



Pursuant to Article 19 of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/12 – official consolidated text, 40/12-ZUJF, 57/12-ZPCP-2D, 109/12, 85/14 and 75/16), on 23 March 2023, the IPS Governing Board, following a discussion at the Senate and upon receiving approval from the IPS Assembly, adopted the following

STATUTE

of the JOŽEF STEFAN INTERNATIONAL POSTGRADUATE SCHOOL

I. GENERAL PROVISIONS

Article 1

Jožef Stefan International Postgraduate School is an autonomous and independent institution of higher education established for developing and implementing postgraduate education, scientific research and development (R&D) and innovation activity.

Jožef Stefan International Postgraduate School (hereinafter referred to as “IPS”) is a legal entity.

Article 2

The name of the Jožef Stefan International Postgraduate School is:

- in Slovenian: *Mednarodna podiplomska šola Jožefa Stefana*
- in English: *Jožef Stefan International Postgraduate School*

The short name in Slovenian is: MPŠ

The short name in English is: IPS

The seat of the Jožef Stefan International Postgraduate School is: Ljubljana, Jamova 39, Slovenia.

Article 3

The IPS has its own logo and a uniform graphic image which is used on all its documents.

The seal is round and outlined by the following inscription:

Mednarodna podiplomska šola Jožefa Stefana 2004

The uniform image can be regulated in more detail with regulations adopted by the Senate.

II. IPS AUTONOMY

Article 4

The IPS is autonomous in performing its activities.



Its autonomy is exercised so that in implementing postgraduate education, scientific research and developmental and innovatory activity the IPS independently:

- forms the strategy of its own development,
- defines the rules of its organisation and activity,
- develops, forms, approves, modifies and updates its study programmes and defines the methods of their implementation,
- directs R&D work,
- decides on the habilitation of higher education teachers, research associates and other faculty assistants, and the related criteria,
- decides on including higher education teachers, researchers and faculty assistants in the work of IPS,
- organises the procedures of electing, appointing and dissolving statutory bodies in accordance with the IPS Statute and regulations.

After the establishment of the IPS, companies and other organisations may join the school as associate partners (hereinafter referred to as partners). Their rights and obligations shall be defined by an accession agreement.

III. IPS ACTIVITY

Article 5

The IPS independently performs the following activities:

- implementing the programmes of postgraduate studies for the attainment of master and doctoral degrees,
- implementing relevant degree study programmes,
- approving study programmes for the attainment of education and amending compulsory elements of study programmes,
- performing scientific R&D and innovatory activity,
- providing supplementary education and continuous professional training of higher education teachers, R&D and managerial staff,
- offering expert counselling,
- appointing to higher education teaching and assistant titles,
- organising expert meetings,
- performing information and documentation activity,
- publishing,
- organising activities for the broader understanding of science and technology,
- organising other education, research and innovation activities.

Scientific R&D work is organised in connection with the IPS founders and partners, as well as other research organisations, companies and higher education institutions.



Article 6

For the purpose of implementing its programmes, the IPS collaborates directly with Slovenian and foreign universities, research institutes and development departments of companies, as well as other important parties. In order to include these institutions in the IPS programmes and use their capacities, special agreements or contracts shall be concluded.

IV. IPS ORGANISATION SCHEME

Article 7

The IPS exercises its activity in organisational units and project groups.

Organisational units and project groups are not legal entities.

Article 8

Organisational units are organised in a way that they enable effective implementation of the IPS programmes and projects, as well as rapid adaptation to development demands.

Organisational units of the IPS are:

- programme groups – for implementation and coordination of study programmes,
- research groups,
- IPS Office – for execution of administrative and professional tasks,
- Career Centre,
- Alumni Club.

Organisational units are established, altered or terminated by the Dean upon the approval or proposal of the Senate.

Article 9

Programme groups unite all the staff involved in the implementation of a specific IPS programme according to the principle of professional autonomy.

Programme groups form, coordinate, implement and evaluate a specific study programme.

The programme group is led by the Head appointed by the Dean.

As a rule, the term of appointment of the Head of the programme group is four years with the possibility of re-appointment. The Dean may propose a shorter term.

Article 10

Research groups unite experts within the research field and provide supervision to students in acquiring required new knowledge.



The Dean appoints the Head of the research group.

Article 11

Project groups implement and coordinate R&D projects.

A project is a contractually defined form of implementing R&D activity.

As a rule, a project group unites IPS researchers, as well as R&D and other experts from among project partners. As a rule, students are involved in projects and thus work on their seminar papers, master theses or doctoral dissertations.

Project groups are formed, altered or terminated by the Dean who also appoints the Head of the project group.

Article 12

The Career Centre helps future and current students decide for studies, gives advice on career planning, monitors the career path of its graduates, and coordinates international exchange activities. The work of the Career Centre is regulated by separate rules.

Article 13

The Alumni Club is a voluntary association of IPS graduates of all generations and programmes with the purpose of maintaining and encouraging contact among graduates, their supervisors and the school in all socio-economic fields. The work of the Alumni Club is regulated by separate rules.

