

Faculty of Information Studies in Novo mesto	<b>REGULATIONS ON</b>	Number: SA-1022
	<b>ISSUING DIPLOMAS AND CERTIFICATES OF EDUCATION</b>	Page: 1/4

On the basis of Article 32a of the Act on Higher Education (Official Gazette of the Republic of Slovenia, No. 32/12 - Official consolidated text, 40/12 - ZUJF, 57/12 - ZPCP-2D, 109/12, 85/14, 75/16 and 61/17 - ZUPŠ) and Articles 85, 86 and 87 of the Act on Higher Education. Article 86 of the Statute of the Faculty of Information Studies in Novo mesto (Official Gazette of the Republic of Slovenia, 51/21), the Senate of the Faculty of Information Studies in Novo mesto adopted at a correspondence meeting on 26<sup>th</sup> October 2009, and amended and adopted on 24<sup>th</sup> April 2014, 28<sup>th</sup> November 2017 and 10<sup>th</sup> June 2022 the following clean copy of

## **REGULATIONS ON ISSUING DIPLOMAS AND CERTIFICATES OF EDUCATION**

### **Article 1**

These Regulations determine the form, content and procedure for issuing diplomas, certificates of a completed advanced professional training and education and certificates of other forms of education based on specific study programmes.

### **Article 2**

(1) The Faculty of Information Studies in Novo mesto (hereinafter referred to as the "Faculty") issues the following diplomas and certificates of education:

- diplomas,
- duplicates of diplomas and
- certificates of a completed advanced professional training and education based on specific study programmes.

(2) The documents referred to in paragraph 1 shall be public documents. Public documents shall also include enrolment certificates, examination certificates and graduation certificates issued to students or graduates by the faculty.

(3) A faculty shall issue certificates which are not public documents of various forms of non-formal education it provides.

### **Article 3**

(1) A diploma shall be awarded after the completion of all the study programme obligations required to obtain a degree.

(2) The diploma shall be issued on thick paper (at least 220 grams), A4 size (210 mm x 297 mm), on which the emblem of the Faculty of Information Studies in Novo mesto and the text as shown in the Annex shall be printed.

(3) The diploma folder shall have dimensions of approximately 215 mm x 315 mm, on which the logo of the Faculty of Information Studies in Novo mesto shall be printed.

Version: 04	Valid from: the next day after the publication in the Official Gazette of the Republic of Slovenia	Prepared by: M. Miškovič, K. Pajić	Reviewed by: K. Rojko, K. Krapež	Adopted by: FIS Senate
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(4) The paper colour, printing colour and typography of the diploma and diploma folder shall follow the guidelines set out in the Faculty's Corporate Graphic Design (CGP). In the case of the use of materials where a specific shade of colour is not available, the one which is visually closest to the CGP shall be chosen.

(4) An annex to the diploma, issued in Slovenian and English, shall form an integral part of the diploma.

#### **Article 4**

The Faculty shall award diplomas for completed first-cycle (higher professional degree programmes, bachelor degree programmes), second-cycle (master degree programmes) and third-cycle (doctoral degree programmes) study programmes.

#### **Article 5**

(1) The diploma shall contain: the name of the faculty, the name of the accredited study programme, the level of education obtained, the professional or scientific title awarded, the candidate's name and surname and the date and place of birth.

(2) The diploma shall bear a serial number, the date of graduation, the date of issue, the seal of the Faculty and the signature of the current Dean of the Faculty.

(3) In addition to the information referred to in paragraphs 1 and 2 of this Article, the diploma of the master's degree shall also contain the title of the master's thesis.

(4) In addition to the information referred to in paragraphs 1 and 2 of this Article, the diploma of doctoral studies shall also contain the title of the doctoral thesis.

#### **Article 6**

(1) All diplomas and certificates issued by the Faculty, which are public documents, shall be drawn up in Slovene.

(2) The annex to the diploma, which is an integral part of the diploma, shall be drawn up in Slovene and English on a special form prescribed by the Minister responsible for higher education.

#### **Article 7**

(1) The faculty shall issue a certificate of completion of the forms of non-formal education it provides (courses, seminars, summer schools, training programmes, etc.). The certificate shall be signed by the dean. Such a certificate shall not be a public document.

