

On the basis of Article 11 of the Ordinance on the Transformation of the University of Maribor (OdPUM-1, Official Gazette of the Republic of Slovenia, no. 28/2000, 98/2003, 79/2004, 36/2006, 64/2006, 137/2006, 58/2007, 67/2008, 96/2009) and in accordance with point 1 of paragraph 1 of Article 253 as well as point 1 of paragraph 1 of Article 271 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, no. 6/2012 - UM Statute-UPB9 (official consolidated text no. 9)), both the Senate and the Management Board of the University of Maribor have adopted (at the 5<sup>th</sup> irregular session of 29 May 2012 and 8<sup>th</sup> irregular session of 28 May 2012 respectively), in identical wording the following

**S T A T U T E**  
**OF THE UNIVERSITY OF MARIBOR**  
**(official consolidated text)**  
**(UM Statute - UPB 10)**

**I. GENERAL PROVISIONS**

**Article 1**

The University of Maribor is an autonomous research and educational institutions with a specific position, ensuring further scientific and professional development through various activities and providing vocational, academic and postgraduate education through knowledge transfer.

The University of Maribor is carrying out its mission at international, national and regional level in accordance with paragraph 1 of this Article.

The University of Maribor encompasses university members and other organizational units defined by this Statute.

The University of Maribor continues Maribor's educational tradition dating back to 1859, the work of the Association of Higher Education Institutions from 1959 and the University established in 1975.

**Article 2**

The University of Maribor acts in accordance with the principles of autonomy ensuring academic and artistic freedom, freedom to determine the organizational structure and operation, freedom to prepare and adopt degree and research programmes, freedom to determine the study regime, elections and appointments of university teachers, researchers and other employees in higher education as well as other rights determined by law.

Interference by political parties or religious communities with the educational activity of the University shall not be allowed. The same applies to the spreading of political or religious propaganda.

The police and the armed forces have no right to enter the University of Maribor or the premises of its members except in cases of urgency when the life of employees is in danger or when the Rector, director, Dean or another authorized employee requests the intervention.

Inspectors of the Republic of Slovenia may enter the University of Maribor or the premises of its members in the presence of the Rector or an authorized employee.

### **Article 3**

The University of Maribor was founded by the Republic of Slovenia.

### **Article 4**

The University of Maribor conducts educational activities at faculties and vocational schools. By implementing the national higher education programme as a public service, the University enables citizens of the Republic of Slovenia to exercise their right to acquire university or higher education vocational education.

In addition, the University of Maribor provides Slovenes not holding Slovene citizenship with university education. In accordance with the principle of reciprocity, foreigners may also acquire university education provided they meet certain requirements.

Citizens of member states have the right to acquire education at the University of Maribor under the same conditions as citizens of the Republic of Slovenia.

On the basis of international agreements, the University of Maribor provides foreign students with education in accordance with the conditions determined by these agreements.

## **II. STATUS PROVISIONS**

### **1. University, Faculties, Vocational Colleges, Associate Members**

#### **Article 5**

Title: University of Maribor  
Acronym: UM  
Address: Maribor, Slomškov trg 15

The University of Maribor (hereinafter referred to as “University”) is a legal entity.

Only the University has the capacity to litigate in proceedings of public authorities and courts except in cases laid down in Article 14 of this Statute.

#### **Article 6**

Faculties, vocational colleges and other institutions are considered university members. Independent higher education or other institutions may become associate members under the conditions specified by this Statute.

#### **Article 7**

The University encompasses the following faculties and vocational colleges (hereinafter referred to as “university members”):

1. University of Maribor  
Academy of Music  
Acronym: UM AG  
Address: Jenkova cesta 4, Velenje

2. University of Maribor  
Faculty of Economics and Business  
Acronym: UM EPF  
Address: Razlagova 14, Maribor
3. University of Maribor  
Faculty of Electrical Engineering and Computer Science  
Acronym: UM FERl  
Address: Smetanova 17, Maribor
4. University of Maribor  
Faculty of Energy Technology  
Acronym: UM FE  
Address: Krško, Hočevanje trg 1
5. University of Maribor  
Faculty of Civil Engineering  
Acronym: UM FG  
Address: Smetanova 17, Maribor
6. University of Maribor  
Faculty of Chemistry and Chemical Technology  
Acronym: UM FKKT  
Address: Smetanova 17, Maribor
7. University of Maribor  
Faculty of Agriculture and Life Sciences  
Acronym: UM FKBV  
Address: Pivola 10, Hoče
8. University of Maribor  
Faculty of Logistics  
Acronym: UM FL  
Address: Mariborska 7, Celje
9. University of Maribor  
Faculty of Natural Sciences and Mathematics  
Acronym: UM FNM  
Address: Koroška cesta 160, Maribor
10. University of Maribor  
Faculty of Organizational sciences  
Acronym: UM FOV  
Address: Kidričeva cesta 55a, Kranj
11. University of Maribor  
Faculty of Mechanical Engineering  
Acronym: UM FS  
Address: Smetanova 17, Maribor
12. University of Maribor  
Faculty of Tourism  
Acronym: UM FT

Address: Trg izgnancev 12, Brežice

13. University of Maribor  
Faculty of Criminal Justice and Security  
Acronym: UM FVV  
Address: Kotnikova 8, Ljubljana
14. University of Maribor  
Faculty of Health Sciences  
Acronym: UM FZV  
Address: Žitna 15, Maribor
15. University of Maribor  
Faculty of Arts  
Acronym: UM FF  
Address: Koroška cesta 160, Maribor
16. University of Maribor  
Faculty of Medicine  
Acronym: UM MF  
Address: Slomškov trg 15, Maribor
17. University of Maribor  
Faculty of Education  
Acronym: UM PEF  
Address: Koroška cesta 160, Maribor
18. University of Maribor  
Faculty of Law  
Acronym: UM PF  
Address: Mladinska ulica 9, Maribor

Other institutes (hereinafter referred to as “other university members”):

1. University of Maribor  
University Library Maribor  
Acronym: UM UKM  
Address: Gospejna 10, Maribor
2. University of Maribor  
Student Dormitories  
Acronym: UM ŠD  
Address: Gosposvetska cesta 83, Maribor

If relevant legal conditions have been met, new university members (faculties or vocational colleges) or other institutes may be established, while existing members can be split, merged, joined or may otherwise cease to operate.

The status transformation of the University under paragraph 1 of this Article is initiated by a majority vote of the Senate of the University.

### **Article 8**

University members mentioned under the preceding Article may be present in legal relations in the terms, cases and under the conditions determined by this Statute.

### **Article 9**

Independent educational and other institutes may become associated members of the University of Maribor if they:

- provide higher education or conduct scientific research or another activity representing an infrastructural condition for conducting educational activities or scientific research;
- conduct activities required for providing higher education and if they enable it through its activities;
- conduct activities complementing educational activities of the University and its members or if they are cooperating with them.

In accordance with the provisions of this Statute, the Senate of the University of Maribor decides whether an institute can become an associated member.

### **Article 10**

Associated members have the right to:

1. appoint its employees in relevant university bodies or at university members in accordance with procedures and criteria applying to employees in higher education;
2. use the University's library and information system;
3. express their opinions on matters from their field of expertise;
4. indicate their status as associated members;
5. participate in international projects of the University or its members;
6. appoint their representative in university bodies and participate in matters related to their activities in a manner determined by the decision on associated membership.

## **2. Activity of the University and its Members**

### **Article 11**

The University ensures the development of scientific disciplines, art and professions. Through the activity of its members, the University provides important findings from the field of natural sciences, engineering, technology, health sciences, agriculture, social sciences and humanities or artistic expression or area of expertise.

Through its members, the University may directly organize the implementation of scientific research or interdisciplinary degree programmes in fields listed under the first paragraph of this Article.

The University exercises public authority.

In addition, the University organizes and coordinates the implementation of activities and the exercise of public authority required for realization of activities from the first, second and third indent of this Article.

## Article 12

Through faculties and colleges (university members), the University conducts educational activity, scientific research and artistic activity based on one or more related scientific disciplines or artistic fields and professions in fields of study mentioned under the second indent of this Article.

Fields of study in accordance with the International Standard Classification of Education (Unesco, November 1997):

- Academy of Music: (21) arts, (14) teacher training and education science;
- Faculty of Economics and Business: (31) social science (economics); (34) business and administration (sales, auditing, retailing, management, marketing, finance, banking, bookkeeping)
- Faculty of Electrical Engineering and Computer Science: (52) engineering and engineering trades (electrical engineering, electronics, energy engineering, telecommunications); (48) computing (computer science, informatics);
- Faculty of Energy Technology: (52) engineering and engineering trades;
- Faculty of Civil Engineering: (52) engineering and engineering trades, (58) architecture and building (civil engineering); (84) transport services (traffic);
- Faculty of Chemistry and Chemical Technology: (44) physical sciences (chemistry); (52) engineering and engineering trades, (54) manufacturing and processing (chemical technology);
- Faculty of Agriculture and Life Sciences: (62) agriculture, forestry and fishery (agriculture, agronomy, zootechnics, agricultural engineering, agricultural economics);
- Faculty of Logistics: (84) transport services,
- Faculty of Natural Sciences and Mathematics: (14) teacher training and education science [biology, physics, chemistry, mathematics, computer science, engineering]; (42) life sciences; (44) physical sciences, (46) mathematics and statistics,
- Faculty of Organizational Sciences: (34) business and administration (work organisation, management);
- Faculty of Mechanical Engineering: (52) engineering and engineering trades (mechanical engineering); (54) manufacturing and processing (textiles); (85) environmental protection (environmental protection technologies);
- Faculty of Criminal Justice and Security: (86) security services (security and internal affairs);
- Faculty of Health Sciences: (72) health (health care, gerontological health care);
- Faculty of Arts: (14) teacher training and education science [pedagogy, languages, philosophy, sociology, history, geography], (22) humanities (philosophy, Slovene, German, history), (31) social science [sociology], (21) arts;
- Faculty of Medicine: (72) health (medicine);
- Faculty of Education: (14) teacher training and education science (teacher training for elementary school, art education, music education, preschool education); (81) personal services;
- Faculty of Law: (38) law (international law, commercial law, corporate law, tax law);
- Faculty of Tourism: (81) personal services.

Degree programmes conducted within the framework of the above mentioned fields of study may be amended, transformed or newly introduced in accordance with relevant procedures.

Degree programmes covering two or more fields of study or interdisciplinary degree programmes may be conducted by several university members together.

### **Article 13**

Through faculties and colleges, the University is developing scientific disciplines providing the basis for degree programmes as well as scientific disciplines from related or interdisciplinary fields. In addition, the University is conducting scientific research or artistic activity in one or several related or interdisciplinary scientific or artistic fields, disciplines and professions.

University members conduct basic and applied research, development projects and other types of projects and exercise powers conferred by public law.

University members also organize or conduct activities required for the realization of activities laid down in this and the preceding Article.

On the proposal of senates of university members, the Senate of the University of Maribor may issue a general act laying down the development of scientific disciplines mentioned under the first paragraph of this Article.

### **Article 14**

University members may conduct educational activities, scientific research, professional and development activities, consultancy, artistic activities and related activities not included in the national programme provided this does not interfere with their primary mission (i.e. conducting educational activities and scientific research) defined in the preceding Articles and provided that the costs of these activities are reimbursed.

The relations between the University and its members conducting activities mentioned under the first paragraph of this Article shall be defined by a separate act adopted by the University's Management Board.

The act under the second paragraph of this Article lays down the reimbursement of costs, the use of the university logo and other matters related to the earning of revenue under the first paragraph of this Article.

The revenue earned through activities mentioned under the first paragraph of this Article represents the basis for determining the rate of refund.

In order to conduct activities under the first paragraph of this Article after the general act under the second paragraph of this Article has been implemented, university members have the legal capacity and may acquire a tax number for conducting legal transactions.

University members have the capacity to litigate before national authorities and courts exclusively from the resources obtained in accordance with the first paragraph of this Article. In relation to the University, university members do not have the capacity to litigate.

### **Article 15**

The University Library Maribor provides IT support to educational, research and artistic work conducted at the University. In addition, it coordinates library and information services, the procurement of library and information material and interlibrary loan, compiles the bibliography of the University, educates users and provides information required for research or professional work. Legal deposits of library material published in the Republic of Slovenia are kept in the archive, while publications on local history are collected, documented and submitted for the city of Maribor and its wider surroundings. The University Library acts as parent library to Maribor's specialist libraries.

### **Article 16**

Student Dormitories Maribor rent real estates and act as mediator when renting real estates to students, thus providing suitable accommodation for both students and visiting professors. Student Dormitories also provide catering and other services referred to in the Appendix.

### **Article 17**

Activities conducted by the University and its members and specified under Article 11, 12, 13, 15 and 16 are laid down in the Appendix, which represents an integral part of this Statute.

Activities of university members under Article 14 and activities of other university members not considered public services are laid down in the Appendix.

## **3. Rights, Obligations and Responsibilities of the University and its Members in Legal Transactions**

### **Article 18**

In legal transactions, the University is acting independently on its own behalf and on its own account, with all relevant rights and responsibilities. In addition, it performs legal acts for activities laid down in the Ordinance on the Transformation of the University of Maribor as well as activities laid down in this Statute, without restrictions.

In the event of alienation of immovable property or equipment of considerable value acquired through public sources for educational activities or scientific research under Article 11, 12, 13, 15 and 16 of this Statute, the consent of the founder is required.

Equipment is considered equipment of considerable value if a public tender must be issued in accordance with the Law on Public Procurement.

The University manages movable properties acquired from other sources in accordance with the purpose for which they were acquired.

The University is liable for the obligations under the first and second paragraph of this Article to the full extent of its assets.

The University is liable for obligations incurred by the operation of the organizational unit acting in legal transactions on behalf of the University and on



its own account, exclusively from non-budgetary resources not intended for the provision of public services.

#### **Article 19**

University members act in legal transactions when pursuing activities for the realisation of the National Higher Education Programme, for which public funds are provided, independently, on behalf and on account of the University, each within the framework of its own activity defined in this Statute and within the limits of resources available for this type of activity.

The University is liable for obligations incurred under the first paragraph of this Article with its assets used by university members for pursuing relevant activities.

University members cannot possess movable properties intended for the implementation of the National Higher Education Programme and acquired through public funds or other sources.

#### **Article 20**

University members have at their disposal immovable properties intended for pursuing activities under Article 14 of this Statute on the basis of a prior approval (consent) of the University's Management Board.

When pursuing activities under Article 14 of this Statute, university members act in legal transactions on their own behalf and on their own account. In addition, there are liable for obligations to the full extent of their assets acquired through these activities, without limitations.

The University and the founder are not liable for these obligations of university members.

#### **Article 21**

When pursuing activities under Article 14 of this Statute, the following organizational units of university members have the right to act in legal transactions on behalf and on the account of the relevant university member:

- 1 Faculty of Economics and Business:
  - 1.1 Research and Educational Centre
  - 1.2. Institute of Marketing
  - 1.3. Institute of International Trade
  - 1.4. Institute of Economic Analysis and Forecasting
  - 1.5. Institute of Organisation and Informatics
  - 1.6. Institute of Finance and Banking
  - 1.7. Institute of Business Law
  - 1.8. Institute of Operational Research
  - 1.9. Institute of Technology
  - 1.10. Institute of Transport and Business Logistics
  - 1.11. Institute of Project Management
  - 1.12. Institute of Accounting, Auditing and Business Taxation
  - 1.13. Institute of Entrepreneurship and Small Business Management
  - 1.14. Institute of Management Development
  - 1.15. Institute of Languages and Foreign Business Languages

- 2 Faculty of Electrical Engineering and Computer Science:

- 2.1 Institute of Electrical Engineering and Computer Science
- 2.2 Institute of Power Engineering
- 2.3 Institute of Automation
- 2.4 Institute of Robotics
- 2.5 Institute of Electronics and Telecommunications
- 2.6 Institute of Computer Science
- 2.7 Institute of Informatics
- 2.8 Institute of Mathematics and Physics
- 2.9 Institute of Media Communications

3 Faculty of Civil Engineering:

- 3.1 Institute of Geotechnics
- 3.2 Institute of Civil Engineering
- 3.3 Institute of Transport Studies
- 3.4 Institute of Architecture and Spatial Planning
- 3.5 Centre for Professional Education and Training

4 Faculty of Chemistry and Chemical Technology:

- 4.1 Institute of Chemical Research

5 Faculty of Organizational Sciences:

- 5.1 Institute for Organization and Management

6 Faculty of Mechanical Engineering:

- 6.1 Institute for Structures and Machine Design
- 6.2. Institute for Power, Process and Environmental Engineering
- 6.3 Production Engineering Institute
- 6.4 Institute for Mechanical Engineering
- 6.5 Institute for Textile Materials and Design
- 6.6 Institute of Mechanics
- 6.7 Institute for Technology of Materials
- 6.8 Centre for Sensor Technologies

7 Faculty of Education:

- 7.1 Scientific Institute.
- 7.2 Centre for Continuing Education

8 Law Faculty:

- 8.1 Institute for Civil, Comparative and International Private Law
- 8.2 Institute for Financial Law and Public Finance
- 8.3 Institute for Public Administration and National Communities
- 8.4 Institute for Employment Relationships and Social Security
- 8.5 Institute for Trade, Contract and Corporate Law
- 8.6 Institute for Philosophy, History and Legal Iconography
- 8.7 Centre for Legal Education and Research
- 8.8 Institute for the Economic Analysis of Law

9 Faculty of Agriculture and Life Sciences:

- 9.1 University Agriculture Centre
- 9.2 University Centre for Viticulture and Oenology Meranovo
- 9.3 Centre for Fruit Production
- 9.4 Centre for Field Crop Production and Horticulture
- 9.5 Centre for Livestock

- 9.6 Centre for Agricultural Engineering and Crop protection
- 9.7 Centre for Forestry with Botanical Garden
- 9. 8. Centre for Grassland and Forage Production
- 9. 9. Institute of Organic Farming
- 9.10. Centre for Lifelong Learning and Professional Success

10 Faculty of Health Sciences:

- 10.1 Research Institute
- 10.2 Centre for International Affairs

11 Faculty of Logistics:

- 11.1 Centre for University Studies and Research Krško
- 11.2 Research Institute Celje
- 11.3 Institute of Project and Technology Management
- 11.4 Institute of Logistics

12 Faculty of Energy Technology:

- 12.1 Centre for University Studies and Research Velenje
- 12.2 Institute of Scientific Research and Development
- 12.3 Institute of Energy Technology

13 Faculty of Criminal Justice and Security:

- 13.1 Institute of Criminal Justice and Security Research

14 Faculty of Medicine:

- 14.1 Institute of Physiology
- 14.2 Institute of Pathology
- 14.3 Institute of Social Medicine and Hygiene
- 14.4 Institute of Forensic Medicine
- 14.5 Institute of Biomedical Sciences
- 14.6 Institute of Anatomy, Histology and Embryology
- 14.7 Centre for Human Molecular Genetics and Pharmacogenomics
- 14.8 Simulation Centre

15 Faculty of Natural Sciences and Mathematics:

- 15.1 Research and Development Centre
- 15.2 Centre for Lifelong Learning
- 15.3 Institute for Physics
- 15.4 Institute of the Chair of Mathematics and Computer Science
- 15.5 Institute for Biology, Ecology and Nature Conservation
- 15.6 Institute for Modern Technologies

When pursuing activities of the University, the following organizational units at university level have the right to act in legal transactions on behalf and on account of the University:

1. Institute for University Development

The above mentioned organizations units act in legal transactions and have all powers, which are being exercised on behalf of the University, if they are organized at the level of the University or the relevant university member.

Organizational units under this Article do not have the right to dispose of immovable properties.

Activities conducted by organizational units of the University or its members that have the right to act in legal transactions are listed in the Appendix, which is an integral part of this Statute.

Irrespective of the provisions of the Statute, the Senate and the Management Board of the University may establish new organizational units or transform existing ones with the right to act in legal transactions on behalf and on the account of the university member or University in identical wording through the articles of association. If articles of association so provide, such organizational units may obtain the status of a branch and may be registered as a branch of the University.

In accordance with the provisions of this Statute, the Senate and the Management Board of the University may establish or transform organizational units with the right to act in legal transactions on behalf and on the account of the University or its member.

#### **4. Presentation**

##### **Article 22**

The rector represents the University, without limitations except with regard to the disposal of immovable property, for which the consent of the Management Board is required.

If the immovable property has been acquired from public funds, the consent of the founder of the University must also be obtained.

Vice rectors act on the behalf of the Rector during his absence. Vice rectors are appointed from the ranks of university teachers. When acting on behalf of the rector, vice rectors have the same rights as the rector. Vice rectors are representatives of the University in accordance with the powers bestowed on them by the rector.

The Chief Secretary is also a representative of the University within the limits of general acts and in accordance with the powers bestowed by the rector.

In individual cases, the rector may empower others by written declaration to represent the University.

Documents within the competence of the rector, must also be signed by the authorized vice rector, the Chief Secretary and other authorized persons appointed by the Management Board on the proposal of the rector.

Documents within the competence of Deans, directors and Chief Secretaries of university members and other employees of the University, university members of other university members sign documents in accordance with the act on financial operations adopted by the Management Board on the proposal of the rector.

##### **Article 23**

Within the limits under Article 19 of this Statute, university members and the University are represented by Deans, independently and without limitations, except with regard to the disposal of immovable property intended for activities laid down in Article 14 of this Statute, for which the consent of the Management Board is required.

Vice Deans act on behalf of Deans during their absence. They are appointed from the ranks of university teachers. When acting on behalf of the Dean, vice Deans have the same rights and obligations. Vice Deans are representatives of university members in accordance with the powers bestowed on them by Deans.

In individual cases, Deans may empower other persons by written declaration to represent the faculty or college.

#### **Article 24**

Organizational units of the University or its members with the right to act in legal transactions under this Statute are represented by their heads.

Heads of the organizational unit of the University ensure the legality and effectiveness of business operations conducted by the organizational unit. They are responsible to the rector. Heads of organizational units of the faculty or other university member ensure the legality and effectiveness of business operations conducted by the organizational unit. They are responsible to Deans of the faculty members of directors of other university members.

### **5. Accounts of the University and its Members**

#### **Article 25**

Funds of the University are kept in one or more accounts in accordance with the relevant regulations.

Public funds acquired by the University and its members from the budget of the Republic of Slovenia for providing public services, are kept in the account of the University and in sub-accounts of university members.

In order to pursue activities under Article 14 of this Statute, university members may have other funds in their accounts in accordance with the relevant regulations. The Management Boards of university members take decisions concerning the opening, maintenance and closing of the account.

If claims arise out of business operations of university members under Article 14 and 20 of this Statute, public funds cannot be confiscated in proceedings of execution, over which the University or its members have the power of disposal and which are intended for the provision of public services in accordance with the second paragraph of this Article as well as Article 18 and 19 of this Statute.

If claims arise out of business operations of organizational units of the University, which act in legal transactions on the behalf and on the account of the University under the first paragraph of Article 21, public funds cannot be confiscated in proceedings of execution, over which the University or its members have the power of disposal and which are intended for the provision of public services in accordance with the sixth paragraph of Article 18.

Asset management, financial management and accounting as well as a comprehensive control of legality of business operations conducted by the University and its members shall be specified and ensured in accordance with the regulations laid down in general acts of the University.

### **Article 25 a**

If the rector delegates its powers and tasks under the law and this Statute to Deans of university members, directors of other university members or others, these authorized persons must ensure legality, correctness and careful implementation of delegated tasks so that their decisions does not violate the law or other regulations.

If, during the implementation of tasks referred to in the preceding paragraph, the law is violated or if damage is caused or other barriers are encountered, which prevent the normal operation of the University, university members or other university member are fully and completely responsible for such decision. In such cases, the assets of the University or its members cannot be obtained through enforcement and attachment. University members guarantee payment of its obligations with their assets.

The rector may revoke or cancel the powers for the above mentioned or other legitimate reasons.

## **6. University Seal and Symbols**

### **Article 26**

The seal of the University and its members contains the title of the University, whereas seals of university members also contain the title of the university member and the national coat of arms. They may also contain their head offices.

### **Article 27**

The university logo is used in all documents of the University and its members.

University members have a special logo.

Corporate identity is laid down in a separate general act.

### **Article 28**

On 18 September each year, the Day of the University of Maribor is celebrated in order to commemorate the date on which the University was formally established (18 September 1975).