Article 14

The IPS Office offers administrative, professional and technical support in the following fields:

- study matters,
- enrolment,
- R&D,
- business and financial matters,
- collaboration with founders, partners and other interested institutions,
- international collaboration,
- human resources and legal matters,
- publishing,
- marketing, public relations, protocol and other matters.

Organisation of the IPS Office and job classification are regulated in more detail by the Act on Internal Organisations and Job Classification at IPS which is adopted by the Governing Board.



V. IPS BODIES

Article 15

The IPS bodies are:

- the Assembly,
- the Governing Board,
- the Dean,
- the Senate,
- the Academic Council and the President of the Council, who at the same time holds the position of the IPS President,
- the Student Council.

IPS bodies may also constitute other bodies and set out rules to define their structure and responsibilities.

V.1 IPS Assembly

Article 16

The Assembly is the guiding and supervising body of the IPS.

The IPS Assembly is composed of one representative of each founder and partner.

The representative of a particular founder or partner is also its legal representative on every occasion or a person appointed by them. The legal representative of a founder or partner can also appoint a representative to the Assembly for the entire duration of the term of office or by authorisation for a particular session.

The President of the Assembly is elected by the Assembly by a majority vote of all present representatives of founders and partners.

The President and the members of the Assembly are appointed for four years without limitation for further reappointment.

Article 17

The Assembly may be convened by the President of the Assembly on their own initiative, by the Dean, the Governing Board or by a founder or partner.

The tasks of the IPS Assembly are in particular:

- to elect and dismiss members of the Governing Board who represent the interests of the founders and partners,
- to give approval to the Governing Board when the latter is appointing or dismissing the Dean,
- to give approval to the adoption of the Statute, its amendments and additions,
- to adopt rules of procedure for the Assembly,



- on the proposal from the Dean and the Governing Board to discuss and participate in the preparation of the strategic plan,
- to give approval to the alterations and additions to the activities of the IPS,
- to give approval to the annual report of the IPS on the proposal from the Governing Board,
- to give opinion on the proposals of study programmes and projects of the IPS, and on priority areas of the IPS,
- to give approval to including additional founders and associate partners of IPS,
- to adopt a plan of activities and secure support for ensuring financial and other means for the IPS,
- to decide on the number of members of the Governing Board, who are elected by the Assembly, if additional founders and partners join the IPS,
- to decide on the change of status, integration and merging of the IPS,
- to give approval to the IPS regarding establishing a new institution, company, establishment or other legal entity,
- to execute other activities in accordance with the law and other regulations.

The Assembly forms a quorum if the majority of the members are present. A decision is reached if the majority of the present members vote for it.

V.2 IPS Governing Board

Article 18

The Governing Board is the governing body of the IPS.

The Governing Board consists of at least ten members:

- at least seven members are elected by the Assembly, of which at least half must be representatives of founders,
- one member is elected by the Senate from among its members that are not representatives of students,
- one member is elected by the Academic Council from among its members that are not representatives of students,
- one member is elected by the Student Council.

From the list of candidates for members of the Governing Board from among the representatives of the Assembly, those will be elected that received the most votes.

From the list of candidates for a member of the Governing Board from the Senate, Academic Council and Student Council, the candidate who received the most votes will be elected.

If more candidates received the same amount of votes, the election procedure shall be repeated for those candidates.

The Governing Board is constituted if more than half of its members are elected.



Article 19

The first session of the new Governing Board is convened by the Dean.

The President of the Governing Board is elected by its members at the first session.

The President of the Governing Board is always one of the members that was elected by the Assembly.

The Governing Board operates at sessions convened by the President of the Governing Board at their own initiative, initiative of the Dean or at least a third of its members.

The Governing Board forms a quorum if the majority of the members are present. A decision is reached if the majority of the present members vote for it. If the voting ends in a tie, the President of the Governing Board holds the casting vote.

The Dean, Vice-Deans, the President and the Secretary General participate in the Governing Board, but do not have the right to vote.

The Governing Board performs its duties until the new Governing Board has been constituted.

Article 20

The members of the Governing Board are appointed for four years with the possibility of reappointment.

Members of the Governing Board may be dismissed by the body that appointed or elected them in the following cases:

- if their work in the Governing Board is negligent,
- if they do not respect the Statute, rules and decisions adopted by IPS bodies, and other documents of the school.

The student representative is appointed for one year. The term expires if the representative completes their studies or loses their student status.

Article 21

The Governing Board has the following competences:

- to monitor and supervise the operation of the IPS,
- to discuss and adopt evaluation reports,
- to adopt the work programme and financial plans of IPS,
- to adopt the IPS annual report and annual accounts,
- to decide on material matters and ensure undisturbed material operations of the IPS,
- to provide means for IPS activities,
- to adopt the Statute, its amendments and additions,
- to approve the allocation of the IPS surplus, or to make up for a deficit,
- on the proposal from the Dean, to discuss the annual work programme, planning documents and their realisation,



- to appoint and dismiss the Dean on the proposal from the Senate and with the approval of the Assembly,
- to appoint, when needed, an auditor for the annual report,
- to adopt rules of procedure of the Governing Board,
- to adopt general regulations for the management of the IPS and its material management,
- to adopt the Act on Internal Organisation and Job Classification at IPS,
- to discuss and give opinion on accepting new founders and partners of the IPS,
- to approve legal contracts, investments and loans of IPS exceeding 50,000 EUR, with the exception of research projects,
- to adopt regulations on remuneration for full-time employees, visiting professors, visiting researchers and other employees of the IPS,
- to decide on tuition and other study fees,
- to adopt other IPS general regulations, unless stated otherwise herein,
- to execute other activities, if required by the law, this Statute or regulations of the IPS.

