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On the basis of Article 76 of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/12 – ZVIS UPB7 and amendments), Articles 200 and 50 of the Statute of the University of Primorska (Official Gazette of the Republic of Slovenia, No. 51/15 - UPB2 and amendments), the Administrative Board of the University of Primorska at its 4th regular meeting of 27.2.2020 adopted the following

## **RULES OF THE SCHOLARSHIP FUND OF THE UNIVERSITY OF PRIMORSKA**

### **Introductory provisions**

#### **Article 1 (Content of the rules)**

These Rules define the operating rules of the Scholarship Fund of the University of Primorska (hereinafter: the fund), the modalities (methods and procedures), conditions and criteria for inclusion in the scholarship programme of the fund and the fund management bodies.

#### **Article 2 (Purpose and legal nature of the fund)**

The fund manages dedicated assets contributed to by the fund investors. The fund is based on a partnership between the University of Primorska (hereinafter the UP), municipalities and businesses.

It is aimed at rewarding and encouraging the best students of the UP, connecting students with employers during the course of their studies for the purpose of work experience and providing opportunities for employment of these students upon completion of their studies. The objective of the fund is to encourage all UP students to achieve the best possible results.

The fund acquires funding to fulfil its purpose from municipal, entrepreneurial and other sources. The fund is not a legal entity, but a sum of funds that accrue to a special sub-account of the University of Primorska. The fund's owner is the UP as it is the holder of this fund. For liabilities arising in connection with the realization of the purpose of the fund, the UP shall be held liable for the fund's dedicated assets.

The rules of responsibility for liabilities concerning commitments entered into by fund investors, students as fund scholars and the UP as the fund's holder are judged according to the contracts signed between these entities or in accordance with the binding legal rules.

#### **Article 3 (Definition of terms)**

The terms used in these Rules have the following meanings:

- a) the Fund investors are university, employers and other organizations that have committed to investing dedicated funds into the fund (holders and partners) and donors,
- b) the Fund holders are the UP (rectorate), pedagogical member institutions of the UP, research member institution of the UP, Student's residence of the UP and associate members of the UP,

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- c) the Partners of the Fund are all employers and other organizations that have signed an agreement with the UP to invest in the fund,
- d) a Scholarship holder is a UP student who has signed a scholarship contract under these Rules,
- e) the Fund members are investors, candidates included for scholarship and scholarship holders,
- f) the Fund partners' record is a list of partners of the fund who contribute dedicated funds for scholarships,
- g) the Record of scholarship holders is a list of candidates who were included in the fund (the record of candidates included according to the criteria defined by these Rules) and with whom the scholarship contract was signed,
- h) the Administrative Board of the Scholarship Fund of the UP (hereinafter: the Administrative Board of the Fund) is the body of the fund that determines its policy,
- i) the Supervisory Commission is the body of the Fund that exercises control over the management and usage of funds,
- j) the Trustee of the Fund is an internal organizational unit of the UP rectorate, which performs operational tasks under these Rules,
- k) a Scholarship from the scholarship fund of the UP is a scholarship which is implemented under these Rules,
- l) a Student is each student enrolled in a publicly accredited undergraduate or postgraduate study programme,
- m) a Candidate for scholarship (hereinafter candidate) is a candidate who, in the academic year when the public call for inclusion into the Fund was published, applied for enrolment or enrolled in the study programmes of the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> cycle of the UP.

## **Rights and obligations of fund investors and scholarship holders**

### Article 4

#### (Basic responsibilities of the University of Primorska)

The UP as holder of the fund is obliged to take all necessary actions and to carry out all necessary procedures related to granting scholarships.

