



Pursuant to Article 30 of the Statute of the Jožef Stefan International Postgraduate School (hereinafter IPS), the IPS Senate, at its 164th session held on 14 September 2021, adopted the following

REGULATIONS ON MASTER AND DOCTORAL STUDIES

GENERAL PROVISIONS

Article 1

IPS organises and carries out publicly valid master and doctoral study programmes.

The present Regulations specify the requirements for enrolment in master and doctoral study programmes, requirements for advancement to a higher academic year, re-enrolment in a specific year, student status, resuming the study after an interruption, completing the study, selecting a topic and appointing a supervisor, registering the topic of the master thesis or doctoral dissertation, preparing and submitting the master thesis or doctoral dissertation, the defence procedure and withdrawal from the school.

These Regulations also regulate the revocation of professional and scientific titles.

Article 2

The terms used in these Regulations in the male form are used as gender neutral for male and female.

ENROLMENT IN IPS STUDY PROGRAMMES

Article 3

Candidates can enrol in the first year of the second-cycle study programme if they have finished a first-cycle study programme in the scope of at least 180 credit points (ECTS), or a higher education study programme from a corresponding field in the scope of at least three years of lectures from the suitable field, as defined in the description of the study programme.

Graduates of first-cycle study programmes in the scope of at least 180 ECTS from other fields need to submit a request to the IPS Study Commission which then defines the study obligations that need to be fulfilled before the enrolment in the first year.

Graduates of undergraduate first-cycle study programmes in the scope of at least 240 ECTS from the fields, as defined in the description of the study programme, can enrol in the second year of the second-cycle study programme and will be given recognition of 60 ECTS worth of study obligations. Upon enrolment, compulsory exams shall be determined individually so the candidates can acquire knowledge complementary to their previous studies.



Students can transfer the courses already completed in the framework of another master study or lifelong learning of an at least equivalent level of complexity, evaluated with ECTS, in the scope of up to 10 ECTS and request for them to be recognised as already completed study obligations. Based on a documented request and a decision made by the Study Commission, the IPS may also recognise knowledge acquired prior to the enrolment in the scope higher than 10 ECTS. Each request shall be considered separately. The Commission shall forward the request to the leader of a corresponding course who will then consider whether the acquired knowledge, competences or skills correspond in whole or in part and in substance and complexity with the competences defined in the curriculum of a specific course. The acquired knowledge may be recognised if the level of complexity corresponds in full to the IPS standards. These rules also apply when considering the certificates and other documents confirming the acquired knowledge from outside the higher education sector, and evaluating the products, services and publications the student produced prior to the enrolment. Based on this, part of the programme obligations may be recognised (practical work, seminar work, project).

Article 4

Candidates who have completed a:

- second-cycle study programme,
- uniform master's degree study programme, if evaluated with 300 ECTS,
- pre-Bologna study programme leading to a university degree,

are eligible for enrolment in doctoral study programmes.

Graduates of pre-Bologna study programmes for acquiring specialisation who have completed a professional higher education programme have to fulfil study obligations in the scope of 30 ECTS of individual research work in order to enrol in the third-cycle study programmes.

Students can transfer the courses already completed in the framework of another doctoral study or lifelong learning of an equivalent level of complexity, evaluated with ECTS, in the scope of up to 10 ECTS and request for them to be recognised as already completed study obligations. Based on a documented request and a decision made by the Study Commission, the IPS may also recognise knowledge acquired prior to the enrolment in the scope higher than 10 ECTS. Each request shall be considered separately. The Commission shall forward the request to the leader of a corresponding course who will then consider whether the acquired knowledge, competences or skills correspond in whole or in part and in substance and complexity with the competences defined in the curriculum of a specific course. The acquired knowledge may be recognised if the level of complexity corresponds in full to the IPS standards. These rules also apply when considering the certificates and other documents confirming the acquired knowledge from outside the higher education sector, and evaluating the products, services and publications the student produced prior to the enrolment. Based on this, part of the programme obligations may be recognised (practical work, seminar work, project).