Article 22

The Governing Board acts according to the rules of procedure.

The President of the Governing Board may convene a correspondence session if they consider that such decision-making would contribute to faster and more efficient work of the Governing Board without it compromising the quality of the Governing Board's decision-making.

V.3 IPS Dean

Article 23

The Dean is a management body, a chief executive and a person responsible who performs the following tasks:

- monitors and takes responsibility for the legality of the IPS and for the implementation of its obligations, defined by the law, other regulations and by general legal acts of the IPS,
- manages and coordinates educational, scientific research, developmental and advisory activities of the IPS,
- leads and organises the national and international cooperation of the IPS,
- initiates fund-raising activities for the IPS,
- proposes changes to the IPS Statute,
- proposes to the Governing Board to adopt the work programme and the financial plan,
- monitors, assesses and ensures the quality of the higher education institution, study programmes, scientific research and professional work, and prepares the annual quality report, i.e. self-evaluation of the higher education institution,
- announces and oversees the elections to the IPS Senate and the Governing Board,
- issues a decision on constituting the Assembly,
- convenes and chairs the meetings of the IPS Senate,
- convenes and chairs advisory board meetings and other working committees,
- when needed requests the Assembly or the Governing Board to convene,



- appoints two Vice-Deans, Heads of departments and Heads of project groups,
- appoints the Secretary General in agreement with the Governing Board,
- proposes to the Senate and the Governing Board the job classification of full-time employees,
- invites or approves visiting higher education teachers and researchers for short working visits or lectures, and concludes corresponding contracts,
- issues documents on employment and termination of employment of full-time teaching staff, researchers and other members of the IPS staff,
- confers doctoral and master degrees at the Diploma Ceremony,
- confers IPS honorary recognition awards,
- reports on the activities of the IPS to the Academic Council, Senate, Governing Board and the Assembly,
- informs official institutions and the general public about the activities of the IPS, organises the IPS Day and the Dean's Day,
- executes other activities in accordance with the law, this Statute and other general regulations of the IPS.

The Dean may transfer part of their authorities and tasks to the IPS President or one of the Vice-Deans. The person who is substituting for the Dean during their absence holds in that period the same rights and duties as the Dean.

Article 24

The Dean is elected by the Senate on a proposal from the Academic Council, and they are appointed and dismissed by the Governing Board with prior approval of the Assembly. The Dean is appointed for the period of four years with the possibility of reappointment.

The candidate for the Dean must be a full professor.

Article 25

As a rule, the IPS Day falls on May 25th, when the IPS was inaugurated. As a rule, various events take place on this day or within the framework of celebrating this day, where the IPS presents itself to the public.

The Dean's Day is free of all classes. As a rule, it takes place at the beginning of a new academic year. On this day, cultural, sports and other activities are organised together with the Student Council. The date is determined by the Dean with a decision.

Article 26

The IPS has two Vice-Deans.

They are appointed and dismissed by the Dean from among higher education teachers for a period of four years.

They advise the Dean with study and HR matters, as well as science and research tasks, research projects and other tasks they were authorised for by the Dean.



Article 27

The counselling body of the Dean is the Advisory Board, composed of the Dean, Vice-Deans, President, Heads of programmes and their deputies, and the Secretary General. When needed, the Dean also invites the President of the Student Council or other experts to join them at the session. The President of the Governing Board and the President of the Assembly may also participate in the Advisory Board.

The meetings of the Advisory Board are convened by the Dean according to need.

V.4 President of Academic Council and President of IPS

Article 28

The President of the Academic Council is at the same time the President of the IPS.

The rights and duties of the President are in particular:

- to convene and chair the meetings of the Academic Council,
- to encourage international cooperation of the IPS,
- to support fund-raising activities for the development of IPS,
- to cooperate in the evaluation of the implementation of IPS study programmes,
- to give opinion on the rules of procedure for the Senate and the Academic Council,
- to encourage cooperation with visiting professors and researchers for the execution of the IPS programme,
- to confer doctoral and master degrees at the Diploma Ceremony,
- to confer IPS honorary recognition awards,
- to participate in the work of the Senate, Governing Board and the Assembly.

V.5 IPS Senate

Article 29

The Senate is the highest expert body of the IPS.

It consists of at least 15 members, of which at least 12 are higher education teachers, research associates and junior experts elected by the Academic Council. Students are represented in the Senate by at least one fifth of members and are elected by the Student Council.

The Senate is composed of full professors and other higher education teachers so that all programme groups, scientific disciplines and expert areas of the school are equally represented. Along with the members elected by the Academic Council and the Student Council, the Dean, the President, the Vice-Deans and the President of the Student Council are also members of the Senate by function.

The Secretary General also takes part in the Senate meetings but without the right to vote.



