

Pursuant to provisions of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/2012, ZViS-UPB7, hereinafter referred to as HEA and subsequent amendments 40/12, 57/12, 109/12, 85/14, 75/16), and Article 17 of the Articles of Association of the Independent Higher Education Institution, the International School for Social and Business Studies (with modifications and amendments) from 22 September 2009, the Administrative Board at its 103rd session on 14 June 2021, and the Senate of the International School for Social and Business Studies at its 127th session on 14 June 2021, have adopted the

**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 (MRKSI).

### **1.2 Name and seat**

#### Article 2

The name of the higher education institution is:  
Mednarodna fakulteta za družbene in poslovne študije

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

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 entity with rights and duties determined by sectoral legislation, Act of Establishment and this Statute. The faculty is entered in the court register by decision of the Celje District Court, under entry number 1/08930/00 from 27 June 2006.

## **2. ACTIVITY**

#### Article 5

The activities of the Institution are:  
58.110 Book publishing  
58.130 Newspaper publishing

58.140 Publishing of journals and periodicals  
 59.200 Sound recording and music publishing activities  
 58.190 Other publishing activities  
 18.120 Other printing  
 18.130 Pre-press and pre-media services  
 18.200 Reproduction of recorded media  
 62.020 Computer consultancy activities  
 62.010 Computer programming activities  
 63.110 Data processing, hosting and related activities  
 58.290 Other software publishing  
 62.090 Other information technology service activities  
 72.190 Other research and experimental development on natural sciences and engineering  
 72.200 Research and experimental development on social sciences and humanities  
 69.103 Other legal activities  
 69.200 Accounting, bookkeeping and auditing activities; tax consultancy  
 73.200 Market research and public opinion polling  
 70.220 Other business and management consulting  
 74.300 Translation and interpretation activities  
 82.300 Organisation of conventions and trade shows  
 63.990 Other information provision services  
 84.120 Regulation of health care, education, cultural services and other social services, excluding social security  
 84.130 Regulation of and contribution to more efficient operation of businesses  
 85.422 Higher education / Third stage of tertiary education  
 85.5 Other education (services)  
 85.590 Other education n.e.c.  
 94.110 Activities of business and employers' membership organisations  
 94.120 Activities of professional membership organisations  
 91.011 Library activities  
 99.000 Activity of extraterritorial organisations and bodies  
 47.190 Other retail sale in non-specialised stores  
 47.910 Retail sale via mail order or via the Internet  
 47.990 Other retail sale outside stores, stalls and markets

## Article 6

The Institution carries out its activity by developing, planning, organising and implementing:

- undergraduate education within the framework of study programmes leading to 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 programmes leading to 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,
- programmes for in-service training or lifelong learning,
- conferences, seminars, summer schools and other forms of training,
- professional consulting and development work,
- publishing activities and
- sales of study materials and other teaching aids,

- library and documentation activities,
- 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 realise the vision, mission and fundamental objectives.

### **3. ORGANISATION**

#### Article 7

Within the Faculty, organisational units are formed to implement educational, research, international and other academic activities. The following organisational units can 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 Systematisation 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 called departments. Activity in the professional field of the Faculty is performed in the following departments:

- education department,
- research department,
- student office,
- general services.

One or more Vice-Deans are appointed by the Dean of the Faculty; they shall be selected among higher education teachers and research associates with the prior consent of the Faculty Senate.

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

The 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 implementation of the rules in the field of study activities and other education, research and international cooperation, and environmental cooperation,
- is responsible for 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 a field of study in order to coordinate and develop educational and related scientific research work in the specific field.

Higher education teachers, researchers and faculty assistants cooperate within chairs. External experts can also form the chairs.

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

Article 7b  
(institutes)

Institutes are formed in a particular research area in order to implement the basic, applied, development and other projects and to provide professional, advisory and other services financed from public funds or from the funds of project contracting authority.

Research, professional and guidance work within 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 shall be appointed and relieved from office by the Senate of the Faculty on the proposal of the Dean. The Head shall be 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, knowledge 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 Senate of the Faculty on the proposal of the Dean. The Head shall be appointed for a four-year term and may be reappointed after that period.