Article 5

After the end of each enrolment deadline for a specific study programme, the IPS specialist services verify in the IPS Office if the applied candidates meet the enrolment requirements. For candidates who acquired their certificate of education outside of Slovenia, the committee for the recognition of education appointed by the Dean verifies, before issuing a decision on the recognition of education and upon the request of the certificate holder, if the enrolment requirements or the requirements for transferring to the

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educational programme have been met. Then the head of the programme or his deputy approve the enrolment. Potential complaints and requests made by students in relation to the enrolment shall be processed by the IPS Senate.

In case the number of enrolment applications for master or doctoral study programmes exceeds the number of available positions, the IPS Senate shall decide on the enrolment. In the candidate selection procedure, the criteria stated in a specific study programme and the call for enrolment shall be applied.

Article 6

Candidates can enrol in the master or doctoral studies if they meet the enrolment criteria from Articles 3 and 4 of these Regulations and if they submit the application for enrolment in master or doctoral studies (hereinafter application) in time.

The application must contain:

- on-line registration through the IPS website (with selected courses when enrolling in the 1st year),
- on-line registration through the eVŠ web portal,
- diploma or degree certificate – (certified) copy of the diploma certificate of the highest acquired education (if the diploma certificate has not been issued yet, candidates submit a copy of a temporary certificate of graduation – when the official diploma certificate is issued, they supplement the application with a copy),
- transcript of records – (certified) copy of the entire diploma supplement or the transcript of records, which shows the grades, the calculated average grade (for completed studies) and the graduation thesis grade (if applicable),
- short CV,
- motivation letter – statement of purpose for studying at the IPS, including the indication of the selected study programme and the description of the preferred research field (1 page),
- copy of an identity document,
- photo for the student card.

In addition to the documents stated in the previous paragraph of this article, applicants may also enclose the following:

- original or certified copy of the transcript of records for potential recognition of courses at the IPS,
- letter(s) of recommendation,
- certificate of work experience.

Article 7

Upon enrolment, candidates select their supervisors and, when necessary, also one or more co-supervisors, co-supervisors from the industry or working supervisors, of which at least one is an IPS teacher. They are appointed by the IPS Senate. Supervisors or co-supervisors must be researchers with a scientific title of at least “doktor znanosti” who meet the quantitative conditions of special minimal standards for appointment to title Assistant Professor at the IPS, or habilitated higher education teachers.



Supervisors must have scientific articles published in impact factor journals from the field of the candidate's study in the past five years. Supervisors, co-supervisors and working supervisors must have profound knowledge in the field relevant to the master thesis or doctoral dissertation research.

Industry co-supervisors must be established professionals from the industry.

Working supervisors must be experts with profound knowledge in the field relevant to the master thesis or doctoral dissertation research.

For supervisors or co-supervisors from abroad, the specific characteristics of the habilitation system in their countries of origin shall be considered.

RESPONSIBILITIES OF STUDENTS, SUPERVISORS, CO-SUPERVISORS AND WORKING SUPERVISORS IN THE PROCESS OF PREPARING MASTER THESES OR DOCTORAL DISSERTATIONS

Article 8

The preparation of a master thesis or a doctoral dissertation is guided by a supervisor or a supervisory group which is headed by the supervisor and may also consist of co-supervisors, co-supervisors from the industry, and working supervisors.

Student responsibilities include in particular:

- consistent adherence and implementation of the IPS Code of Ethics and all IPS regulations governing the student status and implementation of scientific, research, educational, development and innovation activities of the students,
- adding the IPS affiliation to the publications related to the studies,
- quality and regular implementation of study obligations,
- implementation of research work in accordance with the plan outlined with the supervisor,
- organisation of study work, keeping a research diary and documenting the work carried out,
- attendance and active participation in regular meetings with the supervisor and keeping a pertinent documentation,
- regularly informing the supervisor about the carried out study and research activities and other facts important for the studies,
- writing articles and other documents on the achieved results of the research work.