The term of appointment of members of the Senate is four years, and one year for the representatives of students, with the possibility of reappointment.

Article 30

The Senate has the following competences:

- on a proposal from the Dean to approve and update the study programmes for the attainment of education, with prior opinion of the Study Commission and Quality Assurance Committee, in a way specified by NAKVIS or other competent national body,
- to co-create and to define priority guidelines for R&D activity,
- to adopt the IPS academic calendar and the annual work plan,
- to implement the European Credit Transfer and Accumulation System (ECTS) and to coordinate related units,
- to adopt regulations and other rules concerning the academic, scientific-research, R&D and counselling activities of the IPS,
- to consider evaluation reports about the activities of the IPS, to decide on the enrolment of students to study programmes,
- to decide on exceptional, conditional and subsequent enrolment,
- to appoint expert committees for the evaluation of topics of master theses and doctoral dissertations,
- to adopt and confirm the topics of master theses and doctoral dissertations and to appoint the supervisors or the supervising groups,
- to appoint expert committees for the evaluation of master theses and doctoral dissertations,
- to define the procedure and adopt the evaluations of doctoral dissertations,
- to appoint expert committees for the defence of doctoral dissertations,
- to initiate changes to the Statute,
- to approve the annual work and development plans of the IPS,
- to adopt criteria for the evaluation of quality of the scientific research, R&D and counselling activities of the IPS,
- on a proposal from the Academic Council to elect the Dean and propose their appointment to the Governing Board,
- to verify expert criteria for the work of IPS full-time teachers, researchers and faculty assistants in accordance with the relevant regulations,
- to appoint expert reporters for candidates included in the habilitation procedure,
- to appoint IPS staff to appropriate titles and to decide on the revocation of titles in accordance with the rules and regulations of the IPS,
- to decide on the recognition of equivalence of titles acquired abroad,
- to adopt the regulations and other rules concerning the procedures and conditions for the appointment to scientific-research titles, R&D titles, as well as higher education teacher titles and titles of other IPS staff,
- to establish working committees on a proposal from the Dean,
- to execute other tasks in accordance with the law and other regulations of the IPS.

Article 31

The Senate decides at meetings. The Senate assembles according to need, as a rule once per month.



Meetings are convened and chaired by the Dean. The Dean must convene a meeting within 10 days when such a request is made by at least half of members of the Senate, Governing Board, or the Student Council.

The Senate forms a quorum if the majority of members are present at the meeting. The Senate adopts decisions with a majority vote of the members present.

The Senate acts according to the rules of procedure adopted at its first meeting.

The voting at the Senate meeting is public, unless stated otherwise in the rules of procedure of the Senate or in a specific decision adopted at the Senate meeting.

The Dean may convene a correspondence session if they consider that such decision-making would contribute to faster and more efficient work of the Senate without it compromising the quality of the Senate's decision-making.

Minutes shall be kept of each meeting, signed by the Dean.

Article 32

To assist in the work of the Senate, the Dean appoints permanent or occasional committees, or other working bodies.

The composition, number of members of a committee or a working body, their tasks and authorisations, and the duration of the term of office are determined by the Dean with a decision.

Article 33

The Habilitation Commission is a permanent working body of the Senate.

The Habilitation Commission is composed of at least five members appointed by the Dean with a decision from among higher education teachers, so that all scientific disciplines and expert areas of the school are equally represented. The Dean also appoints its President.

Members of the Habilitation Commission are appointed for the period of four years. After this period, members can be reappointed to the same position.

Article 34

The Habilitation Commission:

- proposes to the Senate expert reporters for candidates included in the habilitation procedure,
- gives opinion in the habilitation procedure and ensures uniform use of criteria for the appointment to titles of higher education teacher, researcher and faculty assistant,
- discusses and proposes to the Senate the recognition of equivalence of titles acquired abroad,
- gives opinion on suggested course leaders and lecturers included in the study programmes.



The Habilitation Commission also gives opinion regarding the revocation of titles from the previous paragraph.

Article 35

Meetings are convened and chaired by the President of the Habilitation Commission.

The Habilitation Commission operates at meetings and forms a quorum if the majority of members are present at the meeting. The decisions of the Habilitation Commission are made with a majority of all present members.

The Secretary of the Habilitation Commission also participates in the meetings, but does not have the right to vote. Minutes shall be kept of each meeting, signed by the President and the Secretary of the Habilitation Commission.

The President of the Habilitation Commission may exceptionally convene a correspondence session if they consider that such decision-making would contribute to faster and more efficient work of the Habilitation Commission without it compromising the quality of the Habilitation Commission's decision-making.

The Habilitation Commission acts according to the rules of procedure.

Article 36

The Study Commission is a permanent working body of the Senate.

The Study Commission is composed of at least five members appointed by the Dean with a decision, so that all scientific disciplines and expert areas of the school are equally represented, and a representative of students. The Dean also appoints its President.

Members of the Study Commission are appointed for the period of four years. After this period, members can be reappointed to the same position.

