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The unofficial consolidated text of the Statute of the Faculty of Information Studies in Novo mesto includes the following:

- The Statute of the Faculty of Information Studies in Novo mesto (the Official Gazette of the Republic of Slovenia, no. 117/08, dated 12. 12. 2008),
- The amendments and supplements to the Statute of the Faculty of Information Studies in Novo mesto (the Official Gazette of the Republic of Slovenia, no. 56/12, dated 23. 7. 2012),
- The amendments and supplements to the Statute of the Faculty of Information Studies in Novo mesto (the Official Gazette of the Republic of Slovenia, no. 75/13, dated 9. 9. 2013),
- The amendments and supplements to the Statute of the Faculty of Information Studies in Novo mesto (the Official Gazette of the Republic of Slovenia, no. 25/14, dated 11. 4. 2014),

STATUTE
Faculty of Information Studies in Novo mesto,

(unofficial consolidated text no. 3)

1. General provisions

Article 1

(1) The Faculty of Information Studies in Novo mesto (hereinafter: FIS) is an educational and scientific/research institution.

(2) The official title of the faculty is the Faculty of Information Studies in Novo mesto.

(3) Abbreviated name: FIŠ. Abbreviated name in English: FIS.

(4) Title in English: Faculty of Information Studies in Novo mesto.

Article 2

The seat of the FIS is in Novo mesto, at Ulica talcev 3.

Article 3

(1) The FIS has a round-shaped seal: in the centre is the coat-of-arms of the Republic of Slovenia, with the faculty name in Slovene and English written round the edge.

(2) The FIS has a logo that is used on the documents of the faculty.

2. The Activity and Legal Competence of the FIS

2.1. FIS Activity

Article 4

(1) The FIS runs a national research and development programme and a national higher education programme in the field of social and computer science. The FIS's chief areas of activity, according to the regulation governing the use of the classification system for education and training (Klasifikacijski sistem izobraževanja in usposabljanja – KLASIUS), are social sciences (31) and computer science (48).

(2) The FIS conducts the activity in the previous paragraph according to the principle of the autonomy of the profession.

(3) The FIS also conducts educational, research, development, consulting, library and publishing activities or other related activities in accordance with the Ordinance establishing an independent higher education institution, the Faculty of Information Studies in Novo mesto (hereinafter: Ordinance establishing the FIS).

Article 5

The FIS conducts study programmes for attaining an education of the 1., 2. and 3. degree, study programmes for the improvement of professional education and joint study programmes.

Article 6

(1) The FIS runs a national research and development programme as a mandatory component of the duties of the university-level teachers and associates, scientific employees and associates and within the framework of research programs and projects.

(2) Scientific research and development activity, as a mandatory component of the duties of the university-level teachers and associates, is defined by the national higher-education programme, the national research and development programme, the FIS study programmes, the research programmes, the projects of other clients and the decisions of the FIS Senate adopting the programmes of individual research activities by the university-level teachers and associates.

2.2. Legal Competence of the FIS

Article 7

The FIS is an institution conducting its activity within the framework of the national higher-education programme and the national research and development programme, which are funded by the Republic of Slovenia. In these activities, the FIS operates legally in its own name and only on the behalf of the FIS itself.

Article 8

(1) When conducting activities not funded by the RS, the FIS operates in its own name and on its own behalf. The FIS is liable for any obligations arising from this activity with all its assets.

(2) For the performance of the activities mentioned in the first paragraph of this article, the FIS employs educational/research, research and other staff in accordance with the Statute and with the Systematization of Working Positions Act.

3. FIS Management and Organization

3.1. FIS Bodies

Article 9

The FIS bodies are:

- the Dean,
- the Senate,
- the Academic Assembly,
- the Governing Board and
- the Student Council,
- the Board of Trustees.

3.1.1 The Dean of FIS

Article 10

(1) The Dean of the FIS represents and governs the faculty and is its leader in the sense of expertise and business-related matters, leading the educational activity and the scientific/research and development activities in accordance with the law, the Ordinance Establishing the FIS, and this statute, and is responsible for the lawfulness of the activities.

(2) In the case of a prolonged absence, the FIS's Dean notifies one of the Vice-Deans of the FIS in writing about the substitution, including the scope of the substitution. If unexpected circumstances prevent the Dean from providing an authorization in writing, the Dean is substituted by the oldest Vice-Dean of the FIS.

Article 11

The Dean of the FIS performs duties in accordance with the Ordinance Establishing the FIS:

- Represents the FIS.
- Organizes leads and coordinates the educational, scientific/research and development activity and the business operation of the FIS.
- Coordinates and oversees the organization of work and the business operation of the FIS in accordance with the adopted development programme and the annual plans.
- Makes independent decisions on the allocation of resources, up to the amount defined by the public procurements act for the "tender collection procedure with the prior publication of an information notice", while for any allocation over that amount, the consent of the Governing Board has to be obtained.
- Adopts the general acts of the FIS necessary to improve the system of governance.

- Decides on all employments based on the prior consent of the Governing Board and independently decides on the rights and obligations of the employees.
- Ensures the lawfulness of FIS activities.
- Monitors, checks on and ensures the quality of FIS, the study programmes and the scientific research and development activities; coordinates the preparation of the annual quality report (FIS self-evaluation).
- Proposes essential development and business-related policies.
- Proposes the establishment of organizational units.
- Proposes to the FIS Senate the annual and the multi-annual report on programme realization.
- Summons and moderates FIS Senate sessions.
- Takes care of the execution of the FIS Senate resolutions.
- Reports at least once a year on the work of the FIS Academic Assembly, the FIS Senate and the FIS Governing Board.
- Appoints Vice-Deans, committees, and other working bodies, with the consent of the FIS Senate.
- Decides, as a body of the first instance, on the role of the FIS's students in the study affairs.
- Performs other duties in accordance with the law, the Ordinance Establishing the FIS, the FIS Statute and other general FIS acts.
- Adopts the systematization of working positions.
- Awards diplomas, prizes and acknowledgements of the faculty.
- Determines the disciplinary responsibility of the students and imposes measures.

The election and appointment of the Dean of the FIS

Article 12

(1) The procedure for the appointment of the new Dean of the FIS begins six months before the end of the incumbent Dean's mandate. The FIS Senate passes the decision to begin the procedure for electing the new Dean and appoints the election committee, whose principal tasks are as follows:

- preparing a report on whether the proposed candidates fulfil the requirements for the Dean's function,
- notifying the proposed candidates to submit their written consent to the candidacy, their work programme, their biography and their bibliography,
- instructing the FIS Student Council to submit an opinion on the candidates for the Dean,
- taking care of the preparations for the election and conducting the election of the Dean.

(2) In a resolution to begin the Dean election procedure, the FIS Senate sets a time window for the submission of candidacies; it should be no less than 15 days and no more than 30 days from the day of issuing the resolution.

Article 13

(1) Only candidates who are members of the FIS Academic Assembly and who hold at least a title of an assistant professor or an equivalent scientific title are eligible for the position of the Dean of the FIS.

(2) Candidates for the Dean of the FIS may only be proposed by the FIS departments or by at least five university-level teachers or scientific associates who are members of the FIS Academic Assembly.

Article 14

(1) Having received the report by the election committee, the FIS Academic Assembly records the candidates for the Dean.

(2) The FIS Academic Assembly selects the candidate for the Dean of the FIS with a majority vote by the present members in a secret ballot and proposes the candidate to the FIS Senate for the appointment. If none of the candidates receives a sufficient number of votes in the first election cycle, a second election cycle is held for two of the candidates who received the most votes in the first cycle. The candidate who receives the majority of the votes by the present members of the FIS Academic Assembly is elected.

(3) The selection of the candidates by the Academic Assembly is only valid if the majority of the Academic Assembly members are present during the session.

Article 15

(1) The FIS Senate uses a secret ballot to decide on the candidate proposed by the FIS Academic Assembly for the position of the Dean of the FIS. The FIS Senate appoints the Dean if the candidate receives the majority of votes in a session with the majority of the FIS Senate members present.

(2) The FIS Senate may also decline to appoint the Dean. In such a case, the academic assembly have to repeat the procedure.

(3) If the FIS Senate does not appoint the Dean of the FIS by the end of the incumbent Dean's mandate, the FIS Senate appoints a temporary Acting Dean for a period of up to six months.

(4) The Dean's mandate lasts two years with the possibility of re-election, but there may not be more than 3 consecutive mandates. The new Dean assumes the duties on the first of October of the running year, with the incumbent Dean's appointment terminating at the same time.