Supervisor responsibilities include in particular:

- including the candidate into the research work in accordance with the academic standards, Code of Ethics, and the regulations of the school,
- planning, ensuring conditions for the implementation, directing and supervising the research work,
- ensuring collaboration of all co-supervisors and working supervisors,
- organising seminars after the first year,
- submitting obligatory written reports and forms to competent IPS bodies at least at the end of each academic year, indicating:



- whether the candidate acquired the knowledge and techniques required in the current phase of his research,
- the projects or programmes that the candidate took part in within the framework of their research work,
- whether the candidate performed research work of such a scope and at such a level that it can be continued in accordance with the schedule,
- whether the candidate's research results show that the complete master thesis or doctoral dissertation will represent an original contribution to science,
- whether the master thesis or doctoral dissertation is expected to be concluded by the planned deadline,
- informing the competent IPS bodies of potential problems arising during the course of studies,
- giving a written consent on the suitability of the master thesis or doctoral dissertation before the student submits it for evaluation.

Article 9

The student's request to change the supervisor, co-supervisor, co-supervisor from the industry, or working supervisor shall be considered by the IPS Study Commission and then decided upon at the IPS Senate which can approve or reject the proposed change.

By the end of the first semester, the student or the supervisor may propose a change of the supervisor, co-supervisor or working supervisor without the approval of the IPS Senate by submitting to the IPS Office a written request signed by the student and all the members of the previous and the new supervising team.

The supervisor or co-supervisor may also resign from supervisory duties if they realise that the collaboration with the student is no longer possible. The resignation can be made by submitting a signed letter to the IPS Office.

REQUIREMENTS FOR ADVANCEMENT

Article 10

In master study programmes, students can regularly advance to a higher year of study if they have met, by the end of the academic year, all the study obligations set out in the study programme in order to enrol in a higher year, or if they collected at least 45 ECTS from the successfully passed courses in the year they are enrolled in and passed all potential bridging examinations.

The students must enrol in a higher year of study by the same deadline as set for the enrolment in the first year. This provision also applies to students repeating the same year of study.

In doctoral study programmes, students can regularly advance to a higher year of study if they have met the following conditions:

- Candidates can enrol in the second year of study if they have collected at least 45 ECTS.
- Candidates can enrol in the third year of study if they have collected at least 90 ECTS.



- If upon enrolment, the Study Commission recognises, based on the candidate's documented request, the knowledge acquired prior to the enrolment in the scope stated above, the candidate can enrol directly in a higher year of study.

Over the course of studies, students can fulfil part of their study obligations in the scope of up to 60 ECTS (up to two semesters) in other study programmes, if evaluated with ECTS, of at least the same study cycle at other higher education institutions in Slovenia or abroad upon prior approval of the Study Commission. If there is an agreement between the two institutions, students can also carry out their research and/or project work at the other institution. Course leaders can recognise exams passed by students of any study programme from any higher education institution if the level of complexity corresponds to IPS standards and the content matches in at least 70% the content of the courses at the proposed study programme. Additionally, students can, upon the approval of the Study Commission, transfer the courses already completed within the framework of any other study programme of any other higher education institution or lifelong learning of an at least equivalent level of complexity, if evaluated with ECTS, in the scope of up to 10 ECTS and claim them as already completed study obligations.

Based on the participation in education and training programmes, which support the objectives and contribute in content to acquiring knowledge from subject-specific competences of the study programme, carried out within the framework of renowned educational, research, industrial and other institutions, up to 5 ECTS in the entire duration of the studies may be recognised to students based on a reasoned request, supervisor's consent and a corresponding certificate upon the approval of the Study Commission. The number of recognised ECTS shall be determined based on the following standard: 1 ECTS corresponds to 25–30 hours of activities.

Article 11

Students may advance to a higher year of study conditionally if they are one exam short of meeting the regular enrolment requirements under the following conditions:

- if they are enrolled in a particular year of study for the first time,
- when enrolling in the 3rd year of study conditionally, they have fulfilled all the obligations from the 1st year of study.

