation. The applicant must meet the requirements for enrolment in the initial year of a study programme.

The applicant submits an application for transferring between study programmes on the basis of a call for enrolment specifying the deadline and procedure. The applicant must submit an application with proof of completion of the obligations in the previous study programme together with the syllabuses to the competent committee.

5.7.7 Parallel studies

Article 75

Students may study in several study programmes (parallel education).

After successfully completing the first year of study, a student may enrol in another study programme in parallel if he fulfills the conditions for enrolment in the first year.

A student wanting to study in parallel shall attach a certificate of completion of the obligations for enrolment in the higher year of the higher education institution at which he is already enrolled, and the consent of the competent body of that institution for parallel study to his application.

5.8 Tuition fees and other contributions

Article 76

The amount of tuition and other contributions are adopted by the Administrative Board.

The student is charged for missing study obligations:

- after 12 months from the completion of the last year of full-time study at study programmes of the 1st or 2nd degree or
- after 24 months from the completion of the last year of part-time study at 1st or 2nd level study programmes
- and 36 months for level 3 students.

In case the student of full-time study programme of the 1st or 2nd degree after 12 months or part-time student of the 1st or 2nd degree study programme after 24 months or student of the level 3 study programme after 36 months from the end of the last study year still has the status of a student, charging of missing study obligations is deferred for the duration of the student's status.

6 SCIENTIFIC-RESEARCH AND ADVISORY WORK

Article 77

ISSBS implements scientific-research, consultancy and development work, as well as research and other projects at national and international level.

Article 78

As a rule, higher education teachers, associates and researchers carry out scientific-research, development activities and advisory work within the framework of ISSBS.

7 HIGHER EDUCATION TEACHERS AND ASSOCIATES, RESEARCHERS, RESEARCH ASSOCIATES AND OTHER EMPLOYEES AT THE ISSBS

Article 79

The employees of ISSBS are:

- higher education teachers, associates and researchers,
- Administrative and technical assistants.

Article 80

Higher education teachers and associates, researchers, research associates and other employees carry out educational work, scientific-research activity. Their jobs are defined in the Act on job classification. The deadlines for filling the position and the method of occupation are defined by the announcement of the job vacancy in accordance with the applicable legislation and internal acts of the ISSBS. The procedure for election to the title of higher education teachers, researchers

and higher education associates is regulated in accordance with the applicable legislation and the Criteria for election to the titles of ISSBS, of which the Instructions for the implementation of the criteria are an integral part.

Article 81

If employees work outside the ISSBS, they must obtain the consent of the ISSBS Dean.

Article 82

For the exercise of rights, duties and responsibilities, including the disciplinary responsibility of Faculty employees, the provisions of the Employment Relationships Act and the relevant employment contract or a civil law contract apply.

8 ISSBS STUDENTS

8.1 Student status

Article 83

A student is a person enrolled in study programmes in order to obtain faculty education.

Students prove their student status with a student identity card. The content and format of the student ID card are determined by a special Faculty policy.

Student status is terminated if the student:

- graduates from the first and second cycle study programme (status expires at the end of the study year in which he graduated),
- graduates from a third-level degree programme
- does not graduate from the first-cycle study programme within 12 months upon completion of the final year,
- does not enrol in the senior year,
- drops out,
- is expelled from the faculty,
- completes postgraduate studies,
- does not complete the second-cycle master's degree programme within 12 months after the completion of the final year,
- does not complete the second - cycle postgraduate study in a single master 's degree programme within 12 months after the completion of the final year,
- Does not complete the third - level postgraduate study within 12 months after the completion of the final year.

Notwithstanding the third and eighth indents of the preceding paragraph, the student's status is terminated at completion of the last trimester if he repeated the year or transferred to another study programme in the course of his studies.

In the cases referred to in the third, fifth, eighth and ninth indents of the first paragraph and the second paragraph of this Article, the student's status may also be extended for justified reasons, but not more than for one year.

Students who have student-athlete status, student-artist status, special-needs student status, and students who are unable to complete their study obligations due to health and social conditions may be extended their student status for up to one year.

Mother students who give birth during their studies and students who become fathers during their studies are entitled to one-year student status renewal for each live birth. The status of the student is decided by the commission responsible.

Article 84

The student athlete status and the student artist status is given to the student to whom the commission responsible grants this status by decision. The status of a student with special needs is given to a student who, upon enrolment, submits the relevant opinion of the competent professional commission for the classification of children and adolescents with mental and physical disabilities or the opinion of the disability commission, and the competent commission grants him this status by decision. Students referred to in the first and second paragraphs of this Article are allowed to carry out the study programme in a customised manner.

