



Pursuant to the Higher Education Act (ZViS-UPB3, OJ RS, No. 119/2006 and amendments: OJ RS, No. 15/2008 Constitutional Court Decision: U-I-370/06-20, 62/2010-ZUPJS, 34/2011 Constitutional Court Decision: U-I-156/08-16, 57/2012-ZPCP-2D) and the Founding Contract establishing the independent higher education institution “*Jožef Stefan International Postgraduate School*”, the IPS Governing Board with the agreement of the IPS Assembly on 18 April 2008 accepted and on 7 September 2012 amended the

STATUTE

of the

JOŽEF STEFAN INTERNATIONAL POSTGRADUATE SCHOOL

1. GENERAL PROVISIONS

Article 1

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

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

Article 2

The name of the IPS is:

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

The short name in Slovenian is: MPŠ

The short name in English is: IPS

The seat of the IPS is: Ljubljana, Jamova 39, Slovenia.

Article 3

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

The uniform image can be regulated in detail with the Regulations, which are approved by the Senate.

Article 4

The IPS is autonomous in performing its activities.



Its autonomy is exercised in the execution of postgraduate education, scientific research and developmental and innovatory activity so that it independently:

- creates the strategy of its own development,
- defines the rules of its organisation and activity,
- creates and approves study programmes and defines the method of their implementation,
- directs R&D work,
- decides on appointing higher education teachers, researchers, and other faculty assistants,
- decides on election, appointment and dissolution of statutory bodies in accordance with the IPS Statute and Regulations.

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

2. ACTIVITY

Article 5

The activities of the IPS are:

- programmes of postgraduate study for the attainment of Master's and Doctoral degrees,
- degree study programmes,
- scientific R&D and innovatory activity,
- supplementary education and continuous professional development of R&D and managerial staff,
- expert counselling,
- appointment to higher education teaching staff and assistant titles,
- organisation of expert meetings,
- information and documentation activity,
- publishing activity,
- activities for the broader understanding of science and technology,
- other education, research and innovation activities.

Research and development is performed in collaboration with the Jožef Stefan Institute, IPS founders, partners and other research organisations.

Article 6

For the purpose of implementing its programmes, the IPS collaborates with universities, research institutes and development departments of industry, services and administration both nationally and internationally.



In order to involve these institutions in the IPS programmes and use their capacities, special agreements shall be made that will be confirmed by the IPS Governing Board and Senate.

3. ORGANISATION SCHEME

Article 7

The IPS exercises its activity in organisational units and sub-units.

Organisational units are established, changed and abolished by the Governing Board upon the proposal of the IPS Senate.

Organisational units are not legal entities.

Article 8

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

Organisational units of the IPS are:

- programme groups – for implementation and coordination of study programmes,
- research groups,
- project groups – for implementation and coordination of R&D projects,
- IPS Secretariat – for execution of administrative and professional tasks.

Organisational sub-units are organised as flexible teams with the purpose of higher effectiveness inside programme or project groups, or among them.

Article 9

Each programme has a programme group consisting of all teachers and supervisors of that programme.

The main tasks of the programme group are to design, co-ordinate, implement and evaluate the programme of the IPS.

The programme group is led by the Head, who is appointed by the Dean on the proposal of the IPS Senate.

The term of appointment of the Head of the programme group is in principle four years with the possibility of re-appointment. The Dean can propose to the Senate a shorter term.



Article 10

The IPS research groups are composed of IPS and external experts of a particular research field who are also supervisors of students during their studies and help them acquire new knowledge which is important for the execution of projects.

Research groups help students and project partners in the application of appropriate, project goal-oriented methodologies and research approaches.

The research group is led by the Head of the research group who is appointed by the Dean. A project group is composed of researchers who work on a particular IPS project.

Article 11

A project is an R&D activity that is defined by the contract between project partners and lasts for the contractually defined time.

A project group is in principle composed of IPS researchers, as well as R&D and other experts from among project partners. Students are involved in particular projects and thus work on their seminar papers, and master or doctoral theses.

The project group is led by the Head of the project who is appointed by the Dean.

The term of appointment of the Head of the project is in principle as long as the duration of the project, which is defined by the contract.

4. IPS BODIES

Article 12

The IPS bodies are:

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

4.1 IPS Assembly

Article 13

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

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



Each new founder or partner gains a seat for one representative in the IPS Assembly.