The Faculty also organises the ISSBS Career Centre (ISSBS CC), 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 on study programmes, study and work mobility, work placements, preparation for entering the labour market and lifelong learning. ISSBS CC is a centre where counselling and support services are provided to the stakeholders of the study process in terms of cooperating with employers, study counselling, getting assistance in preparation for employment, international mobility and gaining practical experience.

## **4. BODIES OF THE FACULTY**

### Article 8

The bodies are:

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

#### **4.1 The 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 nine members, namely seven high school teachers and researchers and two 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 shall be 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 shall be one year. An individual 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 shall be adopted by the Senate on the proposal of the Dean no later than six 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 staff or the Dean of the Faculty.

### Article 13

The Academic Assembly shall elect the Senate members 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 shall resign or no longer cooperate with the Faculty, they shall be relieved from office by the Senate on the proposal of the Dean.

In the event that a Senate member from among the students shall resign or cease to be a student, the Senate membership is terminated as well. The SC appoints a replacement member from among its members.

In the case referred to in the first paragraph of this Article, the Senate shall adopt 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 following 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

The Senate of the Faculty:

- discusses and adopts the Statute of the Faculty and its amendments and supplements in collaboration with the Administrative Board of the Faculty in identical wording
- adopts study programmes,
- 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 appointment to the title of higher education teachers, researchers and faculty assistants,
- performs all procedures related to the appointment to the title,
- adopts the annual plan and programme of work of the Faculty, and the annual report,
- adopts the study calendar,
- adopts and defines the content of the call for enrolment in undergraduate and postgraduate study 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 required by law or the Statute.

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

#### Article 17

As a rule, the sessions of the Senate shall be 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 has a quorum shall the majority of the members of the Senate be 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. the Commission for study affairs.
2. the Commission for student affairs.
3. the Habilitation commission.
4. the Commission for quality and evaluation.
5. the Commission for the field of research and doctoral studies.

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

#### Article 20

Commissions are headed by responsible Vice-Deans or the nominated presidents. The Commission has a quorum 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

### The Commission for study affairs

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

The tasks and responsibilities of the Commission for study affairs are:

- discussing the 1st, 2nd and 3rd cycle study programmes and their modifications,
- examining supplementary study programmes,
- submitting proposals for changes and amendments to existing regulations in the field of education and proposing new regulations to the Senate,
- performing other tasks in accordance with the Statute and general acts.

## Article 22

### The Commission for Student Affairs

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

As a first-instance body, the Commission for student affairs:

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

## Article 23

### The Habilitation commission

The Habilitation commission consists of three members, usually full professors.

The tasks and responsibilities of the Habilitation commission are:

- conducting the procedures for the election of higher education teachers, researchers, faculty assistants and research associates,
- proposing an expert commission for election into the title to the Senate,
- proposing the title of Distinguished Professor,
- performing other tasks in accordance with the Statute and general acts.

## Article 24

### The Commission for quality and evaluation

The Commission for quality and evaluation consists of three members: a representative of higher education teachers, associates or researchers, a representative of other staff and a student representative proposed by the Student Council of ISSBS

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

- dealing with analyses on the monitoring, identification and assurance of quality of the Faculty as a whole, of education and research,

- discussing the proposal of indicators, standards and procedures for monitoring performance by major areas of ISSBS activities,
- performing other tasks in accordance with the Statute and general acts.

#### Article 25

##### The Commission for the field of research and doctoral studies

In accordance with Article 25 of the ISSBS Statute, the Commission for the field of research and doctoral studies consists of **five** higher education teachers. The Head of the 3rd cycle study programme is a member of the commission by position.

The tasks and responsibilities of the Commission for the field of research and doctoral studies are:

- providing the quality of the doctoral study programme;
- participating in the process of assessing the suitability of the research plan, disposition and doctoral dissertation;
- upon enrolment, appointing the proposed mentor and the proposed co-mentor to the doctoral candidate and forwarding their nomination to the Senate for appointment;
- planning and monitoring the development of scientific research and development work and scientific staff in the scientific fields of the Faculty,
- proposing the establishment of a new Institute or the discontinuation of an existing one to the ISSBS Senate,
- performing other tasks in accordance with the Statute and general acts.

