



Based on the Statutes of the University of Ljubljana (Official Gazette of the Republic of Slovenia, Nos. 4/17, 56/17, 56/17, 14/18, 39/18, 57/18 in 66/18), the Rules on Award Certificates of the University of Ljubljana (UL), dated 23<sup>th</sup> October 2018, and the Rules on Presenting Prešeren Awards to the Students of the University of Ljubljana, dated 24<sup>th</sup> September 2013, 30<sup>th</sup> June 2015 and 27<sup>th</sup> September 2016, as well as Article 28 of the Rules of the Faculty of Public Administration, dated 27<sup>th</sup> November 2019, the Senate of the Faculty of Public Administration, at its 3<sup>rd</sup> session on 18<sup>th</sup> December 2019, adopts the following Act Amending the Rules on Award Certificates and Awards to the Most Successful Students dated 24<sup>th</sup> October 2018, amendments dated 30<sup>th</sup> January 2019 and Official Consolidated Text dated 18<sup>th</sup> December 2019

## **RULES ON AWARD CERTIFICATES AND AWARDS TO THE MOST SUCCESSFUL STUDENTS**

### **Article 1**

#### **(content/subject of the rules, the purpose and the goals)**

- (1) With these rules the Faculty of Public Administration (hereinafter: FPA) of the University of Ljubljana (hereinafter: UL) regulates the type of awards and award certificates for the best works by students of the FPA and UL, as well as criteria and procedures for the selection of the best works and the best students and graduates of the undergraduate and master's study programmes of the Faculty and the University, as well as the functioning of the Committee for the Student Awards (hereinafter: the Committee).
- (2) By presenting awards and award certificates for the best works by students of the Faculty and the most successful students, the FPA promotes the quality of scientific-research and study activity of students, as well as contributes to the reputation of the Faculty as an educational and research institution.

### **Article 2**

#### **(types of awards and award certificates)**

- (1) In an individual academic year the FPA conducts the procedures for the presentation of awards and award certificates of UL:
  1. Prešeren Award of the Faculty for the best final works by students of UL up to the completed second cycle of the Bologna study programme or integrated master's programme;
  2. Ceremonial Award Certificate of UL for the students with the best student achievements.

3. Award Certificates of UL for Special Student Achievements, which are presented for one-time incredible achievements or round number anniversaries of the recurring events, which are co-designed by the students.
- (2) In an individual academic year, the FPA invites applications or presents rewards and award certificates of the FPA:
1. Prešeren Award of the Faculty for the best final works by students of the FPA;
  2. Awards and award certificates for the most successful students or the best full-time student of the year in a certain programme;
  3. Awards and award certificates for the most successful graduates of the programmes.

**Article 3**  
**(structure, appointment, and the competencies of the Committee)**

- (1) The Committee has at least six members, i.e. four higher education teachers from all departments of the Faculty, a representative of the FPA Student Affairs Office, and a representative of the students.
- (2) The president and the members of the Committee are selected among higher education teachers and are appointed by the Senate following the proposal of the Dean of the FPA, while the members can also be proposed by the Committee itself. The Student Council of the FPA determines the type of election of the student representative to the committee and carries out the election. The mandate of the higher education teachers of the FPA is determined by the Senate, whereas the mandate of a student representative lasts one year or until a new president is selected. After the expiry of the existing mandate, the members can be appointed again.
- (3) The Committee deals with and decides about the questions within their competence at the sessions, which are called and led by the president of the committee. The session has a quorum if the majority of members attended it and if the decisions have been adopted with the majority of votes by the present members of the Committee. A correspondence session may also be called.
- (4) The Committee has the following competencies:
  - Preparation of annual calls for the Prešeren Award of the FPA or UL, ceremonial award certificate of UL for the best study achievements, and award certificates of UL for special achievements, as well as awards and award certificates of the FPA for special research achievements and the useful solution;
  - Consideration of suggested student works for the Prešeren Award of the FPA or UL, ceremonial award certificate of UL for the best study achievements, award certificates of UL for special achievements, as well as awards and award certificates of the FPA for special research achievements and useful solutions, for the most successful student placement and the most successful Research Seminar, in addition to the most successful students of the year of certain programmes and graduates of the programmes and preparation of suggestions of the recipients for the discussion in the Senate of the FPA or at UL;
  - Publication of the recipients and the presentation of awards and award certificates at the FPA after the decisions of the FPA Senate;
  - Tasks, connected to the above stated competencies of rewarding students, e.g. the promotion of goals with the purpose of rewarding and the development of the FPA.