Members of the Assembly are appointed by founders and partners. The representative of a particular founder or partner is also its legal representative on every occasion or a person appointed by him/her. The legal representative of a founder or partner can also appoint a representative to the Assembly for the entire duration of the term of office or by authorization for a particular session.

The President of the Assembly is appointed by the Assembly by a majority vote.

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

Article 14

The IPS Assembly shall in particular:

- appoint and dismiss members of the Governing Board who represent the interests of the founders,
- give approval to the appointment and dismissal of the Dean,
- give approval to the adoption of the Statute, its amendments and additions,
- adopts rules of procedure for the Assembly,
- adopts a strategic plan for the activity and development of the IPS upon the proposal of the Governing Board and the Dean,
- give approval to the alterations and additions to the activities of the IPS,
- according to need and upon the proposal of the Governing Board, appoint an auditor for the annual report of the IPS,
- give approval to the annual report of the IPS upon the proposal of the Governing Board,
- approve the allocation of the IPS surplus, or to make up for a deficit,
- give opinion on the proposals for study programmes and projects of the IPS and on priority areas of the IPS,
- give approval to the acceptance of additional constituent partners of IPS,
- adopt a plan of activities and secure support for assuring financial and other means for the IPS.

The Assembly also executes other activities in compliance with the regulations.

4.2 IPS Governing Board

Article 15

The Governing Board is the governing body of the IPS.

The Governing Board consists of the following ten members:

- seven members appointed by the Assembly,
- one member appointed by the Senate,
- one member appointed by the Academic Council,



- one member appointed by the Student Council.

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

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

Until all ten members of the Governing Board are appointed, the Assembly holds the competences of the Governing Board.

Article 16

The members of the Governing Board are appointed for four years with the possibility of re-appointment.

The student representative is appointed for one year. The term expires if the representative ends his/her studies or loses his/her student status.

Article 17

The IPS Governing Board has the following competences:

- to give consent to the opening of the call for enrolment into postgraduate studies,
- to decide on material matters and ensure undisturbed material operations of the IPS,
- to provide means for IPS activities,
- to adopt the Statute, its amendments and additions,
- to adopt the work programme and financial plans of IPS,
- to discuss the annual work programme, planning documents and their realisation, to adopt the financial plan and final annual account,
- to adopt the IPS annual report,
- to appoint and dismiss the Dean upon the proposal of the Senate and with the approval of the Assembly,
- to discuss and adopt evaluation reports,
- to adopt the rules of procedure for its activity,
- to adopt general regulations for the management of the IPS, its material management and employment contracts,
- to monitor and supervise the operation of the IPS,
- to discuss and give opinion on accepting new partners of the IPS,
- to approve legal contracts, investments and loans exceeding 41,700.00 EUR,
- to monitor the operation of the IPS based on the reports of the Dean,
- to adopt regulations on salaries of full-time employees, visiting professors, visiting researchers and other employees of the IPS,
- to decide on tuition and other IPS study fees,
- to monitor the use of allocated resources of the IPS,
- to adopt general regulations concerning the management and other operations of the IPS,
- to give opinion on the rules of procedure of the Academic Council,



- to adopt other general regulations of the IPS, unless otherwise stated herein,
- to execute other activities if so defined by the law, this statute or regulations of the IPS,
- to execute other tasks in accordance with the regulations.

Article 18

The Governing Board decides on meetings.

The meeting forms a quorum if the majority of the Governing Board members is present.

The Governing Board adopts resolutions with a majority vote of the members present. If the voting ends in a tie, the President has the casting vote.

The Governing Board may make decisions by correspondence in exceptional cases only and with a clearly defined question.

In the time between two meetings the Governing Board is represented by its President.

4.3 IPS Dean

Article 19

The Dean heads and represents the IPS.