(5) The president of the FIS Governing Board signs the employment contract with the Dean.

Article 16

(1) The appointment of the Dean of the FIS terminates:

- with the expiry of the mandate,
- with a termination of employment,
- with a resignation,
- with a dismissal.

(2) The FIS Senate may dismiss the Dean of FIS before the expiry of the mandate on the basis of a justified decision by the Academic Assembly, which has to be adopted with a majority of the votes in a session with the majority of the Academic Assembly members present. The initiative for dismissal may be submitted to the Academic Assembly by the FIS departments or by a minimum of five university-level teachers or scientific associates employed at the FIS. The decision on the dismissal has to be adopted by a two-thirds majority of all the FIS Senate members.

Article 17

If the appointment of the Dean of the FIS terminates before the expiry of the Dean's mandate, the FIS Senate appoints one of the Vice-Deans as an Acting Dean until the new Dean is elected and begins the procedure for the election of the new Dean. The new Dean assumes the mandate on the day of the election, with the mandate terminating on the same day the previous Dean's mandate would have expired.

The Vice-Deans of the FIS.

Article 18

(1) The FIS has Vice-Deans for the following domains:

- education,
- scientific research activities,
- quality.

(2) If no Vice-Dean has been appointed for one of the aforementioned domains, the function is performed by the Dean.

(3) The Dean of the FIS defines the number of the Vice-Deans and their duties with the consent of the FIS Senate.

Article 19

(1) The Dean of the FIS appoints the Vice-Deans from among the university-level teachers employed at the FIS after obtaining a consent for the candidates from the FIS Senate. The Vice-Deans may be re-elected.

(2) With the election of the new Dean of the FIS and the appointment of new Vice-Deans, the functions of the incumbent Vice-Deans terminate.

Article 20

The duties and competences of the Vice-Dean for Education are mainly:

- coordinating the preparation and realization of the educational activity for the study programmes of the 1., 2. and 3. cycle,
- providing initiatives for changing existing study programmes or conceiving new ones,
- coordinating the work of the FIS organizational units in the educational field,
- appointing mentors to the assistants and staging assistants based on the proposal of the department heads,
- coordinating and monitoring the integration of guest teachers and experts from the economic sector into the study programmes,
- conducting expert work in policy realization in the area of study activity and other educational activities,
- advising the Dean of the FIS in connection with the absence of teachers and associates,
- advising the Dean of the FIS in connection with the participation of the employees in the study activity of third parties,
- performing the Dean's duties and tasks with the authorization of the Dean,
- performing other duties defined in this statute and other duties as instructed by the Dean of the FIS.

Article 21

The duties and competences of the Vice-Dean for Scientific Research Activity are mainly:

- coordinating the work of the research groups in the FIS and the preparation and performance of scientific/research and development activities within the FIS.
- coordinating the work of FIS organizational units in the research field,
- advising the Dean of the FIS in connection with the performance of scientific/research and development activities by the FIS for third-parties,
- advising the Dean of the FIS in connection with the absences of scientific teachers or research associates,
- promoting the initiation of students into research activities,
- proposing scientific and professional conferences,
- performing the Dean's duties and tasks with the authorization of the Dean,
- performing other duties defined in this statute and other duties as instructed by the Dean of the FIS.

Article 22

The duties and competences of the Vice-Dean for Quality are mainly:

- coordinating the planning, realization and continuous improvement of activities in the field of comprehensive quality management of the FIS governance system, its study programmes and its scientific research and development activities,
- ensuring that the processes necessary for the system of quality management are established, functioning and maintained,
- reporting to the FIS Senate on the performance of the quality management system and on any need for improvement,
- raising awareness about the demands of the FIS's clients (students, clients, ...),
- coordinating and performing the annual self-evaluation and the preparation for the external evaluation,
- carrying out expert work in connection with the planning, design and management of the documentation for the FIS quality management system,
- giving suggestion to the Dean of the FIS on the continuous improvement of the quality management system,
- encouraging the adoption of holistic quality principles in all the activities of the FIS staff and students,
- performing the Dean's duties and tasks with the authorization of the Dean,
- performing other duties defined in this statute and other duties as instructed by the Dean of the FIS.

Article 23

(1) The consulting bodies of the Dean of the FIS are the Dean's college, the Department College and other councils assembled by the Dean or the Vice-Deans of the FIS if necessary.

(2) The Dean's college in the FIS consists of the Dean of the FIS, the Vice-Deans of the FIS and the FIS Secretary General.

(3) The Dean of the FIS may also appoint a Dean's Assistant for individual domains.

3.1.2. The FIS Senate

Article 24

(1) The FIS Senate is the expert body of the FIS.

(2) The Senate of the FIS has at least 9 members from the Academic Assembly, who are lecturers or co-lecturers on at least one of the pedagogical courses, so that all the scientific disciplines and areas of expertise of the FIS are equally represented. The Academic Assembly elects the 9 members of the FIS Senate.

(3) Among the Senate members, there are also three student representatives, elected by the Student Council of the FIS.

(4) The Dean of the FIS and the Vice-Deans of the FIS are members of the FIS Senate by virtue of their position.

Article 25

(1) Those members of the FIS Senate who are university-level teachers or scientific associates, are elected by the Academic Assembly of the FIS.

(2) The members of the FIS Senate who are students are elected by the FIS Student Council. The manner of the election of FIS Senate members from among the students is specified in the policy adopted by the FIS Student Council.

(3) The mandate of those FIS Senate members who are university-level teachers or scientific associates lasts two years, or until the new FIS Senate is elected. These FIS Senate members may be re-elected.

(4) The mandate of the FIS Senate members who are students lasts two years. An individual student may be re-elected.

(5) The new members of the FIS Senate assume their functions on the first of October of the running year. The substitute members of the FIS Senate assume their position on the day of their election.

Article 26

The decision to begin the procedure of candidacy for members of the FIS Senate and on the composition of the FIS Senate, as well as on conducting the election of the members of the FIS Senate, is passed on the Dean's proposal by the FIS Senate 3 months before the expiration of the incumbent Senate's mandate at the latest. It is necessary to ensure the equal representation of all the expert disciplines and areas of expertise in the FIS.

Article 27

(1) Only those candidates who are members of the FIS Academic Assembly and who hold at least a title of a assistant professor or an equivalent scientific title are eligible for the position of a member of the FIS Senate.

(2) Candidates for the position of a member of the FIS Senate may only be proposed by the FIS departments or by at least three university-level teachers or scientific associates who are members of the FIS Academic Assembly.

Article 28

(1) The election of FIS Senate members is only valid if most of the FIS Academic Assembly members are present during the FIS Academic Assembly session. If, within half an hour after the beginning, the academic assembly is still not constituted, the vote is valid if at least a third of its members are present.

(2) The election ballot is secret.

(3) Elected as members of the FIS Senate are those candidates from among the university-level teachers or scientific associates who received the most votes from the FIS Academic Assembly.

Article 29

(1) If an FIS Senate member who is a university-level teacher or scientific associate resigns or terminates employment at FIS, the membership of that person in the FIS Senate also lapses.

(2) If a FIS Senate member who is a student resigns or ceases to be a student at the FIS, the membership of that person in the FIS Senate also lapses.

(3) In such cases, the FIS Senate adopts a decision to elect a substitute member of the FIS Senate. The substitute member's mandate in the FIS Senate expires at the same time as the mandates of the rest of the Senate members.

Article 30

The FIS Senate constitutes at a session convened by the Dean after the election has been held in the FIS Academic Assembly. The condition for the assembly of the first session of the FIS Senate is the election of at least two-thirds of the FIS Senate members. The incumbent FIS Senate continues to operate until that time.

Article 31

(1) The FIS Senate discusses and decides on matters of an expert nature in the field of the educational, scientific/research and development activities at the FIS.