On this day, a formal ceremony takes place, during which PhD degrees and honorary titles are awarded. In addition, newly elected rectors are sworn into office.

### **Article 29**

No classes are conducted on Rector's Day and Students' Day.

On Rector's Day, an official ceremony is held, during which university awards are bestowed. In addition, cultural and other events important to the University, its employees and students are organized.

On Student's Day, sporting competitions and other events are organized.

The date of Rector's Day is set by the rector at the beginning of each academic year. Student's Day is typically celebrated before the end of the summer semester in May. The exact date is set in accordance with the academic calendar.

## **7. Cooperation between Universities**

### **Article 30**

The University cooperates with other universities in Slovenia and abroad in order to facilitate joint research projects, degree programmes, academic and student exchange, exchange of scientific and professional publications, scientific information, participation in scientific meetings, symposia and conferences as well as other educational and scientific activities.

In order to facilitate cooperation and the integration into international networks, the University concludes bilateral and multilateral agreements, contracts and arrangements laying down the forms and manners of cooperation.

## **III. ORGANISATION OF THE UNIVERSITY AND ITS MEMBERS**

### **1. Organizational Forms of Higher Education**

#### **Article 31**

The University and its members have the following organizational units:

1. chairs
2. institutes
3. departments
4. teaching and research centres
5. centres
6. labs
7. libraries

Two or more chair may form a department, whereas two or more departments may form teaching and research centres.

Organizational units have powers in legal transactions if they generate a part of the income by pursuing activities under Article 14 and if so stipulated by this Statute.

#### **Article 32**

Chairs are formed for a specific course or in a part of a field of study due to coordination and development of the teaching process and related scientific research in this particular field as well as due to the development of scientific disciplines and professions.

University teachers, researchers and other employees of one university member or university teachers of two or more university members form chairs. External experts may also form chairs. In order to facilitate in-depth studies and introduction into scientific research, students may also become members of chairs.

#### **Article 33**

Chairs:

1. participate in the preparation of degree and research programmes;

2. discuss issues and problems arising from the implementation of degree programmes as well as direct and coordinate educational activities and scientific research;
3. develop scientific disciplines, which form the basis of degree programmes, and scientific disciplines from related or disciplinary fields through scientific research (esp. basic research);
4. ensure the transfer of research achievements and scientific findings into the teaching process and degree programmes at all levels;
5. develop modern teaching methods and coordinate specialized terminology;
6. monitor, analyse and report achievements of students and scientific achievements;
7. ensure professional and scientific development of university teachers, researchers and other employees in higher education;
8. propose topics for theses;
9. plan and verify learning material and other tools;
10. organize professional meetings and discuss reports on the participating in professional meetings;
11. cooperate with organizations and units from the same field or related fields within the framework of the University and outside;
12. may implement lifelong learning programmes.

#### **Article 34**

Chairs are being established, abolished, divided or merged in accordance with the requirements and needs of educational and research work.

Senates of university members decide on organizational changes on the proposal of Deans, whereas the Senate of the University decides on organizational changes at the chair organized by the University on proposal of the rector.

#### **Article 35**

The head is appointed and dismissed by the Dean of the university member on the proposal of the chair. In the event of a university chair, the head is appointed and dismissed from office by the rector. The head is appointed for a period of four years. After this period, the same person may be re-appointed.

#### **Article 36**

The head:

1. organizes and directs the activities of the chair;
2. convenes meetings and presides at them;
3. ensures the regular implementation of teaching activities and scientific work at the chair;
4. puts decisions of both the senate and the Dean into effect;
5. reports on the chair's work to both the Dean and the senate of the university member or to the rector if the chair is organized with the University.

#### **Article 37**

Departments are formed in a wider part of a field of study in order to direct and coordinate educational activities and scientific research conducted by chairs and in order to develop scientific disciplines and professions.

Departments are established and dissolved by the senate of the university member on proposal of the Dean.



Activities of the department are organized and directed by the department head appointed by the Dean. After this period, the department head may be re-appointed.

#### **Article 38**

Institutes are formed in a particular research field in order to conduct basic and applied research, development and other projects as well as to provide consultancy and other serviced financed from public funds or research grants.

Scientific research, professional work and consultancy at institutes is conducted by university teachers, researchers, other employees, students and possibly other experts.

The activities and functions of chair may also be conducted by institutes.

#### **Article 39**

Institutes:

1. organize and conduct scientific research;
2. participate in the preparation of scientific research programmes of the relevant university member;
3. provide profession, consultancy and other services;
4. participate in the training of research staff;
5. ensure the development of scientific disciplines and professions through the dissemination of new findings;
6. encourage the participations of students in scientific research and cooperate in postgraduate degree programmes;
7. cooperate with research institutes and other similar organizations;
8. study possibilities and forms of knowledge transfer;
9. introduce students into research work;
10. organize scientific and professional meetings;
11. cooperate with chairs from the same field;
12. may conduct lifelong learning programmes.

#### **Article 40**

Institutes may be established, abolished or merged in accordance with the needs and requirements of scientific research in the same manner as provided by this Statute for chairs.

#### **Article 41**

At the institute, work is coordinated by the head appointed and dismissed from office by the Dean of the university member.

#### **Article 42**

Head of the institute:

1. organize, direct and coordinate work;
2. is responsible for the preparation of the research programme and its implementation;
3. in charge of the economic and financial success of the institute;
4. form research groups for the implementation of research projects and tasks;
5. promotes cooperation with both national and international research organizations, institutes and distinguished scientists;

6. organizes scientific meetings and symposia;
7. monitors open calls for project proposals and prepares agreements for the takeover of research works of the institute;
8. draws up employment contracts for employees working on research projects and tasks;
9. informs clients of the implementation of research projects and other services;
10. informs the Dean of important issues and matters of the institute.

#### **Article 43**

Laboratories are established in order to enable the practical implementation of scientific research and teaching.

#### **Article 44**

Centres are established in order to conduct, organize and promote both the teaching process and scientific research, facilitate the transfer of modern working methods, knowledge and new findings as well as to provide computer and information/documentation services.

Centres are established in accordance with the needs and provisions of this Statute concerning chairs and institutes.

#### **Article 45**

Work conducted at centres is coordinated by the head appointed and dismissed by the Dean of the university member. Heads are appointed for a period of four years and may be re-appointed after the expiration of this period.

Head of centres established at the University are appointed and dismissed by the rector.

#### **Article 46**

Two or more departments may form educational and research centres in the event of constant educational activities and research work in a wide area of the relevant field of study, which exceeds the function of individual departments.

Relevant provisions of this Statute applying to departments shall also apply by analogy to the establishment and organization of educational and research centres. Educational and research centres may also be established at university level.

#### **Article 47**

Libraries of university members collect, sort and forward scientific and professional literature as well as study material. In addition, they provide university teachers, researchers, other employees and students with relevant information and know-how for studying and research work. Libraries also educate their users on how to use library material and how to search for relevant information. In addition, they prepare bibliographies of university teachers and researchers.

Libraries of university members belong to the University's library and information system.

#### **Article 48**

This article has been deleted.

## **2. University Administration**

### *2.1. Organization*

#### **Article 49**

The university administration consists of the Rector's Office and professional services of university members (Dean's offices or secretariats). The administration is organized in such a manner as to ensure efficient, effective, timely and rational implementation of decisions of university bodies as well as legal and other administrative tasks of the University and its members.

The organization and systematization of the University, its members and other members is adopted and determined on the proposal of:

- Deans for the educational, scientific or artistic activity of university members;
- director or principal for the professional activity of other university members;
- Deans, principals or directors and the opinion of the Chief Secretary for the administrative part;
- secretary general of the Rector's Office;

on the basis of starting points for the staffing structure, the Rector with a general act irrespective of other provisions of this Statute.

Via a separate act, the Rector may form other organizational units for specific tasks to be conducted by the University.

### *2.2. Rector's Office*

#### **Article 50**

The Rector's Office organizes and coordinates the execution of the following tasks:

- scientific research, educational work and artistic activity
- implementation of development tasks and the work programme
- integrated financial and booking function of the University
- general matters and staff management
- inter-university and international cooperation
- information infrastructure and information system,
- maintenance, investments and spatial development

The Rector's Office conducts other professional, organizational, financial, administrative, technical, support and related works and tasks important to the University and its members.

### *2.3. Dean's Offices or Secretariats of University Members*

#### **Article 51**

Professional services of university members (Dean's offices or secretariats) conduct administrative, financial and professional tasks. The organization and duties of professional services shall be laid down in an act on the organization and staffing structure of the University and its members.

## **Article 52**

The Chief Secretary is in charge of the university administration. After the publication of a public tender and following the opinion of the Senate of the University, the Chief Secretary is appointed by the Rector for a period of four years, after which he or she may be re-appointed.

The Chief Secretary of the University is responsible to the rector.

The Chief Secretary has several assistant secretaries or heads of departments appointed by the rector following a proposal of the Chief Secretary.

## **Article 53**

Chief Secretaries of university members are responsible for the provision of professional services. After the publication of a public tender and following the opinion of the senate of the university member, the Chief Secretary of a university member is appointed by the rector on proposal of the Dean and Chief Secretary of the university member. Chief Secretaries of university members are appointed for a period of four years, after which they may be re-appointed.

Chief Secretaries of other university members are in charge of professional services. After the publication of a public tender and following the opinion of the expert council and the Chief Secretary of the University, Chief Secretaries of other university members are appointed by the rector on proposal of the principal or director of the university member. Chief Secretaries of other university members are appointed for a period of four years, after which they may be re-appointed.

The Chief Secretary of a university member is responsible to the Dean with regard to various tasks falling within the competence of university members or Deans. The Chief Secretary of a university member conducts tasks, exercises rights and competences in accordance with the Higher Education Act, the Ordinance on the Transformation of the University of Maribor, the Statute of the University of Maribor, general and other acts as well as the Dean's powers. On the basis of powers conferred by the Dean, the Chief Secretary issues decisions, organizational instructions and organisational measures regulating the activities of professional services.

The Chief Secretaries of a university member is responsible to the Dean, the rector and the Chief Secretary of the University with regard to the execution of professional tasks within the framework of the public national programme conducted by the university member as well as the execution of joint tasks and the University's development programme.

## **Article 54**

The Chief Secretary of the University, Assistant Secretaries and Chief Secretaries of university members have specific powers and responsibilities.

The accountant of the University and accountants of university members also have specific powers and responsibilities with regard to funds and other property.

Activities, tasks, powers and responsibilities of the Chief Secretary of the University, assistant secretaries, Chief Secretaries of university members and accountants as well as requirements of these posts are laid down in the act on the organisation and systematization of the University and its members.

## **Article 55**

The Chief Secretary of the University, Chief Secretaries of university members and other employees with specific powers may be prematurely dismissed from office.

The rector or Dean reaches a decision concerning early dismissal following the opinion of the Senate.

Article 299 of this Statute shall apply by analogy to the dismissal of the Chief Secretary of the University or university member.

## **Article 56**

General acts of the University adopted by the Management Board can lay down the requirements for concluding individual agreements and other issues concerning the post, responsibilities and duties of individuals entitled to conclude individual agreements.

# **IV. EDUCATION, SCIENTIFIC RESEARCH AND ARTISTIC WORK**

## **A) Education and Artistic Work**

### *1. Degree Programmes*

## **Article 57**

Students of the University of Maribor and its members may study either under degree programmes or training programmes.

## **Article 58**

Degree programmes can be classified into graduate and postgraduate programmes.

Graduate degree programmes can be classified either as academic or vocational programmes.

Master's and doctoral programmes are considered postgraduate degree programmes.

## **Article 58a**

Degree programmes:

a) first cycle:

- vocational degree programmes
- academic degree programmes

b) second cycle:

- master's programme

c) third cycle:

- doctoral programmes

Graduate degree programmes are considered first cycle programmes, whereas postgraduate degree programmes are considered either second-cycle (master's) or third-cycle (doctoral) programmes.

### **Article 59**

Training programmes are a form of lifelong learning designed to provide professional education and training.

In addition to programmes from the preceding paragraph, university members may organize other types of informal education, e.g. courses, summer school, training courses, etc. provided these activities do not interfere with the implementation of degree programmes.

### **Article 59a**

Joint programmes are degree programmes for acquiring qualifications adopted and implemented by the University in cooperation with one or more educational institutions from Slovenia or abroad.

In addition to the Higher Education Act, the criteria for the development and adoption of joint degree programmes adopted by the Council for Higher Education of the Republic of Slovenia are also taken into account for joint degree programmes.

Students who fulfil all programme requirements under a joint degree programme receive a joint diploma, in which the names of all institutions participating in the implementation of the degree programme are listed. The joint diploma is considered an official document. The content and form of the diploma and diploma supplement are determined by the participating institutions. The joint diploma is adopted by the Senate of the University of Maribor.

### **Article 60**

Degree programmes and training programmes are developed and adopted in fields of study determined by this Statute for individual faculties or colleges.

Degree programmes and training programmes are adopted by the Senate of the University on the proposal of senates of university members.

Interdisciplinary degree programmes and interdisciplinary tracks are adopted by the Senate of the University on the proposal of senates of university members.

The Senate of the University must obtain the consent of the Council for Higher Education of the Republic of Slovenia in order to implement the degree programme. The Council for Higher Education of the Republic of Slovenia decides ex officio on the extension or withdrawal of consent to the degree programme every seven years.

### **Article 61**

The University and its members mostly adopt and implement degree programmes under the national higher education programme as public services.

University members may adopt and implement other degree or training programmes provided this does not interfere with activities from the first paragraph of this Article as well as activities under Article 173 of this Statute and provided cost incurred through the implementation of these degree programmes are reimbursed.

## **Article 62**

The duration and content of degree programmes is determined by university members.

When determining obligatory elements of degree programmes, course requirements and the duration of programmes, university members shall take into account the applicable provisions of the Higher Education Act and this Statute.

### **2. *Organization and Implementation of Educational Work under Graduate Programmes***

#### **a) Forms of higher education**

## **Article 63**

Degree programmes are usually conducted in form full-time studies. If the nature of studies so permits, the implementation of a degree programme may be adapted to the possibilities of students. In this case, programmes may also be conducted in form of part-time studies in the manner and according to the procedure laid down in this Statute.

## **Article 64**

Forms of implementation of degree programmes are the following: lectures, seminar courses, lab classes, introduction into scientific research, work placements, supervision, distance learning, tutorial classes and other forms of help for students, other forms of individual studies and field trips.

Organized forms of educational work may also be conducted in form of lifelong learning. Organized forms of educational work are conducted in larger or smaller groups or individually in accordance with prescribed standards.

## **Article 65**

Lectures are considered a form of educational work, where the university teacher discusses course contents with the help of educational technologies, while taking into account new scientific findings and obligatory prior knowledge. Lectures are conducted in accordance with the degree programme. Students must be familiar with the content, methodology and systematics/structure of the course.

## **Article 66**

Seminar courses are considered a form of educational work, where students cooperate with the university teacher in order to discuss relevant course topics. Seminar courses are conducted in accordance with the degree programme. These courses teach students how to independently study and solve problems. The teacher is obliged to provide learning material, teaching tools and technology ensuring an efficient teaching and learning process.

## **Article 67**

Lab classes are conducted as practical training, clinical courses and placements. In the event of teacher education, lab classes may also be conducted in form of teacher observations, classroom teaching and teaching practicum.

During lab classes, students have the opportunity to apply knowledge gained during lectures and obtain new skills and know-how.

Teacher observations, classroom teaching and teaching practicum prepare students for the role of the teacher. Preparations and relevant analyses are supervised by university teachers from the relevant fields in cooperation with assistants for practical lessons.

#### **Article 68**

Supervision and other forms of individual work are organized in agreement between students and teachers. Supervision includes guidance, consultancy, discussions and other methods concerning educational and research work as well as academic or research assignments. For this purpose, office hours are conducted.

#### **Article 69**

Introduction into scientific research may take the form of:

- participation in research work conducted by research institutes
- seminar courses and mid-term papers
- research work of students under the supervision of university teachers within the framework of specific research projects and graduate theses

#### **Article 70**

Practical training is conducted in various working environments. It represents an obligatory part of vocational programmes, for which ECTS credits are awarded. Practical training can also represent an integral part of degree programmes enabling students to become familiar with the work, organization and management. In this manner, students are being prepared for their future professions.

In cooperation with the relevant organizations, university members participate in the implementation, monitoring and evaluation of practical training as well as formulation of mutual obligations and responsibilities.

### **b) Language**

#### **Article 71**

Classes are conducted in Slovene.

The University of Maribor promotes the development of Slovene as a specialised or scientific language.

Foreigners and Slovenes without Slovene citizenship have the opportunity to attend Slovene lessons.

Degree programmes may be conducted in a foreign language if they are considered a part of the public service:

- foreign language degree programmes
- parts of degree programmes if visiting professors participate in their implementation or if exchange students attend the lectures or if a large number of foreign students attends the lab classes
- degree programmes if they are also conducted in Slovene



## **Article 72**

Degree programmes or their parts are conducted in a foreign language if one or more of the following applies:

- If visiting professors from abroad or internationally renowned experts were invited to participate in the implementation of these programmes.
- If the degree programmes are included in the national higher education programme.
- If the degree programmes are designed for foreign students or if a large number of foreign students is enrolled in these programmes.

University members are obliged to ensure that the degree programme or its parts are conducted in a foreign language understood by the majority of students enrolled in the programme.

If foreign students participate in degree programmes on the basis of international agreements or the European Credit Transfer System, these teaching assignments are part of their regular working obligations.

## **Article 73**

The senate of the university member conducting the degree programme decides whether the programme or its parts will be implemented in a foreign language.

## **Article 74**

On the proposal of the Committee for Academic Affairs, the Senate of the University decides on the implementation of degree programmes that represent the University's obligation due to international contracts and agreements in a foreign language. The Senate also adopts rules for the preparation and defence of graduate theses, master's theses and doctoral dissertations in a foreign language.

### **c) Admission Criteria, Call for Enrolment and Enrolment Procedure**

#### **1. Admission Criteria**

## **Article 75**

The right to higher education and student status is conferred upon enrolment.

Students enrol in an individual year or semester.

## **Article 76**

Everyone who passed the upper secondary-school leaving exam (*matura*) may enrol in graduate academic or vocational programmes.

Those who passed the vocational upper secondary-school leaving exam under a vocational programme in the relevant field and the upper secondary-school leaving (*matura*) in the relevant subject may enrol in academic degree programmes.

Adequacy of the vocational upper secondary-school programme as well as relevant subjects of the upper secondary-school leaving exam (*matura*) are laid down in the degree programme.

Those who passed the vocational upper secondary-school leaving exam or final examinations under a vocational programme may enrol in vocational study programmes.

In addition to the upper secondary-school leaving exam, the vocational upper secondary-school leaving exam and final examinations, special talents or psycho-physical capacities may also represent one of the admission criterions.

The Academy of Arts has the right to enrol those who do not satisfy the admission requirements from the first, second or fourth paragraph of this Article provided they demonstrate great artistic talent.

#### **Article 76a**

Admission requirements under Article 76 of this Statute are also met if equivalent qualifications have been obtained abroad and recognized by relevant Slovene institutions.

### **2. Call for Enrolment**

#### **Article 77**

The University publishes the call for enrolment in graduate or postgraduate degree programmes conducted by university members.

The call for enrolment in graduate programmes must be published at least six months before the beginning of the academic year, while the call for enrolment in postgraduate programmes must be published at least four months before the beginning of the academic year.

#### **Article 78**

The content of the call shall be determined by the Senate of the University on proposal of the senates of university members.

The call for enrolment includes titles of both university members and degree programmes, locations, the duration of studies, admission requirements, the number of available places as well as procedures and deadlines for the submission of applications.

#### **Article 79**

After the call for enrolment has been published, the University and its members organize an Information Day. During this event, prospective students familiarize themselves with the call, education opportunities, admission requirements, professions and possibilities for acquiring postgraduate qualifications. They are provided with information important for deciding on a course of study.

The Information Day is organized on the date determined in the call for enrolment.

### **3. Call for Enrolment and Selection Procedure**

#### **Article 80**

Candidates for enrolment in graduate degree programmes must submit their application by the prescribed submission deadline to the University's Application

and Information Service, which establishes common needs in the field of degree programmes.

#### **Article 81**

If the number of candidates exceeds the number of available places with regard to spatial, staffing and equipment capacities of university members, the Senate of the University limits enrolment on the proposal of university members.

#### **Article 82**

During the selection procedure, candidates are classified in accordance with the provisions of the Higher Education Act. In order to limit enrolment, the University must obtain the consent of the Government of the Republic of Slovenia, which must be made public.

### **4. Enrolment Procedure**

#### **Article 83**

Enrolment in the first year of a graduate programme (full-time and part-time studies) is conducted in accordance with the call for enrolment.

#### **Article 84**

Due to violations of the selection procedure, candidates may lodge a complaint with the University Complaints Commission upon receipt of the decision. The appeal must be filed by the deadline stipulated in the decision concerning the results of the selection procedure.

The decision of the University Complaints Commission is final.

#### **Article 85**

Students can advance to the next year if they have fulfilled all study obligations laid down in the degree programme and this Statute.

Students who did not fulfil all study obligations for the advancement to the next year may submit an application with the Academic Affairs Committee. The Committee may grant exceptional enrolment to the next year if (1) study obligations were not met for legitimate reasons, (2) all obligations from previous years have been fulfilled and (3) if over 30 ECTS have been awarded in the current year. University members have the right to decide which obligations have to be met in order for the Committee to grant exceptional enrolment. If these obligations were not fulfilled, exceptional enrolment cannot be granted despite the fact that the student has been awarded over 30 ECTS. However, the required number of ECTS credits must be smaller than the number of credits required for advancement in accordance with the first paragraph of this Article.

If the application has been rejected, students have the right to lodge an appeal with the University Complaints Commission within 8 days.

#### **Article 86**

Students who repeat a year or enrol in another degree programme or track must enrol by the same deadline laid down in this Statute for enrolment in first year or advancement to the next year.

Students who fail to enrol by the prescribed deadline for legitimate reasons may submit an application with the Academic Affairs Committee, which may grant enrolment after the deadline. However, students must enrol by the deadline specified in the act regulating issues concerning the call for enrolment.

#### **Article 87**

Students who were not granted enrolment in the same or next year of either graduate or postgraduate studies because they did not fulfil the required study obligations in accordance with the degree programme or because the Academic Affairs Committee did not issue a decision within 15 days have the right to file a complaint with the University Complaints Commission.

The decision of the University Complaints Commission is final.

#### **Article 88**

Foreigners and Slovenes without Slovene citizenship may apply for enrolment in accordance with the Rules on the Call for Enrolment and Rules on Tuition Fees and Accommodation in Student Dormitories for Slovenes without Slovene Citizenship and Foreigners in the Republic of Slovenia.

The application procedure for enrolment of foreigners and Slovenes without Slovene citizenship in the first year of graduate studies by the first application deadline is conducted by the Application and Information Service of the University of Maribor. The relevant university body decides whether the requirements for enrolment of foreigners and Slovenes without Slovene citizenship in graduate programmes, training programmes, etc. have been met. In addition to the application, foreigners and Slovenes without Slovene citizenship must also submit the following:

1. certified copy of the birth certificate with translation or another certificate establishing citizenship
2. copies of certificates from the last two years of upper secondary school as well as a copy of the diploma certified by a notary public, an official of an administrative unit or officials of the Application and Information Service of the University or independent higher education institutions; it must be certified in accordance with the Act on Verification of Documents in International Traffic; translations of these documents in Slovene;
3. decision on the recognition of foreign qualifications;
4. Slovene exam certificate if this has been decided by the senate of the university member for a particular degree programme. University members determine the level of Slovene knowledge and set the date by which students must pass the exam.

The Slovene language certificate may be obtained also if a special committee of the university member checks the candidate's knowledge during an interview and evaluates it as satisfactory. In this case it is considered that the candidate meets the conditions from point 4 of the preceding paragraph.

It is considered that foreigners and Slovenes without Slovene citizenship meet the criteria from the preceding paragraph of this Article provided (1) they finished primary and or secondary school in the Republic of Slovenia, (2) a bilingual secondary school or (3) provided they were already awarded a degree under an graduate degree programme in the Republic of Slovenia.

#### d) Academic Year

##### **Article 89**

The academic year begins on 1 October and ends on 30 September the following year. The academic year is divided into the winter and summer semester.