The basic responsibilities of the UP under these Rules are:

- a) to provide, in cooperation with fund investors, dedicated funds as provided in Article 5 of these Rules, and the financial resources to cover the costs of professional support, administration and the operation of bodies under these Rules, including material costs for office supplies,
- b) to manage the fund's assets together with the fund's investors,
- c) to be responsible for the performance of the bodies set out in these Rules and the provision of professional and administrative support through the operational professional services of the UP and the trustee of the fund,
- d) to be responsible for the implementation of these Rules and supervision of its implementation,
- e) to monitor the implementation of scholarship contracts and be responsible for the necessary procedures for granting scholarships under these Rules,
- f) to propose the adoption of the necessary legal acts for the functioning of the Fund,
- g) to receive payments and make payments in connection with the fund assets of the fund, through a special account or cost centre.

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## Article 5 (Fundamental rights and responsibilities of the fund's holders)

Fundamental rights of the fund holders under these Rules are:

- to sign scholarship contracts under these Rules, in proportion to the amount of funds contributed to the fund,
- the right to access information in the records of the candidates involved and to select the students with whom the scholarship contract will be signed,
- the participation of a representative in the Fund's Administrative Board,
- to request information on the operations of the fund,
- to address to the authorities under these Rules complaints, initiatives and other applications,
- to propose amendments to these Rules,
- in the process of selecting scholarship holders, to invite candidates included in the record for interviews.

Fundamental responsibilities of the fund holders under these Rules are:

- to provide dedicated funds for granting scholarships in accordance with their financial capabilities,
- to contribute funds for each academic year in the amount of at least a 1-year scholarship (this applies for pedagogical members, the research member and students residence of the UP),
- to provide data on students status, previous study and average grades according to the criteria defined by these Rules (it applies to pedagogical members and associate members of the UP).

In the case that one of the fund holders provides justifiable reasons for a smaller amount of funds than the one set out in the previous paragraph, an exception to this rule may be granted for a determined academic year. The Administrative Board of the Fund decides on this matter. A well-grounded reason may be the poor financial situation of the fund owner, so that the payment of the obligations set out in the previous paragraph would be too onerous for the fund owner and would result in financial distress.

## Article 6 (Selection of scholarship holders and scholarship providers)

On the basis of paid-in dedicated funds for university scholarships, each investor has the right to grant scholarships to selected students.

If several partners or fund holders wish to sign a scholarship contract with the candidate from the record, the student has the right to choose a scholarship provider.

## Article 7 (Fundamental rights and responsibilities of the fund partners)

The fundamental rights of the fund partners under these Rules are:

- to sign scholarship contracts under these Rules, in proportion to the amount of funds contributed,
- the right to access information in the records of the candidates involved and to select the students with whom the scholarship contract will be signed,
- the right not to sign a scholarship contract in the current year and to retain the right to sign the contract for the unused amount of funds at any time in the following years,

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- cooperation through representatives on the Administrative Board of the Fund,
- the right not to cooperate in a fund,
- to request information on the operation of the fund,
- to address to the authorities under these Rules complaints, initiatives and other applications,
- to propose amendments to these Rules,
- in the process of selecting scholarship holders, to invite candidates who are included in the record for interviews.

The fundamental responsibilities of the fund partners under these Rules are:

- payment of dedicated funds to the fund in accordance with the investment agreement with the fund,
- ensure the fulfilment of the investment contract with the fund and the scholarship contract under these Rules,
- regular reporting of any changes of data required in the process of inclusion in the fund programme.

#### Article 8

(Fundamental rights and responsibilities of scholarship holders)

The fundamental rights of the scholarship holders under these Rules are:

- a signed scholarship contract with the investor of the fund,
- receiving a scholarship in the amount and in the manner determined in the scholarship contract,
- termination of cooperation in the fund, due to justified reasons, in cases where the scholarship contract has not yet been signed and the candidate is included in the record of selected students or otherwise participates in procedures under these Rules,
- termination of the scholarship contract under these Rules for reasons determined by this contract,
- addressing to the authorities under these Rules complaints, initiatives and other applications.