(2) The FIS Senate performs duties in accordance with the Ordinance establishing the FIS and this Statute:

- adopts the FIS Statute,
- designs and adopts study programmes for attaining education and for the improvement of professional education,
- appoints, in the proceedings of election to the title of a university-level teacher, a scientific associate or a university-level associate, a rapporteur on the qualifications of the candidate,
- elects university teachers, scientific associates and university-level associates into the title,
- adopts the annual work plan and the programme of work at the FIS,

- adopts policies in the field of education and research,
- appoints the committee to evaluate the suitability of the topic of a doctoral dissertation and the qualifications of the candidate for the achievement of a doctorate of science and, based on this evaluation, decides on whether to confirm the topic of the doctoral dissertation,
- appoints the rapporteurs for the evaluation and the committee for the defence of a submitted doctoral dissertation,
- appoints the committees and the working bodies of the FIS Senate,
- decides, as a body of the second instance, on complaints submitted by students on the study affairs,
- composes applications for the recognitions and awards of the FIS,
- discusses and makes decisions, within the field of its competence, on the initiatives and opinions of the FIS Student Council,
- takes care of monitoring the quality of educational, scientific/research and development activities,
- adopts implementation plans for study activities
- considers and adopts the report on study efficacy and the implementation report on the scientific/research and development activities,
- sets the number of enrolment places in the undergraduate and postgraduate study programmes,
- appoints, on the proposal by the Dean of the FIS, the department heads, the heads of the study programmes and the heads of the FIS organizational units,
- gives the consent to the appointments of the Vice-Deans of the FIS,
- proposes the appointment of FIS representatives into the expert organizations and bodies external to the FIS,
- conducts other duties as stipulated by the law, the Ordinance establishing the FIS, this Statute or any other general act of the FIS.

(3) The way the FIS Senate operates is defined by the FIS Senate itself in the Rules of Procedure.

Article 32

(1) The sessions of the FIS Senate are assembled by the Dean of the FIS, usually monthly. An FIS Senate session may also be assembled by a third of the FIS Senate members or by the FIS Governing Board.

(2) Participating in the FIS Senate sessions, but without the right to vote, are the following:

- heads of departments who do not have a member in the senate,
- the president of the FIS Academic Assembly, if not already a member of the senate.

(3) The FIS Senate can pass a decision to close the session or part of the session from the public.

Article 33

(1) The FIS Senate is constituted if the majority of the members are present in the session.

(2) The FIS Senate adopts decisions by a majority vote among the members present, unless the FIS Statute specifies otherwise.

(3) Before adopting a decision that results in the spending of the financial assets, the FIS Senate first has to obtain the opinion of the FIS Governing Board, unless the decision or the way the financial assets are being spent has already been adopted in the FIS financial plan.

The FIS Senate Committees

Article 34

(1) The FIS Senate appoints the following committees:

- Committee for Study Affairs and the Affairs of Students (CSAAS),
- Committee for Scientific Research Work (CSRW),
- Committee for Habilitations (CHA),
- Committee for Quality and Evaluations (CQE),
- Committee for Publishing Activity (CPA),

(2) The FIS Senate may appoint other committees.

(3) The number and composition of the committees, their duties, their competences and the duration of the committee members' mandates are defined by the FIS Senate's decisions adopted on the proposal of the Dean of the FIS.

Article 35

(1) The committees are led by the competent Vice-Deans or the appointed presidents.

(2) The committee is constituted if more than half of all the committee members are present in the session. A decision is adopted if the majority of the committee members present vote for it.

Article 36

Committee for Study Affairs and the Affairs of Students (CSAAS),

(1) The Committee for Study Affairs and the Affairs of Students consists of two university-level teachers and a single student representative. Usually, a representative of the Student's Office is present, without the right to vote, at the sessions of the committee. The Vice-Dean for Education is the president of this committee by virtue of holding the Vice-Dean position.

(2) The duties and competences of the Committee for study affairs are:

- discussing the study programmes of the 1., 2. and 3. cycle and changes to these programmes,
- discussing the study programmes for the improvement of professional education,
- discussing the report on the organization, execution and development of educational activity,
- proposing and supplements to the existing policies in the area of education and proposing new policies to the FIS Senate amendments,
- discussing proposals by the FIS Student Council,
- discussing the questions regarding the enrolment at the FIS, including enrolment according to the Criteria for transferring between study programmes and enrolment into part-time programmes,
- examining student applications, as a body of the first instance, and passing them on to the Dean of the FIS for evaluation,
- giving an opinion to the FIS Senate on the expedited advancement of students,
- leading the proceedings in the recognition of educational attainment for the purpose of continuing education in accordance with the Recognition and Evaluation of Education Act (Zakon o priznavanju in vrednotenju izobraževanja – ZPVI), the General Administrative Procedure Act (Zakon o splošnem upravnem postopku – ZUP) and the FIS policy on the recognition of foreign education,

- examining the requests and issuing opinions on the equivalency of professional and scientific titles in accordance with the Recognition and Evaluation of Education Act (Zakon o priznavanju in vrednotenju izobraževanja – ZPVI) and the FIS policy on the recognition of foreign education,
- examining student applications and proposing decisions on the recognition of knowledge and skills acquired prior to the application, in informal education and learning through experience,
- performing other duties in accordance with the FIS Statute, other general FIS acts and the decisions of the FIS Senate.

Article 37
Committee for Scientific Research Work (CSRW),

(1) The Committee for Scientific Research Work consists of between three and five university-level teachers or scientific associates. The Vice-Dean for Scientific Research activity is the president of this committee by virtue of holding the Vice-Dean position. The head of the Doctoral School is a member of the committee by virtue of holding the head position.

- (2) The duties and competences of the Committee for Scientific Research Work are:
- coordinating and monitoring the applications for and realization of research programmes and projects,
 - monitoring the development of scientific/research and development work and of the scientific associates in the scientific fields of the FIS,
 - examining and passing on to the FIS Senate for confirmation the plan for and the report on scientific/research and development work in the FIS,
 - proposing to the FIS Senate the establishment of a new institute, laboratory or centre, or the dissolution of an existing one,
 - evaluating the research work of the candidates for enrolment into the study programmes for attaining a doctorate of science, if there is an enrolment limit,
 - handling the issues regarding masters' theses and science doctorates and advising the FIS Senate regarding the appropriate decisions in accordance with FIS policies,
 - performing other duties in accordance with the FIS Statute, other general FIS acts and the decisions of the FIS Senate.

Article 38
Committee for Habilitations (CHA),

(1) The Committee for Habilitations consists of three university-level teachers. The president of the committee is usually the Dean of the FIS.

- (2) The duties and competences of the Committee for Habilitations are:
- leading the proceedings for the election to titles of university-level teachers, scientific associates or university-level and research associates,
 - proposing to the FIS Senate the expert committee for the election to title of a candidate,
 - proposing the awarding of the title "professor emeritus",
 - performing other duties in accordance with the FIS Statute, other general FIS acts and the decisions of the FIS Senate.

Article 39
Committee for Quality and Evaluations (CQE),

(1) The Committee for Quality and Evaluations consists of three members: the Vice-Dean for Quality, who acts as the president of the committee, a representative of other employees

proposed by the Dean of the FIS, and a student representative proposed by the FIS Student Council.

- (2) The duties and competences of the Committee for Quality and Evaluations are:
- discussing the FIS reports on quality monitoring, assessment and assurance with respect to the institution as a whole, including both education and research,
 - discussing proposed indicators, standards and procedures for monitoring efficiency in the individual major fields of activity in the FIS,
 - performing other duties in accordance with the FIS Statute, other general FIS acts and the decisions of the FIS Senate.

Article 40 Committee for Publishing Activity (CPA),

(1) The Committee for Publishing Activity consists of three university-level teachers or scientific associates. The Vice-Dean for Scientific Research Activity is the president of this committee by virtue of holding the Vice-Dean position.

- (2) The duties and competences of the Committee for Publishing Activity are:
- organizing, coordinating and monitoring the issuing of publications about the educational and scientific research programmes, the projects and about the scientific and professional activity undertaken by the departments and institutes of the FIS,
 - examining and passing on to the FIS Senate for confirmation the plan for and the report on the publishing activity in the FIS,
 - coordinating the publishing interests of the FIS with other publishers,
 - performing other duties in accordance with the FIS Statute, other general FIS acts and the decisions of the FIS Senate.

3.1.3. The FIS Academic Assembly,

Article 41

(1) The FIS Academic Assembly consists of all the university-level teachers, scientific associates and university-level and research associates who conduct, in the current year, pedagogical or scientific/research activities on the basis of a contractual relationship with the FIS.

(2) Also participating in the work of the FIS Academic Assembly are the representatives of the FIS's students. The students represent one-fifth of the members of the FIS Academic Assembly. At the beginning of every academic year, the Dean of the FIS reports the number of FIS Academic council members to the FIS Student Council.

Article 42

The student representatives in the FIS Academic Assembly are elected by the FIS Student Council, so that the students of all study programmes and ways of study are equally represented. The mandate of the student representatives in the FIS Academic council is one year. The manner of the election of student representatives who participate in the FIS Academic Assembly is specified in the policy adopted by the FIS Student Council.

Article 43

(1) The president and the deputy president of the FIS Academic Assembly are elected by the FIS Academic Assembly from among the university-level teachers or scientific associates.