In the academic calendar, the beginning and end of classes per semester are laid down as well as holidays and other important days. From the academic calendar it is also evident on which days there are no classes.

Under graduate degree programmes, lectures, seminars and lab courses comprise 30 weeks with a minimum of 20 and a maximum of 30 hours per week. The extent of work placements is laid down in degree programmes. If the degree programme envisages work placements, the total student load must not exceed 40 hours per week and 42 weeks per year.

Educational work can also be organized in form of a block system. However, block scheduling must be brought in line with the academic calendar and adopted by the senate of the relevant university member.

#### e) Part-Time Studies

##### **Article 90**

The organization and scheduling of classes, seminar courses and lab classes can be adapted to the needs of students and, if the degree programme so provides and if courses are conducted in form of part-time studies, the programme may be implemented in the following ways:

1. Lectures, seminar courses and lab courses are typically scheduled outside daily hours of work, esp. by the end of the week, on public holidays and during weekends.
2. Lessons are conducted in form of a block system.
3. Courses are taught in form of a block system; the number of hours of participation in education work is decreased, esp. with regard to the content of courses students are already familiar with due to their job history
4. Students are exempt from physical education as well as mandatory presence with regard to lab courses where knowledge can be obtained during work placement.
5. In the event of a large number of students, the teaching process may take place outside the primary location of the faculty or college provided adequate spatial and other requirements are met.
6. Exams are scheduled during public holidays.

On the proposal of the Academic Affairs Committee, senates of university members decide on the manner of conducting part-time studies.

#### f) Interdisciplinary Degree Programmes

##### **Article 91**

If interdisciplinary degree programmes are conducted by two or more university members simultaneously, each conducts courses from its field of study.

Each university member is responsible for its part of the degree programme.

## **Article 92**

On the basis of a separate general act and related agreements, the University settled enrolment issues, the time schedule of lectures and other types of educational works, examinations, record keeping, thesis supervision, material and other costs as well as all other issues related to the implementation of interdisciplinary programmes.

### **g) European Credit Transfer System**

## **Article 93**

The University of Maribor is conducting and developing the European Credit Transfer System in accordance with the provisions of the Higher Education Act, the criteria adopted by the Council for Higher Education of the Republic of Slovenia and the recommendations of the European Union.

### **h) Parallel and Consecutive Studies**

## **Article 94**

The Committee for Academic Affairs of the senate of a university member may allow excellent students meeting the advancement criteria and having an average grade of at least 8 by the end of the first year to study under two or more degree programmes conducted by one or more university members. At the same time, the Committee may also decide on certain perks (e.g. exemptions from classes, lab courses, etc.). If parallel enrolment is limited, university members decide on the selection criteria. In addition to the application, students must also submit a confirmation of fulfilled obligations for enrolment in the next year, a confirmation of the average grade and the Dean's consent. Parallel enrolment is not possible for graduating students.

In exceptional cases, the Committee from the first paragraph of this Article may allow parallel enrolment in the first year of both programmes for candidates who obtained a relevant education, which represents one of the admission requirements.

After graduation, graduates of the Faculty of Arts, the Faculty of Education and the Faculty of Natural Sciences and Mathematics may enrol in consecutive studies in form of one discipline of a two-discipline programme at the Faculty of Arts or the Faculty of Natural Sciences and Mathematics provided the faculties offer consecutive studies in accordance with the call for enrolment. Detailed requirements are laid down by the faculty in the call for enrolment.

### **i) Individual Studies**

## **Article 95**

The term "individual studies" means that organized forms of classes (lectures, seminar courses, lab courses) are replaced by individual consultations.

Degree programmes are implemented in this manner if there is a lack of students enrolled.

If the degree programmes so provides, students have the right to study under individual degree programmes implemented by one or more higher education institutions.

#### **j) Examinations and Advancement**

##### **Article 96**

This Article has been deleted.

##### **Article 97**

This Article has been deleted.

##### **Article 98**

This Article has been deleted.

##### **Article 99**

This Article has been deleted.

##### **Article 100**

This Article has been deleted.

##### **Article 101**

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##### **Article 102**

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##### **Article 103**

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##### **Article 104**

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##### **Article 105**

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##### **Article 106**

This Article has been deleted.

##### **Article 107**

This Article has been deleted.

##### **Article 108**

This Article has been deleted.

##### **Article 109**

This Article has been deleted.

### **Article 110**

The course and forms of examination and other issues related to studies and rules on examinations as well as issues concerning the cancellation of enrolment are laid down in a general act adopted by the Senate of the University with the prior consent of the Student Council.

#### k) Advancement, Extraordinary Advancement and Fast Advancement

### **Article 111**

Students who fulfilled all study obligations laid down in the degree programme can advance to the next year.

If the conditions from the second paragraph of Article 85 of this Statute apply, students may advance to the next year despite the fact they did not fulfil all study obligations laid down in the degree programme.

### **Article 112**

Above average students may obtain their degree within a shorter period than laid down in the degree programme.

Fast advancement is possible if students have fulfilled all study obligations and passed all exams from previous years with above average results and if the average grade obtained is at least 8.

Faster advancement is facilitated in such a manner as to enable students to take certain exams before the end of classes or to take exams and participate in other forms of examinations, thus fulfilling obligations in one or more courses of two or more years.

The Academic Affairs Committee of the senate of the faculty or college decides on faster advancement at the request of the student.

### **Article 112a**

In accordance with the general act of the University, students have the right to raise their grades before they complete their studies

#### l) Transfer between Degree Programmes

### **Article 113**

Students may decide to stop studying under one degree programme and start studying under another.

When transferring to another degree programme, either all or part of the student's fulfilled obligations may be recognized.

Switching between programmes or tracks due to unfulfilled obligations is not considered a transfer.

### **Article 113a**

The transfer between degree programmes under Article 58a of this Statute is laid down in the Criteria for Transferring between Degree Programme, adopted by the



Council for Higher Education of the Republic of Slovenia, and this Statute. Both lay down the conditions for transferring between programmes of the same cycle as well as conditions for transferring between vocational and academic first-cycle programmes.

#### **Article 114**

Detailed requirements and criteria for transfer between related programmes may be laid down in the degree programme. Applications for transfer are examined by the relevant body of the university member.

#### **Article 115**

Transferring to another degree programme is possible in the beginning of the academic year.

When transferring to another programme, students must submit the de-registration form and a confirmation of exams passed.

#### **Article 116**

This Article has been deleted.

#### **Article 117**

At the request of the student, the Committee for Academic Affairs of the university member where the student wishes to continue his/her studies decides on the transfer from one degree programme to another. When transferring from one degree programme to another as well as when pursuing parallel studies, exams and other study obligations are recognized, taking into account the content, scope and complexity of knowledge required.

The Academic Affairs Committee of the university member where the students wishes to continue his/her studies decides on the transfer on the basis of the following criteria;

- meeting the relevant enrolment criteria,
- number of available spaces,
- study obligations (also the number of ECTS credits) that can be recognized,
- study obligations that the student must fulfil in order to graduate under the new programme.

A complaint against the decision of the Academic Affairs Committee may be filed with the University Complaints Commission within 8 days. The decision of the Complaints Commission is final.

## m) Transferring between Universities

### Article 118

Students may cancel their enrolment at another educational institution and continue their studies at the University of Maribor. Enrolment in the first year at a faculty or college of the University of Maribor is not considered a transfer despite the fact that individual study obligations passed at the other institutions have been recognized.

### Article 119

Students transferring to the University of Maribor must meet the criteria for advancement under the degree programme in which they were enrolled.

At the request of the student, the senate of the university member decides on the transfer.

The senate of the university member may decide that the student wishing to continue his/her studies at the University of Maribor must pass bridge exams or fulfil other obligations under the degree programme in order to enrol in the next year.

## n) Repeating a Year

### Article 120

Students who did not pass all obligations for advancement may repeat a year once during their studies.

### Article 121

The Committee for Academic Affairs of the university member grants the repeating of a year provided the student has:

- participated in all forms of the teaching process laid down in the degree programme on a regular basis;
- fulfilled obligations of the current year, for which he/she was awarded at least 30 ECTS credits.

Students who participated in all forms of the teaching process on a regular basis and who were awarded less than 30 but no less than 15 ECTS credits may also repeat a year if there are reasonable grounds, which ensure the renewal of the student status under this Statute.

A complaint against the decision of the Committee for Academic Affairs can be lodged with the University Complaints Commission within 8 days. The decision of the Complaints Commission is final.

## o) Continuing Studies after a Break

### Article 122

Students who take a break may continue and complete their studies under the same degree programme provided the programme has not been changed during the break.

If the degree programme in which the student has been enrolled underwent changes during the break, the student is nonetheless allowed to continue and complete his/her studies provided additional obligations (bridge exams and other assignments) have been fulfilled. If the student cannot continue and complete his/her studies under the same programme due to the introduction of new programmes, he/she is allowed to continue and complete his/her studies under the new programme.

The break is considered in progress from the loss of the student status onward.

### **Article 123**

At the request of the student, the Committee for Academic Affairs of the relevant university member decides on additional requirements if the degree programme underwent changes during the student's break.

A complaint against the decision of the Committee for Academic Affairs can be lodged with the University Complaints Commission within 8 days. The decision of the Complaints Commission is final.

## *3. Organization and Implementation of Postgraduate Programmes*

### a) Common Provisions

#### **Article 124**

Graduate degree programmes are conducted by members of the University of Maribor.

On the proposal of the senate of the relevant university member, the Senate of the University adopts graduate degree programmes. The Senate of the University must obtain the consent of the Council for Higher Education of the Republic of Slovenia.

#### **Article 125**

Due to violations of the selection procedure, a complaint can be filed with the University Complaints Commission within 8 days from receipt of the decision. The decision of the University Complaints Commission is final.

On the proposal of the Scientific Research Committee, the senate of the relevant university member decides on the implementation of graduate programmes in accordance with the conditions laid down in the programmes.

During the first instance proceedings, the senate of the university member decides on the student's complaint. The complaint must be submitted in writing.

In the event of an infringement, a postgraduate student may file a complaint of the University Complaints Commission, which considers the matter and formulates a proposal for the Senate of the University.

The Senate gives a final judgement of the matter. On the basis of its decision, the rector issues a decision.

## **Article 126**

This Article has been deleted.

### **c) Master's degree programmes**

## **Article 127**

Master's degree programmes focus mainly on scientific research. They include an introduction into research work and the development of skills for conducting research work in a scientific discipline as well as courses for the expansion of knowledge required for the preparation of the master's thesis.

## **Article 127a**

In accordance with Article 58a of this Statute, master's degree programmes provide students with (1) in-depth knowledge in a wide field of study, (2) skills required for finding new sources of knowledge both in the professional and scientific field and the use of scientific methods in a broad sense or under new or changed circumstances, (3) ability to assume responsibility for managing complex working systems as well as to develop critical reflection, (4) social and communications skills require for effective teamwork. Project assignments in working environments as well as basic and applied research or R&D are an integral obligatory part of these programmes.

## **Article 128**

Admission requirements are laid down in the Higher Education Act and the degree programme.

In accordance with Article 58a of this Statute, the following groups may enrol in master's programme:

- anyone who completed a first-cycle degree programme from the relevant field;
- anyone who completed a first-cycle degree programme from another field of study provided the student completed all study obligations required for pursuing further education prior to enrolment; these obligations are laid down with regard to the distinctiveness of the relevant field of study and are evaluated with between 10 and 60 ECTS credits; candidates may fulfil these obligations during graduate studies, in training courses or by passing exams prior to their enrolment in a master's degree programme.

Professional fields referred to in the first indent and study obligations referred to in the second indent of this Article are laid down in the relevant master's degree programme.

Master's degree programme may also define other admission criteria, such as special talents, psycho-physical capacities or work experiences.

## **Article 128a**

Anyone who was awarded equivalent qualifications abroad also meets the admission criteria laid down in the preceding Article of this Statute.

## **Article 128b**

When selecting candidates for enrolment in master's programmes, the performance at the graduate level (average grade, grade awarded for the graduate thesis) is taken into account. In addition, final course grades or grades in particular fields of

study at the first level of studies or elective course grades and may also be taken into account in accordance with the degree programme.

#### **Article 129**

This Article has been deleted.

#### **Article 130**

The duration of master's programmes is two years.

#### **Article 130a**

In accordance with Article 58a of this Statute, the duration of master's degree programmes is between one and two years. Master's programmes are worth between 60 and 120 ECTS credits. Together with graduate programmes in the same field of study, master's programmes last 5 years. Master's programmes worth 60 ECTS credits enable students who completed a first-cycle bachelor programme worth 180 ECTS credits to advance to the next year. Thus, students are awarded a total of 120 ECTS credits, which is the number of credits required for obtaining a master's degree.

The duration of vocational programmes must be in accordance with the directives of the European Union.

Master's (second-cycle) programmes may also be conducted in parts.

When determining the duration of degree programmes, the relevant provisions of the Higher Education Act must be taken into account.

#### **Article 130b**

Upon enrolment in Bologna programmes, graduates of former programmes (graduate, specialization, master's) can have their study obligations recognized. In some cases, additional obligations need to be fulfilled in the amount determined by the Higher Education Act. Relevant bodies of the university member decide on the recognition of obligations and additional obligations in accordance with the accredited degree programme.

Upon enrolment in master's (second-cycle Bologna) programmes in the same or a related field of study, study obligations worth 60 ECTS credits are recognized to graduates of former (non-Bologna) graduate programmes. Upon enrolment in doctoral programmes, relevant provisions of the Higher Education Act apply to graduates of former vocational programmes subject to European directives and worth 300 or more ECTS credits.

#### **Article 131**

The senate of the university member appoints a thesis supervisor for the postgraduate student.

A thesis supervisor to a master's student is a university teacher with the faculty rank "full professor", "associate professor" or "assistant professor" active in the relevant scientific discipline.

### **Article 132**

The student must complete and defend his/her thesis in order to be awarded a master's degree.

A master's thesis is an independent piece of research demonstrating both the candidate's knowledge in the relevant professional and scientific field related to the topic of the thesis as well as mastery of scientific methods.

### **Article 133**

The thesis is assessed by a three member committee appointed by the senate of the university member. Committee members are selected from university teachers and researchers with a PhD active in the relevant scientific field or scientific discipline.

Candidates defend their thesis in front of the committee referred to in the first paragraph of this Article.

### **Article 134**

Provisions of Articles 147 to 161 of this Statute shall apply by analogy to the defence proceedings, the awarding of the master's degree and related issues.

The preparation and defence of the master's dissertation is regulated by a general act on the preparation and defence of the master's dissertation.

## **d) Doctoral Programmes**

### **Article 135**

The following groups may be awarded a PhD degree:

1. anyone who completed the doctoral programme and successfully defended the doctoral dissertation, which has been evaluated with a pass mark
2. anyone who obtained a master's degree in the relevant scientific disciplines provided he/she successfully defended the doctoral dissertation, which has been evaluated with a pass mark
3. anyone who is considered a brilliant master's student provided he/she has successfully defended the doctoral dissertation in the same scientific field or discipline, which has been evaluated with a pass mark (without completing the master's thesis first)

### **Article 136**

Postgraduate students who passed all exams and achieved either the average grade laid down in the degree programme or an average grade of 8 during their master's studies and who demonstrate independent and original scientific work have the opportunity to continue their postgraduate studies referred to in the third indent of the preceding Article. In accordance with this provision, the senate of the university member determines the programme for the transfer between the master's programme and the uniform doctoral programme.

### **Article 136a**

In accordance with paragraph 58a of this Statute, doctoral programmes are worth 180 ECTS credits. The duration of doctoral programmes is three years.

The following persons may apply for doctoral programmes:

- those who completed a second-cycle degree programme
- those who completed one of the degree programmes educating students for professions regulated by European directions and brought in line with them provided these programmes are worth 300 ECTS credits
- those who completed a four-year graduate degree programme from the relevant field and who demonstrate considerable scientific or professional achievements worth 60 ECTS credits

It is advisable that the student contacts potential dissertation advisers and prepares a dissertation proposal or determines a narrower research area for the dissertation.

#### **Article 136b**

Those who obtained similar qualifications abroad, which have been adequately recognized in Slovenia, also meet the admission requirements laid down in the preceding Article of this Statute.

#### **Article 136c**

When selecting candidates for enrolment in doctoral programmes referred to in Article 136a of this Statute, the overall score achieved at the second-cycle (average grade, grade awarded for the master's thesis) is taken into account. In addition, the overall score in an elective course determined by the degree programme, artistic talents or psychophysical capacities may also be taken into account.

#### **Article 137**

The doctoral dissertation must represent an independent and original contribution to the relevant scientific discipline.

#### **Article 138**

In accordance with Article 136 and 136a of this Statute and the Higher Education Act of the Republic of Slovenia, candidates must submit evidence that they meet the admission criteria prior to enrolment.

#### **Article 139**

Doctoral candidates must register the dissertation topic and submit the following:

- biographical data, a statement of the proposed topic and potential adviser, dissertation proposal
- evidence of meeting the registration criteria
- bibliography with a printout from the COBISS system

At its first meeting, the senate of the university member appoints a topic evaluation committee that establishes whether the candidate meets the registration criteria and assesses the adequacy of the proposed topic (whether the proposed topic ensures an independent and original contribution to the relevant scientific discipline).

The topic evaluation committee has at least three members from the ranks of university teachers and researchers with a faculty rank in the relevant scientific field. One committee member is typically a university teacher from another

university. If the dissertation topic is related to more than one scientific discipline, the composition of the committee must ensure an interdisciplinary approach.

The committee is obliged to formulate its opinion within one to two months from topic registration and submit it to the senate of the university member, which discusses it at its first regular meeting.

If the committee's report is favourable, the committee proposes an adviser to the senate of the university member, who will supervise the candidate's work and give advice on the preparation of the dissertation.

#### **Article 139a**

University members must provide candidates with help with the preparation of the dissertation.

In the event of an interdisciplinary topic an additional adviser (co-adviser) is typically appointed.

The co-adviser is selected among university teachers with the faculty rank "assistant professor", "associate professor", "full professor" or "professor emeritus" (if active in the relevant scientific discipline). The adviser must be employed at the University of Maribor or in a contractual relationship with the University, whereas the co-adviser may be employed at another institution. In justified cases, the Senate of the University may appoint advisers who are neither employed nor in a contractual relationship with the University of Maribor following a proposal of the senate of the university member.

The adviser or co-adviser is obliged to maintain face-to-face contact with the candidate in order to provide professional advice.

A university teacher can be an adviser to a maximum of five doctoral students at the same time. Exceptionally, the Senate of the University of Maribor may approve a larger number of doctoral students per adviser.

The Senate of the University of Maribor establishes the scientific activity of the proposed adviser.

On the proposal of university members, the Senate of the University may define criteria from the third paragraph of this Article by a general act.

#### **Article 140**

After discussing the opinion of the topic evaluation committee, the senate of the university member submits the topic proposal together with the name of the proposed adviser or co-adviser and relevant documentation to the Senate of the University for approval. Prior to its consideration by the Senate of the University, the documentation is examined by the postgraduate studies committee.

The Senate of the University reaches its decision on the proposed topic and adviser or co-adviser within two months from submission of the request.



#### **Article 141**

On the proposal of the University or the topic evaluation committee, the relevant university body sets the deadline by which the candidate must change the topic or supplement the application in accordance with its instructions. In addition, the university body can request the university member to propose another adviser by the stipulated deadline.

#### **Article 142**

The Senate of the University issues a decision to be submitted to the candidate and informs the university member.

The topic approved is entered into an official record containing names of candidates and dates of topic approval.

#### **Article 143**

This Article has been deleted.

#### **Article 144**

No later than four days from the date of topic approval, the doctoral candidate must submit a dissertation proposal in the requested number of copies.

Instead of a doctoral dissertation, candidates may submit a scientific work or a several works forming an integrated whole.

The doctoral dissertation may form an integral part of a joint work. However, the candidate's independent contribution must be evident.

If the doctoral candidate fails to submit the dissertation by the stipulated deadline referred to in the first paragraph of this Article for justified reasons, he/she may request an extension of the deadline. This decision is reached by the senate of the university member.

If the doctoral candidate fails to submit the dissertation by the stipulated deadline referred to in the first paragraph of this Article and fails to request an extension of the deadline prior to its expiry, it is considered that the candidate withdrew from the proposed topic, which means that the topic is still available.

#### **Article 145**

At its first meetings but no later than 30 days from receipt of the dissertation, the senate of the university member appoints the evaluation committee.

The evaluation committee has a chairman and at least two members appointed from the ranks of university teachers and researchers employed at the university member or other universities. Committee members need to have a PhD and be scientifically active in the relevant scientific field or discipline.

#### **Article 146**

Within three months from its appointment, the evaluation committee is obliged to review the dissertation, prepare a report and submit it to the senate of the university member.

The senate of the university member may accept, reject or return the thesis to the candidate to revise it, in which case a deadline must be set (max. 2 months).

The candidate cannot submit the rejected thesis again in order to obtain a PhD degree.

#### **Article 147**

If the doctoral dissertation has been accepted, the Dean of the university member sets the date of the defence on the proposal of the evaluation committee and in agreement with the candidate.

The defence must take place within one to three months from the date the dissertation has been accepted.

The dissertation is publicly defended in front of the committee, which is usually composed of members of the evaluation committee.

#### **Article 148**

Announcement of the defence (including candidate's name and surname, time and location) shall be made in the appropriate university news media at least seven days before the scheduled examination date. The announcement must also state that the thesis is open to public inspection at the registry and that the oral examination is open to the public.

#### **Article 149**

The chairman begins the examination proceedings by providing data on the candidate, his/her professional background and the requirements met.

A member of the committee nominated by the chairman shall read the report of the evaluation committee, the decision by which the thesis has been accepted and the decision on appointment of the committee.

The chairman invites the candidate to present the thesis, research methods and the most important findings.

After the presentation, the chairman invites other committee members to ask questions. They give comments and request additional explanations concerning the dissertation.

The candidate provides answers and defends his/her findings and results.

The chairman invites the audience to ask questions.

After the candidate answers all questions, the chairman closes the proceedings.

#### **Article 150**

Committee members consult in private in order to hold a secret vote on whether the candidate has successfully defended the dissertation.

The chairman publicly announces the decision of the committee and closes the defence proceedings.

#### **Article 151**

If, during the oral examination, the committee notices that research independence and thesis originality should be verified *ex post facto*, it may suspend the defence and postpone it for a maximum of three months. After this period, the committee must render a final decision.

#### **Article 152**

If the candidate fails to appear at the defence, it is considered that he/she withdrew from the examination (unless for justifiable reasons).

#### **Article 153**

A record of the examination proceedings is kept, which must be signed by all committee members and the recording clerk.

#### **Article 154**

The committee informs the Dean of the results of the dissertation defence. The Dean must submit this information to the rector.

#### **Article 155**

The commencement ceremony is performed by the rector.

The official commencement ceremony is open to the public.

The date, time and location of the commencement ceremony is determined by the rector.

#### **Article 156**

The commencement ceremony is conducted by the rector, who yields the floor to the Dean, the adviser or co-adviser. The Dean, adviser or co-adviser provide data on the candidate's biography and work, his professional background, the oral examination, the dissertation and the most important research results.

After the speech, the rector announces that the requirements have been met and that the candidate is now a doctor of science in the relevant scientific field or discipline. The rector hands the diploma over to the candidate.

All rights stemming from the doctoral degree can be exercised after the commencement.

#### **Article 157**

Prior to the oral defence or the commencement, the findings presented in the dissertation must be published in a scientific journal (as an original scientific paper, a review article or an independent scientific paper in a monograph or a chapter in a monograph) or as an independent scientific publication (scientific monograph) available to the public.

The candidate's findings must be published in a foreign language (with the exception of national sciences) in a journal published in EU or OECD member states or in a journal with abstracts in the foreign language spoken in a EU or OECD member state. The adviser or co-adviser must not be a member of the journal's editorial or other board.

Irrespective of the preceding paragraph, the findings may also be published in a foreign language in a journal indexed in JCR (SCI, SSCI or A&HCI) or in form of an international patent with a substantive examination that has been awarded in a EU or OECD member state.

More detailed criteria with regard to publications from the preceding paragraph are adopted by the Senate of the University following a proposal of university members.

#### **Article 158**

The University keeps a public record of doctorates awarded. The record also contains a list of names and surnames of doctors of science, their birth data, title of the dissertation, research area or scientific discipline, university member, composition of the evaluation committee and date of the defence.