Article 37

The Study Commission:

- proposes to the Senate the approval of the topic of a master thesis and the supervisor or the supervising group,
- proposes to the Senate the appointment of an expert committee for the evaluation of a master thesis and its defence,
- considers and approves master theses,
- proposes to the Senate the appointment of an expert committee for the evaluation of a topic of a doctoral dissertation,
- proposes to the Senate the approval of the topic of a doctoral dissertation and the supervisor or the supervising group,
- proposes to the Senate the appointment of an expert committee for the evaluation of a doctoral dissertation and the appointment of the defence committee,



- proposes to the Senate the changes of the supervisor or the supervising group,
- following a request submitted by the student decides on the enrolment of the student to a higher year if they failed to meet all the obligations required by the study programme to enrol in a higher year,
- following a request submitted by the student issues a reasoned opinion on faster advancement of the student,
- considers and proposes to the Senate the enrolment of students to study programmes,
- considers and proposes to the Senate exceptional, conditional and subsequent enrolment,
- decides on the extension of the student status,
- decides on the recognition of exams based on certificates showing that the obligations have already been met at other postgraduate programmes,
- decides on the request for resuming the studies after an interruption of more than 2 years,
- decides on the request to change the student's course list,
- decides on the request for acquiring status of a student with special needs,
- considers requests for transferring between study programmes,
- decides on a study exchange abroad and its potential prolongation,
- decides on recognising formal and informal education,
- gives opinion on study programmes for acquiring education and on adopting and amending elements of the study programmes, and performs other tasks related to the IPS study activities,
- gives opinion on suggested course leaders and lecturers included in the study programmes.

Article 38

Meetings are convened and chaired by the President of the Study Commission.

The Study Commission operates at meetings and forms a quorum if the majority of members are present at the meeting. The decisions of the Study Commission are made with a majority of all present members.

The Secretary of the Study Commission also participates in the meetings, but does not have the right to vote. Minutes shall be kept of each meeting, signed by the President and the Secretary of the Study Commission.

The President of the Study Commission may exceptionally convene a correspondence session if they consider that such decision-making would contribute to faster and more efficient work of the Study Commission without compromising the quality of the Study Commission's decision-making.

The Study Commission acts according to the rules of procedure.

V.6 IPS Academic Council

Article 39

The Academic Council is composed of all higher education teachers, researchers, assistants with research titles, and faculty assistants regardless of their title, who played an active role in the IPS programmes in the past three academic years under a contract signed by the IPS and the employee, as



well as students which constitute at least one fifth of the members of the Academic Council. Other employees may also participate in the work of the Academic Council, but without the right to vote.

Students that are members of the Academic Council cannot elect members of the Senate who are representatives of higher education teachers, research associates and junior experts.

The Academic Council appoints its president from among members who hold the title Full Professor. The President of the Academic Council is at the same time the President of the IPS. The President is appointed for the period of four years with the possibility of reappointment.

The Academic Council assembles according to need.

The Academic Council adopts decisions with a majority vote of the members present, unless defined otherwise by the law or the rules of procedure of the Academic Council.

The Academic Council acts according to the rules of procedure adopted at its first meeting.

Minutes shall be kept of each meeting, signed by the President of the Academic Council.

The Academic Council:

- elects members of the Senate so that all programme groups, scientific disciplines and expert areas of the school are equally represented,
- proposes to the Senate one or more candidates for the Dean,
- considers reports about the activities of the IPS,
- gives suggestions and initiative to the Senate.

The voting at the Academic Council is public, unless stated otherwise in the rules of procedure of the Academic Council.

V.7 IPS Student Council

Article 40

The Student Council is the student body of the IPS.

Twelve members are elected to the Student Council so that all programmes of the school are represented equally.

At its first meeting, the Student Council elects the President and Vice-President from among its members.

Article 41

The Student Council operates in public meetings convened by the President of the Student Council.

The Student Council adopts decisions with a majority vote of the members present.



Minutes shall be kept of each meeting, signed by the President or, if absent, the Vice-President.

Article 42

The Student Council discusses all matters related to the rights and duties of students.

The Student Council formulates student opinions and elects members to IPS bodies and their working bodies from among students.

Article 43

Members of the Student Council are appointed for the period of one year.

The operating rules of the Student Council are defined in more detail in the rules of procedure of the Student Council.

V.8 Communication Between Students and IPS Bodies

Article 44

In the process of considering and deciding on requests and other applications submitted by students, which are considered by IPS bodies according to the IPS Statute, rules and other regulations, the communication between bodies and students may also take place electronically, provided that the student agrees thereto.

VI. IPS EDUCATION ACTIVITY

VI.1 Study Programmes

Article 45

Study programmes for acquiring education are designed according to the principles of establishing a European higher education environment while complying with European standards and guidelines for ensuring quality in the European legal system.