#### **4.2 The Academic Assembly**

#### Article 26

The Academic Assembly consists of all higher education teachers, researchers, assistants with a research title and faculty assistants regardless of title, who shall be 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 academic year, the Faculty shall inform the Student Council of the number of the Academic Assembly members.

Representatives of expert assistants are involved in the work of the Academic Assembly, with up to twenty employees to one expert assistant. At the beginning of the academic year, representatives of the expert assistants elect their representative.

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

All Faculty employees have the right to vote in the Academic Assembly on election day. 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 the 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:

- electing members of the Senate and proposing candidates for the Dean to the Senate, but only members of the Academic Assembly from the ranks of higher education teachers, researchers, faculty assistants and research associates have the right to vote in the election of members of the Senate and in formulating proposals for the Dean,
- discussing activity reports from the Dean, QQA, and making 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 shall be 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 The Administrative Board**

#### Article 31

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

The Administrative Board consists of:

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

The Director, the Dean and the representatives of the Student Council shall be invited to attend the meetings of the Administrative Board. 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-appointed or re-elected to the Administrative Board of the Faculty.

Representatives of the founder and representative of the economy or the local community shall be appointed by the Council of the Founding Institute. The member of the Administrative Board from among higher education teachers or other faculty staff shall be 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:

- their employment at the Faculty is terminated,
- they resign,
- they have been recalled by the applicant or

- they assume a function incompatible with membership of the Administrative Board.

The term of office of the newly appointed or selected representative shall expire on the date on which the term of office of the representative whom they replaced would expire.

#### Article 33

The Administrative Board of the Faculty shall decide on the management of the Faculty; in particular:

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

#### Article 34

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

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

Adoption of the Faculty Statute, its amendments and additions shall 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 shall not attend a meeting three times in a row, despite having been invited, and does not justify his absence, the Dean may propose their 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 shall be 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 staff or vice versa.

#### Article 36

The President of the Administrative Board shall convene and chair the meeting of the Administrative Board and ensure the implementation of decisions adopted at the meeting.

The Chairman of the Administrative Board shall convene 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 The Dean**

##### Article 37

The Dean is the management body and expert Head of the Faculty and represents the Faculty. The Dean shall propose the adoption of general acts, decisions and policies to the Administrative Board, the Senate and other bodies of the Faculty, and is responsible for their implementation. The Dean shall ensure the legality of work and the efficiency of the faculty business and report to the Academic Assembly of the Faculty, to the Senate of the Faculty 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 operation of the Faculty and for fulfilment 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 development plans of the Faculty,
- 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 Senate of the Faculty,
- proposes a member of the Administrative Board from the ranks of higher education teachers or other faculty staff,
- 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 Statute of the Faculty,
- 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 Senate of the Faculty.

#### Article 40

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

#### Article 41

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

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

#### Article 42

The Academic Assembly shall select, by a secret ballot, a maximum of three candidates who have received the most votes and propose them to the Senate of the Faculty.

The Senate of the Faculty shall examine the applications. The Senate shall conduct the elections and send the results of the election of the Dean to the Administrative board for the appointment of the Dean.

In the event of the non-election of the Dean, the current Dean shall operate the Faculty until the new Dean is appointed.

If - in the situation described in the previous paragraph - the current Dean does not want to operate 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 their own request,
- if they violate the reputation of the Faculty and cause damage to its operation by their actions,
- if they lose their higher education title,
- for other justified reasons.

The Administrative Board shall decide on dismissal of the Dean upon the proposal of the Senate of the Faculty.

#### 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 The Student Council**

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

#### Article 46

Elections shall be held on the basis of a call by the Dean no later than in November of the current academic 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 shall elect, with a majority of votes of the members of the Student Council:

- the President, the Deputy President,
- two members for the Senate,
- one member for the Commission for student affairs,
- one member for the Commission for quality and evaluation and
- student representatives for the Academic Assembly of the ISSBS.