The conditional enrolment is subject to the decision of the Study Commission based on a written request filed by the student. Students must file the request at least 30 days before the expiry of deadline for enrolling in a higher year at the latest.

Article 12

Exceptionally, students may also enrol in a higher year if they have not completed all the requirements set by the study programme for enrolment into a higher year if demonstrating justifiable grounds for doing so, such as: motherhood, illness that lasted continuously over two months during the examination period, considering also the nature of the illness, carrying out part of the study programme at another higher education institution, participation in top professional, cultural or sports events, active participation in the bodies of the school, exceptional family or social circumstances, or a recognised status of a person with special needs.



Such exceptional enrolment shall be subject to the decision of the Senate following the proposal of the Study Commission and based on submitted proof.

Students must file the request at least 30 days before the expiry of deadline for enrolling in a higher year at the latest.

Article 13

Students demonstrating above-average academic results shall be enabled faster advancement within the study programme, if such advancement is possible according to the study process. Study Commission shall decide upon this matter.

Article 14

Students who have failed to meet all the study requirements set in the study programme in order to advance to a higher year may repeat the year only once per the duration of study if they have not yet repeated a year or changed the study programme or discipline due to the failure of meeting the requirements in the previous discipline or study programme. To be able to repeat a year, students must have acquired at least 20 ECTS in the current year.

Article 15

Upon previous approval of the Study Commission and based on a contract on joint research work and co-supervision in preparing the doctoral dissertation students may take on a joint degree (“cotutelle”) in collaboration with a foreign higher education institution. In this case, students must meet all the requirements to complete their studies, as set out in these Regulations, the IPS Statute, and other rules that apply to the doctoral studies.

After successfully completing the studies, each institution awards the student with a certificate of completion in line with their own rules.

The contract, which is as a rule prepared and signed in the first study year, shall define:

- obligations of the student at each institution and their time distribution,
- the title of the doctoral dissertation or the indicative field if the topic of the dissertation has not been confirmed yet,
- financial obligations of all participants,
- student insurance at both partner institutions,
- language of the dissertation and its defence,
- place of the defence in case of a joint defence.

On the IPS part, the contract shall be signed by the Dean, the supervisor and the student.



STUDENT STATUS

Article 16

Students acquire student status by enrolling to one of the study programmes at the beginning of the academic year in which they are enrolled to a study programme for the first time. Student status termination is defined by the law and the Statute. The deadline to complete third-cycle postgraduate studies is determined by the Statute.

Students may request the Study Commission to extend their status due to justifiable reasons. The request must be filed at the latest by the deadline for the last Study Commission before the beginning of a new academic year to which the extension applies.

If after 12 months following the last semester of the third-cycle study programme students do not inform the school in written form about the desire to extend their student status for 12 months, the status terminates.

If students completing second-cycle study programmes wish to renounce their student status after completing their studies, they must inform the school accordingly in written form.

Article 17

Students whose student status has terminated are managed by the IPS as students without status.

The studies are considered interrupted from the day the student status terminated.

If students interrupt their studies for less than 2 years, they may continue and complete the studies within the same study programme as applicable upon enrolment.

If more than 2 years have passed since the students interrupted their studies, they must, in order to continue or complete their studies, file a request for the continuation or completion of the studies to the Study Commission.

Based on the decision of the Study Commission, a contract for the continuation or completion of studies shall be drawn up which will stipulate how the exams and the master thesis or doctoral dissertation will be done, the deadline to complete the studies, and the payment method according to the IPS price list.

In the event the study programme has changed during the interruption period, the Study Commission may accept a decision and impose bridging examinations or other additional obligations as a requirement for continuing or completing the studies.

If knowledge that was required for a certain exam before the interruption of studies became unsuitable due to progress in the field during a longer interruption, the Study Commission may, in addition to imposing bridging examinations, also require that students retake certain exams or other obligations that had already been passed before the interruption.