#### **Article 159**

If there are reasonable grounds for believing that the dissertation is not the result of the candidate's own creativity and achievements after the oral examination or commencement has been conducted, the procedure for evoking the doctoral degree is initiated.

#### **Article 160**

The proposal for the initiation of the procedure for evoking the doctoral degree must be submitted in writing to the senate of the university member where the defence took place.

The university body referred to in the preceding paragraph of this Article initiates the procedure and appoints a three member committee in order to examine the grounds for evoking the degree. The composition of the committee must be in accordance with the second paragraph of Article 139 of this Statute. The committee must interview the candidate and carefully consider his/her defence.

If the committee establishes that the grounds are not reasonable, it informs the senate of the university member in order to stop the procedure. The committee must also inform the proposer.

If the committee establishes that the dissertation is not the result of the candidate's own creativity and achievements, it informs the senate of the university member and proposes that the degree be evoked. The Dean must inform the candidate.

#### **Article 161**

The senate of the university member must discuss the report referred to in the preceding Article within 30 days and reach a decision concerning the committee's proposal.

The candidate is also invited to joint his meeting. If the candidate fails to appear without justifying the non-appearance, the senate of the university member may reach a decision in his/her absence.

The senate of the university member reaches a decision by a majority of votes.

The Dean of the university member informs the rector of the senate's decision.

The rector reaches a decision on the revocation of the diploma and requests deletion from the record of doctoral candidates.

#### e) Doctor Honoris Causa

##### **Article 162**

The University may confer upon individuals the title *Doctor Honoris Causa* for outstanding achievements in the field of scientific research, education, arts, culture and other fields related to higher education.

The title *Doctor Honoris Causa* can also be conferred upon foreign citizens.

The Senate of the University reaches a decision on the conferral of this title on the proposal of the relevant university member or on its initiative.

##### **Article 163**

The title *Doctor Honoris Causa* is awarded during an official and solemn ceremony.

The ceremony is conducted by the rector. The Dean of the university member that proposed the conferral of the honorary title or the Dean authorized by the Senate of the University provided the Senate made the decision on the conferral on its own initiative present the candidate's biographical data and grounds for the conferral. Afterwards, the rector reads the decision of the Senate of the University and provides a short rationale for the conferral of the title and hands over the diploma.

##### **Article 164**

The content of the honorary diploma is determined by the Senate of the University. The diploma contains the name of the university member that proposed the conferral, the decision of the Senate of the University, grounds for the conferral and the date of the conferral.

The diploma is signed by the rector and the Dean of the university member that proposed the conferral.

##### **Article 165**

The university keeps a record of honorary titles conferred.

#### *4. Professional and Scientific Titles*

##### **Article 166**

After successfully completing the degree programme, students are awarded a diploma.

After being awarded the diploma, students may use the professional or scientific title laid down in the degree programme, which is in compliance with the law.

The diploma is issued by the University and signed by both the rector and the Dean of the university member.

### **Article 167**

After successfully completing training or degree programmes, participants obtain a certificate contains data on the programme, its duration, the number of ECTS credits awarded and in some cases also activities and tasks conducted within the framework of the training programme.

The certificate is issued by the university member and signed by the Dean.

The diploma supplement is an integral part of the diploma. It is issued both in Slovene and one of the official languages of the European Union. The obligatory elements of the diploma supplement must be in compliance with the provisions of the Higher Education Act.

### **Article 168**

The format and content of diplomas and certificates is regulated in detail by a separate act adopted by the Senate of the University and published in the Official Gazette of the Republic of Slovenia.

### **Article 169**

In addition to diplomas, diploma supplements and certificates on completing an graduate or postgraduate programme, university members also issue the following documents on the basis of their records:

- proof of enrolment
- certificate on exams passed
- graduate certificate
- student card

## ***5. Recognitions of Foreign Qualifications and Equivalentents of Degrees and Diplomas Acquired Abroad***

### **Article 170**

Manners, procedures, documentation, records and other related issues in the field of recognition of foreign qualification is regulated by a general act adopted by the Senate of the University of Maribor.

### **Article 171**

This Article has been deleted.

## **6. Summer Schools**

### **Article 172**

The University can organize summer schools for training and education under vocational programmes or parts of academic programme.

The Senate of the University decides on the organization of summer schools on the proposal of university members.

Summer schools are conducted by one or more university members or in cooperation with universities abroad.

## **B. Research Activity**

### **Article 173**

Faculties (university members) conduct scientific research in a scientific discipline or many related disciplines forming the basis of degree programmes and ensure their development.

### **Article 174**

University members direct scientific research in accordance with the annual work programme.

When formulating the programme of research work, university members take into account fields of national significance as well as of research trends adopted by the Senate of the University.

### **Article 175**

In addition to scientific research related to the implementation of degree programmes, university members also conduct basic and applied research, projects and certain powers conferred by public law. University members may also provide advisory services and other professional tasks provided this does not interfere with regular educational tasks and scientific research and provided the costs of such activities are reimbursed.

### **Article 176**

University teachers and researchers conduct research work within the framework of organizational units of the University or its members.

In exceptional cases, the rector may allow a university teacher or researcher to complete a part of the research work outside the annual work programme referred to in Article 174 of this Statute following a proposal of the senate of the relevant university member.

### **Article 177**

University members are obliged to inform the relevant offices of scientific research conducted by university teachers, researchers and other employees, so that they can keep a record

### **Article 178**

When conducting projects, powers conferred by public law and when providing advisory and other services, university member charge cost in accordance with the tariffs adopted by the University's Management Board.

## **V. EMPLOYEES IN HIGHER EDUCATION**

### **1. General Provisions**

#### **Article 179**

University teachers, researchers and other employees provide education and conduct scientific research in accordance with professional ethics. They must refrain from any political activity. Activities at the University and its members are

conducted by university teachers, researchers, other employees in higher education and staff members providing administrative, professional and tech support as their main profession.

## **2. University Teachers, Researchers and Other Employees in Higher Education**

### **Article 180**

Teaching, scientific research and artistic work is conducted by university teachers, researchers and other employees in higher education who have been awarded a relevant faculty ranks in accordance with the law.

### **Article 181**

Faculty ranks: lector, assistant professor, associate professor and full professor. Under vocational programmes, lecturers and senior lecturer are also considered university teachers.

University teachers implement the educational, research and artistic programme. With their work, they contribute to the development of the scientific discipline, profession or art, develop a particular scientific, artistic or professional field and facilitate knowledge transfer.

### **Article 182**

Research ranks: researchers, senior researcher and research adviser.

Researchers implement the scientific research programme.

Researchers may be appointed to the faculty ranks of university teachers if they have demonstrated their teaching skills.

### **Article 183**

Faculty ranks of other employees in higher education: teaching assistant, librarian, expert, senior expert, expert adviser, instructor (e.g. foreign language teachers, music teachers).

Other employees in higher education participate in the teaching process, scientific research or artistic work.

### **Article 184**

Persons who completed a four-year (second-cycle) programme, produced recognized works of art and demonstrated good teaching skills may be appointed university teachers of artistic disciplines. Those who meet the criteria for this appointment have their works of art recognized upon appointment.

Taking into account the position of lectors and librarians, the University determines the requirements for these types of appointment in accordance with the law and separate regulations.

Rules for the appointment of faculty ranks must be internationally comparable. They are published in the University's official announcements.



#### **Article 185**

University teachers and researchers are appointed to the ranks “lecturer”, “senior lecturer”, “lector”, “assistant professor” or “associate professor” as well as “researcher” or “senior researcher” for a period of five years, after which they may be re-appointed provided they meet the relevant requirements laid down by the law and the criteria for appointment.

Candidates for the appointment to the faculty ranks “full professor” or “research adviser” are appointment for an unlimited period.

If the University defines stricter criteria for appointment to the faculty ranks “full professor” or “research adviser”, full professors and research advisers appointed in accordance with the former criteria request re-appointment in accordance with the new criteria.

#### **Article 186**

Faculty ranks awarded by other or foreign universities are recognized in accordance with the criteria and procedures laid down in a general act. Faculty ranks awarded by other Slovene institutions, are not recognized by the University of Maribor.

#### **Article 187**

Teaching assistants are appointed for a period of three years. Teaching assistant may be re-appointed no more than two times. In exceptional cases, they may be re-appointed for a third time for a period of three years on the proposal of the relevant university member and with the prior consent of the Senate of the University.

Persons appointed to the faculty ranks “expert”, “senior expert”, “expert adviser”, “foreign language teacher”, “instructor” or “gym teacher” are appointed for a period of three years, after which they may be re-appointed for a period of five years.

#### **Article 187a**

The appointment period of university teachers, researchers and other employees in higher education can be extended for the a period equivalent as the candidate’s absence from work due to child care, military service, national functions or long-lasting health problems. The senate of the relevant university member must give its opinion on this matter. In the event of absence from work due to national functions, the Senate of the University must form an opinion. At the proposal of the university teacher, researcher of other employee in higher education, the decision on the extension of the appoint period is issued by the Dean of the relevant university member or the rector in the event of a decision issued by the Senate of the University.

#### **Article 188**

University teachers, researchers and other employees in higher education may be appointed to a higher faculty rank prior to the expiry of the appointment period provided they obtained a master’s degree, specialization or PhD after the appointment and provided they meet other relevant criteria for appointment.

University teachers may be appointed prior to the expiry of the appointment period only if they held their current faculty rank for at least one appointment period.

In the event of outstanding scientific or teaching achievements, exceptional and early appointment to a higher faculty rank in the second half of the appointment period is possible irrespective of the second paragraph of this Article. Following a proposal of the senate of the relevant university member, the Senate of the University decides on the candidate's early appointment on the basis of the opinion of the appointment committee.

#### **Article 189**

Retired university teachers, researchers and other employees in higher education retain the rank appointed to them prior to retirement.

#### **Article 189a**

If the appointment of university teachers and other employees in higher education expires and the appointment procedure has not been completed yet, the Senate of the University may issue, on the basis of the opinion of the senate of the university member, a decision enabling them to continue teaching until the appointment procedure is finished.

On the basis of the decision referred to in the first paragraph of this Article, employees fulfil the legal conditions for taking up the post.

### **3. Appointment of Faculty Ranks**

#### **Article 190**

With the exception of the ranks "full professor" and "research adviser", faculty ranks of university teachers, researcher and other employees in higher education are appointed by senates of university members pursuant to the procedure laid down in this Statute. Full professors and research advisers are appointed by the Senate of the University in accordance with the same procedure. The decision of the senate of the university member or the Senate of the University cannot be made on its own discretion - a vote must be held.

The appointment procedure is laid down in a general act adopted by the Senate of the University. The procedure does not envisage an oral examination or interview. In the appointment procedure, relevant provisions of the General Administrative Procedure Act apply by analogy unless this Statute or a general act stipulates otherwise or unless the procedures differ from those laid down in the General Administrative Procedure Act.

#### **Article 191**

The appointment or re-appointment procedure is initiated at the candidate's written request, which must be submitted to the Rector's Office.

In the event of re-appointment, the request must be submitted no later than six months prior to the expiry of the appointment period.

#### **Article 191a**

If the candidate submits the request for appointment before one year from the last appointment has passed, the application can be considered a request for

appointment to a higher faculty rank. Otherwise, the candidate may request first e-appointment or appointment to a lower rank with the exception of “assistant professor” or “lecturer”, which are considered requests for first appointment to the same faculty rank.

If university teachers, researchers and other employees in higher education are re-employed after retirement, they must obtain a valid faculty rank within three years after re-employment.

#### **Article 192**

The application for appointment must indicate the relevant field of study as well as supporting documents referred to in separate regulations.

If the candidate does not correct the deficiencies by the stipulated deadline, the application is considered withdrawn.

#### **Article 193**

The University's professional services must inform the university member of the receipt of the complete application within three working days.

Within one month from receipt of the complete application at the latest, the senate of the university member appoints a three member expert committee in order to establish whether the candidate meets the requirements for appointment. One additional committee member is also appointed in case one of the other three members fails to submit a report.

If the senate of the university member does not appoint the committee referred to in the second paragraph of this Article within the stipulated period, the rector appoints it within 8 days, after consulting with the Dean from the list of expert evaluators for a particular scientific or artistic field who already served as members of the committee.

Committee members are selected from the ranks of university teachers and researchers who hold the same or a higher faculty rank than the one the candidate wishes to be appointed to.

Two university teachers with a faculty rank in the relevant field of study must participate in the committee. At least one committee member must be employed at another university or institution. One retired university teacher or researcher may also serve as a committee member.

#### **Article 193a**

In the appointment procedure, expert evaluators must act as experts in accordance with the act regulating the general administrative procedure. They must participate neither in meetings nor the decision-making process concerning the conferral of the faculty rank for the candidate referred to in their expert report in the senate of the university member, the University's appointment committee or the Senate of the University.

#### **Article 194**

The committee for the preparation of the expert report must establish whether the candidate meets the appointment criteria in terms of professional competence,

scientific or research achievements, practical experiences and teaching skills and proposes a faculty rank for appointment.

If the candidate must demonstrate his/her teaching skills during a test lecture, the Dean of the university member must appoint a special committee within eight days from receipt of the complete application. In agreement with the candidate, the committee determines the topic and date of the test lecture, which must be conducted within 15 days from appointment. The committee must also evaluate the lecture and prepare a report within three days from the lecture.

#### **Article 195**

Students assess the candidate's teaching skills and his/her attitude towards them.

Within eight days from receipt of the complete application, the relevant professional service of the university must call upon the student council of the university member to formulate an opinion and submit the results of the student survey on the candidate's work. If a positive evaluation has not been voted on, it is considered the students formulated a negative opinion. The student council must submit the opinion within one month from receipt of the invitation. Otherwise, it is considered the students formulated a positive opinion. In the event of negative opinion, grounds for the decision must be given.

The candidate has the right to lodge a complaint concerning the unfavourable opinion with the Student Council of the University within 15 days. If the Student Council dismisses the complaint, it is considered the students formed a negative opinion.

If either the student council of the university member or the Student Council of the University forms a negative opinion on the candidate's teaching skills, which can no longer be contested by means of a complaint, the rector forwards this opinion either to the student council of the university member or the appointment committee of the Senate of the University. These bodies must provide reasons of substance concerning the student opinion, which must be summarized in the decision issued.

If either the senate of the university member or the Senate of the University fails to consider the student opinion and appoints the candidate to the rank, the rector may revoke the decision at the request of the University's Student Council and re-open the appointment procedure in accordance with the right of scrutiny.

#### **Article 196**

After examining the proposal and obtaining other relevant documents, the evaluation committee formulates a report and proposes a suitable faculty rank no later than within two months from its appointment.

The report must include the following:

1. opinion on the candidate's professional competence as well as scientific or artistic creativity
2. opinion on the candidate's practical experiences and their adequacy;
3. opinion on the extent to which the candidate's activity is based on recent scientific findings
4. opinion on the candidate's organizational skills
5. proposal of faculty rank to be appointed

If the entire evaluation committee or one of its members fails to submit a complete report, the relevant professional service sets a deadline by which the report must be supplemented. If the evaluator fails to supplement the report by the stipulated deadline, the additional evaluator must submit the report instead.

#### **Article 197**

The committee's report must be communicated to the candidate, who may make observations within 15 days.

It must be made sure that the candidate can inspect all documents that served as the basis for the preparation of the report.

In the re-appointment procedure, the relevant professional service of the Rector's Office submits the report, including the complete documentation and the candidate's observations, to the senate of the university member for consideration. In the first appointment procedure, the complete documentation is submitted to the University's appointment committee for consideration and to the Senate of the University in order to obtain a preliminary opinion. The appointment procedure is concluded when the faculty rank is awarded by the senate of the university member. With regard to the appointment of full professors and research advisers, the procedure is concluded when the faculty rank is awarded by the Senate of the University.

With regard to the first appointment or first appointment to a higher faculty rank, the senate of the university member must obtain the consent of the Senate of the University.

#### **Article 198**

In cases referred to in the fourth paragraph of the preceding article, the report is first examined by the appointment committee of the Senate of the University.

On the proposal of the appointment committee, the Senate of the University reaches an appropriate decision, gives (or withholds) its consent and appoints the candidate to the faculty rank "full professor" or "research adviser" (or rejects the appointment). The decision of the Senate is not made at its discretion, but must be voted on. If the Senate withholds its consent, there are no procedural conditions for continuation of the appointment procedure.

#### **Article 199**

If the procedure cannot be implemented by the stipulated deadlines for objective or justified reasons (complex documentation, absence of committee members, illness, force majeure) when the candidate is to be appointed for the first time, the stipulated deadlines may be extended.

The senate of the university member or the University's professional service (on behalf of the senate of the university member) decide on the extension of deadlines.

The candidate must be informed of the extension of deadlines.

#### **Article 200**

If the University's appointment committee or professional service has request supplementation of documentation, the documents must be supplemented by the stipulated deadline. The time limit must not exceed two months.

If the candidate fails to supplement the documentation by the deadline referred to in the preceding paragraph of this Article, the candidate's application is considered withdrawn.

#### **Article 201**

If the university teacher, researcher or other employee in higher education does not fulfil scientific or teaching obligations or does not meet the appointment requirements, the senate of the relevant university member initiates the procedure for revoking the faculty rank.

The provisions of this Statute shall apply by analogy to the procedure for revoking the faculty rank. The university teacher, researcher or other employee in higher education must be informed of the proposal and grounds for revoking the rank. They must have the opportunity to clarify the situation.

Upon initiation of the procedure for revoking the faculty rank, the senate of the university member may decide that the university teacher, researcher or other employee in higher education in question cannot continue teaching until a final decision has been reached.

#### **Article 202**

A complaint may be lodged against the decision of the senate of the university member, which has been issued in the appointment procedure or the procedure for revoking the faculty rank, with the Senate of the University within 15 days from the date on which the decision has been served on the candidate.

An administrative dispute may be initiated against the decision of the Senate of the University concerning the appointment.

### **4. Posts of University Teachers, Researchers and Other Employees in Higher Education**

#### **Article 203**

Vacant posts of university teachers, researchers and other employees in higher education are published in accordance with the needs of the work process. Job advertisements published at the relevant branch office of the Employment Service are considered public notices.

#### **Article 204**

University teachers, researchers and other employees in higher education who were not appointed or those whose appointment has expired or has been revoked cannot conduct education, research or artistic work at the University. Therefore, it is verified whether such persons may be offered a new employment contract in accordance with employment law. If there is no such possibility or if the employee rejects the new employment contract, the current employment contract shall be

terminated in accordance with the law, the collective agreement and general acts of the University.

#### **Article 205**

In addition to university teachers, researchers and other employees in higher education, educational work is also conducted by researchers who had been appointed in accordance with separate regulations. Researchers are appointed by senates of university member or the Senate of the University in accordance with the criteria laid down in separate regulations.

#### **Article 206**

Parts of a course or a field of study may be implemented by a private university teacher. In addition, distinguished professors, scientists, experts and artists may also be invited to participate in the teaching process for a limited period of time irrespective of the appointment requirements.

### **5. Sabbatical Leave**

#### **Article 207**

Every six years, university teachers may exercise their right to professional training in the field of scientific research. They may be absent for a maximum of twelve months.

During their absence, university teachers receive an allowance in the amount of the salary they would receive if they would be working.

#### **Article 208**

On proposal of the Dean and on the basis of a written application of the candidate, the rector decides on the right to training referred to in the preceding Article.

The Dean's proposal must also contain information on the replacement during the teacher's absence.

The candidate must submit the written application at least one academic year prior to the planned absence.

### **6. Experts, Administrative Staff and Other Employees**

#### **Article 209**

Professional, organizational, financial, administrative and technical work is conducted by employees with relevant qualifications, experiences, knowledge and capacities laid down the University's general act.

Their employment relationships are regulated by law, the collective agreement and general acts of the University.

### **7. Disciplinary Accountability**

#### **Article 210**

Employees are accountable for violations and failures to comply with employment obligations regulated by the law, the collective agreement, the University's general act and the employment contract.

Violations of employment obligations, disciplinary accountability of employees and disciplinary penalties are imposed by the employer or an authorized person.

## **8. Liability for Damages**

### **Article 210a**

Employees who cause damage to the employer intentionally or due to gross negligence either at work or with regard to work are liable for damages in accordance with the law, the University's general act and the employment contract.

## **VI. STUDENTS**

### **1. Student Status**

#### **Article 211**

A student is a person enrolled in a university.

The student status is conferred upon those who enrol in the University in accordance with the call for enrolment, legislative provisions and this Statute and study under graduate or postgraduate degree programmes.

Students who require adapted study conditions may acquire a special status at the University of Maribor in one of the following categories:

- top athletes
- accomplished artist
- student with a long-term health condition
- students with disabilities
- student representatives: vice rectors, vice Deans, representatives of student councils
- other students who require adapted study conditions due to particular circumstances

Disabled students are students who encounter barriers regarding their participation in the educational process due to long-term physical, mental, intellectual or sensory conditions. The conferral of this status is regulated in detail by the University's general act adopted by the Senate of the University upon prior consent of the University's Student Council.

The student status is evident from the student card.

#### **Article 212**

The student status is terminated if the student:

1. graduates;
2. does not graduate within 12 months after the last semester;
3. leaves school;
4. if the student does not advance to the next year;
5. has been excluded from the University;
6. completes a postgraduate programme;
7. does not complete a postgraduate programme within one year after the expiry of the period envisaged for completion of the programme.



In cases referred to in the second, fourth and seventh indent of the preceding Article, the student status may be extended for a maximum of one year (student studying under two or more degree programmes simultaneously; top athletes; student active in the field of culture; student involved in humanitarian work; other legitimate reasons: maternity, illness lasting at least three months during classes or one month during examinations; military service; exceptional social or family situation; training abroad; active involvement in administrative bodies of the University or its members).

Students who give birth have the right to extension of their student status for one year per liveborn infant.

Academic affairs committees of university members decide on the extension of the student status.

### **Article 213**

This Article has been deleted.

### **Article 214**

Students referred to in the second, fourth and seventh indent of Article 2012 of this Statute whose status terminated retain the right to take exams and fulfil other obligations under the degree programme.

Students may exercise the right referred to in the first paragraph of this Article within a period provided by law.

## **2. Rights and Obligations of Students**

### **Article 215**

Students have the right to enrolment and education under the same conditions provided by the law, this Statute and available degree programmes.

They have the right or obligation to do the following:

1. attend classes, lab courses, seminar courses and participate in other forms of educational, scientific or artistic work;
2. study and complete the degree programme under the same conditions in force upon enrolment (in the event of regular advancement without interruptions);
3. study under multiple degree programmes simultaneously or under interdisciplinary programmes or individual degree programmes;
4. take exams, mid-term exams and other obligations under the degree programme on a regular basis and to produce an graduate thesis;
5. take exams and other forms of examinations;
6. re-take exams under the conditions and in the manner laid down in general acts of the University;
7. repeat a year or switch to another degree programme or track due to unfulfilled obligations under the previous programme or track;
8. advance and complete their studies in a shorter period of time than envisaged in the degree programme;
9. use library and information services, learning material and other tools and to complete the student survey;
10. be informed of all issues concerning the educational process;
11. participate in cultural, sporting and other extracurricular activities;

12. participate in discussions on the financial issues of students;
13. enjoy certain financial benefits (subsidized meals, accommodation in student dormitories);
14. enjoy health care rights and other benefits in accordance with separate regulations;
15. preserve the reputation of the University, its members, teachers and other students;
16. act in compliance with the provisions of this Statute and other general acts of the University as well as decision of bodies of the University and its members;
17. cultivate harmonious relations with other students and teachers;
18. protect the property and assets of the University and its members;
19. settle damage caused intentionally or due to gross negligence;
20. participate in managing the University and its members pursuant to the law and this Statute;
21. exercise their rights in accordance with the procedure and in the manner laid down in this Statute;
22. responsibly fulfil their obligations in university bodies (as student representatives);
23. exercise other right and duties provided by law, this Statute and other general acts or imposed through decisions issued by relevant bodies of the University or its members.

#### **Article 216**

Classes, seminar courses, lab courses and examinations are tailored to the needs of students with special status referred to in Article 211 of this Statute.

Tailoring the teaching process to the needs of students with special status is regulated in detail by a general act adopted by the Senate of the University upon prior consent of the Student Council.

Academic affairs committees of university members decide on the nature of privileges for students with special status.