The Student Council shall be 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 disclosure 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 performs 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 obligations of students,
- gives an opinion on the educational work in the process of election to the title of higher education teachers, researchers and faculty assistants,
- forms an opinion on the candidates for the Dean of ISSBS,
- elects student 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 obligations of students, in accordance with the laws, the Statute and internal acts.

#### Article 51

The Student Council shall operate 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 that is 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 shall exist if more than half of the Student Council members are present at the meeting.

#### Article 52

Student representatives in the bodies and working bodies of the ISSBS shall regularly report on their work orally, at Student Council meetings or in writing, to the President of the Student Council.

#### Article 53

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

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

### **4.6 The ISSBS Council**

#### Article 54

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

The ISSBS Council shall have from six to fifteen members, invited to participate by the Dean of the ISSBS, 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. Following 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 The 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 is responsible of the legality of the operation of the Faculty,
- together with the Dean, elaborates development plans of the Faculty,
- in cooperation with the Dean, elaborates 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 plan,
- 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,
- is responsible for donations / sponsorships,
- participates in the work of the Administrative Board and the Senate without the right to vote,
- 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 following the authorisation of the Dean,
- issues decisions, organisational instructions and organisational measures regulating the business and work of professional services on the basis of the authorisation 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 shall be appointed by the Administrative Board on the proposal of the Council of the Founding Institution (with no tender procedure). 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 the 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 according to publicly recognised undergraduate, postgraduate and supplementary study programmes.

## Article 60

If a small number of students (ten or less) enrol in the study programme or choose a specific course subject, organised forms of higher education (lectures, seminars, tutorials) shall 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 programme and at least 60% of the contact hours of the organised forms of postgraduate accredited study programme are carried out.

## Article 61

Upon having completed all study obligations in the undergraduate or postgraduate study programme, the ISSBS awards 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 Instrument.

## Article 62

Upon having completed the study obligations in the supplementary programmes, the ISSBS issues the participant of such programme 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 The Method of implementation of study programmes**

## Article 63

The ISSBS carries out full-time study, part-time study, distance study (e-learning).

Distance study (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 study may be partially or fully carried out as a full-time and / or part-time study.

Teaching units can 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 can be adapted to the possibilities of students (part-time studies).

### **5.3 The Language of instruction**

## Article 64

The language of instruction at the 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. The Academic year and the study calendar**

##### Article 65

The academic year runs 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 an 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 academic year can adjust the organisation and timing of lectures, seminars and exercises to the possibilities of students (part-time study).

During the academic year, the Faculty ensures the implementation of teaching units in accordance with the implementation plan. In case of interruption of studies (1st, 2nd or 3rd cycle), the Faculty does not provide students with the implementation of study units and an adjusted implementation schedule.

##### Article 66

The study calendar specifies:

- beginning and end of the academic year,
- schedule of organised education and
- four exam periods.

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

#### **5.5 Enrolment**

##### Article 67

Enrolment in publicly valid study programmes shall be made on the basis of a public tender. Anyone meeting the conditions stipulated by law may enrol in the study programme, on the basis of a call for enrolment.

Eligibility requirements for enrolment into a study programme or a supplementary study programme are also met by individuals who had completed equivalent education abroad. 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 academic year.

Admission requirements as well as criteria and procedures for selecting candidates in the event of enrolment restrictions are in accordance with the study programme 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 Progression to the higher year, re-enrolment, extending status, fulfilment of obligations of a higher year, faster progression, progression of studies after interruption, transitions between programmes, and parallel studies**

### Article 69

#### **5.7.1 Progression to the higher year and re-enrolment**

A student can enrol to the higher year if they have fulfilled the obligations determined by the study programme for enrolment to the higher year.

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

### Article 70

#### **5.7.2 Extending student status**

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

Extending student 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 upon by the committee responsible.

### Article 71

#### **5.7.3 Performing higher year obligations**

- a) a student with an average of above 8.5 and outstanding academic 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 academic year,
- b) a student who, at the time of enrolment in the study year, has partially completed the obligations of the year of enrolment 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 academic year.