(2) The mandate of the president and the deputy president of the FIS Academic Assembly is two years. They may be re-elected after the expiration of the mandate.

Article 44

The competences of the FIS Academic Assembly are:

- the election of FIS Senate members and the proposal of candidates for the Dean of the FIS to the FIS Senate; however, only those members of the FIS Academic Assembly who are chosen from the ranks of the university-level teachers, scientific associates or the university-level and research associates have the right to vote in the FIS Senate member elections and in the composition of the proposal for the Dean,
- examining the Dean's reports on the operation of the FIS,
- giving general guidelines, suggestions and initiatives regarding the study programmes and their execution to the FIS Senate.

Article 45

(1) The FIS Academic Assembly discusses the questions within its competence and makes decisions about them in public sessions.

(2) The FIS Academic Assembly may close the sessions from the public.

Article 46

(1) The FIS Academic Assembly is constituted if more than half of all the members are present during the session.

(2) If, within half an hour after the beginning, the Academic Assembly is still not constituted, the Academic Assembly may make valid decisions if at least a third of its members are present. This does not apply in cases where the FIS Statute explicitly requires the presence of a majority of the members of the FIS Academic Assembly.

(3) The decisions are adopted by a majority vote among the present members, unless the FIS Statute specifies otherwise.

Article 47

(1) The FIS Academic Assembly sessions are convened either by the president of the Academic Assembly or by the deputy president.

(2) The FIS Academic Assembly is in session at least once a year. A session of the Academic Assembly may also be proposed by a third of the Academic Assembly members or by the Dean of the FIS. In such a case, the assembly must hold the session within 14 days; otherwise, the proposing party may convene the session by themselves.

3.1.4. The FIS Governing Board

Article 48

(1) The governing board is a FIS management body.

(2) In addition to the duties assigned to it by the law, the governing board also makes decisions on matters of a financial nature and ensures the smooth business operation of the FIS in accordance with the FIS Statute.

(3) Within the framework of the national higher-education programme and the national research and development programme, which are funded by the Republic of Slovenia, decisions are made by the FIS Governing Board according to its authorizations.

Article 49

(1) The Governing Board consists of nine members:

- three representatives of the founding entity,
- four representatives of the FIS; three of them are employees conducting higher-education activities (university-level teachers, scientific associates and university-level associates) and one is a representative of the other employees,
- one representative of the students and
- one representative of the employer.

(2) The Dean and the Vice-Deans of the faculty cannot be elected into the Governing Board.

(3) The members have a four-year mandate, except for the student representative, whose mandate is two years.

(4) The Governing Board has a president and a deputy president. They are elected from within the ranks of the members of the Governing Board in the following way: the president is elected from among the representatives of the employees conducting higher-education activities and the deputy president is elected from among the representatives of the founding entity – or vice-versa.

(5) The Governing Board is appointed in the following way.

- The representatives of the founding entity are appointed by the Government of the Republic of Slovenia.
- The representatives of the employees conducting higher education activities are appointed by the FIS Senate at the proposal of the Dean of the FIS.
- The representative of the other FIS employees is appointed by the Dean of the FIS at the proposal of the other FIS employees; the proposal is formed at the council of the other employees, which is assembled by the Dean of the FIS.
- The student representative is appointed by the FIS Student Council.
- The representative of the employer is appointed by the Dean of the FIS, with the consent of the founding entity, from among the candidates proposed by the economic sector interest groups and chambers using a public call.

(6) The Governing Board is constituted if more than half of its members are appointed or elected. The first session is convened by the Dean of the FIS.

Article 50

(1) The Governing Board:

- adopts the general FIS acts in accordance with the law, the Ordinance establishing the FIS and the FIS Statute,
- adopts the work plan and the FIS development plan, monitors its realization,
- adopts the annual financial plan, the annual report and the business report,
- adopts decisions on the management of assets from article 17 of the Ordinance Establishing the Independent Higher Education Institution FIS; adopts the fundamental decisions and resolutions pertaining to these assets,
- makes decisions on the disposal or encumbrance of the faculty's real estate or high-value equipment, with the prior consent of the founding entity,
- dictates the business and funding allocation policy, adopts other decisions pertaining to the business operation of the faculty in the material and financial sense,
- gives consent to every publication of a vacancy and, based on a prior justification by the Dean, every employment of a selected candidate, if one exists, for an employed person directly deciding or co-deciding on the selection, or the superiors of that person, or the faculty leadership, a conflict of interest as defined by the Integrity and prevention of corruption act (ZIntPK),
- gives suggestions and opinions on various questions to the founding entity and the Dean,
- gives opinions to the senate on questions that result in the spending of funds,
- adopts the starting points for the systematization of working positions,
- adopts resolutions pertaining to tuition fees and financial study contributions,
- adopts the decision on the part-time study tuition fee amounts and other amounts of study contributions on the proposal of the Dean,
- decides on student requests for waiving the tuition fees and other study contributions, or regarding payment by instalments,
- adopts, on the proposal of the Dean, the price list for those FIS services not funded by the budget of the Republic of Slovenia,
- adopts its rules of procedure,
- adopts other decisions pertaining to the management of the FIS,

(2) Before adopting the FIS annual work plan and the development programme, the Governing Board must first obtain the consent of the FIS Senate.

Article 51

(1) The sessions of the FIS Governing Board are convened by the president. In the absence of the president, the sessions of the FIS Governing Board are convened and moderated by the deputy president.

(2) The session is constituted if the majority of the FIS Governing Board members are present and decisions are adopted by a majority vote of the members present. Adopting the Statute and other general acts of the faculty requires a majority vote among all the members of the FIS Governing Board.

(3) The FIS Governing Board adopts decisions by a majority vote among the present members.

(4) The FIS Governing Board makes decisions during regular and the extraordinary sessions; in exceptional circumstances, they may be held by correspondence. In such a case, a proposed resolution is considered to be passed if it hasn't been contested by a majority of the members before a set deadline. The details are in the rules of procedure.

3.1.5. The FIS Student Council,

Article 52

(1) The FIS Student Council is the FIS student's body.

(2) Every year in the first half of October, based on a resolution by the Dean of the FIS, the FIS Student Council calls for an election onto the FIS Student Council. Before the 15. November of the same year, the FIS Student Council must inform the Dean of the FIS of the election results and notify the Dean about the members of the FIS Student Council and the student representatives in other FIS bodies where the FIS students participate.

Article 53

The FIS Student Council consists of seven students, allowing the undergraduate study programme students (full-time study, part-time study and the FIS study centres where full-time study is conducted) and the postgraduate study programme students to have their representatives in the FIS Student Council.

Article 54

During the first session of the FIS Student Council, convened by the incumbent president, the FIS Student Council members elect the new president and deputy president, who represent the FIS students.

Article 55

(1) The FIS Student Council is constituted if the majority of the members are present in the session. The FIS Student Council adopts decisions by a majority vote among the present members.

(2) The session invitations and session minutes are sent by the FIS Student Council to the Dean of the FIS to note.

Article 56

(1) The FIS Student Council conducts the following duties, in accordance with the FIS Statute:

- discussing issues concerning the rights and obligations of the students and shaping opinions regarding those issues,
- forming the opinion on the FIS Statute,
- giving opinions on the educational performance of the teachers and associates as part of the proceedings for election to titles,
- shaping the FIS students' opinions and electing members of the working bodies of the FIS from among the students as stipulated by the FIS Statute,
- discussing and adopting the programme and the report on extracurricular activities,
- discussing the report on the organization, execution and development of educational activity,
- forming opinions on the candidates for the position of the Dean.

(2) If the opinion of the FIS Student Council from the first two items of the previous paragraph is disregarded, the FIS Student Council may request that the competent body re-examines the individual issue, making the decision again.

Article 56.a

(1) The Board of Trustees is a consulting body of the faculty, numbering between 10 and 20 members. The Board of Trustees consists of economic sector representatives, social organizations and local communities from the region, along with the graduate and doctoral students of the faculty.

(2) The Board of Trustees is appointed by the Senate of the faculty at the proposal of the members of the Academic Assembly. The Board of Trustees elects its own president and vice-president.

(3) The members, the president and the vice-president of the Board of Trustees are appointed for a period of four years with the possibility of re-appointment.

Article 56.b

The Board of Trustees can form opinions on settlements, agreements and projects as reached between the institution and the economic sector, social organizations and local communities, give opinions on the design of high-quality and competitive study programmes and the implementation of applicative projects, and advising the Senate, the Dean and the Governing Board with questions regarding the operation of the faculty and its field of work.