Study programmes for acquiring second-cycle education include the following compulsory elements:

- general information about the programme (name, cycle, type, duration, and information whether it is an interdisciplinary, single-discipline, two-discipline, pedagogical, non-pedagogical, or joint study programme),
- specification of fundamental objectives of the programme, general and discipline-specific competences or learning outcomes acquired with the programme,



- curriculum with credit evaluation of study obligations according to the European Credit Transfer and Accumulation System (ECTS) and the definition of the share of electiveness in the programme,
- enrolment requirements and the student selections criteria in case of limited admission,
- criteria for recognising knowledge and skills acquired before the enrolment to the programme,
- evaluation methods,
- requirements for advancement in the programme,
- requirements for transferring between programmes,
- method of implementing the studies,
- requirements for completing the studies,
- requirements for completing specific parts of the programme (if composed of parts),
- field of study of the study programme under the KLASIUS classification, and the discipline of scientific research under the Frascati classification,
- classification within the Slovenian Qualifications Framework, European Qualifications Framework for Higher Education, and the European Qualifications Framework,
- professional title formed in accordance with the law.

Study programmes for acquiring third-cycle education form the basis for the preparation of a study and research programme of a student. In the study programme for acquiring third-cycle education, compulsory elements from the previous programme are reasonably defined:

- general information about the programme (name, cycle, type, duration, and information whether it is an interdisciplinary, single-discipline, two-discipline, pedagogical, non-pedagogical, or joint study programme),
- specification of fundamental objectives of the programme, general and discipline-specific competences or learning outcomes acquired with the programme,
- curriculum with credit evaluation of study obligations according to the European Credit Transfer and Accumulation System (ECTS) and the definition of the share of electiveness in the programme,
- enrolment requirements and the student selections criteria in case of limited admission,
- criteria for recognising knowledge and skills acquired before the enrolment to the programme,
- evaluation methods,
- requirements for advancement in the programme,
- requirements for transferring between programmes,
- method of implementing the studies,
- requirements for completing the studies,
- requirements for completing specific parts of the programme (if composed of parts),
- field of study of the study programme under the KLASIUS classification, and the discipline of scientific research under the Frascati classification,
- classification within the Slovenian Qualifications Framework, European Qualifications Framework for Higher Education, and the European Qualifications Framework.

The curriculum defines the subject areas and obligations evaluated with credits, which can be implemented in the study and research programme of a student (organised forms of study work, team or individual research work). Organised forms of study work within the study programme for acquiring third-cycle education constitute at least 60 credit points. The study programme for acquiring third-cycle education also defines the scientific title created in accordance with the law.



Study programmes for acquiring third-cycle education can also have other elements, such as for example modules.

The Senate adopts the study programmes for acquiring education on the proposal from the Study Commission. After receiving accreditation from NAKVIS, the programmes are published on the website.

On the proposal from the Study Commission, the Senate also adopts changes to study programmes and informs NAKVIS accordingly within 30 days. Then, the changes are published on the website.

Article 46

Duration of postgraduate studies:

- Second-cycle study programmes comprise 120 credit points and last two years.
- Third-cycle study programmes comprise 180 to 240 credit points and last three to four years.

The duration of the studies within the study programme for acquiring education is determined within each study programme.

Article 47

Students successfully completing a second-cycle study programme in accordance with the law and the study programme will acquire a professional title “magister”, stating the pertinent professional field.

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.

As a rule, the master thesis is published as a scientific or professional article, patent or patent application.

Article 48

Third-cycle study programmes give students an in-depth understanding of theoretical and methodological concepts, as well as the qualifications for independently developing new knowledge and solving the work systems and scientific research projects from a broad professional scientific field, and developing critical reflection. A compulsory element of all these programmes are also basic and applied research tasks.

Students successfully completing a third-cycle study programme in accordance with the law and the study programme will acquire a scientific title “doktor znanosti”.

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.



Article 49

A master thesis or a doctoral dissertation can be accepted and evaluated only after the candidate has completed all other requirements defined by the study programme.

The procedure for registration, adoption, writing and evaluation of master theses or doctoral dissertations is defined by the IPS Regulations on Master and Doctoral Studies.

Article 50

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 51

Students can advance to a higher year 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.

Students who have failed to meet all the study obligations set in the study programme in order to advance to a higher year may repeat the year once per the duration of study if they have met the requirements for repeating the year set out in the study programme.

Article 52

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 having 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 and meeting other requirements set out in the Regulations on Master and Doctoral Studies.

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

Article 53

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.



Article 54

Students who have failed to meet all the study obligations set in the study programme in order to advance to a higher year may conditionally enrol to the higher year if they have met the requirements for conditional enrolment set out in the study programme.

The conditional enrolment is subject to the decision of the Senate on a proposal from 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 55

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 a positive solution, 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 from the previous paragraph may impose on the student 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.

Article 56

The IPS may also implement joint postgraduate study programmes for acquiring education together with other higher education institutions from the Republic of Slovenia or abroad. Students who complete all obligations of the joint study programme for acquiring education will receive a joint diploma which is a public document. The contents, form and supplements of the joint diploma shall be determined by the participating higher education institutions. The participating higher education institutions may agree to each award their own diploma instead of a joint one.

The procedure of implementing such a joint study programme and issuing the diploma shall be defined in a special protocol adopted by the IPS and the participating higher education institution.

VI.2 Diplomas and Certificates

Article 57

After completing all study obligations, the IPS shall award the graduate a diploma certificate which is a public document.



The diploma certificate contains a serial number, date of issue, IPS seal and signatures from the Dean and the President.

A constituent part of the document is the diploma supplement which is issued on the basis of a form provided by the ministry in charge of higher education.