Performing higher year obligations has to be approved by the competent committee and determines the list of possible teaching units and the scope of the credit points that could be

performed. In determining the obligations, the Commission takes into account their vertical and horizontal connectivity.

During the academic 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 higher year obligations, the Faculty provides neither customised timetables for implementation, nor examination dates.

#### Article 72

##### **5.7.4 Faster progression**

A student who demonstrates outstanding academic achievements and who, in accordance with point (a) of the preceding article, completes the appropriate amount of higher year obligations early and thus meets the conditions for promotion, shall be allowed to enrol to the higher year for which they qualify.

#### Article 73

##### **5.7.5 Progression of study after an interruption**

The interruption of study commences on the day of signing out from the study programme or non-enrolment to the higher year, or if the student does not enrol within twelve months following the end of the last semester.

If studies have been interrupted for 24 months or less, a student may continue and complete it according to the study programme enrolled, thus retaining the right to fulfil study obligations according to the study programme they have enrolled in.

If more than 24 months have passed since the end of the academic year in which the student was last enrolled, they have to, in order to continue their 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 their studies or repeated the year and the study programme in which they enrolled has changed before re-enrolment, they 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 they may be assigned additional study obligations in scope and content that enable them to achieve the learning outcomes of the modified study programme. In this case, the student shall continue to study under conditions of the modified study programme. The student shall submit the application to the competent committee.

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

##### **5.7.6 Transition between programmes**

#### Article 74

The transition between programmes is possible under the conditions determined in accordance with the accredited study programme on the basis of the applicable legislation. The applicant has to meet the enrolment conditions in the initial year of a study programme.

The applicant submits an application for transition between study programmes on the basis of a call for enrolment specifying the deadline and procedure. The applicant has to submit an application with proof of fulfilment of 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).

Having successfully completed the first year of study, a student may enrol in another study programme in parallel if he meets the conditions for enrolment in the 1st year.

A student wanting to study in parallel shall attach a certificate of fulfilment of obligations for enrolment to the higher year of the higher education institution at which he has already been 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 shall be adopted by the Administrative Board.

The student shall be charged for missing study obligations:

- 12 months after the completion of the last year of full-time study at study programmes of the 1st or 2nd cycle or
- 24 months after the completion of the last year for part-time study and for full-time study, insofar as they pay tuition fees for the study in 1st or 2nd cycle study programmes, and
- after 36 months for students of 2nd cycle study programmes, who also have to complete an additional year by the end of their studies, and for students of 3rd cycle study programmes.

In case the student from the previous paragraph keeps the student status even after the expiration of 12, 24 or 36 months following the end of the last year of study, the charging of missing study obligations shall be postponed for the duration of the student status.

## **6 SCIENTIFIC-RESEARCH WORK AND GUIDANCE**

#### Article 77

The ISSBS carries out scientific-research, guidance and development work, as well as research and other projects at national and international level.

#### Article 78

As a rule, higher education teachers, faculty assistants and researchers shall carry out scientific-research, development activities and guidance work within the ISSBS.

## **7 HIGHER EDUCATION TEACHERS AND ASSISTANTS, RESEARCHERS, RESEARCH ASSOCIATES AND OTHER STAFF AT THE ISSBS**

### Article 79

Employed at the ISSBS are:

- higher education teachers, faculty assistants and researchers,
- administrative and technical staff.

### Article 80

Higher education teachers and faculty assistants, researchers, research associates and other staff shall carry out educational work, scientific-research activity. Their jobs are defined by 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 faculty assistants 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 80a (procedure for recognition of titles)

Titles obtained at other Slovenian higher education institutions shall be recognised at the Faculty for the period equal to the obtained election to the title at another higher education institution.

In the event that the higher education teacher / faculty assistant is in the process of being elected to the title at another HEI, they have to submit a proof of being in the process of election to the title and that the validity of the existing title shall be extended until a final decision is taken.