Article 56.c

(1) The Board of Trustees makes its decisions in sessions.

(2) A session of the Board of Trustees is convened by the president at least once a year. The constitutive session is convened by the Dean.

(3) Every year, the Board of Trustees has one joint session with the Senate, where the Dean presents the annual report.

3.3. The FIS Organizational Units

Article 57

(1) The faculty forms organizational units for the performance of its activity.

(2) The organizational units have no legal authorizations and cannot operate independently.

(3) The FIS has the following organizational units:

- the Dean's Office,
- the Pedagogical Unit,
- The Institute of the Faculty of Information Studies in Novo mesto,
- the Doctoral School.

Article 58

The FIS Senate may, in accordance with this Statute, establish a new organizational unit, change an existing one, or adopt a resolution terminating the operation of an organizational unit. The establishment, change or termination of an organizational unit requires a majority vote of the FIS Senate members present.

3.3.1 The Dean's Office

Article 59

(1) The Dean's office consists of the Dean, the Vice-Deans, the Dean's assistants and the Secretariat. The FIS Secretariat comprises area-specific or sector-specific Offices and performs administrative and expert/technical duties, particularly in the following areas:

- The Student Office (administrative and expert/technical duties related to the educational activities in the fields where the FIS operates),
- economics (the financial and accounting service),
- informatics (the maintenance and information technology service),
- the library and the publishing service (the library, information, documentation and publishing activity serving the scientific/research and educational work in the fields where the FIS operates),

(2) The heads of the Offices are appointed and dismissed by the Dean; in situations where this means an increase in the number of employees, the Dean has to obtain the consent of the Governing Board. The heads of the Offices are appointed for a period of five years with the possibility of re-appointment.

(3) The detailed organizational structure of the Secretariat and the number of job positions required for the performance of its duties is defined in the act for the systematization of working positions in FIS.

Article 60

(1) The FIS Secretariat is led by the FIS Secretary General, whose primary duties are as follows:

- carrying out the instructions and orders of the Dean and the faculty bodies,
- preparing contracts with external associates; reviewing and accounting of the work performed,
- managing employment relationships, being held accountable for the legality of the activity in this field,
- overseeing the issuing of certificates from the records the faculty keeps on its students,
- being the direct leader of the employees in the Secretariat,
- performing other duties deriving from the regulations, the Statute and other acts; performing duties requiring a written authorization by the Dean,

(2) The FIS Secretary General is appointed by the Dean of the FIS on the basis of a public tender.

(3) To be appointed as the FIS Secretary General, a person must have:

- at least a university-level education in the field of law or some other field in-line with the area of expertise covered by the faculty,
- leadership and organizational abilities,
- five years of work experience,
- an active knowledge of at least one foreign language.

(4) If the FIS Secretary General has not been appointed, the Secretariat is led by the Dean; the Dean may be substituted, temporarily or on the basis of individual duties, by the Vice-Dean, provided the Dean gives the Vice-Dean a suitable authorization.

3.3.2 The Pedagogical Unit

Article 61

(1) The Pedagogical Unit comprises all the study programmes of the 1. and 2. cycle conducted by the FIS. The leader of this unit is the Vice-Dean for Education.

(2) The Departments are formed for a specific scientific research area, as reflected in the syllabus for the FIS study programmes, in order to facilitate the coordination and evolution of scientific/research and development work in the area along with associated educational work, and to advance the scientific disciplines and professions in that area.

Article 62

(1) The Departments are established, dissolved, split or joined according to the demands and needs of the research and educational work and in accordance with the development orientations of the FIS.

(2) The primary criteria for the establishment of a Department are as follows:

- a sufficient number of members with a suitable habilitation,
- research achievements of the Department members (research projects and publications of international significance),
- a sufficient representation of the area covered by the Department in the FIS study programmes.

(3) The FIS Senate makes decisions, at the proposal of the Dean of the FIS, regarding the organization, the number, the names and the membership of the Departments and the organizational changes to the Departments.

Article 63

The members of the Department are the university-level teachers, scientific associates and university-level and research associates employed at FIS. They may be members of more than one Department.

(2) The Department associates are the university-level teachers, scientific associates and university-level and research associates engaged in a public job in the field of scientific/research work, the students and others, who may not be employed at the FIS and whom the Department may invite for a collaboration. They may be associates of more than one Department.

(3) The Department members may only run for a position in the FIS Senate in a single Department.

Article 64

The duties and competences of the Departments are:

- utilizing scientific research activity, in particular fundamental research, to advance the scientific disciplines that form the basis for the study programmes and the scientific disciplines from related fields or those that are associated through interdisciplinarity,
- making sure scientific/research achievements and new discoveries are introduced into the process of education and into the study programmes on all study levels,
- participating in the preparation of the study and research programmes,
- discussing the questions and problems that arise as the study programmes are conducted, steering and coordinating educational and scientific research and development work in the area covered by the Department,
- discussing the plans and reports on the realization of subjects for a particular year,
- monitoring and analysing study achievements and achievements in the scientific/research field of the Department members and associates,
- discussing the analyses of the student surveys and preparing proposals for the improvement of the educational work,
- cultivating the professional and scientific development of the Department members and associates.

Article 65

(1) The Department is led by the Department head, who is appointed and dismissed by the FIS Senate at the proposal of the Dean and with the prior consent of the Department members. The Department head is a reputable expert in a particular scientific field or field of study.

(2) The mandate of the Department head is four years. After the end of this period, the Department head may be re-elected.

(3) The Department makes decisions in sessions. It is constituted if the majority of the Department members participate in making a decision. The decision is adopted if the majority of the members present vote for it.

Article 66

The Department head:

- organizes and presides over the work of the Department,
- coordinates the preparation and realization of the scientific/research and educational work in the field covered by the Department,
- carries out the decisions by the FIS Senate and the Dean of the FIS that pertain to the work of the Department.

3.3.3 The Institute of the Faculty of Information Studies in Novo mesto

Article 67

The Institute of the Faculty of Information Studies in Novo mesto (hereinafter: IFIS) is an organizational unit for the more expedient planning, organization, coordination and monitoring of the scientific/research and development work in the disciplinary fields covered by the faculty. The IFIS binds together and coordinates the scientific/research, consulting and developmental work of the faculty.

Article 68

The IFIS has the following competences:

- providing administrative support for the research groups (institutes, centres and laboratories),
- cultivates the development of the science, profession and disciplinary fields of the faculty,
- ensures the transfer of the research achievements and discoveries into practice and into the pedagogical process,
- takes care of the consulting and development work in the disciplinary fields of the faculty,
- organizes scientific conferences and meetings, symposiums and consultations,
- systematically trains upcoming researchers,
- conducts other duties within the framework of the institute as decided by the Senate.

Article 68.a

The head of the IFIS is the Vice-Dean for Scientific Research activity, by virtue of the position.

Article 68.b

(1) In order to conduct the activities of the IFIS, research groups are formed for narrow scientific areas within the framework of IFIS (institutes, centres and laboratories).

(2) Also within the framework of IFIS is the Project office, which takes care of the administrative support for the research groups.

(3) The research groups perform the following activities:

- conducting scientific research work within the framework of the national research and development programme,
- conducting the projects and programmes for clients outside the national research development programme (budgetary and extra-budgetary clients),
- conducting consulting and other expert work, seminar activity,
- co-organizing consultations and conferences,
- notifying the public of the research results.

Article 68.c

(1) Members of the individual research groups are university level teachers and associates and scientific associates who are regularly employed at the faculty and who work in an individual disciplinary field of the faculty.

(2) The research group is led by a head of the research group who is at least an assistant professor or an equivalent scientific title in terms of the habilitation title.

(3) The mandate of the head of the research group is four years with the possibility of re-appointment.

Article 68.d

(1) Organizational changes of the research groups are decided by the FIS Senate at the proposal of the head of the IFIS.

(2) The research groups are established, dissolved, split or joined according to the demands and needs of the research and professional work.

3.3.4.: The Doctoral School

Article 68.e

(1) All the doctoral study programmes on the FIS are conducted within the framework of the Doctoral School.

(2) The Doctoral School is led by the head of the Doctoral School, who is responsible for all the issues regarding the doctoral studies, including:

- preparing the establishment plan for the subjects of the doctoral study,
- taking care to individually direct every doctoral student, in particular advising on the timely execution of study obligations, the choice of adviser/co-adviser, submitting the topic of the dissertation, the disposition and the doctoral dissertation itself, the defence of the doctorate,
- taking care of the quality of the doctoral study at FIS.
- participating as a member of the Committee for Scientific Research Work,
- advising the students regarding any possible problems in the process of the doctoral study: helping and intervening in the case of a disagreement between the student and the advisor/co-advisor,
- conducting all other duties in accordance with the policy regulating the doctoral studies and the academic ethics.