The rights and obligations of the Dean are in particular:

- to monitor and take responsibility for the legality of the IPS and for the implementation of its obligations, defined by the law, other regulations and by general IPS legal acts,
- to coordinate educational, scientific research, developmental and advisory activities of the IPS,
- to organise and lead national and international co-operation of the IPS,
- to initiate fund-raising activities for the IPS,
- to announce and oversee the elections to the IPS Senate and Governing Board,
- to convene and chair the meetings of the IPS Senate,
- to convene and chair advisory board meetings,
- to appoint two Vice-Deans, Heads of departments and Heads of project groups,
- to sign IPS documents and contracts,
- to propose to the Senate the detailed plan for employment of the IPS staff,
- to invite visiting professors and visiting researchers for short working visits or lectures, and make appropriate contracts,
- to issue documents on employment and termination of employment of full-time teaching staff, researchers and other members of the IPS staff;
- to participate in the formal Promotion ceremony of Doctoral and Master degrees,
- to assure evaluation of the implementation of study programmes,
- to report on the activities of the IPS to the Senate, Governing Board and the Assembly,



- to inform official institutions and the general public about the activities of the IPS,
- to confer IPS awards,
- to execute other activities in accordance with the law, this statute and other general regulations of the IPS.

The Dean may transfer part of these rights and obligations to the President of the IPS or other statutory body with the approval of the Governing Board. The Dean may authorise the Vice-Deans to execute selected activities within his/her competence.

The Vice-Dean, appointed by the Dean, or the IPS President substitute the Dean in the event of his/her absence. The substitute respects the authorisations determined by the Dean.

Article 20

The Dean is appointed by the IPS Senate on the proposal of the Academic Council. He/she is named and dismissed by the IPS Governing Board with the approval of the IPS Assembly. The Dean is appointed for the period of four years with the possibility of re-election.

The candidate for the Dean must be a full professor.

Article 21

The IPS has two Vice-Deans. They are appointed by the Dean from among professors for the period of four years. They advise the Dean with study matters, science and research tasks, research projects and other tasks upon his/her authorisation.

Article 22

The counselling body of the Dean is the Advisory Board, composed of the Dean, Vice-Deans, President, Heads of programmes and IPS Secretary General. The President of the Governing Board and the President of the Assembly can also participate in the Advisory Board.

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

4.4 President of Academic Council and President of IPS

Article 23

The President of the Academic Council is also the President of the IPS.

The rights and obligations of the President are in particular:

- to encourage international cooperation of the IPS,
- to support fund-raising activities for the development of IPS,
- to cooperate in the evaluation of the implementation of IPS study programmes,
- to give opinion on the rules of procedure for the Senate and the Academic Council,



- to encourage cooperation with visiting professors and researchers for the execution of the IPS programme,
- participate in the formal Awards Ceremony of Doctoral and Master degrees,
- to participate in the work of the IPS Governing Board,
- to confer IPS honorary awards.

The IPS has one Vice-President who takes part in chairing the Academic Council and substitutes the President in the event of his/her absence. The IPS Vice-President is appointed by the IPS Academic Council from among professors on the proposal of the IPS President for the period of four years.

4.5 IPS Senate

Article 24

The Senate is the highest expert body of the IPS.

The Senate consists of at least 15 members, 12 of which are professors, researchers and other experts, appointed by the Academic Council, and 3 are representatives of students or their substitutes, appointed by the Student Council.

The Senate is composed of full professors and other higher education teachers so that they represent all three fields of study, all scientific disciplines within these fields and cover all expert areas of the school. Apart from members, appointed by the Academic Council and the Student Council, members of the Senate by function are also the Dean, the IPS President, Vice-Deans, the Vice-President, as well as the President and first Vice-President of the Student Council. Students are represented in the Senate by at least one fifth of the members.

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

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

Article 25

The Senate has the following competences:

- to participate in the creation and adoption of study programmes, as well as to initiate new study programmes,
- to participate in the creation and to define priority guidelines for R&D activity,
- to adopt the basis for assessment and grading of the students' knowledge in the study programmes,
- to appoint the Dean after prior consideration of the Assembly's opinion,
- to define the procedure for the acceptance of Master and Doctoral theses, to adopt and confirm the topics of Master and Doctoral theses, and to adopt evaluations of the Master and Doctoral theses,



- to verify that expert criteria for activities have been met in accordance with the appropriate regulations and to select full-time higher education teachers, researchers and other faculty assistants,
- to appoint IPS staff to appropriate titles in accordance with the Rules and Regulations of the IPS,
- to define the detailed plan for employment of full-time staff upon the recommendation by the Dean,
- to approve the annual work and development plans of the IPS,
- to adopt criteria for the evaluation of quality of the R&D and counselling activities of the IPS,
- to adopt the regulations and other rules concerning the procedures and conditions for the appointment to scientific-research titles, R&D titles, as well as teacher titles and other IPS staff,
- to adopt regulations and other rules concerning scientific-research, R&D and counselling activities of the IPS,
- to consider evaluation reports about the activities of the IPS,
- to execute other activities in accordance with the law and other regulations of the IPS.