COMPLETING THE STUDIES

Article 18

Candidates complete their second-cycle studies upon fulfilling the following obligations:

- meeting all the obligations of required and elective courses,
- as a rule having at least one paper published or accepted for publishing in an international scientific or professional publication, or having a patent or a successful transfer to production relating to the master thesis,
- after fulfilling the obligations under paragraphs 1 and 2, successfully defending the master thesis which has to be an independent and original work from the field of the study programme.

Candidates complete their doctoral studies upon fulfilling the following obligations:

- meeting all the obligations of required and elective courses,
- having at least two contributions published or accepted for publishing in international scientific publications or as a patent, of which at least one contribution must be published in a journal included in the Science Citation Index (SCI) or referenced in Web of Science, with Impact Factor,
- after fulfilling the obligations under paragraphs 1 and 2, successfully defending the doctoral dissertation which has to be an independent and original contribution to the scientific discipline.

Master thesis or doctoral dissertation is the final study obligation that students have to pass – write and successfully defend – to acquire professional title “magister” or scientific title “doktor znanosti”.

The defence of the master thesis or doctoral dissertation may take place after students have fulfilled all other study obligations and settled all financial obligations towards the IPS.

MASTER THESIS OR DOCTORAL DISSERTATION TOPIC APPLICATION

Article 19

Candidates who have a student status at IPS and who wish to acquire a master or doctoral degree at the IPS must submit their master thesis or doctoral dissertation topic applications to the IPS Senate at least 4 months before the estimated submission of the final work.

The topic application must be submitted on paper and in electronic form to the IPS Office using the provided form. The hard copy of the form shall be signed by the candidate and the supervisor. By signing the form the supervisor claims that:

- the candidate has a suitable education to conduct research work in the field of the proposed topic,
- the candidate’s background knowledge is sufficient to conduct the proposed research,
- the topic proposal states the most important literature from the field that the candidate intends to research in the scope of their work.



Article 20

As a rule, the Study Commission, at its first session after the submission of the master thesis or doctoral dissertation topic application, establishes whether the topic meets all the requirements.

If all requirements from the first paragraph of this article have been met, the Study Commission proposes a committee responsible for assessing the suitability of the proposed topic of the doctoral dissertation, and the IPS Senate decides upon its members.

The committee for the evaluation of the topic of the doctoral dissertation must prepare a suitable report for the Study Commission within 1 month after the appointment by the Senate.

Article 21

The committee for the evaluation of the topic of the doctoral dissertation consists of three researchers from the candidate's field. The supervisor acts as the chair of the committee, while the committee also comprises at least one IPS teacher and at least one external member who is not an IPS teacher and is not employed at the same institution as a member of the supervising group or the candidate.

According to these Regulations, the IPS teacher is a higher education teacher or associate who meets at least one of the following requirements:

- is a course leader or lecturer at the IPS,
- has a valid habilitation at the IPS,
- is a supervisor to a student with a student status or a valid topic of the doctoral dissertation or master thesis,
- is a renowned higher education teacher approved to be an IPS teacher by the IPS Senate upon Dean's proposal.

The chair of the committee is responsible for organising the committee's work and coordinating the preparation of the report. Only once during the topic evaluation procedure can the committee propose improvements to the candidate, and they have to respond within one month at the latest.

For the second-cycle master thesis, the supervisor takes over the role of the committee for the evaluation of the topic of the master thesis and prepares the evaluation report of the proposed topic on their own.

In exceptional cases, the IPS Senate may replace certain members of the committee by stating the reason behind such a replacement.

Article 22

In its written report, the committee for the evaluation of the topic of the master thesis or doctoral dissertation assesses whether:

- the topic can be the subject-matter of scientific research, and whether it is designed in a way that it can be expected to produce an independent and original contribution to the relevant scientific field,
- the proposed topic clearly defines the key theses and questions that the candidate intends to study,



- a suitable research method for the preparation of the master thesis or doctoral dissertation has been planned,
- the stated title and subject area of the master thesis or doctoral dissertation correspond with the planned contents.