(3) The head of the Doctoral School must have, at the very least, the title of an assistant professor. The head of the Doctoral School is appointed on the proposal of the Dean during a session of the Senate, for a 2-year period.

(4) The head of the Doctoral School is held accountable for the work performed to the Vice-Dean for Scientific Research Activity. The head of the Doctoral School reports on the work performed at least once per year in a session of the Senate.

4. The Educational Work of the FIS

Article 69

The FIS conducts educational work:

- in study programmes for the attainment of education,
- in study programmes for the improvement of professional education,
- in parts of the study programmes,
- by conducting individual classes of the study programmes,
- by conducting the international summer school,
- by conducting informal teaching in various forms.

Article 70

The procedures and conditions for the attainment of education through a system of life-long education are regulated by a special policy adopted by the FIS Senate.

4.1. Conducting the Study Programmes for the Attainment of Education; Their Organization

Article 71

(1) Undergraduate and postgraduate study programmes being conducted as a public service may be conducted in foreign languages in the following cases:

- when they are foreign language courses,
- if there are guest university-level teachers from abroad participating in the programme,
- if a significant number of foreign students are enrolled,
- if the programmes are also conducted in the Slovene language.

(2) The decision on whether to conduct a study programme in a foreign language is made by the FIS Senate.

(3) If a study programme is conducted in a foreign language, the FIS Senate must indicate this in the proposal for the text of the call for enrolment.

Article 72

(1) The study calendar for an individual academic year is adopted by the FIS Senate.

(2) The study calendar for an individual academic year defines the following:

- the schedule of organized educational work,
- the exam periods,
- days free from any educational activity,
- other important days or anniversaries.

(3) The exam periods are scheduled so that they do not overlap the organized educational work of the full-time undergraduate study.

Article 73

(1) If the number of candidates applying for enrolment significantly exceeds the number of enrolment places with respect to the spatial and human resources capabilities of the FIS, the FIS Senate, with consent by the Government of the Republic of Slovenia, limits the enrolment into the study programme.

(2) If the enrolment is limited, the candidates for the undergraduate and postgraduate study programmes are ranked according to the criteria for limiting the enrolment envisioned by the law and the study programme.

Article 74

(1) The deadline for the students applying for enrolment into the next year is the same as those applying for enrolment into the first year. This provision also holds for students who are re-enrolling or enrolling into a different programme or course.

(2) Students who, for justifiable reasons, could not enrol within the time specified in the first paragraph of this article may have the Dean of the FIS approve a later enrolment on the basis of a proposal by the FIS Committee for Study Affairs and the Affairs of Students.

Article 75

(1) The student may, in exceptional circumstances, enrol in the next year despite not having completed all the obligations required by the study programme for enrolment into the next

year; justifiable reasons may include, for example: motherhood, fatherhood, a prolonged illness, exceptional family and social circumstances, participation in elite professional, cultural and sporting events, or being awarded a special status in accordance with the FIS Statute.

(2) A decision regarding enrolment as mentioned in the previous paragraph may be made by the Dean of the FIS on the basis of a proposal by the FIS Committee for Study Affairs and the Affairs of Students.

Article 76

(1) A part-time student may transition to a full-time programme during the studies, usually after completing the first year of the study.

(2) A decision on an application for a transition may be made by the Dean of the FIS on the basis of a proposal by the FIS Committee for Study Affairs and the Affairs of Students; considered in the evaluation is the average grade of the candidate and the number of enrolment places for a particular year of full-time study. If there are more applications than there are available enrolment places available, the committee makes the selection according to the average study grade and the completed obligations of the students.

Article 77

A full-time student may decide to transition to part-time study at any point in the course. The year the student enrolls in depends on whether the enrolment requirements for a particular year are met.

Article 78

If the requirements are not defined in detail by the study programme or by the criteria for transitions, they are decided by the FIS Senate on the basis of a proposal by the FIS Committee for Study Affairs and the Affairs of Students.

Article 79

(1) The success of the student in completing the obligations of the study programme is determined with an examination and evaluation of the student's knowledge.

(2) The ways of examination and the evaluation of knowledge are defined by the study programme.

(3) The area of examination and the evaluation of student knowledge is regulated in more detail by the FIS policy.

Article 80

(1) A student who attains enough credit points for the advancement into the next year in less than one academic year is given the option of expedited advancement.

(2) A decision in this matter is adopted by the FIS Senate on the basis of the candidate's request and an opinion by the FIS Committee for Study Affairs and the Affairs of Students. The decision also determines which way to expedite the advancement.

(3) An expedited advancement is facilitated by allowing the student to enrol into and start taking the classes from the higher years. The classes may also be taken as a part of some other organized education.

(4) The student may take the exams of the year immediately following the one the student is currently enrolled in, or was last enrolled in, if this is approved by the CSAAS on the basis of a written request.

Article 81

(1) A student who has previously studied or completed specific exams or other study obligations in some other study or educational programme (in Slovenia or abroad), may submit a request for the recognition of the exams passed or the completion of other study obligations in the FIS study programme currently attended.

(2) The procedure for the recognition of exams passed or other study obligations completed mentioned in the previous paragraph is defined in the FIS policies.

Article 82

(1) A candidate for education may submit a request for the recognition of knowledge and skills attained before enrolment as part of an informal education or from experience.

(2) A FIS student may submit a request for the recognition of knowledge and skills attained during the studies as part of an informal education or from experience.

(3) The process and the criteria for the recognition mentioned in the previous paragraphs are defined in the study programmes and the FIS policy.

Article 83

(1) A student is considered to have suspended the studies on the day that student has lost the student status.

(2) If the student suspends the studies for less than two years, the studies may be resumed and finished in the same study programme the student first enrolled in.

(3) If more than two years have passed from the suspension of the studies, the student must submit a request to resume the studies. The CSAAS may impose differential exams or other additional obligations on the student for the resumption of studies.

(4) If the student has passed all the exams and other obligations of the study programme before suspending the studies, but has not yet submitted the topic of the diploma thesis, and more than 3 years have passed since the suspension of the studies, the student must submit a request in order to resume the studies. The CSAAS may impose differential exams or other additional obligations on the student for the resumption of studies.

4.2. Diplomas, Certificates and Other Documents Issued by the FIS.

Article 84

(1) After completing the study obligations of an undergraduate or postgraduate study programme, the FIS awards the student a diploma, which is an authentic instrument. A constituent part of the diploma is the diploma supplement, issued in the Slovene and English language.

(2) The form and procedure for issuing the diploma and the diploma supplement is regulated by the FIS policy.

Article 85

In addition to the diploma, the FIS also issues to the students, on the basis of its records, the following instruments:

- a certificate of enrolment,
- a certificate of completed study obligations,
- a certificate of graduation.

Article 86

The participants in other educational programmes in the FIS are issued a certificate, but that certificate is not an authentic instrument. The mandatory components of a certificate are as follows: the education participant's information, the name of the education programme, the number of credit points, the sequential number, the issuing date, the FIS stamp and the signature of the Dean of the FIS.

5. Scientific/Research, Development and Consulting Work

Article 87

(1) Scientific/research and development programmes and projects at the FIS operate within the framework of the research groups within the IFIS.

(2) The FIS Senate adopts the policies on the planning, organization and funding of IFIS activities.

Article 88

(1) The FIS conducts research projects – the fundamental, applicative and other scientific research and development work – in accordance with the national research and development programme and in observance of the scientific research work orientations adopted by the FIS Senate.

(2) The FIS also conducts scientific/research, development and consulting work to order by third parties.

(3) The customer for the research and development work may also be the FIS itself.

Article 89

(1) University-level teachers and associates and the scientific and research associates who perform their educational and scientific/research obligations regularly and in full, may perform scientific/research and consulting work for external customers within the framework of and on account of the FIS.

(2) A university-level teacher, a scientific associate or a university-level or research associate in full-time employment at FIS is obliged to seek the consent of the Dean of the FIS to work for external customers.

(3) Associates participating in scientific/research and development work at the FIS must keep the competent expert services supplied with the data required to keep up-to-date records on the scientific/research and development work being conducted.

Article 90

The FIS may, in accordance with the valid annual programme and financial plan, earmark a certain amount of funds toward financing scientific research and development work. These funds are intended to help finance the following:

- preparing project applications for national and international tenders,
- scientific/research and development projects of the FIS,
- international projects,
- individual research work.