Article 26

The Senate decides at meetings. The Senate assembles according to need and at least once in every three months.

Meetings are convened and chaired by the Dean.

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

Article 27

For assistance, the IPS Senate can appoint permanent and occasional committees or other working bodies.

The field of work, structure and competences of such committees or working bodies are defined by their establishment resolution.

4.6 Academic Council

Article 28

The Academic Council is composed of all contractually bound teachers, researchers and other academic staff who are working in the IPS programmes.

The representatives of students are also members of the Academic Council. In principle, the Student Council appoints to the Academic Council at least two student representatives from each study programme.



The Academic Council appoints its president from among members who hold the title Full Professor. The President of the Academic Council is at the same time the President of IPS. The Academic Council also appoints the Vice-President of the Council from among its members and upon the President's proposal. The Vice-President of the Academic Council is at the same time the Vice-President of the IPS. The President and the Vice-President are appointed for the period of four years with the possibility of reappointment.

The Academic Council assembles according to need.

The Academic Council considers fundamental documents and reports of the IPS, as well as makes recommendations and initiatives to the Senate and the Dean. It nominates the possible candidates for the Dean according to the rules of procedures of the Academic Council.

4.7 Student Council

Article 29

The Student Council consists of all IPS students.

The Student Council appoints its President and up to three Vice-Presidents from among its members.

The Student Council assembles according to need.

The Student Council considers and gives opinion to the responsible IPS statutory body on all matters related to the rights and obligations of the students.

The Student Council appoints student representatives into statutory bodies of the IPS and dismisses them if necessary.

5. EDUCATION

5.1 Study Programmes

Article 30

The study, which is in principle project-based, is implemented through postgraduate study programmes or degree study programmes which were adopted by the IPS Senate and approved by the Council for Higher Education of the Republic of Slovenia.

The postgraduate study programmes are designed to attain a Master or Doctor of Science degree, while the degree study programmes are defined by the law regulating the field of higher education.



The study also offers credential study programmes, which improve, deepen and broaden the knowledge of a specific field covered by a degree study programme.

The study programmes of the IPS must be evaluated in accordance with the ECTS credit system (European Credit Transfer Scheme).

The interdisciplinary postgraduate study is co-ordinated by the IPS Senate.

Article 31

The duration of the postgraduate studies is:

- two years in the programme leading to a Master degree,
- up to four years in the programme leading to a PhD degree.

The duration of the degree study programme is defined in the study programme adopted by the Senate upon approval by the Council for Higher Education of the Republic of Slovenia.

Article 32

The degree study programme leading to the IPS diploma comprises the elements required by law and other regulations from the field of higher education.

Article 33

The Master thesis must be the result of independent research, from which it is evident that the candidate is in command of the method of scientific research and the field he/she chose as the topic of the thesis.

The Master thesis can also be the result of the work of a research group, where the original contribution of each individual candidate is clearly evident.

The Master thesis is in principle published as a scientific or professional article, patent or patent application.

Article 34

The Doctoral dissertation is a written work, which gathers the achievements of the candidate's individual research work and is an original contribution to the scientific field of the topic of the dissertation.

The Doctoral dissertation is in principle published as at least one reviewed scientific article, which is available to the international professional public, or as an international patent.

Article 35

A Master thesis or a Doctoral dissertation can be adopted and evaluated after the candidate has completed all other requirements defined by the study programme.



The procedure for registration, adoption, writing and evaluation of a Master thesis or a Doctoral dissertation is defined by the IPS Regulations on Master and Doctoral studies.

Article 36

The student who demonstrates exceptional study results shall be enabled a quicker advancement according to the study programme if the study process allows for it. The decision on quicker advancement is accepted by the Senate.

Article 37

If the Commission for the evaluation of the doctoral dissertation finds that the submitted dissertation does not meet the quality requirements for the doctoral dissertation, the IPS Senate may decide that it may be evaluated as a master thesis.

Article 38

Upon successful completion of the postgraduate master study, the candidate is awarded the title “magister znanosti” in accordance with the law and the study programme.