After completing all study obligations and prior to the diploma ceremony, the graduate may be given a written transcript of records stating all the obligations have been met. The transcript is a public document.

The IPS may implement other educational modes (courses, seminars, workshops, summer schools, etc.) for continuing the professional development in selected fields according to the programme adopted by the Senate. After that, the participants are given a certificate which is a public document.

VI.3 Language of Instruction

Article 58

The language of instruction at IPS is Slovenian.

A foreign language may be used for the following:

- part of the study programmes if visiting higher education teachers or students from abroad are involved,
- study programmes if these programmes are also implemented in Slovenian at this higher education institution,
- joint study programmes that are implemented together with a university from abroad based on a concluded contract or agreement.

VI.4 Academic Year and Calendar

Article 59

The duration of the studies and the enrolment and advancement requirements are defined in the study programme adopted by the Senate.

The study programmes are implemented in line with the law and IPS rules.

The study calendar and the public call for enrolment to IPS programmes for each academic year are adopted by the Senate.

Enrolment to publicly valid study programmes is performed based on the yearly public call for enrolment by the deadlines set in this call.



For students who withdraw their application after the first enrolment in the first year of the study programme by October 15th of the same academic year, it shall be deemed that they did not enrol in this study programme.

The call for enrolment shall contain:

- name of the higher education institution and its address,
- name of study programme,
- location where the study programme takes place,
- duration of the studies,
- number of available positions,
- enrolment requirements for selecting candidates in case of limited admission.

Article 60

The types of knowledge assessment are: exams, seminar papers, completed projects, presentations and defence of the R&D work.

The modes and types of knowledge assessment for individual courses are defined by the study programme.

VII. SCIENTIFIC RESEARCH AND DEVELOPMENT ACTIVITY

Article 61

The scientific research work is project-based within the framework of research groups and is a foundation for the quality implementation of study programmes. It is also carried out in collaboration with IPS founders and partners.

The IPS develops and integrates fundamental and applied research and through that incorporates itself directly into research projects in the fields of production, services and management. In the field of its expertise, it also executes advisory activities.

The scientific research work is carried out in line with the law which regulates the research activity, and the guidelines which are adopted by the Senate.

Inclusion of teachers and other members of staff into research projects is defined in detail by the regulations on scientific research, development and advisory activities adopted by the Senate.

VIII. HIGHER EDUCATION TEACHERS, RESEARCHERS AND FACULTY ASSISTANTS

Article 62

Higher education teachers are leaders of the educational and scientific research programme.



Researchers implement the scientific research programme and perform supervisory activities in master theses and doctoral dissertations.

Faculty assistants participate in implementing the educational and scientific research activities.

Higher education teachers, researchers and faculty assistants are appointed to appropriate titles by the Senate in accordance with the law and regulations from the field of higher education and research activity. More detailed requirements for appointment to specific titles are defined in the criteria adopted by the Senate.

Upon the candidate's request, the term of appointment to title excludes maternity, paternity or parental leave, and each uninterrupted sick leave longer than three months.

In the case of appointment to title under this article and when this procedure involves an employee who, due to the status of a disabled person, performs work on a reduced scale from full-time, the term of appointment is extended proportionally to the time of the reduced scale of work due to disability, but not longer than as many years as was specified upon appointment to title.

Calls for open positions for higher education teachers, researchers and faculty assistants are public and filled within deadlines and as determined by the decision of the IPS Dean.

The scope and forms of educational work of higher education teachers and assistants employed at IPS are set by the IPS Dean according to the rules and criteria regulating this field.

According to the needs of the study programme, the IPS may invite renowned experts to participate in individual segments of a course even if they do not have an appropriate title.

IX. STUDENTS

Article 63

A student is a person who enrolls into IPS and follows the study programme. The status is demonstrated by a student card or a certificate of enrolment issued by the IPS. The contents and the design of the student card are regulated by separate rules.

The student status terminates according to the conditions set by the law. The procedures related to student status are regulated in more detail by the Regulations on Master and Doctoral Studies.

The deadline for completing third-cycle postgraduate studies is 24 months after the last semester. The deadline can be extended due to justifiable reasons based on a request submitted by the student, but for one year maximum, except for students who became mothers or fathers during the course of their studies. The latter have the right to extend the deadline for completing their third-cycle postgraduate studies for one additional year for each live birth.

More specific implementing procedures are defined in the Regulations on Master and Doctoral Studies.



Through their representatives, students have the right to participate in the work of IPS, to give initiative, offer opinion and make decisions in accordance with the present Statute.

Article 64

Based on records kept according to the law regulating higher education, the IPS may issue the following documents:

- enrolment certificate,
- application for enrolment certificate,
- transcript of records or certificate demonstrating the average grade,
- graduation certificate,
- diploma certificate,
- certificate on informal education.

X. PROTECTION OF STUDENT RIGHTS

Article 65

Students have the right to enrolment and education under equal conditions, as defined by the law, the Statute and study programmes.

Article 66

IPS students have the right to appeal to decisions adopted by IPS bodies relating to their rights, obligations and responsibilities.