#### **Article 217**

Students studying under interdisciplinary programmes or multiple programmes simultaneously, which are conducted by two or more faculties or colleges, exercise their rights at the faculty or college considered their home institution.

#### **Article 218**

Part-time students generally enjoy the same rights and have the same obligations as full-time students with the exception of rights and duties conferred exclusively upon full-time students in accordance with separate regulations and this Statute.

In accordance with separate regulations, both full-time and part-time students enjoy the right to health care as well as other benefits and rights (meals, transport, scholarships) provided they are not employed or registered as persons seeking employment.

Part-time students may be admitted to full-time degree programmes provided they have fulfilled relevant study obligations required under the full-time programme and provided the university member can ensure adequate material conditions.

### **Article 219**

Slovenes without Slovene citizenship and foreign nationals may study under graduate and postgraduate programmes as well as training programmes under the conditions determined by the law, other regulations, degree programmes and this Statute.

### **Article 220**

Irrespective of the limitations laid down in separate regulations and this Statute, foreign nationals and Slovenes without Slovene citizenship may enrol in university member for a fixed period of time in they are on a student exchange on the basis of concluded international, bilateral or multilateral agreements.

## **3. Protection of Students' Rights**

### **Article 221**

Students who believe their rights have been violated may file a written complaint within eight days from the date on which the decision has been served or from the date on which they found out about the violation.

The University's Complaints Committee investigates the complaint unless otherwise stipulated by separate regulations or this Statute.

The decision of the complaint body is final.

An administrative dispute may be initiated against the complaint body's final decision concerning the student status and other issues.

## **4. Disciplinary Accountability of Students**

### **Article 222**

In accordance with the provisions of this Statute, students are accountable for violations of responsibilities or failure to comply with obligations stipulated by the law, this Statute and other general acts of the University.

Students are held accountable if the offence has been committed intentionally or due to gross negligence.

### **Article 223**

Violations of responsibilities and failure to comply with obligations are classified either as major or minor offences.

Major offences:

1. acts with elements of an offence, which are punishable ex officio and incompatible with the student status;
2. gross violations against public peace and order on the premises of the University or its members;
3. providing false information in order to take advantage;
4. gross violations against public peace and order during classes, seminar courses, lab courses or in the library;
5. second, third and all subsequent violations of examination rules in form of cheating in exams or written assignments;
- 5.a plagiarism in term papers, graduate theses, programmes and other written assignment

6. causing damage to the property of the University or any of its members intentionally or due to gross negligence;
7. forging documents;
8. each act or omissions constituting a threat to the life or health of students, teachers and other employees;
9. multiple minor offences;
10. entering the premises of the University or its members under the influence of alcohol or narcotics;
11. misconduct tarnishing the reputation of the University or its members on a global scale.

#### **Article 224**

Minor offences:

1. misconduct tarnishing the reputation of the University or its members;
  - 1.a first violation of examination rules in form of cheating;
2. attempt to cheat in examinations or written assignments;
3. inappropriate attitude towards other students, teachers and advisers;
4. preventing other students to participate in the educational process or other activities conducted at the University or its members;
5. unreasonable use of material intended for the educational process or scientific research.

#### **Article 225**

The following sanctions may be imposed:

- warning
- reprimand
- disqualification from the next scheduled exam
- suspension up to two years
- expulsion

A warning can be imposed for minor offences, whereas reprimand, suspension and expulsion are imposed for major offences.

Expulsion may be imposed for acts constituting major offences (severe damage to the property, tarnishing the reputation of the University or its members, act presenting a threat to the life and health of students or employees, disturbing the educational process or scientific research; third violation of the examination rules in form of cheating in exams or written assignments, a minimum of two minor sanctions for major offences within the past two years).

If suspension from the University for a period of two years has been imposed and offences referred to in the third paragraph have been repeated, the student is permanently expelled.

In general act stipulating examination rules, for which the consent of the Student Council is required, a different procedure for imposing reprimands and warnings than the one envisaged in Articles 231 to 243 is laid down.

#### **Article 225a**

Warnings and reprimands are imposed in a short-track procedure.

### **Article 226**

In both fast-track and regular procedures, warnings are imposed after their delivery to students. In the regular procedure, the reprimand imposed is published on the blackboard of the University or its members for a period of 15 days after the decision is final. In the fast-track procedure, the reprimand is imposed in accordance with the University's general act regulating examination rules.

Suspension means that the student cannot participate in educational, research or other activities conducted at the University or its members for a certain period of time. After the decision is final, a notice is published for a period of 15 days.

### **Article 227**

With regard to minor offences, initiation and conduct of the procedure lapse within three months. With regard to major offences, initiation and conduct of the procedure lapse within six months from the date on which the offence has been committed.

If the consequence of the offence is also criminal liability, initiation and conduct of the procedure lapse at the same time as the criminal prosecution.

The execution of the imposed sanction lapses in 60 days from the date on which the decision became enforceable.

### **Article 228**

Disciplinary tribunals for students establish offences and impose sanctions. In case of first and second violation of examination rules the sanction is imposed during a short-track procedure conducted by the examiner.

Disciplinary tribunals of first instance and the disciplinary tribunal of second instance serve as student disciplinary tribunals.

### **Article 229**

Disciplinary tribunals of first instance are located at university members.

Disciplinary tribunals of first instance have a president and two members and the same number of substitute members.

The Dean appoints the president and one member (and their substitutes) from the ranks of teachers and other experts. The other member (and the substitute member) is a student appointed by the Student Council of the relevant university member.

The duration of the term of office of the president and members of the disciplinary tribunal of first instance is two years.

No one can serve as a member of both the disciplinary tribunal of first instance and the disciplinary tribunal of second instance at the same time.

### **Article 230**

The disciplinary tribunal of second instance is located at the University and is common to all university members.

The disciplinary tribunal of second instance has a president and four members.

The president and two members are appointed by the rector, whereas the remaining members are appointed from the ranks of students by the Student Council of the University.

The duration of the term of office of the president and members of the disciplinary tribunal of second instance is two years.

## **5. Fast-Track Procedure for Imposing Sanctions**

### **Article 230a**

If students are caught cheating in an exam for the first time since enrolment, the examiner issues a warning, which means that the student is disqualified from the next scheduled exam in accordance with the provision of the general act stipulating the examination rules.

The student may lodge an appeal with the disciplinary tribunal of first instance within 15 days from the date on which the warning has been issued.

The decision of the disciplinary tribunal of first instance is final.

### **Article 230b**

If students cheat in an exam for the second time, the examiner issues a reprimand, which means that the student is disqualified from the next two scheduled exams in accordance with the provision of the general act.

The student may lodge an appeal with the disciplinary tribunal of first instance within 15 days from the date on which the reprimand has been issued.

The decision of the disciplinary tribunal of first instance is final.

If the appeal is well founded, the student must have the opportunity to take the exam on the scheduled exam date for part-time students.

### **Article 230c**

In the fast-track procedure conducted by the disciplinary tribunal of first instance, the provisions of this Statute concerning the disciplinary tribunal of second instance conducting the regular procedure shall apply by analogy.

## **6. Regular Procedure for Imposing Sanctions**

### **Article 231**

Unless this Statute or other general acts of the University stipulate otherwise, disciplinary liability of students is established pursuant to the regular procedure.

The request for the initiation of the procedure is submitted to the disciplinary tribunal of first instance by the Dean of the relevant university member or on his behalf an authorized person.

The request must be made in writing and must include the student's name and other personal data, a description of the act or omission constituting the offence or failure to comply with obligations as well as potential supporting documents and

information on the evidence to be gathered prior to the main hearing in the preparatory procedure.

#### **Article 232**

If facts and circumstances of the offence need to be established or supplemented prior to the main hearing in the preparatory procedure, the disciplinary tribunal of first instance appoints an officer who shall conduct the preparatory procedure.

During the preparatory procedure, evidence is collected and presented and the student is heard in order to establish whether conditions for the initiation of the procedure are met.

#### **Article 233**

After the preparatory procedure is finished, the disciplinary tribunal considers the request for the initiation of the procedure and the evidence collected and decides whether the procedure shall be continued or terminated.

The disciplinary tribunal of first instance informs the students and the proposer of the termination of the procedure.

#### **Article 234**

If the disciplinary tribunal of first instance does not decide to terminate the procedure or supplement the preparatory procedure, the main hearing is held.

The writ of summons and the request for the initiation of the procedure shall be delivered to the student at least eight days before the main hearing.

The writ of summons delivered to the student must explicitly state that the main hearing will also take place in the student's absence unless he/she justifies his/her non-appearance.

A subpoena is delivered to witnesses, experts and other persons giving testimony during the main hearing.

#### **Article 235**

The president of the disciplinary tribunal of first instance opens the main hearing, announces the alleged offence, establishes the presence of persons summoned and if they have justified their absence and if they have been correctly summoned in the event of non-appearance.

#### **Article 236**

If the student does not appear at the hearing, the disciplinary tribunal of first instance decides whether the hearing shall be postponed or conducted in the student's absence.

If the student has been summoned correctly and did not justify his/her non-appearance, the main hearing may be conducted in his/her absence.

If the student has not been summoned correctly, the main hearing must be postponed and the student must be summoned again.

If the correctly summoned student justified his/her non-appearance, but the justification is unfounded, inadequate, irrational or false, it is evident he/she would like to delay the procedure.

#### **Article 237**

After determining whether all participants are present, the president of the disciplinary tribunal of first instance reads the request for the initiation of the procedure and briefly explains the course of the preparatory procedure.

The student is then invited to answer the charges and give a statement.

After the student's statement, the evidence is presented.

#### **Article 238**

The president and members of the disciplinary tribunal of first instance may ask the student and others questions in order to establish facts and circumstances concerning the offence.

During the hearing, the student has the right to examine the evidence, ask witnesses and experts questions, make comments and provides explanations concerning their statements.

With the approval of the president of the disciplinary tribunal of first instance, other participants may also ask questions.

#### **Article 239**

After the evidence has been presented, the president invites the student to conduct the defence.

The disciplinary tribunal of first instance adjourns the hearing and retires for deliberation and voting.

#### **Article 240**

The disciplinary tribunal of first instance finds the student innocent or guilty, in which case a disciplinary sanction is imposed.

When deciding on the disciplinary sanction, the tribunal takes into account the level of liability, the gravity of the offence and its consequences as well as other mitigating and aggravating circumstances.

Minutes of the main hearing and deliberation shall be made.

#### **Article 241**

The president of the disciplinary tribunal of first instance announces the decision. Within eight days after the main hearing, the tribunal must issue a written copy of the decision to be delivered to the student and the proposer of the procedure.

#### **Article 242**

The student and the proposer may lodge an appeal against the decision with the disciplinary tribunal of second instance within 15 days from receipt of the written copy of the decision.



### **Article 243**

The disciplinary tribunal of second instance may confirm, amend or annul the decision of the disciplinary tribunal of first instance. In case of annulment, the case is remanded to the disciplinary tribunal of first instance for rehearing.

If only the student files an appeal against the decision of the disciplinary tribunal of first instance, the decision must not be amended to the detriment of the student (a stricter sanction must not be imposed).

The disciplinary tribunal of second instance must reach a decision within 15 days from receipt of the appeal.

### **Article 244**

The provisions of this Statute concerning faculties and Deans shall apply by analogy to other university members, director or principals.

## **7. Student Awards and Prizes for Research or Artistic Work**

### **Article 245**

The University bestows on graduate and postgraduate students special awards and prizes for original scientific research and high quality theses.

The Senate of the University decides on the conferral of awards and prizes pursuant to the procedure laid down in the University's general act.

Prizes and awards are usually bestowed upon students at an official ceremony.

## **VII. BODIES OF UNIVERSITIES, FACULTIES, COLLEGES AND OTHER UNIVERSITY MEMBERS**

### **A. University Bodies**

#### **Article 246**

University bodies: Rector, Senate, Management Board and the Student Council of the University.

University bodies have permanent committees laid down in this Statute.

University bodies may establish temporary committees in order to address certain issues.

The Ethics Commission is a statutory body of the University. Its composition, responsibilities and mode of operation are laid down in a general act adopted by the Senate of the University.

#### **Article 247**

Bodies of university members: Dean, Senate, Academic Assembly, Student Council.

Bodies of university members have permanent committees laid down in this Statute. However, they may also form temporary committees.

#### **Article 248**

When standing for office or forming bodies and committees of the University and its members, the adequate representation of employees with regard to unit, university member, profession, age and sex is taken into account on the basis of the University's structure (structure of employees and students).

Prior to elections or appointment, the term of office of student representatives in bodies of the University and its members shall be adapted so that it expires at the same time as the term of office of the relevant body.

If new members are appointed to the bodies of the University or its members, their term of office expires at the same time as the term of office of the relevant body.

#### **Article 249**

This Article has been deleted.

#### *1. Senate of the University*

#### **Article 250**

The Senate of the University is the highest academic and professional body composed of university teachers employed at the University of Maribor. Senators are considered representatives of scientific and artistic disciplines as well as areas of expertise that must be equally and adequately represented so that each university member contributes at least one senator.

The Student Council of the University appoints representatives with a student status to the Senate. Thus, the Senate of the University has at least one fifth of appointed members who are students.

Senates of university members elect senators of the University by secret ballot, so that all university members as well as all scientific and artistic disciplines, areas of expertise and fields of study are equally and adequately represented.

The Rector is a senator by virtue of his/her status.

The director of the University Library Maribor is a senator by virtue of his/her status provided he/she is an appointed university teacher.

#### **Article 251**

The Senate of each university member elects two representatives to the Senate of the University, so that all scientific and artistic disciplines as well as areas of expertise are equally and adequately represented.

If the Senate is enlarged by the appointment of representatives of a new university member, the term of office of these senators expires at the same time as the term of the Senate.

#### **Article 252**

The duration of the senators' term of office lasts four years, whereas the duration of the term of office of student representatives lasts two years. The same person may be re-elected to the Senate of the University after the expiry of his/her term of office.

Early cessation of the term of office of representatives in the Senate of the University is possible in the following cases:

- termination of employment at the university member where the senator has been elected;
- loss of student status;
- resignation.

If a senator's term of office expires, those who elected him/her elect a new representative to the Senate of the University.

The term of office of the newly elected representative expires on the day the term of office of the former representative would have expired.

### **Article 253**

The Senate of the University:

1. discusses and adopts the Statute and its amendments in cooperation with the Management Board in identical wording;
1. a establishes the results of rector elections, announces the newly elected Rector, introduces him/her into the position through a special decision; the insignia are handed over to the new Rector by the former Rector or, in his/her absence, the oldest vice rector or, in the absence of all vice rectors, the oldest member of the Senate;
2. adopts general acts concerning education and scientific research;
3. participates in the planning of higher education and formulation of the national higher education programme;
4. adopt the University's development plan and proposals for the transformation of the University;
5. decides on the conclusion of cooperation agreements with other universities and institutions;
6. decides on the integration of independent higher education institutions and other institutions as university members of associated university members;
7. decides on the establishment and organizational changes of chairs, institutes, centres organized by the University;
8. gives prior consent to study and art programmes of university members;
9. decides on interdisciplinary degree programmes and tracks and coordinated parallel studies;
10. defines new fields of study that are not yet represented at the University and ensures their implementation;
11. adopts the academic calendar;
12. adopts and defines the content of the call for enrolment in graduate and postgraduate degree programmes;
13. adopts restricted enrolment in graduate degree programmes and discusses the report on enrolment;
14. gives prior consent to research programmes of university members, which are conducted as a public service (national research programme);
15. formulates guidelines for research activity and defines priority research fields;
16. offers opinion on proposed topics of doctoral dissertations;
17. adopts criteria for appointment to the faculty ranks of university teachers, researchers and other employees in higher education;
18. appoints full professors and research advisers and conducts re-appointments to these faculty ranks in the event of stricter criteria;
19. gives consent to the proposed first appointment and appointment to higher faculty ranks of university teachers, researchers and other employees in higher education;

20. selects candidates for the election to the National Council of the Republic of Slovenia on proposal of university members and elects a representative of the University to the electorate for this election;
21. formulates a preliminary opinion concerning the appointment of vice rectors;
22. defines general obligations of university teachers and other employees in higher education (office hours, tutoring, thesis supervision, etc.);
23. appoints members to both permanent and temporary committees with the exception of those who are members of permanent committees by function;
24. discusses the suitability of candidates for the Chief Secretary and formulates an opinion regarding this issue;
25. decides on the conferral of the honorary degree *Doctor Honoris Causa* as well as the title Professor Emeritus and Honorary Senator;
26. decides on the awarding of university prizes;
27. discusses initiatives, opinions and proposal of the Student Council and the Student Organization of the University;
28. develops rules for the calculation of the average grade and final grade of studies;
29. may decide on matters that are within the competence of senates of university members according to the law and this Statute if senates of university member do not reach a decision by the stipulated deadline;
30. (on proposal of the Rector and in accordance with the University's autonomy) decides on all other matters related to the operation of the University of Maribor, which are not within the competence of other bodies of the University or its members in accordance with the law and this Statute; in these cases, the decisions are final;
31. gives decisions in cases where a procedure is conducted before bodies of the University or its members and if the disqualification of the body, council members or experts is requested. The decision of the Senate referred to in the preceding sentence can be challenged at the same time as the decision on the principal matter through the use of an admissible legal remedy. Requests for the disqualification of the Senate of the University are not permitted;
32. performs other tasks if so provided by the law and this Statute.

#### **Article 254**

At meetings, the Senate of the University discusses issues and formulates decisions that fall within its competence.

Meetings of the Senate are open to the public. In cases where the Senate discusses matters that might harm the interests of the University, its members or certain individuals, the public may be excluded from the meeting.

From 15 July through 31 August, no Senate meetings are convened except when urgent matters need to be discussed. Excluding the exception referred to in the preceding sentence of this paragraph, procedural time limits do not run during this period.

#### **Article 255**

Decisions of the Senate of the University are valid if the majority of senators. Decisions are adopted by a majority of the members present.

In order to reach a decision on the University's status transformation, the integration of a higher education or other institution as a university member or an associated university member, amendments to the Statute, other general acts and

development plans as well as new decisions at the request of the Student Council of the University by a majority vote of all members.

Voting at Senate meetings is usually open to the public.

Elections that fall within the competence of the Senate pursuant to thus Statutes are held by secret ballot.

In urgent cases, the Senate of the University may decide on certain issues at a meeting by correspondence following a proposal of the Rector. At meetings by correspondence, proposals are adopted by a majority vote of all members of the Senate.

#### **Article 256**

Meetings of the Senate are convened and chaired by the Rector who also oversees the implementation of decisions adopted.

In the Rector's absence, meetings are convened and chaired by one of the authorized vice rectors.

#### **Article 257**

The Rector convenes meetings of the Senate as required. However, meetings must be convened at the request of senates of university members, one third of members of the Senate of the University or the Student Council of the University.

#### **Article 258**

In order to discuss various issues and formulate opinions, proposals and decisions, the Senate of the University has the following permanent committees:

1. Appointment Committee
2. Committee for Graduate Studies
3. Committee for Postgraduate Studies
4. Committee for Scientific Research
5. Committee for International and Inter-University Cooperation
6. Quality Assessment Committee

The duration of the term of office of permanent committee members is four years, whereas the duration of the term of office of student representatives in these committees is two years. Members of permanent committees may be re-elected.

#### **Article 259**

The Appointment Committee discusses proposals for appointment of faculty ranks for university teachers, researchers and other employees in higher education in cases determined by the law and this Statute. The Committee proposes a suitable decision to the Senate of the University.

The Appointment Committee is composed of representatives of university members (one representative per university member) appointed by the Senate of the University on proposal of senates of university members. Committee members are appointed from the ranks of full professors. One member is selected from the ranks of scientists and public officers with a PhD on proposal of the Slovenian Academy of Sciences and Arts, and one fifth of all members must be students appointed by the Senate of the University following a proposal of the Student Council.

When electing members of the Appointment Committee, the Senate of the University takes into account that each university member must have one representative so that all scientific disciplines are adequately represented. Following a proposal of university members, the Senate of the University appoints one additional member from the ranks of university teachers who represent artistic disciplines.

The Rector or an authorized vice rector is a member of the Appointment Committee by position.

#### **Article 260**

The Committee for Graduate Studies discusses graduate degree programmes, call for enrolment in graduate programmes, academic calendar, study and examination arrangements as well as other related issues. The Committee formulates proposals and opinions for the Senate of the University. If so stipulated by this Statute, the Committee may reach decisions on its own.

The Committee for Graduate Studies is composed of the relevant vice rector and vice Deans for graduate studies or academic affairs and at least one fifth of students appointed by the Senate of the University on the proposal of the University's Student Council.

#### **Article 260a**

The Committee for Postgraduate Studies discussed postgraduate degree programmes, the call for enrolment in postgraduate degree programmes, proposed topics for doctoral dissertations and other related issues. The Committee also formulates proposals and opinions for the Senate of the University. If so stipulated by this Statute, the Committee may reach decisions on its own.

The Committee for Postgraduate Studies is composed of the relevant vice rector and vice Deans for postgraduate studies and at least one fifth of students appointed by the Senate of the University on the proposal of the University's Student Council.

#### **Article 261**

The Committee for Scientific Research discusses research issues and proposes effective solutions to the Senate of the University. If so stipulated by this Statute, the Committee may reach decisions on its own.

The Committee for Scientific Research is composed of the relevant vice rector and vice Deans for scientific research and at least one fifth of students appointed by the Senate of the University on the proposal of the University's Student Council.

#### **Article 262**

The Committee for International and Inter-University Cooperation discusses issues concerning the integration of the University, its employees and students into international networks and formulates proposals for the Senate. If so stipulated by this Statute, the Committee may reach decisions on its own.

The Committee for International and Inter-University Cooperation is composed of the relevant vice rector and vice Deans for international cooperation and at least

one fifth of students appointed by the Senate of the University on the proposal of the University's Student Council.

#### **Article 263**

This Article has been deleted.

#### **Article 264**

The Quality Assessment Committee monitors and conducts institutional and programme evaluations and assesses the efficiency of the educational process, scientific research and artistic work conducted at university members and the University as a whole.

The evaluation and self-evaluation procedure for the University and its members as well as the composition of the committee and the number of committee members is determined by the Senate of the University via a general act.

#### **Article 265**

The Committees discuss issues and reaches decisions at meetings.

More than half of committee members must be present in order to constitute a quorum. Decisions are adopted by the majority of members present.

If a committee member fails to appear at the meeting three times in a row despite being correctly invited and without justifying his non-appearance, the chair of the committee may propose to the Senate of the University to dismiss him and appoint another member.

Committees are convened and chaired by the rector or relevant vice rector. The Appointment Committee is convened and chaired by the rector or an authorized vice rector.

If the committee chair is absent, meetings are convened and chaired by a committee member authorized by the rector.

#### **Article 266**

Committees must keep the Senate of the University informed of proposals and opinions. Committees are responsible to the Senate of the University.

### *2. Management Board of the University*

#### **Article 267**

The nine-member Management Board is the highest managing authority of the University.

Members of the Management Board:

- three representatives of the founder
- four representatives of the University, of which three must be appointed from the ranks of employees involved in the teaching process (university teachers, researchers and other employees in higher education) and one representative of administrative staff
- one student representative

- one representative of the employer

The duration of the term of office of the Management Board is four years, whereas the duration of the term of office of the student representative is two years. The same person may be re-appointed after expiry of his term of office.

The rector, vice rectors, Deans and members of management boards of university members cannot be elected to the Management Board.

The representative of employers is appointed by the rector in agreement with the founder among candidates referred to in the second paragraph of Article 4 of the Ordinance on the Transformation of the University of Maribor (Official Gazette of the Republic of Slovenia, no. 79/04).

### **Article 268**

Representatives of employees involved in the teaching process are elected to the Management Board by permanently employed university teachers, researchers and employees in higher education.

Representatives of employees involved in the teaching process are elected to the Management Board on the basis of three electoral units formed in accordance with the following criteria:

- electoral unit: one representative from the Faculty of Electrical Engineering and Computer Science, Faculty of Mechanical Engineering, Faculty of Civil Engineering, Faculty of Chemistry and Chemical Technology, Faculty of Energy Technology;
- electoral unit: one representative from the Faculty of Education, Faculty of Medicine, Faculty of Health Sciences, Faculty of Agriculture and Life Sciences, Faculty of Natural Sciences and Mathematics, Faculty of Arts;
- electoral unit: one representative from the Faculty of Economics and Business, Faculty of Law, Faculty of Criminal Justice and Security, Faculty of Logistics, Faculty of Organizational Sciences, Faculty of Tourism.