(2) The certificate referred to in paragraph 1 shall contain: the name and surname of the candidate, the date and place of his/her birth, the title of the training programme, information on the content, duration and providers of the training, the serial number, the date of issue, the stamp of the Faculty and the signature of the Dean of the Faculty of

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Information Studies in Novo mesto, it may also contain information on the knowledge acquired and the credits awarded, if the programme is credit-assessed.

### **Article 8**

The Faculty shall keep special records of diplomas and certificates issued in accordance with the law and special regulations.

### **Article 9**

(1) The faculty shall issue a duplicate of a diploma to a graduate who has duly cancelled a lost, destroyed or stolen diploma, provided that the records kept by the faculty show that the original diploma was issued to him or her after the completion of his or her studies.

(2) A duplicate of a diploma shall be issued on the paper currently used for the issue of diplomas by the Faculty, with the word 'duplicate' written in the upper right-hand corner of the first page.

(3) The first page of the duplicate of a diploma shall contain, with the exception of the serial number, the information required by these Regulations to be included in the diploma, the handwritten signature of the signatories being replaced by the letters 'l. r.'.

(4) On the reverse side of the duplicate of a diploma, the current dean of the faculty where the studies were carried out shall sign a clause certifying that the information on the duplicate of a diploma corresponds to the information in the register on the basis of which the duplicate of a diploma is issued. The seal of the faculty shall be affixed to the reverse side of the duplicate of a diploma.

The record of diplomas issued shall contain the details of the duplicate of a diploma issued, together with the details of the revocation of the original diploma.

### **Article 10**

These Regulations shall enter into force on the day following their publication in the Official Gazette of the Republic of Slovenia.

Dean  
prof. dr. Matej Makarovič

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#### **Annex - samples:**

Diploma - Bachelor of Social Sciences in Informatics (VS)  
 Diploma - Bachelor of Computer Science and Web Technologies (VS)  
 Diploma - Bachelor of Social Sciences in Informatics (UN)  
 Diploma - Master of Social in Informatics  
 Diploma - Master of Engineering in Computer Science and Web Technologies  
 Diploma - Doctor of Science in the field of Information Society

Issue	Date of Issue	Description of changes
01	26 <sup>th</sup> October 2009	First version
02	23 <sup>rd</sup> April 2014	<p>Article 3 is amended to read as follows:</p> <p>"(1) The diploma shall be awarded on completion of all the requirements of the degree programme.</p> <p>(2) The diploma shall be issued on thick paper (at least 220 grams), A4 size (210 mm x 297 mm), on which the emblem of the Faculty of Information Studies in Novo mesto and the text as shown in the Annex shall be printed.</p> <p>(3) The diploma folder shall have dimensions of approximately 215 mm x 315 mm, on which the logo of the Faculty of Information Studies in Novo mesto shall be printed. The diploma folder is different for 1<sup>st</sup> cycle, 2<sup>nd</sup> cycle and 3<sup>rd</sup> cycle graduates, as shown in the annex.</p> <p>(4) The paper colour, printing colour and typography of the diploma and diploma folder shall follow the guidelines set out in the</p>

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		<p>Integrated Graphic Design (CGP) of the Faculty. In the case of the use of materials where a specific shade of colour is not available, the one closest visually to the CGP shall be chosen.</p> <p>(4) An annex to the diploma, issued in Slovenian and English, shall form an integral part of the diploma."</p> <p>- In Article 4, the following shall be added: "and third cycle (doctoral degree programmes)."</p> <p>- Article 5 - correction of typographical errors</p> <p>The following paragraph (4) of Article 5 shall be added: "(4) In addition to the information referred to in paragraphs 1 and 2 of this Article, the diploma of doctoral studies shall also contain the title of the doctoral thesis."</p> <p>- The following shall be added as Annex - sample: Diploma - Doctor of Science in the field of Information Society Diploma folder (Level I, II and III)</p>
03	28 <sup>th</sup> November 2017	Article 3 is amended by deleting the second sentence of paragraph 3, which read: "The diploma folder shall be different for 1 <sup>st</sup> cycle, 2 <sup>nd</sup> cycle and 3 <sup>rd</sup> cycle graduates, as shown in the Annex."
04	10 <sup>th</sup> June 2022	A new Annex to the Diploma of Master of Engineering in Computer Science and Web Technologies is added

Unofficial translation: in case of any inconsistencies with the Slovenian version, the Slovenian original is considered binding.

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