Appeals may be lodged within 15 days from the day they learnt about the violation of their rights or from when the decision violating their rights was handed to them.

Article 67

The appeals shall be decided upon by the Dean, unless stated otherwise herein or in other regulations.

The Dean shall decide within 15 days from receiving the appeal.

Article 68

The Dean's decision may be appealed to the Senate within 15 days from receiving a written copy.

Article 69

Administrative dispute may be initiated against the final decision of a competent IPS body with regard to acquiring or losing student status or other matters related to the studies.



XI. DISCIPLINARY RESPONSIBILITY

Article 70

The disciplinary responsibility of IPS staff is defined by the regulations on disciplinary responsibility of the staff which are adopted by the Dean upon the proposal and approval of the Senate.

Article 71

The disciplinary responsibility of IPS students is defined by the regulations adopted by the Senate. Prior to the adoption of the regulations on disciplinary responsibility of students, the Senate must obtain the opinion of the Student Council.

XII. RECOGNITIONS

Article 72

The IPS confers to individuals or organisations honorary titles, recognitions and awards.

The types of honorary titles, recognitions and awards, as well as the policies, criteria and procedures for selecting candidates, are regulated by separate rules.

XIII. QUALITY ASSESSMENT – SELF-EVALUATION

Article 73

The IPS strives to maintain and enhance its quality and thus performs self-evaluation regularly, it monitors the implementation and self-evaluation and to this end ensures the implementation of strategic goals for achieving the quality of IPS.

Article 74

The Quality Assurance Committee is a working body of the Senate.

The Quality Assurance Committee is composed of at least four members appointed by the Dean with a decision from among higher education teachers, a representative of IPS management, a representative from the industry, and a representative of students. The President is elected at the first meeting of the committee.

Article 75

The Quality Assurance Committee:

- prepares annual reports on quality (self-evaluation report),
- regularly monitors the quality of studies and offers suggestions for improvement,
- regularly monitors the quality of scientific research work and offers suggestions for improvement,



- performs other tasks in the field of monitoring and improving the quality, as specified in the IPS rules of procedure for ensuring quality.

The Quality Assurance Committee gives opinion to the Dean, the Study Commission and the Senate on study programmes for acquiring education, as well as on adopting or changing the elements of study programmes.

The Secretary also participates in meetings of the Quality Assurance Committee, but does not have the right to vote. The President of the Quality Assurance Committee may exceptionally convene a correspondence session if they consider that such decision-making would contribute to faster and more efficient work of the Quality Assurance Committee without it compromising the quality of the decision-making.

The work of the Quality Assurance Committee is regulated in more detail in the IPS rules of procedure for ensuring quality.

XIV. FINANCING

Article 76

The IPS gains resources for its work from the following sources:

- contributions from founders,
- national budget,
- EU budget,
- tuition fees and other study expenses,
- allocated resources of IPS founders and partners for the operation of IPS,
- financing contracts for research projects,
- payments for services on the knowledge market,
- payments for ordered tasks from public and private sources,
- grants, inheritance and gifts,
- other sources according to the legislation and other regulations.

Article 77

The IPS funds are managed by the Governing Board in accordance with valid regulations.

The founders are responsible for obligations of the institution towards the amount of the paid founder's investment.

The founders, with the exception of responsibility from the previous paragraph, do not hold any other property or legal liability towards the institution and are not accountable for material and legal obligations of the institution towards others.



XV. DATA PROTECTION

Article 78

The collection and protection of personal data, lists of records with personal data and the use of records with personal data are regulated by the rules on the protection of confidential and personal data and archival records, which are adopted by the Governing Board.

Article 79

The confidentiality of data related to research projects is regulated by the contract on the protection of professional secrecy which is concluded between the IPS and the contractual partner. The contract is signed by the Dean.

XVI. PROCEDURE FOR AMENDING STATUTE

Article 80

The initiative for amending the Statute may come from the Dean, the Academic Council or the Senate.

The Dean puts the proposed amendments to the Statute up for discussion to the Senate, for approval to the Assembly and to the Governing Board for the final decision.

XVII. WITHDRAWAL OF FOUNDERS

Article 81

Each founder may withdraw from the institution as a founder by handing in a notice of withdrawal to the Dean. The Dean puts the notice of withdrawal forward to the Assembly and the Governing Board to decide on the matter. The Governing Board concludes a contract between the IPS and the withdrawing founder, which specifies the conditions, withdrawal arrangements and financial obligations which may not exceed a quarter of the founder's investment, and puts it forward to the Assembly for the final decision.

XVIII. TRANSITIONAL AND FINAL PROVISIONS

Article 82

The Dean, Vice-Deans, President of the Academic Council and all other members of IPS bodies who held their positions on the day of adopting the present Statute shall maintain the same position until the end of their term of office.

Electoral procedures for members of all IPS bodies begin 6 months before the end of the term of office in accordance with this Statute.



Article 83

The IPS is obliged to adopt and coordinate all regulations defined in the Statute within one year after the adoption of the Statute.

Article 84

The Statute (final version with all amendments and additions) becomes effective when the Governing Board adopts it with a majority vote.

President of the Governing Board:

Dr. Jožica Rejec

Ljubljana, 23 March 2023