The report must contain:

- the title of the proposed master thesis or doctoral dissertation with the annotation “Evaluation of the proposed topic”,
- keywords,
- an indication and evaluation of the topic of the proposed master thesis or doctoral dissertation,
- an evaluation of the feasibility of the proposed master thesis or doctoral dissertation,
- an evaluation of the extent to which the field has already been researched, an opinion whether we can rightfully expect an independent and original contribution to the scientific field of the topic, and an indication of the expected original contribution,
- a decision stating whether the proposed topic is evaluated positively or negatively (negative evaluations must be elaborated),
- date and signatures of the committee members – annotation “chair of the committee” must be added to the name of the chair.

Article 23

The report of the committee for the evaluation of the proposed topic of the master thesis or doctoral dissertation is considered by the IPS Senate after receiving the opinion of the IPS Study Commission.

The IPS Senate evaluates the proposed topic positively or negatively. The IPS Office informs the candidate about the Senate decision.

If the evaluation is negative, the IPS Office also informs the candidate about the comments and suggestions given by the topic evaluation committee. The candidate must submit amendments and revisions and/or an appropriately revised master thesis or doctoral dissertation topic application to the IPS Office within two months after the Senate.

The topic evaluation committee must prepare a written evaluation of the revisions within one month from receiving the amended and revised topic application. This evaluation shall again be considered by the Study Commission.

If the candidate failed to observe the remarks, the IPS Senate shall, following the proposal of the Study Commission, reject the proposed topic or reaffirm the previous negative evaluation, and inform the candidate accordingly with a Senate decision. Thus rejected topic cannot be resubmitted for evaluation to the IPS bodies.



SUBMITTING AND EVALUATING A MASTER THESIS OR DOCTORAL DISSERTATION

Article 24

Candidates for a master degree must submit a completed master thesis to the IPS Office no later than within two years of the date when the topic of the master thesis had been approved.

Candidates for a doctoral degree must submit a completed doctoral dissertation to the IPS Office no later than within four years of the date when the topic of the doctoral dissertation had been approved.

Should candidates fail to submit their master thesis or doctoral dissertation within the deadline from the first and second paragraph of this article, and should they fail to request the extension of the deadline before its expiration, it shall be deemed that they have abandoned the applied topic of the master thesis or doctoral dissertation.

Article 25

A master thesis or a doctoral dissertation must be written in Slovenian or in English.

When preparing the master thesis or doctoral dissertation, candidates must follow the technical instructions published on the IPS website.

As a rule, the title of the master thesis or doctoral dissertation must be the same as stated in the topic application. Minor modifications of the title may be approved by the candidate's supervisor.

The introduction to the master thesis or doctoral dissertation must clearly summarise the thesis from the topic application of the master thesis or doctoral dissertation. Achievements are in principle presented to the professional community. The body of text of the master thesis or doctoral dissertation may be substituted by at least three publications (or papers accepted for publication) in internationally recognized journals. In this case, the introduction shall clearly describe the scientific method and the candidate's contribution to any publication which has been produced by several authors. In the discussion, candidates shall summarise coherently the results of their dissertation.

Candidates are responsible for the content, language and technical adequacy of the master thesis or doctoral dissertation. Before sending the master thesis or doctoral dissertation to the evaluation committee, the IPS shall check the language and template adequacy with a technical review. The master thesis or doctoral dissertation evaluation committee shall reject the work if not prepared in conformity with the instructions from this article.

Article 26

A master thesis must represent an achievement of independent and original research work which clearly demonstrates that the candidate masters the method of scientific research and the field of the topic.

A doctoral dissertation is a piece of writing which comprises achievements of performed independent and original research work, and it is an original contribution to the scientific field of the topic.