Upon successful completion of the postgraduate doctoral study and after writing and successfully defending the doctoral dissertation, the candidate is awarded a scientific title “doktor znanosti”.

Upon successful completion of another study programme, the candidate is awarded a professional or scientific title in accordance with the law and other regulations from the field of higher education, as provided for in the study programme.

5.2 Diplomas and Certificates

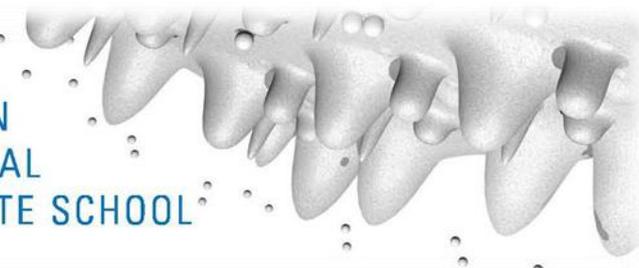
Article 39

Upon completion of all requirements of a study programme, the IPS shall award the graduate a Diploma which is a public document.

The constituent part of the document is the Diploma Supplement, which is issued on the basis of a form provided by the ministry in charge of higher education.

Upon completion of all requirements of a study programme and prior to the conferring of the diploma, the graduate may be given a written transcript of records stating all the requirements have been met. The written transcript is a public document.

The candidate who has met all the requirements of a credential study programme, which was adopted by the Senate and approved by the Council for Higher Education of the Republic of Slovenia, is conferred a Certificate which is a public document.



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

The procedure for conferring diplomas and certificates shall be regulated by a special regulation.

5.3 Language of Instruction

Article 40

The IPS language of instruction is Slovene.

The language of instruction in international study programmes is English. The Senate must consider the students' and professors' knowledge of the language.

5.4 Academic Year and Calendar

Article 41

The academic year starts on October 1st and ends on September 30th. Organised modes of education (lectures, consultations, seminars) take place from October 1st until May 31st.

The academic calendar is adopted by the IPS Senate 4 months prior to the commencement of the academic year at the latest. In the calendar, the Senate defines the schedule for the organized modes of education and assessment periods.

5.5 Enrolment Requirements

Article 42

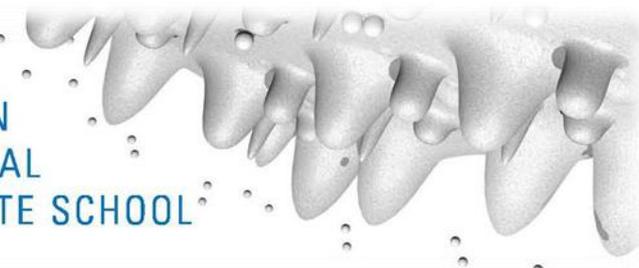
In order to enrol into the IPS, the candidate must meet all the requirements defined by the study programme.

The maximum enrolment is defined by the Senate at the annual announcement of the study prior to the commencement of the study.

5.6 Assessment

Article 43

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



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

Article 44

The processes of the assessment and grading of the knowledge and the defence of the master thesis and doctoral dissertation are defined by the Regulations adopted by the IPS Senate.

6. RESEARCH AND DEVELOPMENT ACTIVITY

Article 45

The research work is project-based in terms of research groups and is a foundation for the quality execution of study programmes. It is implemented in cooperation with the Jožef Stefan Institute and other founders and partners of the IPS.

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

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

Incorporation of teachers and other expert staff into research projects is defined in detail by the Regulations on Research, Development and Counselling work, which are adopted by the IPS Senate.

7. HIGHER EDUCATION TEACHERS, RESEARCHERS AND FACULTY ASSISTANTS

Article 46

A course leader in the postgraduate programme may only be a teacher who holds one of the following titles:

- Full Professor,
- Associate Professor,
- Assistant Professor.

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



Article 47

Research staff comprises researchers who hold an appropriate title as defined by the law and Regulations on R&D.

Members of the research staff are incorporated into the research programme. They may be supervisors for master and doctoral theses if they hold at least the title researcher.

The IPS may invite renowned expert professionals to participate in R&D projects even if they do not have an appropriate title.

Article 48

The educational, R&D and counselling activities may be carried out also by faculty assistants who hold an appropriate title as defined by the law and regulations on research and higher education.