If one electoral unit is composed of multiple university members, the principle of order is taken into account, which means that employees of each university member are appointed to the Management Board once unless university members agree otherwise by consensus.

The representative of administrative employees is elected by administrative staff, whereas the student representative is elected by the University's Student Council.

With regard to the requirements laid down in the call for elections, the principle of order is also taken into account for the representative of administrative staff, which means that candidates from those university members and the Rector's Office whose representatives have already been members of the Management Board cannot stand for office until the representation in accordance with the principle of order is complete (unless the parties agree otherwise). If the elected representative of administrative staff comes from a university member that already has a representative of university teachers, researchers and other employees in higher education in the Management Board, the runner-up is elected representative of administrative staff.



Representatives are elected by direct and secret ballot. Each elector has one vote.

#### **Article 269**

Candidates for representatives of university teachers, researchers and other employees in higher education are proposed by senates of university members or other proposers interested.

Candidates for the representative of administrative staff are selected at public meetings of administrative staff, which are convened by the University's Chief Secretary (for administrative employees of the Rector's Office) and by Chief Secretaries of university members (for administrative employees at faculties).

Candidates for the student representative are proposed by student councils of university members.

Lists of candidates for members of the Management Board must be published on the blackboard of the University and its members at least ten days before elections.

Candidates who obtain the largest number of votes are elected to the Management Board. If several candidates obtain the same number of votes, the elections are repeated.

#### **Article 270**

Early cessation of the term of office of representatives in the Management Board is possible in the following cases:

- termination of employment at the university member where the representative has been elected
- loss of student status
- resignation
- dismissal
- positions incompatible with membership in the Management Board.

If the term of office of a representative has ceased prematurely, those who elected him/her shall elect a new representative.

The term of office of the newly elected representative shall cease at the same time as the term of office of the former representative would have expired.

#### **Article 271**

The Management Board discusses material issues and ensures for an undisturbed material operations of the University and its members. The Management Board:

1. adopts the Statute and its amendments;
2. performs tasks laid down in Article 10 of the Ordinance on the Transformation of the University of Maribor and Article 3 of the Order amending the Order on the reorganisation of the University of Maribor;
3. adopts and supplements the University's development plan;
4. lays down the procedures and other issues concerning elections to university bodies by means of general acts;

5. makes decisions concerning the establishment of organizations, the activities of which are necessary for the implementation of higher education and scientific research and exercises the founder's rights;
6. discusses issues and formulates opinions, proposals and recommendations concerning improvements in the field of accommodation, food, health care and other material issues;
7. discusses and decides on material issues with regard to employees unless otherwise stipulated by regulations, this Statute or other general acts;
8. appoints chairmen and members of permanent and temporary committees;
9. monitors the implementation of international agreements concerning the public higher education programme and decides on the provision of means for their implementation;
10. performs other tasks if so stipulated by the law, the Ordinance on the Transformation of the University of Maribor, this Statute or other regulations.

Prior to adopting the University's annual work plan and development programme, the Management Board must obtain the consent of the Senate of the University. Before deciding on the functioning of Student Dormitories, the Board must obtain the opinion of the Student Council of Student Dormitories. The annual work plan and the financial plan are prepared by the professional services of the Rector's Office on the basis of a proposal formulated by university members.

#### **Article 272**

The Management Board shall meet at sessions.

Decisions of the Management Board shall be valid if more than half of its members are present at the session. Decisions are made by majority by a majority of members present.

In order to adopt the Statute, its amendments and the development plan, a majority of all members of the Management Board is required.

In urgent situations, the Management Board may decide on individual matters at a meeting by correspondence following a proposal of the chairman of the Management Board.

At meetings by correspondence decisions are adopted by a majority of all members of the Management Board.

If a member of the Management Board fails to attend a meeting for the third time in a row despite being correctly invited and without justifying the non-appearance, the chairman of the Board may propose his/her dismissal and the appointment of a new member.

#### **Article 273**

The Management Board and its members are obliged to inform the academic community of its work, while protecting information considered a business or official secret. Information to the public and the work of the Management Board are regulated by the rules of procedure.

#### **Article 274**

The Management Board has a chairman and a deputy who are elected by the members of the Board from the ranks of university teachers, researchers and other employees in higher education (chairman) and the ranks of founder representatives (deputy) or vice versa.

#### **Article 275**

The chairman of the Management Board convenes and chairs meetings and ensures the implementation of decisions adopted at meetings.

The chairman of the Management Board convenes meetings as necessary. However, meetings must be convened twice per year or if requested by the Rector, Dean or one third of members of the Management Board.

#### **Article 276**

This Article has been deleted.

#### **Article 277**

This Article has been deleted.

#### **Article 278**

This Article has been deleted.

#### **Article 279**

This Article has been deleted.

#### **Article 280**

This Article has been deleted.

#### **Article 281**

This Article has been deleted.

### *3. Student Council of the University*

#### **Article 282**

The University established a Student Council in order to discuss issues important to students.

Members of the Student Council of the University are elected by student councils of university members as well as by the Student Council of Student Dormitories from the ranks of students so that each university member as well the Student Dormitories have one representative.

The duration of the term of office of members of the Student Council and students proposed, elected or appointed by the Student Council is two years.

The Vice Rector for Student Affairs is a member of the University's Student Council by virtue of his/her status.

Representatives of the Student Organization are invited to the meetings of the Student Council on a regular basis. The Student Organization of the University must be informed of meetings of bodies of the University and its members.

### **Article 283**

The Student Council of the University:

1. discusses the Statute and its amendments and delivers opinions to the Senate of the University;
2. discusses general acts, degree programmes, other acts, programmes and proposals related to the rights and obligations of students and formulates relevant opinions;
3. formulates an opinion on the candidates for the Rector of the University;
4. may propose candidates for the Vice Rector for Student Affairs;
5. elects and removes the student representative in the University's Management Board;
6. provides opinions on the proposed candidate for the Rector and vice rectors;
7. proposes candidates for student representatives in working bodies of the University and its committees following a proposal of student councils of university members;
8. adopts the University's general act regulating the functioning and composition of student councils and related councils of university members
9. adopts programmes of extracurricular activities of students and ensures their implementation (in cooperation with the University's Student Organization);
10. performs other tasks if so stipulated by the law, this Statute or other general acts of the University.

### **Article 284**

If opinions of the University's Student Council in matters within its competence were not taken into account, the Student Council may request the competent body to re-examine the issue at its next meetings and inform the Council of its decision.

### **Article 285**

Meetings of the Student Council are convened and chaired by the Vice Rector for Student Affairs who must also ensure the implementation of adopted decisions.

The Vice Rector for Student Affairs convenes meetings of the Student Council as necessary or following a proposal of thirty per cent of members of the University's Student Council or on the proposal of student councils of university members or the University's Student Organization.

In the absence of the Vice Rector for Student Affairs, meetings are convened and chaired by a member of the Student Council appointed by the Council.

Meetings of the Student Council of the University are open to the public.

Decisions of the Student Council are valid if more than a half of its members are presents. Decisions are made by a majority of members present.

In urgent situations, the Student Council may decide on certain matters at a meeting by correspondence following a proposal of the Vice Rector for Student Affairs.

At meetings by correspondence, decisions are adopted by a majority of all members of the Student Council.

#### **Article 286**

With consent of the University's Management Board, the Student Council of the University also regulates its own operation and functioning by means of a general act on the operation and composition of student councils.

#### *4. Rector of the University*

#### **Article 287**

The Rector is the University's head and manager.

The Rector organizes and directs the operation of the University and represents it. In addition, the Rector also performs the following tasks:

1. coordinates scientific research, educational and artistic work as well as other activities conducted at the University;
2. convenes and chairs meetings of the Senate of the University and ensures the implementation of its decisions and the decisions of the University's Management Board;
3. ensures and supervises the legality of the University's work and the implementation of its obligations determined by the law, other regulations and general acts of the University;
4. has the right and duty to inform bodies and employees with special powers of the University or its members of illegal decisions. In case these employees insist on these decisions, the Rector must withhold them and inform the ministry in charge of higher education;
5. ensures the implementation of the University's development plan and the annual financial plan;
6. proposes the establishment and organizational changes of chairs, institutes and centres to the Senate of the University and appoints its representatives;
7. determines the organization and classification of posts at the University and its members by means of a general act in accordance with the Statute;
8. decides on employment relationships of university teachers, researchers and other employees in higher education (on the proposal of Deans) required for the implementation of degree programme, scientific research and artistic programmes under the National Higher Education Programme;
9. decides on conclusions and terminations of employment contracts for an indefinite period of other employees at the University or its members following a proposal of Deans or authorized employees;
10. lays down procedures for both managing the staffing structure of the University and informing of staffing changes by means of a separate act; adopts criteria of quality assurance in terms of degree programme, scientific research, artistic and professional work (with the consent of the Senate); responsible for monitoring, determining and assuring quality (self-evaluation of the University);
11. gives consent for the work of other legal entities on the proposal of the Chief Secretary or Deans of university members;
12. appoints the Chief Secretary on the basis of a public tender and the prior opinion of the Senate of the University;
13. appoints Chief Secretaries of university members on the proposal of Deans and may dismiss them for reasons laid down in Article 299 of this Statute;

14. decides on employment relationships of employees of the Rector's Office and organizational units at university level and appoints acting persons for individual functions or tasks;
15. calls election to university bodies unless otherwise provided by this Statute or another general act of the University;
16. establishes, appoints and dismisses working groups, committees and other working bodies at university level;
17. reports on the activities of the University to the Senate, the Management Board and the founder of the University at least once per year;
18. confers doctoral degrees and honorary degrees;
19. bestows university awards and prizes;
20. ensures the implementation of measures for quality assurance and the University's development programme;
21. performs other tasks in accordance with the law, other regulations, this Statute and other general acts of the University.

By means of a separate act, the Rector may authorize Deans or other employees of the University and its members to perform tasks mentioned under the second paragraph of this Article.

The Rector ensures the legality of the work and efficient management of the University. The Rector is responsible to both the Senate and the Management Board of the University.

#### **Article 288**

The Rector is elected by all university teachers, researchers and other employees in higher education employed at the University. Students also have the right to vote (one fifth of votes of all university teachers, researchers and other employees in higher education employed at the University).

The Rector is elected for a period of four years. The Rector may be re-elected only once.

The manner of voting in accordance with this Statute and the law is determined in detail by the Rules on the rectoral Elections at the University of Maribor.

#### **Article 289**

No later than three months before the expiry of Rector's term of office or typically by the end of March of the year in which the Rector's term of office expires, the Senate of the University calls the rectoral elections and publishes its decision.

The decision must contain a deadline for the nomination of candidates as well as the date of the elections.

The time period for proposing candidates must be at least one month.

Candidates may be proposed by senates of university members and the Student Council of the University.

The provisions of this paragraph shall apply by analogy also if the Rector's term of office expires prematurely for whatever reasons. In this case, the Senate must call the elections no later than within one month from the expiry of the term of office.

#### **Article 289a**

Publicly recognized university teachers with the faculty rank “full professor” regularly employed at the University of Maribor and working full-time may also stand as candidates for the office of the Rector if they are supported by a written statement of at least 30 university teachers employed at the University of Maribor, of which at least 16 must be full professors. The written statement must be submitted to the election committee.

#### **Article 290**

A publicly recognized university teacher with the following skills and abilities may stand for office:

- ability to contribute creatively to the development of educational activities and scientific research by means of his/her knowledge and experiences
- ability to manage the University efficiently on the basis of previous responsible work
- diligent, exemplary and successful performance of duties

#### **Article 291**

A special committee consisting of six members and one chairman is appointed by the Senate of the University in order to collect proposals concerning the candidates for the office of the Rector. The chairman and members of the election committee must not be candidates for the office of the Rector or the vice rectors.

The committee from the preceding paragraph must check whether the candidates meet the requirements laid down in this Statute. In addition, the committee must obtain the consent of the candidates and compile a report on the nomination process, which must be submitted, along with the list of candidates, to the Senate of the University by the end of May or within eight days from the expiry of the deadline for proposing candidates.

#### **Article 292**

The Senate of the University examines the report on the nomination process submitted by the chairman of the election committee. The Senate establishes which candidate obtained the majority of votes and announces the newly elected Rector. In accordance with this Statute, the Senate introduces the newly elected Rector into his function.

If the Senate establishes that none of the candidates obtained the majority of votes in the first round of voting, a second round is conducted within eight days. In the second round the two candidates who obtained the largest number of votes in the first round compete. If all candidates receive the same number of votes in the first round, they all participate in the second round. The candidate who obtained the majority of votes is elected Rector. If candidates again obtain the same number of votes, the Rector is elected by drawing lots.

If only one or two candidates participate in the first round of voting, the Senate of the University establishes that the candidate who obtained a larger number of votes is the newly elected Rector. If both candidates receive the same number of votes, a second round of voting is conducted. The candidate who obtains a larger number of votes wins. If both candidates obtain the same number of votes, the Rector is elected by drawing lots.

If a complaint against the work of the election committee is lodged, the Senate must reach a final decision.

#### **Article 293**

The number of students with the right to vote is determined on the basis of the number of university teachers, researchers and other employees in higher education employed at the University. The number of students is distributed equally among university members. Student representatives are elected by student councils of university members from members of student councils of individual semesters.

#### **Article 294**

The Rector is elected among candidates confirmed by the Senate by direct and secret ballot.

#### **Article 295**

The University usually has four vice rectors who provide the Rector with support concerning tasks in the relevant fields determined by the Rector. If necessary, the University may have more than four vice rectors.

Vice rectors are appointed by the Rector following the opinion of the Senate of the University, typically from the ranks of university teachers. The Vice Rector for Student Affairs is appointed from the ranks of students or university teachers.

Vice rectors from the ranks of university teachers are appointed for a period of four years, while the vice rector from the ranks of students is appointed for a period of two years but may be re-appointed.

#### **Article 296**

On the basis of the Rector's authorization, vice rectors appointed from the ranks of university teachers replace the Rector in his absence. They have the same rights and duties as the Rector.

#### **Article 297**

University teachers meeting the requirements for performing the function of the Rector under this Statute may be appointed vice rectors with the only exception that they do not have to be full professors.

An exemplary student who successfully and actively participates in the educational process and scientific research may be appointed vice rector.

#### **Article 298**

The Rector publicly publishes the call for the initiation of the nomination process for the appointment of one or more vice rectors.

Senates of university members, the Student Council of the University or the Rector may propose candidates for vice rectors.

A minimum of twenty university teachers employed at the University may also propose candidates for vice rectors from the ranks of university teachers. The



Rector then selects a few of the proposed candidates, and the Senate of the University must deliver an opinion.

The fact that a new Rector has been elected prior to the expiry of the vice rector's term of office does not influence the duration of the vice rector's term of office. If the vice rector submits a resignation statement, the Rector may either accept it or not. If the resignation statement is accepted, the provisions concerning the appointment of vice rectors shall apply by analogy.

#### **Article 299**

The Rector and vice rectors may be subject to early termination of office:

1. at their own request;
2. if their work constitutes serious or repeated infringement of the legislation of the Republic of Slovenia, this Statute and other general acts of the University or if they refuse to implement legitimate decision of university bodies without due cause or act contrary to these decisions;
3. if major damage to was caused to the University or its members due to negligent or incorrect work or due to the exceeding of powers or if such damage may arise;
4. if legitimate rights of employees or students have been violated due to the implementation of their decisions or if damage has been caused to the University or its members on through their fault;
5. if they lost their faculty rank or if the employment relationship terminated or if the vice rector from the ranks of students lost the student status;
6. for other well-grounded reasons.

The dismissal of the Rector may be proposed by the Senate of the University by a two-thirds majority vote of all members. The dismissal of the Rector is conducted in accordance with the same procedure identical to that in which he/she was elected.

Voting on the dismissal of the Rector must be held within sixty days from receipt of the proposal under the second paragraph of this Article. If the dismissal is accepted, rectoral elections must be held within sixty days from the voting on the dismissal. The dismissed Rector performs his function until a new one is elected.

If the proposal is rejected, new elections are called by the university body that proposed the dismissal. Voting must be held within thirty days on the basis of time limits mentioned in the third paragraph of this Article.

#### **Article 300**

Dismissal of the Rector may be proposed by:

- senates of university members;
- Senate or the Management Board of the University;
- Student Council of the University.

#### **Article 301**

If grounds from the first paragraph of Article 299 exists, the Rector may prematurely terminate a vice rector's the term of office.

### **Article 302**

In order to discuss issues related to higher education that are of common interest for all university members, the Rector occasionally convenes meetings of the Council of Deans.

The Council of Deans is a consultative body to the Rector.

### **Article 303**

The Rector regularly convenes and chairs the Council in order to discuss important issues, voice opinions, develop initiatives and formulate proposals.

The Council of Deans is a consultative body composed of vice rectors, the Chief Secretary and the assistant secretaries of the University.

The Rector may also invite other experts in order to provide explanations, opinions and recommendations.

### **Article 303a**

In order to prepare organization, systematisation and other issues, the Rector appoints a permanent committee for the systematisation and organization of the University.

The chairman and the members are appointed by the Rector in such a manner that equal representation of all university members is ensured. One member is appointed from administrative staff. The duration of the term of office of the chairman and members is four years. After the expiry of the term of office, they may be re-appointed.

### **Article 303b**

The Rector performs his tasks and executes his rights and powers in accordance with the Higher Education Act, the Ordinance on the Transformation of the University of Maribor, the Statute of the University of Maribor, other regulations and general acts. For this purpose, the Rector issues decisions, organizational instructions and organizational measures regulating activities conducted at the University of Maribor.

The Rector may also stay the implementation of acts adopted by university bodies, officials or authorized employees if the law, the Statute of the University of Maribor, other general acts, regulations or instructions of a higher body were not taken into account and if the principle of efficiency as is provided in the relevant legislation has been violated

## *5. Rectors' Conference*

### **Article 304**

In order to discuss and coordinate issues of common interest, the University of Maribor and other Slovene universities form the so-called Rectors' Conference.

From the University of Maribor, the Rector, vice rectors, the Chief Secretary and, at the discretion of the Rector, other officials, experts and students participate in the activities of the Rectors' Conference.

### **Article 305**

The Rectors' Conference adopts common viewpoints, opinions, proposals and guidelines and submits them to the relevant national authorities, faculties and vocational colleges and if necessary also other organizations.

If necessary, universities adopt rules of procedure regulating in detail the work of the Slovene Rectors' Conference.

## *6. Complaint Bodies*

### **Article 306**

The University of Maribor established a Student Complaints Commission.

The Commission has a chairman and four members, all of which have alternates. The Commission is composed of three employees and two students.

The chairman and members as well as their alternates are appointed for a period of four years. They are appointed and relieved from responsibility by the University's Management Board. The student representatives are appointed for a period of two years on proposal of the University's Student Council. The members of the Commission may be re-appointed.

Decisions of the Student Complaints Commission are valid if the majority of the members or alternates are present at the meetings. Decisions are adopted if a minimum of three members or alternates cast an affirmative vote.

### **Article 307**

The Student Complaints Commission examines complaints of students against decisions of university bodies adopted in the first instance. In accordance with relevant regulations or this Statute, there is no other complaint body at university level empowered to make decisions concerning the rights and obligations of students.

In this complaints procedure, the provisions of the General Administrative Procedure Act shall apply by analogy.

## *7. Rights and Obligations Deriving from Employment*

### **Article 308**

In cases where the law or other regulations do not specify which act regulates the rights and duties of employees, the employer issues decisions regulating rights and obligations deriving from employment in accordance with the law and the regulations in force.

If specific requirements arise due to the organization of work and assigning tasks and duties of employees, the employer may issue mandatory instructions defining and specifying requirements for the performance of duties.

Acts under the first and second paragraph are must be brought in line with the law, this Statute, other general acts of the University, the collective agreement and the employment contract. In the opposite case, these acts are void.

### **Article 309**

If the employer fails to comply with the obligations or infringes the employee's rights deriving from employment, the employee may request in writing that the employer ends the infringement or fulfils his obligations as determined by the law, the collective agreement, general acts of the University and the employment contract.

When enforcing rights deriving from employment, the employer or an authorized person has the competence to take decisions in the enforcement proceedings.

### **Article 309a**

By means of a general act, the University may determine (within the framework of its autonomy) that a function (e.g. Deans, Rector, other employees) performed within the framework of an official post or teaching post shall be considered a part of additional working obligations.

## **B. Bodies of University Members**

### *1. Academic Council of University Members*

### **Article 310**

Academic Councils of university members are composed of university teachers, researchers and other employees in higher education.

Student representatives elected by Student Councils of university members also participate in the activities of the Academic Councils. The number of participating students must be equal to one fifth of members of the Academic Councils. Student representatives participate in discussions about issues related to the rights and obligations of students and degree programmes. In addition, they also participate in the procedure of selecting candidates for the Dean. The duration of the term of office of student representatives in the Academic Council is one year.

Academic Councils of university members:

- elect Senates of university members;
- propose candidates for the Dean to the Senate;
- discuss and adopt development programmes of university members;
- discuss the report on the activities of university members and submit proposals; and initiatives to the university member;
- perform other tasks laid down in this Statute.

Decisions are adopted by secret ballot. Members of the Academic Councils referred to in the first paragraph of this Article have the right to vote.

The Academic Council elects its chairman, who convenes and chairs meetings, from its members referred to in the first paragraph of this Article.

The Dean of the university member cannot be elected chairman of the Academic Council.

Academic Councils are formed in accordance with the law.

If there would be more than two hundred members of the Academic Council, representatives are elected by a majority vote for a period of four years. Members

are elected from the ranks of university teachers, researchers and other employees in higher education by chairs, institutes and departments, taking into account the equal representation of teaching and research ranks and fields of study determined by the senate of the university member. The number of members by individual chairs, institutes and departments is calculated by multiplying the number of all members with 0.4. Elections are called by the Dean of the university member.

A general act adopted by the Senate of the University lays down more detailed rules and procedures for the establishment of Academic Councils.

#### **Article 310a**

Academic Councils of university members that are not yet implementing all semesters are formed in such a manner as to include all university teachers, researchers and other employees in higher education who participate in the teaching process or scientific research on any legal grounds whatsoever as well as those university teachers and other employees from senior years who have agreed to participate with a statement of participation.

### *2. Senates of University Members*

#### **Article 311**

Senates of university members are professional bodies composed of university teachers and researchers employed at the University of Maribor. Members are typically university teachers and researchers holdings post classified within the framework of the university member. The number of senator shall be laid down in a general act referred to in Article 312.

Members of Senates of university members (university teachers and researchers) are elected by the Academic Council in such a manner as to ensure equal and proper representation of all scientific and artistic disciplines as well as areas of expertise and fields of study.

Student representatives with student status are also elected to Senates of university members. Students must represent at least one fifth of elected senators.

Student representatives in the Senate are elected by the Student Council of the university member.

Vocational colleges may also elect university teachers employed up to one fifth of working hours as well as professors emeriti to the Senate if all scientific disciplines as well as areas of expertise and fields of study would otherwise not be equally and properly represented in accordance with the provisions of this Article.

The Dean is a member of the Senate by position.

Teachers of clinical courses employed at a university member may also become members of the Senate.

#### **Article 312**

On the basis of proposals formulated by the Senates of university members, the composition, elections, establishment and activities of Senates of university

members are laid down in a general act adopted by the Senate of the University irrespective of the provisions of Article 357.

### Article 313

The duration of the term of office of senators from the ranks of university teachers is four years, while the duration of the term of office of student representatives is one year. After expiry of the term of office, senators may be re-appointed.

Early cessation of the term of office of senators is possible in the following cases:

- termination of employment at the university member where the senator has been elected;
- loss of student status;
- resignation.

If a senator's term of office expires, those who elected him/her elect a new representative to the Senate.

The term of office of the newly elected representative expires on the day the term of office of the former senator would have expired.