Research work done in the scope of the doctoral dissertation must be published or accepted for publishing in at least two contributions in international scientific publications or as a patent, of which at least one contribution in a journal included in the Science Citation Index (SCI) or referenced in Web of Science, with Impact Factor,



A master thesis or a doctoral dissertation may be a component part of a collective work provided that the independent contribution of each candidate is clearly evident.

Article 27

Candidates must first submit their master thesis or doctoral dissertation in electronic form to the IPS Office for technical review. After the technical review, candidates submit four spiral-bound copies of the master thesis or doctoral dissertation, an electronic copy and the authorship declaration stating that the master thesis or doctoral dissertation is an original copyright work. The authorship declaration is signed by the candidate, and their supervisor and potential co-supervisors.

The IPS Senate, upon the proposal of the Study Commission, appoints a master thesis or doctoral dissertation evaluation committee consisting of at least three higher education teachers (among which at least one IPS teacher) or researchers who meet the criteria to be supervisors. The Senate appoints one of the committee members as the chair of the committee. In line with the Senate decision, the supervisor and co-supervisor cannot be members of the doctoral dissertation evaluation committee. The committee comprises at least one external member who is not an IPS teacher and is not employed at the same institution as a member of the supervising group or the candidate. As a rule, the doctoral dissertation evaluation committee comprises at least one member from abroad if the dissertation is written in English.

The members of the master thesis or doctoral dissertation evaluation committee are obliged to examine the master thesis or doctoral dissertation within two months from the date of receiving it for evaluation, and submit their separate written evaluations to the Study Commission. If a member of the master thesis or doctoral dissertation evaluation committee requests that the candidate amends the master thesis or doctoral dissertation, the IPS Secretary General informs the candidate and their supervisor accordingly and sets a deadline for such an amendment of the master thesis or doctoral dissertation. If the candidate fails to amend the master thesis or doctoral dissertation within the specified deadline, the master thesis or the doctoral dissertation shall be rejected. The candidate cannot resubmit the rejected master thesis or doctoral dissertation. The supplemented and amended master thesis or doctoral dissertation, approved by the supervisor, shall then be re-evaluated by the master thesis or doctoral dissertation evaluation committee and a new report shall be submitted to the IPS Study Commission.

The IPS Office informs the chair of the master thesis or doctoral dissertation evaluation committee about the contents of the reports. If all reports are positive, the IPS Office shall inform the candidate and invite them to submit a sufficient number of hard-bound copies of the master thesis or doctoral dissertation for the IPS, the National and University Library (NUK) and all the members of the defence committee, as well as an electronic copy to the IPS Office.

The supervisor shall prepare a short report of up to 400 characters with spaces for the master thesis or up to 1000 characters with spaces for the doctoral dissertation. The report shall be submitted together with the master thesis or doctoral dissertation and is a constituent part of the materials for the IPS Study Commission, the IPS Senate and the Diploma Ceremony.

The evaluation of the master thesis or doctoral dissertation shall be presented at the IPS Study Commission by the chair of the master thesis or doctoral dissertation evaluation committee or a representative appointed by them. The candidate's supervisor may be present at the session.

The Study Commission shall accept or reject the master thesis, or return it to the candidate to amend or supplement it, specifying an appropriate deadline. If the Study Commission accepts the master thesis,



they also appoint the defence committee and its chair. As a rule, the defence committee consists of three members including the chair.

Article 28

The evaluation report of the master thesis or doctoral dissertation must comprise:

- the title in the form of: Evaluation of Master Thesis/Doctoral Dissertation by (name and surname of the candidate) stating the title,
- the outline of the structure of the master thesis or doctoral dissertation and the contents of specific chapters,
- the analysis of the master thesis or doctoral dissertation,
- the analysis of the methods used,
- the final evaluation (positive or negative), a short elaboration, and a recommendation as to whether or not the defence of the master thesis or doctoral dissertation is possible.

As a rule, the report is written in the same language as the master thesis or doctoral dissertation.

Article 29

After the candidate has submitted the hard-bound copies of their doctoral dissertation, the IPS Senate shall, based on the reports, approve or reject the doctoral dissertation, or return it to the candidate to supplement or amend it, specifying an appropriate deadline.