Article 85

Students have the right to enrol and study under the same conditions, defined by law, by the Statute of ISSBS and by the study programme. They:

- undergo regular education and complete their studies under the conditions applicable at the time of enrolment,
- may, during the course of their studies, repeat the year or change the study programme or course due to their failure to fulfil the obligations in the previous field or in the study programme,
- may be educated in several study programmes (parallel studies),
- may be educated according to an individual programme (several study programmes at one or more higher education institutions), if the study programme of the ISSBS allows,
- may advance and complete their studies in a shorter time than foreseen by the study programme.

8.2 Rights and Obligations of Students

Article 86

Rights and obligations of students are:

- attending lectures, seminars and tutorials,
- active participating in educational work,
- cooperating in the activities of the ISSBS bodies through its representatives,
- taking initiatives, giving opinions and taking decisions in accordance with the Statute of ISSBS.

Article 87

Slovenians without Slovenian citizenship can be educated according to publicly valid undergraduate and postgraduate study programmes as well as training programmes under the same conditions as citizens of the Republic of Slovenia.

Citizens of the European Union Member States have the right to education in publicly recognised undergraduate and postgraduate study programmes and in training programmes under the same conditions as citizens of the Republic of Slovenia.

8.3 Procedure for exercising student rights

Article 88

The student has the right to object or appeal against the decisions taken by the ISSBS bodies on his rights, obligations and responsibilities. A student who believes that his rights have been violated has the right to object or appeal within 15 days from the date on which the decision was served on him, in accordance with the Statute of the ISSBS.

The first-instance authority in the case of deciding upon the applications of students and candidates is the competent commission.

The Dean decides on complaints related to the work of the competent committees as a second-instance body.

The Senate decides on complaints related to decisions of the first and second-instance bodies as a third-instance body.

An administrative dispute may be initiated against the final decision.

8.4 Disciplinary responsibility of students

Article 89

Students are liable to disciplinary action for infringements of duties and failure to fulfill obligations of the Statute and of the study programme, as well as for intentionally and negligently caused harm.

The infringements are:

- inappropriate behaviour that harms the Faculty's reputation,
- inappropriate attitude towards students, teachers and colleagues in the implementation of the study programme and other faculty staff,
- giving false information in order to obtain unjustified benefits to oneself or to others,
- fraud in knowledge testing,
- falsification of official documents,
- serious violations of order and discipline in the educational process and on the premises of the faculty,
- causing material damage in the premises of the faculty or where the educational process is carried out.

An initiative to initiate an infringement procedure may be made by employees or students. The Dean decides on disciplinary responsibility and imposes measures.

The Dean may impose the following measures:

- a reprimand to be served to the student,
- a reprimand that is posted on the bulletin board,
- exclusion from faculty: the decision defines the duration of the measure.

Detailed rules and procedures are governed by the Rules on Disciplinary Responsibility of Students at ISSBS.

9 RESOURCES, METHODS AND CONDITIONS OF OBTAINING FUNDS

Article 90

The Faculty obtains funds for its activities:

- from public sources,
- from tuition fees and other contributions,
- by payments for services rendered,
- by payments for study materials,
- from international projects,
- from scientific research projects,
- from donations, inheritances and gifts and
- from other sources in accordance with the law.

The Faculty manages and disposes with property in the manner and according to the procedure laid down by law and in accordance with the purpose for which it was obtained.

Article 91

The Institute uses the surplus of revenue over expenditures to carry out and develop its activities. The disposal of the revenue surplus shall be decided by the Administrative Board in accordance with the applicable legislation. The Faculty is responsible for its obligations with the means at its disposal or those to which it is legally entitled. The Management Board decides on the acquisition and disposal of real estate. The founder is responsible for the obligations of the Faculty to the amount and value of funds invested in the institution and on which the institution has acquired the right of dispose of the goods. The Faculty establishes a fund managed by the Dean of the Faculty and supervised by the Administrative Board. Independent bodies may be formed for the operation of the Fund. The manner in which each Fund is managed is determined by the Rules on its operation.

10 GENERAL LEGAL ACTS OF ISSBS

Article 92

General acts are adopted by individual bodies of the Faculty in accordance with the Statute and laws.

11 TRANSITIONAL AND FINAL PROVISIONS

Article 93

The general acts are adapted with the modifications and amendments of the Statute within three months after their adoption. The Statute is adopted by both the Administrative Board and the Senate and published on the Faculty electronic bulletin board. The Statute shall enter into force on 27 February 2019. By this Statute the Statute of Faculty, Number: 10/2019 - Statute from 27 February 2019 ceases to be in force.

Mag. Matjaž Pajk
President of the Administrative Board of the
ISSBS

Doc. Dr. Srečko Natek
Dean of the ISSBS

Celje, 18 April 2019
Number: 11/2019-Statute