### Article 314

Senates of university members:

1. participate in the formulation of starting points for the preparation of the National Higher Education Programme;
2. adopt degree and artistic programmes, ensure their modernisation and participate in the development of interdisciplinary degree programmes;
3. adopt scientific research programmes;
4. propose restricted enrolment in graduate degree programmes, discuss and adopt the enrolment analysis;
5. decide on issues concerning the implementation of degree and research programmes if so stipulated by the law and this Statute;
6. appoint faculty ranks of university teachers, researchers and other employees in higher education pursuant to the provisions of this Statute with the exception of the faculty ranks "full professor" and "research adviser"
7. appoint committees for the preparation of the expert report for the appointment of faculty ranks;
8. adopt dissertation topics, appoint the topic evaluation committee as well as the defence committee or the committee for revoking the doctoral degree;
9. elect members to the Senate of the University with regard to scientific and artistic disciplines and areas of expertise developed by the faculty member;
10. propose candidates for Deans and vice Deans to the Rector;
11. decide on the establishment and organizational changes of chairs, institutes, centres and other organizational forms of higher education;
12. adopt proposals for regular employment of university teachers, researchers and other employees in higher education for the implementation of degree and research programmes;
13. propose contractual employment of private teachers and visiting professors;
14. discuss general acts of the University and formulate proposals and opinions;
15. formulate proposals for the conferral of the title *Doctor Honoris Causa*, honorary senator and professor emeritus;
16. discuss initiatives and proposals of the Student Council of University and Student Councils of university members;
17. perform other tasks if so stipulated by the law or this Statute.

In order to adopt degree programmes, research programmes and programmes for artistic work, which are provided as a public service, Senates of university members must obtain the prior consent of the Senate of the University.

#### **Article 315**

Senates of university members discuss issues within their competences at meetings.

Meetings of Senates of university members are convened and chair by the Dean, who is also responsible for the implementation of decisions taken.

The provisions of this Statute concerning the Senate of the University shall apply by analogy to the convening of meetings, admission of public, quorum and decision making of Senates of university members.

#### **Article 316**

In order to discuss issues and formulate opinions and proposals from the field of work of Senates of university members, the following permanent committees have been established;

- Academic Affairs Committee
- Committee for Scientific Research
- Committee for International Cooperation
- Quality Assessment Committee

If university members offer artistic study programmes, a Committee for Studies and Arts shall be established.

#### **Article 317**

The Academic Affairs Committee, the Committee for Scientific Research and the Committee for International Cooperation discuss issues from their field of work and submit proposals with regard to matters laid down in this Statute to the Senate of the university member. However, they may also take decisions independently.

The Academic Affairs Committee, the Committee for Scientific Research and the Committee for International Cooperation have seven members: the relevant vice Dean and four members appointed by the Senate of the university members from the ranks of university teachers and researchers as well as two student. The duration of the members' term of office is four years, while the duration of the term of office of student representatives is one year. Committee members may be re-appointed.

#### **Article 318**

The provisions of this Statute concerning the committees of the Senate of the University shall apply by analogy to the convening of meetings, provision of information, quorum, proposal adoption and decision making of committees of Senates of university members.

### *3. Management Boards of University Members*

#### **Article 319**

Management boards of university members oversee material operations with regard to decisions taken by the Dean concerning the disposal and management of funds acquired in legal transactions on their own behalf and on their own account.

The work programme and the financial plan representing activities of university members (services, projects, etc.) with the purpose of making the tasks referred to in Article 14 of this Statute operational are adopted by the management boards of university members. University members must plan forms of cooperation with the economy and their activities in the market by means of the work programme.

Management boards decide on material issues with regard to the disposal of surplus of funds obtained in accordance with the work programme, the financial plan and the final account of the university member under Article 14 of this Statute.

In accordance with this Statute, management boards may determine their own tasks and adopt rules of procedure regulating their activities and conduct supervision referred to in the first paragraph of this Article.

Irrespective of the provisions of Article 320 of this Statute, the vice Dean for student affairs is a member of the management board by position.

#### **Article 320**

Management boards have between three and seven members elected by the Academic Council following the Dean's proposal. Other employees may also become members of the Management Board.

The duration of the members' management board is four years. The Dean and the Chief Secretary of the university members are members of management boards by position.

#### **Article 321**

Management boards discuss issues at meeting.

Meetings are convened and chaired by the Dean.

Decisions of management boards are valid if more than half of the members are present. Decisions are adopted by a majority of members present.

### *4. Student Councils and Councils of Years of University Members*

#### **Article 322**

University members established Student Councils in order to discuss academic issues important to students.

Student Councils of university members are composed of presidents of each year and one member per council of year or the council of graduates and the council of postgraduate students elected by its colleagues.



The duration of the term of office of members of Student Councils and the duration of the term of office of students elected or appointed by the Councils is one year, unless otherwise stipulated by this Statute.

The student vice Dean is a member of the Student Council by position.

#### **Article 323**

In Student Dormitories, a Student Council of Residents has been established in such a manner as to ensure proper representation of students by individual dorms as well as the representation of those students living in private dorm rooms made available through concessions.

The Student Council of Residents has the same competences and duties as the Student Councils of university members.

The president of the Student Council of Residents, who convenes meetings and directs the Council's activities, is elected by a majority of all members.

#### **Article 324**

Student Councils of university members:

- discuss and formulate opinions concerning general, principal and specific issues related to students' rights and obligations;
- elect their representatives to the Student Council of the University;
- formulate opinions concerning candidates for Deans or candidates for directors (in the event of other university members)
- perform other tasks if so stipulated by the law, this Statute or other general acts of the University.

#### **Article 325**

If the opinion of the Student Councils of a university member within its competences was not taken into account, the Council may request that the relevant body of the university member reconsiders the matter, issues a decision and informs the Council of its opinion.

#### **Article 326**

Meetings of the Student Council are convened and chaired by the student vice Dean.

Meetings of the Student Council are open to the public.

The provisions of this Statute regulating the activities of the Student Council of the University shall apply by analogy to the convening and chairing of meetings as well as the adoption of decisions taken by the Student Councils of university members.

#### **Article 327**

Students of individual years of graduate studies, graduates and postgraduate students elect the president of the year as well as up to four members by direct and secret ballot. The president and members form the Student Council of that particular year.

Specific conditions of university members are determined and taken into account by means of a general act regulating the activities and composition of the Student Councils of university members as well Student Councils of individual years.

The duration of the term of office of the president and other members of the Council is one year.

#### **Article 327a**

University members conducting full-time degree programmes at a discrete unit have the right to form a Council of that unit. Full-time students at the discrete unit elect the president as well as up to four members of the Council by direct and secret ballot.

The duration of the term of office of the president and other members of the Council is one year.

#### **Article 328**

Councils of individual years discuss issues improving the implementation of degree programmes and academic performance as well as promoting cooperation with university teachers and other employees in various fields.

Councils of individual years elect one of their members to the Student Council of the university member. The president of an individual year is member of the Student Council of the university member by position.

#### **Article 329**

Councils of individual years formulate proposals and opinions to be submitted to university teachers and other employees participating in the teaching process. These proposals are also forwarded to bodies of the University and its members by the Student Council of the university member.

### *5. Deans of University Members*

#### **Article 330**

The Dean is the head of a university member. Deans also have other competences laid down in this Statute and the University's general acts. However, certain competences may be conferred upon Deans by the Rector.

Deans:

1. represent university members, direct their activities and decide on their operations in accordance with the Statute;
2. represent the University with regard to matters concerning the implementation of the National Higher Education Programme in legal transactions in the extent of the activities of the university members and within the competences laid down in this Statute;
3. organize, direct and coordinate teaching activities, scientific research, artistic work, etc.;
4. propose the introduction of new degree or artistic programme as well as the implementation of new research projects;
5. are responsible for the legality of activities;
6. are responsible for financial operations of the university member and give the Rector the opportunity to inspect these operations on a regular basis in

- accordance with the provisions of the Decree on Budgetary Financing of Higher Education and Other University Member Institutions from 2004 till 2008;
7. draw attention of bodies of university members and employees with special powers to illegal decisions, withhold them and immediately inform relevant university bodies if bodies of university members insist on these decisions;
  8. convene and chair meetings of Senates if university members and ensure the implementation of decision;
  6. report on their activities to the Senate of the university member and the Rector at least once per year;
  7. propose the establishment and organizational changes of departments, institutes, centres and other forms of higher education to the Senate of the university member and appoint their representatives;
  8. establishes staffing and material requirements for the implementation of degree programme and forward them to the University;
  9. ensure that teachers and other employees fulfil their duties on a regular basis and take measures to improve both the teaching process and research work;
  10. propose the appointment of the Chief Secretary of the university member to the Rector (on the basis of a public tender and the prior opinion of the Senate of the university member);
  11. have the right to dismiss the Chief Secretary of the university member in the event of violations referred to in Article 299 of this Statute;
  12. decide on employment relationships of employees of the university member within the competence of the Rector on the basis of a prior authorization of the Rector and are held responsible for legality in terms of employment relationships;
  13. perform other tasks pursuant to the law, other regulations, this Statute or other general acts of the University;
  14. ensure the implementation of measures for quality assurance and implement the development programme of the university member;
  15. call elections to the bodies of the university member, unless stipulated otherwise by this Statute or another general act;
  16. responsible for monitoring, determining and assuring the quality of university members, degree programmes, scientific research as well as artistic and professional work and for the preparation of the annual report on quality (self-evaluation of university members).

Deans of university members ensure the legality of activities and performance of business. They are responsible to the Rector, the Academic Councils of the university members, the Senate of the university member and the Management Board of the University.

#### **Article 331**

Deans are appointed by the Rector on proposal of the Senate of the university member for a period of four years. They may be re-appointed once.

#### **Article 332**

A university teacher regularly employed at the University and working full time at a university member may be appointed Dean if he/she is able to successfully manage the university member and contribute to its development with his/her knowledge, professional competence and experiences.

At the Faculty of Medicine, a university teacher who graduated from this faculty and is employed there can be appointed Dean. At the Faculty of Health Sciences,

the Dean must be a university teacher who is an acknowledged expert in the field of health sciences.

#### **Article 333**

Proposals for candidates for the Dean may be submitted by every university teacher.

Proposals must be submitted to the president of the Academic Council of the university member.

#### **Article 334**

The Academic Council elects candidates for the Dean by secret ballot. The list of proposed candidates is submitted to the Senate of the university member. The Academic Council may propose a maximum of three candidates who received the largest number of votes.

The Senate of the university member discusses the candidatures and proposes to the Rector the appointment of the candidate who obtained the largest number of votes of all members of the Senate. If the Senate establishes that none of the candidates secured a majority, a second round of voting is held, in which the two candidates who obtained the largest number of votes in the first round participate. The candidate who received the largest number of votes becomes the new Dean. Following a proposal of the Senate of the university member, the Rector appoints the new Dean.

If the Senate of the university member did not propose to the Rector the candidate who obtained the largest number of votes in the Academic Council, the Rector may reject the proposal and call new elections.

#### **Article 335**

University members typically have four vice Deans - the Vice Dean for Education, Vice Dean for Scientific Research, Vice Dean for International Cooperation and the Vice Dean for Student Affairs. The nomination procedure for the appointment of vice Deans is called by the Dean. The Dean nominates those candidates supported by the Senate of the university member. With regard to the Vice Dean for Student Affairs, the Dean must obtain the opinion of the Student Council before submitting the proposal to the Senate. Vice Deans are appointed for a period of four years by the Rector following a proposal of the Dean and the prior opinion of the Senate and Student Council. The duration of the term of office of the student vice Dean is two years. Student vice Deans may be re-appointed once.

Vice Deans for Academic Affairs, Scientific Research, International Cooperation and other issues are appointed from the ranks of university teachers employed at the University of Maribor.

Vice Deans for Education can be appointed from the ranks of talented students or university teachers.

#### **Article 336**

They have the same rights and obligations as the Dean.

### **Article 337**

Both the Dean and the vice Deans may be subject to early termination of office for reasons laid down in this Statute with regard to early termination of office of the Rector and vice rectors.

The Rector decides whether the Dean or vice Deans shall be subject to early termination of office following a proposal of the Senate of the university members or the Academic Council of the university member, the Senate of the University or the Management Board of the University. If the Vice Dean for Student Affairs is a student himself, he may be subject to early termination of office on the proposal of the Student Council of the university member or the University. Deans may also be dismissed on the proposal of the Rector, in which case the opinion of the Senate or the Management Board of the University is required.

### **Article 337a**

Deans perform their tasks and execute their rights and powers in accordance with the Higher Education Act, the Ordinance on the Transformation of the University of Maribor, the Statute, other laws, general acts and powers of the Rector. For this purpose, decisions, organisational instructions and organisational measures regulating business operations and activities conducted at university members are taken into account.

## **C. Common Provisions concerning Bodies of the University and its Members**

### *1. Temporary Committees and Working Bodies*

#### **Article 338**

In order to discuss certain issues and formulate proposals, bodies of the University or its members may establish temporary committees and other working bodies.

Their composition and activities are laid down in a decision on the establishment of committees or working bodies.

Temporary committees or working bodies report on their work and proposals. If necessary, they must report on these activities at the request of the body that appointed the committee or after they have completed all tasks for which they were appointed.

Temporary committee or working bodies are dissolved after they have complete all tasks for which they were appointed and after they are dismissed by the body that appointed them.

## **Č. Bodies of Other University Members**

### *1. Expert Councils of Other University Members*

#### **Article 339**

Expert Councils are professional bodies of other university members, which is composed of the director, heads of organizational units, two professionals elected by all staff members and one student appointment by the Student Council of the

university member for a period of two years or by the Student Council of the University in case of the University Library Maribor.

The director and his/her alternate or assistant are members of the Expert Council by position.

#### **Article 340**

Expert Councils of other university members:

1. discuss and decide on technical issues concerning research programmes and other related matters;
2. determines technical bases for work programmes and development programmes;
3. monitor the implementation of work programmes and development programmes;
4. submit opinions and proposals concerning the organisation of work and requirements for development to the director;
5. give the Rector opinions on candidates for directors;
6. perform other tasks laid down by the law or this Statute.

Expert Councils also act as management boards, and therefore the provisions of this Statute concerning Management Boards of university members shall apply by analogy to Expert Councils, while taking into account the provisions concerning the directors' competences.

#### **Article 341**

The Expert Council convenes meeting.

Meetings of the Expert Council are convened and chaired by the director.

Decisions of the Expert Council are valid if the majority of members is present at the meeting. Decisions are adopted by a majority of members present.

### *2. Directors*

#### **Article 342**

Directors are considered the heads of other university members. Directors perform their duties and execute their rights and competences in accordance with the Higher Education Act, the Ordinance on the Transformation of the University of Maribor, the Statute of the University of Maribor, other laws, general acts and powers conferred by the Rector. For this purpose, decisions, organisational instructions and organisational measures regulating the activities of other university members are issued.

The director is appointed by the Rector of the University on the basis of a public tender and the prior opinion of the Expert Council as well as the Senate of the University. Directors are appointed for a period of four years, after which they may be re-appointed.

#### **Article 343**

Directors:

1. represent other university member, direct and coordinate their business operations and activities;
2. ensure the legality of work;

2. a) are responsible for financial operations of other university members and ensure that the Rector inspects the operations on a regular basis in accordance with the Decree on Budgetary Financing of Higher Education and Other University Member Institutions from 2004 till 2008;
3. report on their work to the Expert Councils, the Senate of the University and the Rector once per year;
4. decide on employment relations of staff at other university members within the competences of the Rector on the basis of the Rector's prior authorization and are responsible for legality in terms of employment relationships;
5. perform other tasks in accordance with the law, other regulations and general acts of the University.

#### **Article 344**

Distinguished experts from the scientific community or cultural scene with a PhD or MSc degree in the field of humanities or social sciences who passed the librarian exam and have at least five years of working experiences may be appointed director of the University Library Maribor.

Requirements for the appointment of directors of other university members, with the exception of the University Library Maribor, are determined by the Rector by means of the classification of posts following a proposal of Expert Council and taking into account the type, size and significance of the activity conducted by other university members.

#### **Article 344a**

In order to discuss issues and give opinions, the director of the University Library Maribor established the following permanent committee:

1. Library System Committee

The Library System Committee is composed of the director of the University Library Maribor, representatives of university member appointed by Senates of university members and one fifth of students appointed by the Student Council of the University.

The Committee discusses various issues at meetings.

A quorum shall exist at meetings if more than half of the members are present. Decisions are adopted by a majority of members present.

### **7. 1. UNIVERSITY AWARDS**

#### **Article 345**

The University bestows merit awards and the titles "honorary senator" and "professor emeritus" for outstanding achievements and contributions to scientific research, educational process, thesis supervision, artistic work and other major achievements contributing to the development and visibility of the University of Maribor.

The titles "honorary senator" and "professor emeritus" can be bestowed only on retired full professors, while merit awards may be bestowed also on other university teachers, employees and students.

General acts of the University regulate the conferral of awards and honorary titles.

## **VIII. PROPERTY AND ASSETS OF THE UNIVERSITY**

### **1. Property of the University and its Members**

#### **Article 346**

The University manages and disposes immovable property acquired from public funds for providing higher education and conducting research projects in agreement with the founder of the University.

In accordance with the regulations, the University and its members separately register the assets obtained from public and other resources.

The University independently manages and disposes immovable property acquired from non-public resources in accordance with the purpose for which it was acquired.

The University manages and disposes also infrastructure equipment intended for several university members.

#### **Article 347**

University members manage and dispose immovable property intended for consulting, development and other types of professional work as well as other immovable property acquired from their own resources and movable property for the provision of higher education.

#### **Article 348**

The University may establish foundations in order to acquire funds and other property for pursuing its activities and the activities of its members as well as for awarding scholarships, subsidies, awards, etc.

### **2. Resources and Funding of Public Services**

#### **Article 349**

The University and its members acquire funds for pursuing their activities from the following sources:

- founder of the University;
- tuition fees and similar charges;
- payments for services rendered;
- grants, inheritance and gifts;
- other sources.

Educational activity, R&D and professional work are considered other (market activities) for which funds are acquired by providing services under competitive conditions.

If the University or its members conduct other (market) activities pursuant to the provisions of the second paragraph of this Article, separate accounting records must be kept.



### **Article 350**

The University and its members acquire funds for the implementation of the National Higher Education Programme and other programmes conducted as a public service in accordance with standards and the adopted the work programme. By means of the financial plan, these funds are allocated for purposes for which they were acquired.

Deans and other authorized employees decide on the necessary funds for the provision of public services of the University and its members. However, they are obliged to ensure the financing of public services from all resources, of which they may dispose freely, irrespective of other provisions of this Statute and other acts of the University.

Funds acquired for the implementation of programmes not included in the national programme or those intended for other purposes are allocated by university members in accordance with the financial plan and the purposes for which they were acquired.

By the end of the fiscal year, the Management Board of the University and Management Boards of university members adopt the final account of the budget.

The University's financial system and operation is regulated by a general act adopted by the Management Board.

### **Article 351**

The University may conclude framework financing agreements with the relevant ministries.

The University may also conclude cooperation agreements with the Student Organization and other organizations related to the operation of the University of Maribor.

## **3. Tuition Fees and Other Charges**

### **Article 352**

Citizens of the Republic of Slovenia pay the following tuition fees on a yearly basis:

- for full-time graduate studies not included in the national programme or exceeding the standards laid down in the national programme;
- for part-time graduate studies;
- for postgraduate studies;
- for training programmes.

Foreigners and Slovenes without Slovene citizenship pay the tuition fee in accordance with valid regulations.

### **Article 353**

The University and its members may charge the following fees:

1. enrolment fee
2. expenses for taking the same exam for the fourth (an each consecutive) time
3. expenses for committee exams if they are held at the student's request;
4. expenses exceeding the costs recognized by the national programme (costs of field trips, field work);
5. appointment of faculty ranks for candidates not employed at the University, except in cases when the appointment is absolutely necessary for the implementation of the teaching process, which is the decision of the Chief Secretary of the University
6. expenses of expert opinions on the equivalence of professional and scientific titles obtained abroad
7. costs of issuing certificates, duplicates, transcripts and print-outs from records kept by the University or its members
8. bridge exams and other exams not financed from public funds
9. costs of issuing teacher examination certificates for candidates not employed at the University of Maribor
10. other services in accordance with the decision of the Management Board of the University

Specific costs incurred in the examination of student applications conducted at the request of students shall be borne by these students.

### **Article 354**

The amount of scholarships and other contributions is determined in accordance with the regulations issued by the University's Management Board.

At the request of the student, the Dean may exempt him/her from payment of the scholarship wholly or partly for legitimate reasons or allow payment in instalments. No complaint may be lodged against the decision of the Dean.

University members conclude learning agreements with students paying scholarships. These agreements lay down the method of scholarship payment, reductions of payment or exemption from payment, recovery procedures and late payment interests.

## **IX. GENERAL ACTS OF THE UNIVERSITY**

### **Article 355**

In accordance with the constitutional autonomy and the applicable legislation, the University may adopt special provisions (in the Statute and general acts)

autonomously regulating the university system for specific relationships, requirements for activities, introduction of academic regulations and implementation of the principle of autonomy. In this case, the legal rule that special provisions repeal general provisions.

The Statute and other general acts, which are in accordance with the law, the instrument of incorporation and other regulations, regulate higher education, the organization and operation of the University and its members, bodies, their field of work and work methods, study and examination arrangements, exercise of rights and obligations of employees and students as well as other related issues.

#### **Article 356**

The Statute, its amendments and other general acts are formulated and adopted when necessary or as required by the law or other regulations.

Proposals for the drafting of general acts are submitted by the Rector at his own discretion, at the initiative of the Senate of the University, university members, the Student Council of the University or the Chief Secretary of the University.

#### **Article 357**

Professional services of the University are responsible for drafting general acts and their amendments.

Drafts are first discussed by the Statutory Committee of the University. Afterward, they are submitted to university members for consideration for a period of fifteen days.

On the basis of drafts, comments and suggestions of university members, the Statutory Committee formulates proposals of general acts and their amendments to be submitted to the relevant university body for adoption.

#### **Article 358**

General acts are published in the University Bulletin and typically enter into force the 15th day after being published.

#### **Article 359**

University members may regulate issues, which do not concern the National Higher Education Programme, by means of their own general acts.

### **X. TRANSITIONAL AND FINAL PROVISIONS**

#### **1. Transitional Provisions upon Entry into Force of the Statute of 22 June 1995**

#### **Article 360**

On the day this Statute enters into force, the provisions of the Statute of the University of Maribor (Announcements, no. 1/90), the provisions of the decision on the amendments of the Statute of the University Maribor and the statutory decision of 14 May 1991 (Announcements, no. 1/92) and the provisions of the statutory decision of 18 October 1994 (Announcements, no. 1/94) shall cease to be in force.

On the day this Statute enters into force, the provisions of statutes of university members and related general acts also cease to be in force, with the exception of

provisions regulating issues that university members regulate independently in accordance with this Statute. However, these provisions must not be in conflict with the Higher Education Act.

#### **Article 361**

University members are obliged to bring their general acts referred to in the second paragraph of the preceding Article in line with the provisions of this Statute within six months from its entry into force.

#### **Article 362**

Elections to bodies of the University and its members must be held no later than within three months after the entry into force of this Statute.

Irrespective of the provisions of this Statute, the time limit for nominations of candidates for university bodies is fourteen days after the entry into force of this Statute for the first round of voting.

Prior to the first round of Rectoral elections, the University Council appoints the Committee referred to in Article 291 of this Statute. The Committee shall compile the report and the list of candidates by 10 July 1995.

#### **Article 363**

Members of bodies of the University and its members elected or appointed in accordance with the statutes in force until now, shall remain in office until new ones are elected or appointed.

#### **Article 364**

In accordance with the provisions of this Statute, the financial management system of the University and its members shall be introduced on 1 January 1996.

### **2. Transitional Provisions upon Entry into Force of the Amendments to the Statute of 7 April 1999 with Corrigendum of 18 June 1999**

#### **Article 365**

In accordance with the previous provisions of the Statute, student vice Deans remain in office until their term or student status expires.

#### **Article 366**

In order to keep record of grades and courses, students receive a course record book. This provision shall cease to be in force after the University's information system has been upgraded. The information system shall be set up at the beginning of the academic year 1999/2000 at the latest.

#### **Article 367**

The Statutory Committee shall be empowered to produce a consolidated text on the basis of the Statute of the University of Maribor and its amendments.

Amendments to the Statute of the University of Maribor of 7 April 1999 with Corrigendum of 18 June 1999 shall also be taken into account in the consolidated text.

#### **Article 368**

Changes concerning the composition of the Senate shall enter into force immediately and remain in force until the expiry of the Senate's term of office.

Changes concerning the Management Board shall enter into force after the expiry of the term of office of its members.