The evaluation of the doctoral dissertation shall be presented at the Senate by the chair of the doctoral dissertation evaluation committee or a representative appointed by them. The candidate's supervisor may be present at the session.

Article 30

If the Senate accepts the doctoral dissertation, they also appoint the defence committee and its chair. As a rule, the defence committee consists of four members including the chair. Supervisor and co-supervisor are also members of the defence committee, but do not have the power of decision.

If the Senate returns the doctoral dissertation to the candidate, a Senate decision shall be issued specifying the corrections and an appropriate deadline.

DEFENCE OF MASTER THESIS OR DOCTORAL DISSERTATION

Article 31

The defence of the master thesis or doctoral dissertation must take place within 6 months at the latest from the day it was approved. Candidates may request the Study Commission to extend the deadline for the defence of the master thesis or doctoral dissertation due to justifiable reasons.

The chair of the defence committee, in agreement with the candidate and other members of the defence committee, determines the time and place of the master thesis or doctoral dissertation defence and informs the IPS Office, after the approval of the master thesis or doctoral dissertation, at least 3 working



days prior to the defence of the master thesis and at least 6 working days prior to the defence of the doctoral dissertation.

The date of the master thesis or doctoral dissertation defence shall be made public on the IPS website.

The master thesis or doctoral dissertation defence is conducted in Slovenian or English.

Article 32

The chair of the defence committee starts the defence by presenting the candidate, the title and the field of the master thesis or doctoral dissertation, as well as the procedure that led to the approval of the master thesis or doctoral dissertation.

The candidate has the right to present their master thesis or doctoral dissertation within 30 minutes, during which various audio-visual aids may be used.

Following the candidate's presentation of their master thesis or doctoral dissertation, the members of the defence committee have the right to ask questions in relation to the master thesis or doctoral dissertation. Thereafter, and with permission of the defence committee chair, others attending the defence may also ask questions. Questions should be asked in such a way that the candidate is able to answer all of them within 90 minutes.

After such a defence, the defence committee shall hold a separate meeting to decide whether the candidate has successfully defended their master thesis or doctoral dissertation. This decision is presented on the defence report form. Before awarding the graduation certificate, the chair of the defence committee reads this decision to the candidate and the audience and explains the doctoral candidate the importance of the title "doktor znanosti" for their future professional career.

Article 33

In case that the master thesis or doctoral dissertation is published in whole or in part in any external publication, the author shall indicate that the publication is based on a master thesis or doctoral dissertation defended (year of defence) at the IPS.

Article 34

When the studies for the master or doctoral degree are successfully concluded, the IPS shall issue a diploma certificate on the award of the professional title "magister", or academic title "doktor znanosti".

As a rule, the IPS awards such diploma certificates to graduates twice a year at a diploma ceremony.

REVOCAION OF TITLE

Article 35

The title of "magister" or "doktor znanosti" may be revoked if it is established that the master thesis or the doctoral dissertation does not stem from the candidate's own creativity and achievements. The procedure of revocation may be initiated by any member of the interested professional public, and it shall be conducted by the IPS Senate.



Article 36

A written proposal for issuing a decision on the revocation of the title “magister” “or “doktor znanosti”, together with an explanation thereof, must be submitted to the IPS Senate who shall appoint a committee consisting of two higher education teachers who shall present their opinion whether such proposal is justified within 30 days of their appointment. The IPS Senate shall then vote on the justified proposal.

The decision on the revocation of a title is published in the Official Gazette of the Republic of Slovenia, i.e., the validity of the diploma conferred shall be revoked therein.

FINAL PROVISIONS

Article 37

The provisions of these Regulations are interpreted by the IPS Dean. These Regulations shall enter into force on the day of the adoption by the IPS Senate and shall replace the Regulations from 8 September 2020.

Prof. Milena Horvat,
IPS Dean

Ljubljana, 14 September 2021