Article 49

The procedures, conditions and criteria for appointment to scientific research and R&D titles are in detail defined by the IPS Regulations which are based on the regulations on research and adopted by the IPS Senate.

The procedures, conditions and criteria for appointment to higher education teacher and faculty assistant titles are defined in detail by the IPS Regulations which are based on the regulations on higher education, and adopted by the IPS Senate.

Article 50

The selection of higher education teachers, researchers and faculty assistants takes place upon invitation by the Dean and with the approval of the Senate.

Article 51

The IPS invites renowned teachers, researchers and other experts from international universities and research institutions, as well as renowned experts from the industry for the implementation of individual segments of a course or a research programme.

The invited expert may participate in the activities of statutory bodies, commissions and working bodies.

Article 52

The relations from Articles 46 to 52 of this Statute are in more detail defined in the Regulations on the Rights and Obligations of Teachers, Researchers and Faculty Assistants, which are adopted by the IPS Senate.



8. STUDENTS

Article 53

A student is a person who enrolls into IPS and follows the study programme. The status is demonstrated by a student card which is issued by the IPS.

A student status is regulated by law. Specific implementing procedures are regulated by the Regulations on Master and Doctoral Studies.

A student who believes that his/her rights were infringed has a right to appeal to the Senate.

9. DISCIPLINARY RESPONSIBILITY

Article 54

The disciplinary responsibility of the IPS staff is defined by the Regulations on Disciplinary Responsibility of the Staff which are adopted by the Governing Board.

Article 55

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

10. ACKNOWLEDGEMENTS

Article 56

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

The types of honorary titles, acknowledgements and awards, as well as principles, criteria and procedures for the selection are defined in the Regulations on the Honorary "IPS Golden Emblem" Prize which are adopted by the Senate.

11. FINANCING

Article 57

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

- tuition fees and other study expenses,



- allocated resources of the IPS founders and partners,
- financing contracts for research projects,
- payments for services on the knowledge market,
- payments for services from public sources,
- grants, inheritance and presents,
- other sources according to the legislation and other regulations.

Article 58

The amount of the tuition fee and other study expenses is defined with regard to the actual expenses in accordance with the Regulations on Tuition Fees and Other Expenses adopted by the IPS Governing Board. The Regulations also define the manners of charging the tuition fees and other expenses.

Article 59

Based on the IPS work plan, the Governing Board adopts the annual financial plan, oversees its realisation and reports to the IPS statutory bodies.

Article 60

The IPS funds are managed by the Governing Board in accordance with the valid regulations. The constituent partners are not responsible for the IPS obligations.

The surplus of income over expenses shall be allocated for the implementation and development of IPS activities.

The IPS Assembly decides on the making up for the deficit upon the proposal of the Governing Board.

Article 61

The IPS may in the frame of its activity and in with the consent of the founders establish an institute, a company, a foundation or other legal entities.

12. IPS SECRETARIAT

Article 62

The IPS has a Secretariat headed by the Secretary General of the IPS for its management, administrative and expert-technical activities that accompany the implementation of the programmes of study. The Secretary General organises and supervises expert-organisational, management, administrative, financial, accounting, technical and other tasks of the IPS.



The Secretariat prepares the material for the activities of the IPS, ensures the keeping of records (staff, finance, student, study records etc.), coordinates the credit system, organises the use of rooms and equipment of the IPS, supports international collaboration, ensures informational basis for the evaluation procedure of the education, research and development activity and executes other activities in the IPS interest.

The organisation of work in the IPS Secretariat and the detailed plan for the employment of its staff are defined by the Regulations on the Organisation of the IPS Secretariat which are adopted by the Governing Board.

13. PROTECTION OF INFORMATION

Article 63

The collecting and protection of personal data, lists of records with personal data and the use of records with personal data are defined by the Regulations on the Protection of Confidential and Personal Data and Protection of Archival Records adopted by the IPS Governing Board.

Article 64

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

14. TRANSITORY AND FINAL PROVISIONS

Article 65

The appointment of IPS statutory bodies and the reorganisation of existing bodies in accordance with the Statute must be implemented within the period of 6 months after the adoption of the Statute.

Article 66

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

Article 67

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

President of the Governing Board:

Dr. Jožica Rejec

Ljubljana, 7 September 2012