The basic responsibilities of the scholarship holders under these Rules are:

- careful, regular and correct fulfilment of the obligations assumed by applying to the public call or by the grant contract under these Rules,
- accurate and truthful communication of all data required by this policy and changes to such data,
- assuming responsibility for breaching obligations under these Rules.

### **Conditions for inclusion in the fund**

#### Article 9

(Involvement of partners in the fund)

Included in the fund programme are those partners who:

- are not in the process of termination due to insolvency or compulsory winding-up proceedings as provided for by the Financial Operations Act, insolvency proceedings and compulsory winding-up,
- can ensure the payment of scholarships in accordance with accepted commitments to the fund.

Partners can express their interest in being included in the fund by applying to the public call or by submitting the application for inclusion in the fund (hereinafter: the application) to the trustee of the fund.

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## Article 10 (Inclusion of candidates for scholarship in the fund)

Candidates must express their interest in joining the fund by applying to the public call.

The fund programme includes:

- candidates who have applied for enrolment or are enrolled in the 1<sup>st</sup> year of any 1<sup>st</sup> level study programme at the UP, and whose number of points achieved at the matura examination or whose overall secondary education achievements are higher than 80 points of normalized value according to the Table for the conversion of grades and the calculation of points for enrolment in first-cycle higher professional study programmes with limited enrolment, which means achievements higher than 20 points at the matura examination or achievements higher than 16 points at the vocational matura examination and comparable with other secondary level graduation options;
- candidates who have applied for enrolment or who are enrolled in the 1<sup>st</sup> year of a 2<sup>nd</sup> or 3<sup>rd</sup> level study programme at the UP, when their overall average study grade at the previous level is higher than 8,50;
- students enrolled in the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> level of study programmes at the UP, but not students who extended their status, whose average grade is higher than 8,50.

To convert the grades of candidates who completed their studies abroad or for those candidates who completed their studies before the 1<sup>st</sup> of June 1995, the Table for the conversion of grades and the calculation of points for enrolment in first-cycle higher professional study programmes with limited enrolment published on the website of the Higher Education Information Service of the University of Primorska is applicable.

Not eligible for inclusion in the programme of the fund are candidates who:

- are employed or self-employed,
- have the status of manager of a company or are directors of a private institution,
- are registered as unemployed persons at the Employment Service of Slovenia.

## Article 11 (Criteria for including candidates for the scholarship in the fund)

The Administrative Board of the Fund decides on inclusion in the fund on the basis of the average grade of the candidate. The total number of points is determined from the following category: academic results (average grade) and the category of additional competences from the language skills field, extra-curricular activities field and international experience field. The aforementioned categories are assessed in the manner shown in the table below

Category	Number of points	Methodology or evaluator
Average grade	60	$y = 60 \cdot \left(1 - \sqrt{\frac{(p_i - x_i)^3}{t_i^3}}\right)$ <p>where</p> <ul style="list-style-type: none"> <li>- <math>i=1</math> for candidates, that will enrol or are enrolled in the 1<sup>st</sup> year of undergraduate studies that passed the vocational matura examination;</li> <li>- <math>i=2</math> for candidates, that will enrol or are enrolled in the 1<sup>st</sup> year of undergraduate studies that passed the general matura examination;</li> </ul>

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		<ul style="list-style-type: none"> <li>- <math>i=3</math> for all other candidates;</li> <li>- <math>(p_1, t_1)=(23,15)</math>;</li> <li>- <math>(p_2, t_2)=(34,24)</math>;</li> <li>- <math>(p_3, t_3)=(10,4)</math>;</li> <li>- <math>x_1</math> number of points achieved by the candidate at the vocational matura examination;</li> <li>- <math>x_2</math> number of points achieved by the candidate at the general matura examination;</li> <li>- <math>x_3</math> average grade of the candidate.</li> </ul>
Additional competences: language skills, extra-curricular activities and international experience	40	The Commission evaluates individual certificates according to the content, duration and importance of the evidence.
Total points	100	

The Commission for additional competences evaluation (hereinafter commission) is appointed by the rector. Commission consist of five members, namely:

- member that is elected in the habilitation title in the field of languages
- representative of the Fund holders, who is active in the international field,
- representative of the Fund holders, whose field of work is within the extra-curricular activities,
- representative of the students, who is proposed by Student Council of the UP,
- representative of the Trustee of the Fund

When candidates apply, they must submit adequate written evidence that is evaluated by the commission.