#### Article 80b (extension of the validity of the existing title for the duration of the procedure)

A candidate who holds a valid title and wishes to be elected to the same or to another title has to submit an application for election to the same or another title no later than six months before the expiry of the valid title. If the procedure has not been completed by the time the validity of the previous title expires, in the case of a timely application, the existing title shall be considered valid until the decision is final.

### Article 81

To work outside the ISSBS, the consent of the Dean of the ISSBS is required.

### Article 82

For the exercise of rights, obligations 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 shall apply.

## **8 ISSBS STUDENTS**

## 8.1 The student status

### Article 83

A student is an individual enrolled in study programmes in order to obtain faculty education.

Students shall 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 1st and 2nd cycle study programmes (the status expires at the end of the academic year in which they graduated),
- graduates from a 3rd cycle study programme,
- does not graduate from a 1st cycle study programme within 12 months upon completion of the final year,
- does not progress to a higher year,
- drops out,
- gets expelled from the Faculty,
- completes postgraduate studies,
- does not complete the 2nd cycle master's degree programme within 12 months upon completion of the final year,
- does not complete the 2nd cycle postgraduate study in a single master 's degree programme within 12 months upon completion of the final year,
- does not complete the 3rd cycle postgraduate study within 12 months upon completion of the final year.

Notwithstanding the third and eighth indents of the previous paragraph, the student status shall cease at the end of the last trimester, if a student repeated a year or transferred to another study programme in the course of their studies.

In cases referred to in the 3rd, 5th, 8th and 9th indents of the first paragraph and the second paragraph of this Article, the student status may also be extended for justified reasons, but for not more than 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 can have their student status extended 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 committee responsible.

### Article 84

The student athlete status and the student artist status are given to students to whom the commission responsible grants this status by a decision. The status of a student with special needs is given to students who, upon enrolment, submit 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 them this status by decision. Students referred to in the first and second paragraph of this Article are allowed to carry out the study programme in a customised manner.



## Article 85

Students shall 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:

- study and complete their studies under the conditions in force upon their enrolment,
- may repeat a year or switch to another study programme or course due to unfulfilled obligations in the previous programme or course,
- can study in more than one study programme (parallel studies),
- can study according to an individual programme (more than one study programme at one or more higher education institutions), if allowed by the study programme of the ISSBS,
- can progress 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,
- actively participating in educational work,
- cooperating in the activities of the ISSBS bodies through their representatives,
- taking initiatives, giving opinions and adopting decisions in accordance with the Statute of ISSBS.

## Article 87

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

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

### **8.3 Procedure for exercising student rights**

## Article 88

Every student shall have 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 shall decide on complaints related to the work of the competent commission as a second-instance body.

The Senate shall decide 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 fulfil the obligations of the Statute and of the study programme, as well as for damage caused intentionally or through negligence.

The infringements are:

- inappropriate behaviour that harms the reputation of the Faculty,
- inappropriate attitude towards students, teachers and colleagues during the implementation of the study programme, and towards 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 on the premises of the Faculty or wherever the educational process is carried out.

An initiative to initiate an infringement procedure can 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 the Faculty: the decision defines the duration of the measure.

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

## **9 RESOURCES, METHODS AND CONDITIONS FOR FUNDING**

### Article 90

The Faculty shall obtain funds for its activities:

- from public sources,
- from tuition fees and other study contributions,
- from 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 way and according to the procedure laid down by law and in accordance with the purpose for which it was obtained.

### Article 91

The Institute shall use 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

funds at its disposal or with funds to which it is legally entitled. The Management Board decides on the acquisition and disposal of real estate assets. The founder is responsible for the obligations of the Faculty up to the amount and value of funds invested in the institution or the funds on which the institution has acquired the right of property. 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 THE ISSBS**

### Article 92

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

## **11 TRANSITIONAL AND FINAL PROVISIONS**

### Article 93

General legal acts are harmonised with the modifications and amendments of the Statute within three months following 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 14 June 2021. This Statute shall terminate the Statute of the Faculty, Number: 28/2020 - Statute from 30 September 2020.

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

Doc. dr. Srečko Natek  
Dean of the ISSBS

Celje, 14 June 2021  
Number: 13/2021-Statute