6. University-level teachers, scientific associates, university-level and research associates and other employees

Article 91

(1) The FIS employees are:

- university-level teachers and associates,
- scientific associates and research associates,
- administrative staff.

(2) The requirement for a position from the first and second items of the first paragraph is an election to a title. The criteria and the procedure for the election are defined in the FIS policy. The criteria for the election to a title and the procedure for the election are defined in the FIS policy.

Article 92

(1) When an employee allocated to a working position that has a suitable election as a requirement does not renew the election to title, it means the employee may no longer perform the duties of that working position.

(2) In such cases, it is the duty of the Dean of the FIS to initiate the proper procedures in accordance with the law on employment relationships.

Article 93

In order to be able to work beyond full-time, the employees at the FIS must obtain a permission from the Dean of the FIS; such activity may not interfere with their regular duties at the FIS.

Article 94

(1) The university-level teachers and scientific associates of the FIS work according to the principles of autonomy, the freedom of scientific creativity and education, humanism and scientific ethics.

(2) University-level teachers and associates at the FIS have the following obligations:

- conducting scientific/research work tied to the development of educational content,
- publishing the results of the research work for the domestic and international public,
- planning the implementation of the class and reporting on the implementation,
- preparing and holding lectures, seminars, practical exercise classes and other forms of educational work,
- being accessible to the students,
- conducting the examination and evaluation of student knowledge in accordance with the study programme, the policies and the FIS Statute.
- preparing suitable study materials for their classes,
- mentoring for the diploma theses and in the research work of the students,
- dedicating at least one hour per week to office hours with the students,
- ensuring that the exams are taken without interruptions and on the published dates.

(3) The scientific associates and research associates at the FIS have the following obligations:

- conducting scientific/research and development work,
- publishing the results of the scientific/research and development work for the domestic and international public,
- mentoring for the diploma theses and research work of the students,
- including the students in their scientific/research and development work.

(4) All the FIS employees are obliged to:

- respect the principles of the profession, the adopted acts and decisions of the bodies of the FIS,
- participate in the bodies of the FIS,
- conscientiously perform the duties entrusted to them,
- strengthen the reputation of the FIS.

Article 95

(1) After three academic years, a university-level teacher and scientific associate is eligible for up to six months of absence (one semester) for advanced training, at home or abroad. With this provision, the FIS fulfils the right to a sabbatical.

(2) Such an absence must not interfere with the progress of the educational process or research project the absentee is involved with. During the absence, the teacher or scientific associate is only eligible for gross pay, as defined for the working position, if this is provided for within the budget or by the FIS financial plan, or if the work duties of the teacher or the scientific associate are reallocated.

(3) The university-level teacher or scientific associate must submit a written application for the next academic year to the Dean of the FIS by the end of March at the latest. The written

application must include a work plan for the sabbatical and the implementation plan for the substitution as envisioned.

(4) The university-level teacher or scientific associate must submit a report on the advanced training to the Dean of the FIS within 30 days of returning.

Article 96

The FIS may invite reputable researchers or experts from organizations in the economic sector or other organizations for collaboration on the realization of individual components of the class; the requirements defined for the election to a title do not apply in such cases.

Article 97

Provisions from the labour law, the administrative procedure code and the code for civil procedure, the pertinent collective agreements and this Statute are used to enact the rights, obligations and responsibilities of the FIS associates.

7. Students

Article 98

(1) A student is a person enrolled into a study programme for the attainment of education at the FIS.

(2) The student status is demonstrated with the student identity card. The contents and design of the student identity card are regulated by the FIS policy.

Article 99

(1) The student status is terminated if the student:

- graduates,
- fails to graduate from a 1. cycle study programme within 12 months of completing the last semester,
- withdraws from the study,
- does not enrol into the next year or semester during the studies,
- is expelled from the FIS,
- finishes the postgraduate study,
- fails to complete a postgraduate study in a 2. cycle masters' study programme within 12 months of completing the last semester,
- fails to complete a postgraduate study in a uniform 2. cycle masters' study programme within 12 months of completing the last semester,
- fails to complete a postgraduate study in a 3. cycle study programme within 12 months of completing the last semester,

(2) Regardless of the provisions of the second and the seventh items of the previous paragraph, the student's status is terminated at the completion of the last semester, if the student has re-enrolled or changed the study programme at any point during the studies.

(3) In the cases described in the second, fourth, seventh and eighth items of the first paragraph and in the second paragraph of this article, the student may, on the basis of a justifiable reason, have the status extended, but not for more than one year.

Article 100

(1) A person whose student status has been terminated in accordance with the provisions from the second, fourth and sixth item of the previous article, retains the right to take exams and perform other study obligations within the study programme.

(2) The FIS Senate defines and publishes publicly the conditions under which a person, whose student status has been terminated, may exercise this right, if the study programme is no longer conducted.

(3) The right to take the exams mentioned in the first paragraph of this article may be exercised for five years following the cessation or modification of the programme.

Article 101

(1) A sportsman's status or the status of a recognized artist may be conferred on a student by the FIS Senate at the proposal of the Committee for Study Affairs and the Affairs of Students.

(2) The status of a special needs student is conferred on a student who demonstrates the eligibility for that status by presenting a suitable opinion by a competent expert committee for the classification of children and adolescents with mental and physical development disorders, an opinion by the invalidity committee, or a medical certificate from a specialist doctor.

(3) The FIS defines with a policy how the students subject to this article may perform their study obligations, and what requirements they will have to meet for advancement into a higher year.

Article 102

(1) Students who have a sportsman's status, the status of a recognized artist, a special needs student status or those who cannot complete their study obligations in the allotted time due to extracurricular activity, illness or some other problem, may in exceptional circumstances, have their student's status extended.

(2) Student mothers who give birth during the studies are entitled to one year of student status extension for every live-born child. Paternal leave for a student father is treated similarly.

(3) In the case of medical leave of more than a year, the status of a student is in suspension during that time.

Article 103

The students have the right to be treated equally with regards to the conditions for enrolment and education defined in the FIS Statute and the study programme. This means that:

- provided that they advance in a regular way, they progress through their education and finish the studies under the same conditions that were valid at the time of their enrolment,
- during their studies, they may re-enrol or change their study programme or study course due to not having fulfilled their obligations in the previous course or study programme; they may only do this once,
- they may pursue education in multiple study programmes at once (parallel study),

- they may pursue education in an individual programme (multiple study programmes in one or more higher-education institutions), as made possible by the FIS study programme,
- they may progress with and finish their studies in a shorter time than envisioned by the study programme.

Article 104

The rights and obligations of students are:

- attending lectures, seminars and practical exercises classes,
- active participation in the educational work,
- participation, through their representatives, in the work of the bodies of the FIS,
- giving initiatives, opinions and making decisions in accordance with the FIS Statute.

Article 105

(1) Slovenians without Slovene citizenship may be educated in publicly valid undergraduate and postgraduate study programmes and in the programmes for the improvement of professional education under the same conditions as citizens of the Republic of Slovenia.

(2) Citizens of the European Union member states have the right to an education in publicly valid undergraduate and postgraduate study programmes and in the programmes for the improvement of professional education under the same conditions as the citizens of the Republic of Slovenia.

Article 106

(1) A student has the right to register objections to decisions adopted by the FIS bodies regarding the student's rights, obligations and responsibilities.

(2) A student believing that his or her rights have been violated, has the right to register an objection or complaint within 15 days of receiving a decision. Deciding, as a body of the first instance, on the students' submissions pertaining to the study affairs, is the Dean of the FIS; deciding on complaints submitted by the students is the FIS Senate, a body of the second instance. A student may initiate an administrative dispute against a final decision in regards to study affairs.

Article 107

(1) The students have disciplinary responsibility for violations of duties and failures to fulfil obligations stipulated by the FIS Statute and the study programme, as well as for any damage, whether intentional or due to negligence.

(2) The violations are:

- inappropriate behaviour that hurts the FIS's reputation,
- an inappropriate attitude towards students, teachers and associates conducting the study programme, as well as other FIS employees,
- giving false information to secure unjustified benefits for oneself or for others,
- a deception in the examination of knowledge or plagiarism,
- falsifying an official instrument,
- severe violations of order and discipline in the education process and in the FIS premises,

- causing material damage in the FIS premises or wherever the educational process is taking place.

(3) The initiation of the procedure for determining a violation may be done by the FIS employees or by the students. The Dean of the FIS is the one making decisions and imposing measures in regards to disciplinary responsibility.