When evaluating additional competences, the Commission takes into account the candidate's portfolio (collection of all evidence) holistically, which means that points can be allocated entirely to one individual field or they can be allocated randomly to the chosen fields.

When evaluating foreign language skills, only certificates of foreign language skills issued by an accredited institution are taken into account. In evaluating foreign language skills, the methodology of the level according to the Common European Framework for language learning is taken into account (levels from A2 onward are graded). In the event that the Commission decides that proof of language proficiency is not comparable with the established scales (points, grades), the Commission can check the candidate's knowledge and grade it.

For extra-curricular activities and international experiences, the evidence from the past three years is taken into account. In the case of athlete candidates, it is mandatory to enclose adequate evidence of the athlete's status (valid proof of status as a prospective or top athlete, registered in the national or foreign sports federation) and a record of major sports achievements.

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For active cooperation in the field of international experiences, participation in international summer schools and workshops, studying abroad and participation in the organization of international events is taken into account.

The commission prepares a list of points obtained together with scoring.

## **Procedure for inclusion in the fund**

### Article 12

#### (Public call to include partners in the fund)

The trustee of the fund may make a public call to employers' organizations for inclusion in the fund. The purpose of the public call is to ascertain the interest of employers for inclusion in the fund and to obtain information on labour market needs in line with the published study programmes at the UP.

The public call is expected to be published in February of the current year for the upcoming academic year, either on the UP web site or in another way.

Partners can also express their interest in joining the fund during the year by submitting the application for inclusion in the fund to the trustee of the fund.

### Article 13

#### (Application for partner involvement in the fund)

Partners of the fund express their interest in incorporating into the fund by means of an application stating:

- the amount of funds they intend to invest in the fund as dedicated assets in the next academic year,
- that they are not in the process of winding up due to insolvency or compulsory winding up in accordance with the Financial Operations Act, insolvency and compulsory winding up proceedings.

The trustee of the fund keeps the record of the partners of the fund.

### Article 14

#### (Contract on investing in a fund)

With the contract on investing in the fund signed by the partner of the fund and the UP, mutual rights and obligations are established.

By means of the contract on investing in the fund, the partner undertakes to contribute to the fund a certain amount of funding, on the basis of which the partner acquires the right to sign a scholarship contract and the right to participate in the bodies of the fund.

The investment agreement is also signed by the fund holders, with the exception of the UP rectorate, that will contribute dedicated funds for grants, as a rule, to the best students.

By the end of September at the latest, partners and holders of the fund inform the trustee of the fund of the amount of dedicated funds that they will contribute to scholarships for students for the new academic year.

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#### Article 15

(Public call to include candidates for scholarship in the fund)

The trustee of the fund issues a public call to include candidates for scholarship.

The public call is published no later than in February of the current year for the upcoming academic year, in the Slovenian and English languages.

The public call is published on the web pages of the UP and the UP faculty member institutions, or in another way.

#### Article 16

(Application for the inclusion of candidates for the scholarship in the fund)

Candidates express their interest in joining the fund with an application.

The application **must** be accompanied by the following supporting documents:

- the candidate's consent to the publication of data under these Rules in the record of selected students,
- a statement by the candidate that he is not employed or self-employed,
- a statement by the candidate that he does not have the status of a company manager or that he is not the director of a private institution,
- a statement by the candidate that he is not registered as an unemployed person in the Employment Service of Slovenia
- CV and motivational letter,
- In the case of sports achievements, adequate evidence of the status of the athlete (valid proof of status as a prospective or top athlete, registered in the national or foreign sports federation).