#### **Article 369**

The Expert Council of the University Library Maribor and its working bodies shall be constituted within one month after the entry into force of these Amendments to the Statute. The Director of the Library shall remain in office until the expiry of her term of office.

### **3. Transitional and Final Provisions upon Entry into Force of the Amendments to the Statute of 21 June 2000**

#### **Article 370**

The provisions of this Statute concerning the status of citizens of the Member States of the European Union shall enter into force on the day the Republic of Slovenia will become a full member of the EU.

#### **Article 371**

Until the adoption of the National Higher Education Programme, the funds acquired by the University and its members from the budget of the Republic of Slovenia for the provision of higher education and scientific research are considered public funds. Other funds of the University and its members and considered funds acquired on the market, which fall within the activities referred to in Article 14 and the second paragraph of Article 17 of this Statute. This provision shall remain in force until the adoption of the National Higher Education Programme.

#### **Article 372**

Until the adoption of the act referred to in the sixth paragraph of Article 143, university teachers active in the relevant field of study and meeting at least half of the requirements for the appointment of the faculty rank "associate professor" in terms of scientific activity may act as thesis advisors to doctoral students.

#### **Article 373**

Elections and appointments to the University's Management Board as well as elections and the formation of management boards of university members must be conducted within three months after the entry into force of this Statute in such a manner that the above mentioned bodies may be constituted by 15 October 2000 at the latest.

#### **Article 374**

Academic Councils of university members and the Academic Council of the University shall be formed or elected immediately after the entry into force of this Statute or within four months after the entry into force of this Statute at the latest.

In accordance with this Statute, other university bodies (senates of university members, the Senate of the University, committees, expert councils of other university members, etc.) shall be formed by 24 December 2000 at the latest.

#### **Article 375**

Senators (Senate of the University and senates of university members) remain in office until their term expires.

In accordance with this Statute, senates are formed or transformed so that relevant Student Councils additionally elect a seventh of new members with student status irrespective of the number of members laid down in this Statute.

The current number of senators is the basis for determining the number of student representatives elected to the Senate.

With regard to the next elections to the Senate, the number of senators is brought in line with the number of members determined in this Statute.

#### **Article 376**

Members of bodies of the University and its members elected or appointed in accordance with the statutes in force until now, shall remain in office until new ones are elected or appointed in accordance with this Statute.

#### **Article 377**

Due to the accession of the University Library Maribor and the Student Dormitories as other university members, the financial management system of the University and its members shall be reorganized in accordance with the provisions of this Statute within three months after its entry into force but no later than by 1 January 2001.

#### **Article 378**

These Amendments to the Statute shall enter into force on the 15<sup>th</sup> day after being published in the Announcements of the University of Maribor.

These Amendments to the Statute of the University of Maribor shall also be published in the Official Gazette of the Republic of Slovenia after obtaining the approval of the Government of the Republic of Slovenia. Amendments to the activities of the University and its members shall enter into force on the 15<sup>th</sup> day after being published in the Official Gazette of the Republic of Slovenia.

The Annex to the Statute of the University of Maribor shall be published in the Announcements of the University of Maribor after obtaining the founder's approval. Until then, the Annex published in the Announcements no. 1/2000 shall remain in force.

### **4. Transitional Provisions upon Entry into Force of the Amendments to the Statute of 9 October 2004**

#### **Article 379**

In accordance with these Amendments to the Statute of the University of Maribor, the Senate of the University shall be transformed within six months. The Student

Council of the University shall elect its representatives to the Senate. The election and appointment of two senators from the ranks of university teachers from the Faculty of Logistics shall be conducted within six months after enrolment at this Faculty is complete.

In accordance with these Amendments to the Statute of the University of Maribor, the composition of the University's Appointment Committee shall be modified in such a manner as to include one additional representative of the Faculty of Logistics after enrolment at this Faculty is complete.

The composition of the University's Management Board stays the same until expiry of its term of office. When new members are being elected, the composition of the Board shall be brought in line with the Amendments to the Statute.

#### **Article 380**

In accordance with these Amendments to the Statute of the University of Maribor, university members must transform their bodies within six months, so that proper representation of students is ensured.

#### **Article 381**

The Rector, vice rectors, Deans and vice Deans elected pursuant to the provisions of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, no. 19/01) shall be dismissed in accordance with the conditions in force during the election procedure.

#### **Article 382**

Elections to the bodies of the Faculty of Logistics shall be conducted within three months after these Amendments to the Statute of the University of Maribor enter into force. Members are elected among candidates who completed the statement of participation in the implementation of the degree programme Systems Logistics and who meet all requirements for election to the bodies of the Faculty, with the exception of the requirement concerning employment.

Bodies of the Faculty of Logistics referred to in the preceding paragraph shall be formed for the period of one year or until enrolment at the Faculty of Logistics is complete. They shall be transformed after the expiry of their term of office. The first elections for the Dean and elections to the Senate of the Faculty of Logistics shall be called by the president of the Faculty's Academic Council.

For the period of one year or until enrolment at the Faculty of Logistics is complete, members of the Senate of the Faculty of Logistics shall be elected from the ranks of university teachers and researchers. The Dean of the Faculty is member of the Senate by position. Together with the Dean, the Senate consists of 10 members.

In order to ensure proper and equal representation of scientific disciplines, areas of expertise and fields of study of the university member, scientific disciplines are grouped in the following programme section representing electoral units:

- 1<sup>st</sup> electoral unit - qualitative methods and informatics in logistics - 2 senators elected
- 2<sup>nd</sup> electoral unit - management and law in logistics - 3 senators elected
- 3<sup>rd</sup> electoral unit - organization and economics in logistics - 1 senator elected
- 5<sup>th</sup> electoral unit - engineering and technology in logistics - 1 senator elected

In each electoral unit, only members of the Academic Council belonging to a certain programme section of an electoral unit may stand for office. They are elected by the entire Academic Council of the Faculty of Logistics.

The Faculty of Logistics may propose its members to be elected or appointed to the bodies or committees of the University after enrolment at the Faculty is complete.

#### **Article 383**

The Student Council of the newly established university member shall be formed within six months after enrolment at the Faculty is complete. In the first year of studies, the Council shall be composed of the president of the first year and four members from the first year. In the second year of studies, the Council is composed of the presidents of the first and second year and three members from the first and second year. In the third year of studies, the Council is composed of presidents of the first, second and third year and two members per year.

The duration of the term of office of the Council as well as the duration of the term of office of student representatives elected or appointed by the Student Council is one year unless otherwise stipulated by this Statute.

The student vice Dean is a member of the Academic Council by position.

#### **Article 384**

The University shall gradually eliminate existing degree programmes. Enrolment in these programmes shall be possible one last time in the academic year 2008/09. Students shall pursue and acquire their education under the conditions in force upon enrolment but no later than by the end of the academic year 2015/16.

Students who have the right to repeat a year but cannot do this under programmes in which they enrolled due to the gradual introduction of Bologna programmes shall pursue their education under new programmes as laid down in Article 58a of this Statute and the Higher Education Act.

#### **Article 385**

On the day the Recognition and Evaluation of Education Act enters into force (Official Gazette of the Republic of Slovenia, no. 73/04 - ZPVI), the provisions of Articles 170 and 171 of this Statute shall cease to be in force.

#### **Article 386**

These Amendments to the Statute of the University of Maribor shall enter into force on the day after being published in the Announcements of the University of Maribor.

#### **Article 387**

The University's Statutory Committee shall formulate a proposal of the consolidated text of the Statute to be adopted in identical wording at a meeting of the Senate and the Management Board of the University. It shall be published in the Official Gazette of the Republic of Slovenia in accordance with regulations. The official consolidated text of the Statute shall enter into force the day after being published.



## **5. Transitional and Final Provisions upon Entry into Force of the Amendments to the Statute of 11 July 2006**

### **Article 388**

Additional fields of study listed in Article 12 of this Statute are implemented in agreement with the founder.

### **Article 389**

In this composition, the Management Board of the University operates until the expiry of its term of office. When new members are elected, the composition of the Board shall be brought in line with the provisions of these Amendments to the Statute. If a new university member is established, the harmonization may be accomplished by tender.

### **Article 390**

The Systematisation and Organization Committee shall be re-established within six months from the adoption of these Amendments to the Statute.

### **Article 391**

In accordance with these Amendments to the Statute of the University of Maribor, Expert Councils of other university members shall be transformed within six months at the latest, so that employees as well as the Student Council of Dorm Residents and the Student Council of the University elect their representatives to the Expert Councils of other university members.

### **Article 392**

In matters referred to in Article 5 of this Statute, the University acts as a legal entity in all cases before national authorities and courts.

### **Article 393**

Irrespective of other provisions of this Statute, the systematization and organization of the Faculty of Natural Sciences and Mathematics, the Faculty of Arts and the Faculty of Education is determined by the Rector with a decision, taking into account the existing the department arrangements at the Faculty of Education, the existing systematization and organisation and the duties of employees.

### **Article 394**

Students who, in the academic year 2006/2007, are or will be enrolled in degree programmes offered by the former Faculty of Education shall be distributed among the newly established Faculty of Natural Sciences and Mathematics, the Faculty of Arts and the Faculty of Education in accordance with the principle of enrolment in degree programme conducted by these university members pursuant to the founding documents concerning the establishment of the Faculty of Natural Sciences and Mathematics and the Faculty of Arts

### **Article 395**

Students who will be, in the academic year 2006/2007, enrolled in two-discipline programmes of the Faculty of Education, the Faculty of Natural Sciences and Mathematics and the Faculty of Arts have the right to choose their home institution upon enrolment.

These students have the right to elect and participate in all bodies of the above mentioned faculties conducting two-discipline programmes. A student can be appointed or elected vice Dean only at one of this faculties. With regard to elections at university level, a student has one vote in accordance with the voting method.

#### **Article 396**

The Academic Council of the Faculty of Natural Sciences and Mathematics is composed of all university teachers, researchers and other employees in higher education. Members of the Council hold a classified post laid down in the employment contract pursuant to Article 63 of the Higher Education Act. Student representatives of the Academic Council must constitute at least one fifth of all members.

The Academic Council shall be formed after student representatives have been elected by the Faculty's Student Council.

The Senate of the Faculty is formed in such a manner that the following disciplines are equally represented:

- mathematics and computer science
- physics
- chemistry
- biology
- technical education

The Senate is composed of ten members elected from the ranks of university teachers and researchers, the Dean and three student representatives. The Dean is a member of the Senate by position.

The provisions concerning the formation and composition of the Senate shall remain in force until the adoption of rules regulating its composition.

#### **Article 397**

The Academic Council of the Faculty of Arts is composed of all university teachers, researchers and other employees in higher education. Members of the Council hold a classified post laid down in the employment contract pursuant to Article 63 of the Higher Education Act. Student representatives of the Academic Council must constitute at least one fifth of all members.

The Academic Council shall be formed after student representatives have been elected by the Faculty's Student Council.

The Senate of the Faculty is formed in such a manner that the following disciplines are equally represented:

- history
- geography
- sociology
- philosophy
- Slovene language and literature
- German philology
- English and American philology

- Hungarian language and literature
- pedagogy, didactics and psychology

The Senate is composed of nine members elected from the ranks of university teachers and researchers, the Dean and three student representatives. The Dean is a member of the Senate by position.

The provisions concerning the formation and composition of the Senate shall remain in force until the adoption of rules regulating its composition.

#### **Article 398**

The Academic Council of the Faculty of Education is composed of all university teachers, researchers and other employees in higher education. Members of the Council hold a classified post laid down in the employment contract pursuant to Article 63 of the Higher Education Act. Student representatives of the Academic Council must constitute at least one fifth of all members.

The Academic Council shall be formed after student representatives have been elected by the Faculty's Student Council.

The Senate of the Faculty is formed in such a manner that the following disciplines are equally represented:

- elementary education
- preschool education
- sports training
- music
- fine arts

The Senate is composed of ten members elected from the ranks of university teachers and researchers, the Dean and three student representatives. The Dean is a member of the Senate by position.

The provisions concerning the formation and composition of the Senate shall remain in force until the adoption of rules regulating its composition.

#### **Article 399**

In its current composition, bodies of the Faculty of Education shall operate until the expiry of their term of office, with the exception of the Senate and the Academic Council, which operate, in their current composition, until the formation of Senates and Academic Councils of the Faculty of Education, the Faculty of Arts and the Faculty of Natural Sciences and Mathematics.

A person cannot be elected or appointed Dean or vice Dean at several university members at the same time.

Elections to the bodies of the Faculty of Education, the faculty of Arts and the Faculty of Natural Sciences and Mathematics may be called by the Rector, who can also convene and chair the first meetings of these bodies.

#### **Article 400**

The provisions of the Statute of the University of Maribor from Article 96 to Article 109 shall remain in force until the adoption of the Rules on Examinations and Grading at the University of Maribor. These provisions shall also apply to students

who already registered for an exam upon entry in force of the Rules on Examinations and Grading.

#### **Article 401**

The provisions of the Statute of the University of Maribor laying down the powers and duties of the Committee for the Conferral of Honorary Titles, Awards and Prizes shall be used until the adoption of the Amendments to the Rules on the Conferral of Honorary Titles, Awards and Prizes of the University of Maribor.

#### **Article 402**

In the academic year 2006/2007, newly elected members of students councils of university members, student councils of years and student councils of units shall remain in office until 30 November 2007.

#### **Article 403**

These Amendments to the Statute of the University of Maribor shall enter into force on the eight day after being published in the Announcements of the University of Maribor.

#### **Article 404**

The official consolidated text of the Statute of the University of Maribor shall be adopted, in identical wording, by the Senate and the Management Board of the University. In accordance with regulations, the text shall enter into force the day after being published in the Announcements of the University of Maribor.

### **6. Transitional and Final Provisions upon Entry into Force of the Amendments to the Statute of 10 March 2007**

#### **Article 405**

In accordance with these Amendments to the Statute of the University of Maribor, bodies of the Faculty of Health Sciences shall be formed within three months after the entry into force of these Amendments.

The Senate of the Faculty is elected for a period of four years. It shall be formed in such a manner that the following scientific disciplines and areas of expertise are equally represented:

- medicine and physiotherapy
- nursing care
- social sciences
- bioinformatics
- general sciences

The Senate is composed of nine members elected from the ranks of university teachers and researchers, the Dean and three student representatives. The Dean is a member of the Senate by position.

The provisions concerning the formation and composition of the Senate shall remain in force until the adoption of rules regulating its composition.

Irrespective of Article 331 of Article, the newly elected Dean shall remain in office until 13 July 2011.

#### **Article 406**

Members of committees and bodies of the University elected, appointed or proposed by the College for Health Sciences shall remain in office until the term of office of the relevant bodies expires.

#### **Article 407**

Elections to the bodies of the Faculty of Health Sciences may be called by the Rector, who may also convene and chair the first meetings of these bodies.

#### **Article 408**

In the entire text of the Statute, the terms “professional practice” and “work placement” shall be replaced by the term “practical training”.

#### **Article 409**

These Amendments to the Statute of the University of Maribor shall enter into force on the eight day after being published in the Announcements of the University of Maribor

#### **Article 410**

The official consolidated text of the Statute of the University of Maribor shall be adopted, in identical wording, by the Senate and the Management Board of the University. In accordance with regulations, the text shall enter into force the day after being published in the Announcements of the University of Maribor.

### **7. Transitional and Final Provisions upon Entry into Force of the Amendments to the Statute of 21 July 2007**

#### **Article 411**

Bodies of the Faculty of Energy Technology shall be formed within three months after the entry into force of these Amendments to the Statute of the University of Maribor. Members shall be elected or appointed among candidates who completed the statement of participation in the accreditation of the Faculty with the Expert Council for Higher Education of the Republic of Slovenia and meet all requirements for election to the bodies of the Faculty.

The Senate of the Faculty shall be elected for a period of one year or until 31 December 2008 at the latest. It shall be formed in such a manner that the following scientific disciplines and areas of expertise are equally represented:

- hydropower
- thermal power
- nuclear power
- general sciences

The Senate is composed of eight members elected from the ranks of university teachers and researchers, the Dean and three student representatives. The Dean is a member of the Senate by position. The Senate has a total of 12 members.

The provisions concerning the formation and composition of the Senate shall remain in force until the adoption of rules regulating its composition.

Three members of the Management Board of the Faculty of Energy Technology are appointed for the period until 31 December 2008 by the Rector following a proposal of the Dean. The Dean and the Chief Secretary of the Faculty of Energy Technology are members of the Management Board by position.

#### **Article 412**

Elections to the bodies of the Faculty of Energy Technology may be called by the Rector, who may also convene and chair the first meetings of these bodies.

#### **Article 413**

The Faculty of Energy Technology may propose its members to the bodies and committees of the University after enrolment at this Faculty is complete.

#### **Article 414**

The provisions of the Statute concerning degree programmes approved prior to 11 June 2004 shall not apply to students who enrol in degree programmes approved after this date.

#### **Article 415**

These Amendments to the Statute of the University of Maribor shall enter into force on the eight day after being published in the Announcements of the University of Maribor.

#### **Article 416**

The official consolidated text of the Statute of the University of Maribor shall be adopted, in identical wording, by the Senate and the Management Board of the University. In accordance with regulations, the text shall enter into force on the day after being published in the Official Gazette of the Republic of Slovenia.

### **8. Transitional and Final Provisions upon Entry into Force of the Amendments to the Statute of 19 March 2008**

#### **Article 417**

These Amendments to the Statute of the University of Maribor shall enter into force on the eight day after being published in the Announcements of the University of Maribor.

The provisions of the Statute concerning amendments to Articles under the third subheading of heading V entitled Appointment Procedure shall enter into force on 1 October 2008 or after the adoption of rules regulating the appointment of faculty ranks.

#### **Article 418**

The official consolidated text of the Statute of the University of Maribor shall be adopted, in identical wording, by the Senate and the Management Board of the University. In accordance with regulations, the text shall enter into force on the day after being published in the Official Gazette of the Republic of Slovenia.

## **9. Transitional and Final Provisions upon Entry into Force of the Amendments to the Statute of 18 September 2008**

### **Article 419**

The provisions of the Statute laid down in the third subheading of heading V entitled Appointment Procedure shall enter into force on 1 January 2009. Until the entry into force of these provisions, the provisions of the Statute of the University of Maribor shall remain in force (Official Gazette of the Republic of Slovenia no. 65/2007 - Statute of the University of Maribor; official consolidated text no. 4).

### **Article 420**

These Amendments to the Statute of the University of Maribor shall enter into force on the eight day after being published in the Announcements of the University of Maribor.

### **Article 421**

The official consolidated text of the Statute of the University of Maribor shall be adopted, in identical wording, by the Senate and the Management Board of the University. In accordance with regulations, the text shall enter into force on the day after being published in the Official Gazette of the Republic of Slovenia.

## **10. Transitional and Final Provisions upon Entry into Force of the Amendments to the Statute of 15 April 2009**

### **Article 422**

Bodies of the Faculty of Tourism shall be formed within three months after the entry into force of these Amendments to the Statute of the University of Maribor. Members shall be elected or appointed among candidates who completed the statement of participation in the accreditation of the Faculty with the Expert Council for Higher Education of the Republic of Slovenia and meet all requirements for election to the bodies of the Faculty, with the exception of employment relationship.

The Senate of the Faculty shall be elected for a period of one year or until 31 December 2010 at the latest. It shall be formed in such a manner that the following scientific disciplines and areas of expertise are equally represented:

- tourism sciences
- general sciences

The Senate is composed of eight members elected from the ranks of university teachers and researchers, the Dean and three student representatives appointed by the Student Council of the University among candidates studying tourism. The Dean is a member of the Senate by position. The Senate has a total of 12 members.

The provisions concerning the formation and composition of the Senate shall remain in force until the adoption of rules regulating its composition.

Three members of the Management Board of the Faculty of Tourism are appointed for the period until 31 December 2010 by the Rector following a proposal of the Dean. The Dean and the Chief Secretary of the Faculty of Tourism are members of the Management Board by position.

#### **Article 423**

Elections to the bodies of the Faculty of Tourism may be called by the Rector, who typically also convenes and chairs the initial meetings of these bodies.

#### **Article 424**

The Faculty of Tourism may propose its members to the bodies and committees of the University after enrolment at this Faculty is complete.

#### **Article 425**

These Amendments to the Statute of the University of Maribor shall enter into force on the eight day after being published in the Announcements of the University of Maribor, with the exception of Article 29 in force from 1 January 2009 and the provisions of Articles 1, 2, 3, 4, 26, 31, 32 and 33 in force from the entry into force of the provisions of the Ordinance Amending the Ordinance on the Transformation of the University of Maribor.

#### **Article 426**

The official consolidated text of the Statute of the University of Maribor shall be adopted, in identical wording, by the Senate and the Management Board of the University. In accordance with regulations, the text shall enter into force on the day after being published in the Official Gazette of the Republic of Slovenia, taking into account the provisions of Article 425.

### **11. Transitional and Final Provisions upon Entry into Force of the Amendments to the Statute of 18 December 2009**

#### **Article 427**

Bodies of the Music Academy shall be formed within three months after the entry into force of these Amendments to the Statute of the University of Maribor. Members shall be elected or appointed among candidates who completed the statement of participation in the accreditation of the Academy with the Expert Council for Higher Education of the Republic of Slovenia and meet all requirements for election to the bodies of the Faculty, with the exception of employment relationship.

#### **Article 428**

The Senate of the Academy shall be elected for a period of one year or until 31 December 2010 at the latest. It shall be formed in such a manner that the following scientific disciplines and areas of expertise are equally represented:

main instrument/singing  
music theory  
music pedagogy and didactics

The Senate is composed of seven members elected from the ranks of university teachers and researchers, the Dean and two student representatives appointed by the Student Council of the University among candidates studying music. The Dean is a member of the Senate by position.



The provisions concerning the formation and composition of the Senate shall remain in force until the adoption of rules regulating its composition.

Three members of the Management Board of the Music Academy are appointed for the period until 31 December 2010 by the Rector following a proposal of the Dean. The Dean and the Chief Secretary of the Academy are members of the Management Board by position.

#### **Article 429**

Elections to the bodies of the Music Academy may be called by the Rector, who also convenes and chairs the first meetings of these bodies.

#### **Article 430**

The Music Academy may propose its members to the bodies and committees of the University after enrolment at the Academy is complete.

#### **Article 431**

From the day of entry into force of these Amendments, the Rules on the Recognition of Important Works of Art shall apply to works of art recognized abroad or at other institutions. The Criteria for the Appointment of Faculty Ranks for University Teachers, Researchers and Other Employees shall apply by analogy by taking into account the amendments to Article 184.

Applications for the recognition of important works of art that have already been submitted to the University of Maribor shall be considered applications for the appointment of the faculty rank “university teacher of artistic disciplines”.

#### **Article 432**

The Amendments to Article 157 of the Statute of the University of Maribor shall enter into force on the following their publication. These Amendments shall apply to candidates who enrolled in the academic year 2010/2011.

#### **Article 433**

These Amendments to the Statute of the University shall enter into force on the day after being published in the Announcements of the University of Maribor.

#### **Article 434**

The official consolidated text of the Statute of the University of Maribor shall be adopted, in identical wording, by the Senate and the Management Board of the University. In accordance with regulations, the text shall enter into force on the day after being published in the Official Gazette of the Republic of Slovenia.

### **12. Transitional and Final Provisions upon Entry into Force of the Amendments to the Statute of 21 December 2011**

#### **Article 435**

These Amendments to the Statute of the University shall enter into force on the day following their publication in the Announcements of the University of Maribor.

#### **Article 436**

The official consolidated text of the Statute of the University of Maribor shall be adopted, in identical wording, by the Senate and the Management Board of the University. In accordance with regulations, the text shall enter into force on the day after being published in the Official Gazette of the Republic of Slovenia.

### **13. Transitional and Final Provisions upon Entry into Force of the Amendments to the Statute of the University of Maribor of 31 May 2012**

#### **Article 437**

These Amendments to the Statute of the University shall enter into force after obtaining the consent of the founder. Until then, the Article 12 of the Statute of the University shall apply.

#### **Article 438**

These Amendments to the Statute of the University shall enter into force on the day following their publication in the Announcements of the University of Maribor.

Rector  
University of Maribor  
Prof. Danijel Rebolj, PhD

Chairman of the Management Board  
University of Maribor  
Prof. Mirko Pšunder, PhD