**Article 4**  
**(the criteria and the procedure for the Prešeren Award for the final works at UL or at the FPA)**

- (1) The criteria for evaluating the submitted bachelor's and master's works for the Prešeren Award of UL or the FPA for the final work of the undergraduate or the master's degree programme are:
  - the average grade of exams for the entire programme should be at least 8.5;
  - the clarity of defining the research problem and forming hypotheses;
  - scientific excellence and practical value;
  - the width and the depth of the theoretical design of the task and the methodological correctness of the implementation;
  - excellent knowledge of domestic and foreign literature and consistency in citing it;
  - thorough analysis;
  - independence, incisiveness, originality, creativity, and a high visibility of the work (its publication);
  - capability of designing text at an appropriate level of the Slovenian language.
- (2) A candidate may submit an application for the Prešeren Award himself/herself, or it can be done by the mentor, the president or the member of the thesis defence committee or by the vice dean for study matters in agreement with the graduate or the mentor.
- (3) The application is submitted on the basis of the public call for proposals by the Committee by 10<sup>th</sup> September for works which were successfully defended from 1<sup>st</sup> September of the previous academic year until 31<sup>st</sup> August of the current academic year. The call for applications is published on the FPA websites, or it may be sent via e-mail to mentors and presidents of committees and the vice dean and otherwise. The same piece of work cannot be nominated both for the University and the Faculty award. The deadline for the submission of the applications is determined by the Committee so that any suggestions for the Prešeren Award of UL can be discussed at the Senate of the FPA until 10<sup>th</sup> October, before their submission to UL.
- (4) An application must include:
  - the thesis of the candidate, namely in two bound up copies and in digital form;
  - the explanation of the mentor and two professional grades of the work of at least two other higher education teachers, taking the measures from the first paragraph of this article into consideration.
- (5) The Senate of the FPA may choose up to one award winner per individual programme.
- (6) The works which were submitted to the Committee for the Prešeren Awards to the Students of UL and did not receive an award, are given the FPA Prešeren Award.
- (7) The FPA Prešeren Award consists of a diploma with an engraved image of Prešeren and a monetary reward of 1/2 of the UL University Prešeren Award. There may also be a book or a similar award.

#### **Article 5**

##### **(the measures and the procedure for the presentation of the Ceremonial Award Certificate of UL for students with best student achievements and UL award certificates for special achievements)**

- (1) Measures for awarding the UL Ceremonial Award Certificate to students with the best student achievements, are:
  - the average grade of exams for the entire programme should be at least 9.0;
  - international exchange (study) at a foreign university;
  - achievements in professional competitions, calls for proposals, and the publication of professional works;
  - the student athlete status of the student culture professional status and related

- achievements;
  - other special achievements in study and extra-curricular activities.
- (2) The FPA may suggest one student during the enrolment procedure for up to 1,000 students or two students at the enrolment procedure for 1,001 to 2,000 students who have been enrolled by 30 October in the year before the presentation of the award. The suggested candidate is required to have an active student status in the current and previous academic year.
  - (3) The Committee generally publishes the call for submitting suggestions by 31<sup>st</sup> January for the previous academic year, in which it determines the deadline for the suggestion of candidates. The appropriate suggestions are handed to the FPA Senate, which generally approves them at the March session, and forwards them to the UL committee in charge by 3<sup>rd</sup> May.
  - (4) The Applicant for the Candidate shall have a habilitation title of an assistant professor, associate professor, or full professor or an appropriate title of the scientific workers of UL in accordance with UL measures.
  - (5) The Applicant may prepare a short written justification in regards to the measures of the first paragraph of this article.
  - (6) The Committee also collects suggestions for presenting the UL Award Certificate for Special Student Achievements, which are presented for one-time incredible achievements or round number anniversaries of the recurring events, which are co-designed by students. The procedural provisions of this Article are applied as appropriate for these Award Certificates, while, in addition to the applicants from the fourth paragraph of this Article, the suggestion can also be given by the Student Council of the FPA.

### **Article 6**

#### **(measures, procedure, awards and award certificates for the most successful students and graduates of the FPA)**

- (1) The measures for determining the most successful students of the year and the graduates of the programmes are:
  - the average grade of all exams, which takes the entire programme into consideration for graduates and only the last year for students, should be at least 8.5 and at least 9 for the final work by the graduates;
  - awards recipients for the most successful students need to have all requirements for the current and all the previous years completed,
  - the provisions referred to in the preceding paragraph shall not apply to students of final year in the study program, which may be missing thesis. In case the thesis has already been completed, these students have priority in the selection under the same criteria,
  - international exchange (study) at a foreign university;
  - achievements in professional competitions, calls for proposals and the publication of professional works;
  - student athlete status of the student culture professional status and related achievements;
  - other special achievements in study activities and attendance in extra-curricular activities.
- (2) The measures are taken into consideration in such manner that the preferential measure is the average grade of exams, or in case of graduates - the final work grade and then the average grade of exams, whereas other measures are taken into consideration in case two or more students have the same average grade at the first decimal place. The award

certificate or the award is presented to one student per each year of each programme and to one graduate from each FPA programme.