(4) The Dean of the FIS may impose the following measures:

- a warning handed to the student,
- a reprimand published on the bulletin board,
- an expulsion from the FIS: the duration of the measure is indicated in the decision.

(5) The disciplinary responsibility of the FIS students is defined in more detail in a special policy.

Article 107.a

(1) A graduate's professional or scientific title is revoked in the following cases:

- the graduate did not have the education required by law for enrolment;
- the graduate did not complete all the obligations of the study programme;
- in the final work prescribed by the study programme (diploma thesis, masters' thesis, doctoral dissertation), the graduate presented, in a substantial way, other authors' work as his/her own, in contrast with the established forms of citation;
- the final work prescribed by the study programme (diploma thesis, masters' thesis, doctoral dissertation) is, in a substantial way, not a product of the graduate's own efforts, creativity and accomplishments.

(2) The revocation of a professional or scientific title is regulated in more detail with a policy.

8. The Financing and Assets of the FIS

Article 108

(1) FIS activity pertaining to the realization of the national higher-education programme and the national research and development programme is financed from the budget of the Republic of Slovenia.

(2) The rest of the activities are financed from other sources, as follows:

- EU tenders,
- tuition fees and other financial study contributions,
- payments for services rendered,
- endowments, inheritances and gifts,
- other sources as stipulated by law.

Article 109

(1) The FIS decides on the contributions for study and FIS services, if they are only partially financed or not financed at all within the framework of the national programme, in particular the following:

- the selection and enrolment procedure costs,
- services that are part of a confirmed study programme (the costs of class trips, etc.),
- elections to title of candidates who are not employed at the FIS,
- issuing certificates, duplicates, transcripts and printouts of FIS documentation,

- the costs of exam attempts from the fourth attempt onwards,
- the costs of entrance, differential, commission and other exams,
- other services stipulated with a decision adopted by the FIS Governing Board.

(2) The amounts of the tuition fees and other study contributions are set in accordance with the valid policy on tuition fees and other contributions in higher education and with a decision by the FIS Governing Board.

Article 110

(1) The tuition fees and study contributions, as well as other assets obtained in the way outlined in the article 8 of this Statute, are the FIS's income and are collected by the FIS in its sub-account.

(2) The FIS Governing Board adopts the financial plan on the basis of the FIS work programme, which encompasses all its activities.

Article 111

(1) The FIS is the owner of the assets obtained from public sources.

(2) The FIS is also the owner of assets obtained from other sources and assets obtained in the form of inheritances, sponsorship, donations, fundamental and applicative research projects and consulting work, bequests and gifts.

Article 112

(1) The FIS manages and has at its disposal the assets it uses to conduct its activity in accordance with the law, the Ordinance establishing the FIS and the Statute and in accordance with the intent with which the assets were acquired.

(2) The FIS may only dispose of or encumber part of its real estate or high-value equipment acquired with public funds with the consent of the founding entity. High-value equipment is equipment for the procurement of which the public procurement act requires publishing a notice at the Office for Official Publications of the European Communities and on the public procurement portal.

(3) The funds obtained by selling the assets described in the previous paragraph of this article may be used for investments, major maintenance and equipment.

(4) The FIS has at its exclusive disposal the assets from the 2. paragraph of article 111 of the FIS Statute. The assets are managed by the FIS Governing Board according to the principle of due care.

9. General Acts

Article 113

(1) The general acts are adopted by the individual FIS bodies in accordance with the FIS Statute and the law.

(2) The system of general act management, which must define the production, review, approval, issuing, changing and storing the documentation, is to be defined in more detail in the FIS Rules of procedure for quality.

Article 113.a

The FIS keeps records of students' personal information and records of those who perform the higher-education activity, as stipulated in the Higher Education Act; the records are kept in accordance with the regulations for the safekeeping of documentation and archival material and for personal data protection, and in accordance with the Higher Education Act.

The Statute of the Faculty of Information Studies in Novo mesto (the Official Gazette of the Republic of Slovenia, no. 117/08, dated 12. 12. 2008) contains the following transitional and final provisions:

10. Transitional and Final Provisions

Article 114

The male grammatical gender expressions used in the Statute are meant to be neutral, representing both men and women.

Article 115

(1) In the period up to 1. 10. 2008, the FIS Academic Assembly consists of all university-level teachers and associates who, in the 2007/2008 academic year, conducted the pedagogical process in the study programmes Informatics in Contemporary Society (high-professional), Informatics in Contemporary Society (academic) and Informatics in Contemporary Society (masters') within the framework of the School of advanced social studies in Nova Gorica.

(2) In the period up to 1. 11. 2008, or until the election of the FIS Student Council, the Provisional student council consists of all students who, in the 2007/2008 academic year, are enrolled in the study programmes Informatics in Contemporary Society (high-professional), Informatics in Contemporary Society (academic) or Informatics in Contemporary Society (masters') within the framework of the School of advanced social studies in Nova Gorica.

(3) If the Provisional Student Council is not constituted within half an hour after the session officially began, valid decisions may be made by a majority of those Provisional Student Council members who are present.

Article 116

(1) Elections into the first FIS Student Council may be called by the president of the Provisional student council on the basis of a decision by the Dean.

(2) In the period before 1. 1. 2009, the FIS Student Council newly appoints the representatives of the students in the FIS Academic Assembly, the FIS Senate and the FIS Governing Board.

Article 117

(1) With the entry into force of this Statute, the FIS Policy that was adopted at the 1. session of the FIS Governing Board on 6. 8. 2008 expires.

(2) The Dean of the FIS, who was elected before the adoption of this statute, takes up his/her mandate in accordance with the resolution on the election.

(3) The mandates of the FIS Senate members elected at the 1. session of the FIS Academic Assembly on 27. 8. 2008 expire on 30. 9. 2010.

(4) The members of the FIS Governing Board, appointed on the basis of the Ordinance establishing the FIS and the FIS Policy, will have their mandates expire 4 years after appointment, except for the student representative, whose mandate expires with the appointment of a new representative in accordance with article 116 of the Statute.

Article 118

(1) The Statute enters into force when it is adopted in identical wording by both the FIS Senate and the FIS Governing Board, with a majority vote of all the members of the FIS Senate or, respectively, the FIS Governing Board, and when it is published in the Official Gazette. If, within 7 days of receiving the Statute, the Student Council adopts a negative opinion of the Statute, the FIS Governing Board and the FIS Senate have a duty to hold the Statute to another election. For the Statute to be adopted again, a majority of the members of the FIS Senate or, respectively, the FIS Governing Board, must vote.

(2) Amendments and supplements to the Statute are adopted in identical wording by the FIS Senate and the FIS Governing Board, with a majority vote of all the members of the FIS Senate or, respectively, the FIS Governing Board. Before voting on amendments and supplements to the Statute, the Dean of the FIS is obliged to request the FIS Student Council to form an opinion on the proposed amendments and supplements to the Statute. The amendments and supplements to the Statute enter into force when they appear in the Official Gazette.

(3) The FIS Senate has the competence to interpret the Statute.

The amendments and supplements to the Statute of the Faculty of Information Studies in Novo mesto (the Official Gazette of the Republic of Slovenia, no. [56/12](#)) delete article 115 of the statute:

“Article 115
(deleted)”;

delete article 116 of the statute:

“Article 116
(deleted)”;

delete article 117 of the statute:

**“Article 117
(deleted)”;**

and contain the following transitional and final provisions:

TRANSITIONAL AND FINAL PROVISIONS

Article 57

Amendments and supplements enter into force the day after their publication in the Official Gazette of the Republic of Slovenia, except articles 2 and 3 of these amendments, which enter into force once the Faculty of Information Studies in Novo mesto obtains the suitable consents from the National committee for higher-education quality and the founding entity.

Article 58

With the entry into force of the amendments to the statute, the existing FIS Institutes, established in accordance with the article 86 of the FIS Statute, become IFIS research groups.

The amendments and supplements to the Statute of the Faculty of Information Studies in Novo mesto (the Official Gazette of the Republic of Slovenia, no. [75/13](#)) contain the following transitional and final provisions:

TRANSITIONAL AND FINAL PROVISIONS

Article 4

Amendments and supplements to the Statute enter into force the day after their publication in the Official Gazette of the Republic of Slovenia.

The amendments and supplements to the Statute of the Faculty of Information Studies in Novo mesto (the Official Gazette of the Republic of Slovenia, no. [25/14](#)) contain the following final provision:

TRANSITIONAL AND FINAL PROVISIONS

Article 2

Amendments and supplements to the statute enter into force the day after their publication in the Official Gazette of the Republic of Slovenia.