- (3) The candidates for the most successful students and graduates are selected by the Committee on the basis of data, gathered from the official records of the FPA for the previous academic year, which is then handed over to the FPA Senate for approval, usually at the November session.
- (4) Awards and award certificates for the most successful students and graduates consist of:
  - the award certificate;
  - a book from the Faculty's publishing house;
  - and for an individual year, in accordance to the proposal of the Committee and with the consensus of the Senate and the FPA Administrative Board:
    - payment of participation fee for short intensive programmes of foreign universities (e.g. for summer schools);
    - grant for visiting domestic or foreign institution from the field of public administration or participation at domestic or foreign professional meeting;
    - free professional literature at the request of the award winner in the amount of up to 80 €.

#### **Article 7**

**(measures, procedures, and awards or the award certificate for the most successful student in the area of special achievements in research of the FPA) - deleted**

#### **Article 8**

**(measures, procedure, and award certificates or awards for the useful solution to the group of FPA students) - deleted**

#### **Article 9**

**(limitation of presenting awards and award certificates)**

- (1) In an individual academic year, an individual may only receive one award certificate or award of the same kind and generally also just one award or award certificate for the same work.
- (2) The Awards and the award certificates cannot be given to the student or the graduate, on whom the decision of the Discipline Commission of the Faculty about the violation of the examination order has been imposed during the study.

#### **Article 10**

**(publication of recipients and presentation of awards and award certificates)**

- (1) The Committee publicly publishes the recipients of award certificates or awards at the FPA level, the types of award certificates and awards and the names of possible mentors on the FPA website and in other ways.
- (2) Award certificates and awards at the FPA level are presented by the FPA Dean and the President of the Committee or a person authorized by them, usually in the framework of the day of the FPA Publishing House.

#### **Article 11**

**(final and transitional provisions)**

- (1) With the date of the implementation of these rules, the Rules on Award Certificates and Awards to the Most Successful Students, which was adopted by the FPA Senate on 23<sup>rd</sup> April 2014, and the Rules on Award Certificates and Awards to the Most Successful Students, which was adopted by the FPA Senate on 17<sup>th</sup> June 2015, cease to be in force.
- (2) These rules are published on the FPA website prior to their commencement; however they enter into force on 1<sup>st</sup> October 2018.
- (3) The procedures, which were introduced before the enforcement of these rules and have not been finished yet, are carried out according to these rules. This also includes the final works for the Prešeren Award for the academic year 2017/2018 of those students who defended their work between 30<sup>th</sup> June and 31<sup>st</sup> August 2018.

#### Article 12

Final provision of the Act Amending the Rules on Award Certificates and Awards to the Most Successful Students:

New Article 6a and amending the Article 8 of the Rules on Award Certificates and Awards to the Most Successful Students enter into force for the academic year 2018/2019.

#### Article 13

Final provision of the Act Amending the Rules on Award Certificates and Awards to the Most Successful Students dated 30<sup>th</sup> January 2019:

Amending the article 5 of the Rules on Award Certificates and Awards to the Most Successful Students enters into force in the academic year 2018/2019.

#### Article 14

Final provision of the Act Amending the Rules on Award Certificates and Awards to the Most Successful Students dated 18<sup>th</sup> December 2019:

Amendments to the Act Amending the Rules on Award Certificates and Awards to the Most Successful Students, adopted at the 3<sup>rd</sup> session of the Senate on 18<sup>th</sup> December 2019, published on the information portal for employees and on the Faculty website on 24<sup>th</sup> December 2019, enter into force on 1<sup>st</sup> January 2020.

Amending the article 2, 6, 7, 8 and 10 Rules enters to the force for awards and award certificates related to the calendar year from 1<sup>st</sup> January 2020 and for awards and award certificates related to the academic year enters into force in the academic year 2019/2020.

Number: 014-2/2019-2

Date: 18<sup>th</sup> December 2019

Janez Stare, PhD, Professor  
Dean

Date of publication Rules on Award Certificates and Awards for the Most Successful Students dated 30<sup>th</sup> January 2019 on intranet and internet: 24<sup>th</sup> December 2019.

This consolidated text of the Rules is the unofficial translation, which shall be implemented according to the Slovenian original.