If the candidate wishes to be assessed on the additional points from the field of foreign languages skills, extra-curricular activities, or international experience, he must enclose relevant evidence.

#### Article 17

(Opening of applications)

Applications for inclusion in the fund are opened by the Commission for Application Opening appointed separately by the rector for each public call.

The opening of applications takes place on the day provided for in the public call. The Commission keeps minutes of the opening of applications. The minutes include:

- address, place and time of opening of the applications received,
- subject of the public call,
- names of those present at the opening,
- names of the employers or candidates who submitted the application,
- the order of opening of applications, and determination of the completeness of the applications with the indication of those partners of the fund and candidates whose applications are not complete.

An application shall be deemed complete if the required forms are fully completed, provided that all mandatory attachments are included.

Within three working days following the opening of applications, the Commission invites through a written communication those employers and other organizations or candidates who have submitted incomplete applications to complete their applications. The supplements

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must be submitted within five days of receipt of the request for completion. Applications that are not completed within the required time limit are rejected by the decision of the Commission.

The Commission invites candidates to complete the applications only for the supporting documents referred to in the second paragraph of Article 16 of these Rules. The Commission does not need to send an invitation to complete the application for supporting documents which the candidates wishes to apply to points from the third paragraph of Article 16.

Late and inadequately marked candidate applications are returned to the addressee. An application is deemed to be late if it is presented after the deadline for submitting applications.

#### Article 18 (Commission report)

The Commission prepares a brief report on its work, together with the minutes of the opening and the complete applications, to the trustee of the fund and sends it for information to the president of the Administrative Board of the Fund.

#### **Selection of the best candidates for scholarship**

#### Article 19 (Selection of the best candidates for scholarship)

On the basis of the candidate applications received and using the conditions and the criteria for inclusion in the fund, the trustee of the fund draws up the record of the included candidates, which is submitted for adoption by the Administrative Board of the Fund. At the same time, the trustee of the fund prepares proposals for rejection of those candidates who do not meet these conditions or criteria.

A candidate cannot have the right of inclusion in the fund if he previously acquired the right to join the fund but did not fulfil the obligations and was therefore excluded from the fund, or if his scholarship contract was terminated.

#### Article 20 (Notice of inclusion in the fund)

The trustee of the fund prepares decision proposals for those employers and candidates who were included in the fund and informs them about the decision.

#### **Records of fund investors, records of included candidates and scholarship holders in the fund**

#### Article 21 (Record of fund investors)

The record of fund investors contains the following information:

- name, registered office and business address,
- transaction account number,
- tax identification number,
- data on the signed scholarship contracts (number of contracts) and whether the partner has the option to sign new contracts, respectively if he is still "free" for any contracts.

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#### Article 22

##### (Record of included candidates and scholarship holders in the Fund)

The record of included candidates and scholarship holders contains the following information:

- name and surname and address of permanent or temporary residence,
- tax identification number (applies to scholarship holder) and personal identification number,
- date of inclusion in the record and the reference number of the decision of the Administrative Board of the Fund on inclusion,
- number of points achieved on the basis of the criteria referred to in Article 10 of these Rules,
- transaction account number (applies to scholarship holder),
- study programme and the faculty member institution where the student is enrolled,
- year of education,
- amount of the scholarship (applies to scholarship holder),
- partner with whom the scholarship contract is signed (applies to scholarship holder),
- possible early termination of the scholarship relationship (applies to scholarship holder).

#### Article 23

##### (Data protection)

The data is processed and protected in accordance with the Personal Data Protection Act (Official Gazette of the Republic of Slovenia 49/2007) and with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Official Journal of the European Union L 119, 4.5. 2016, str. 1-88).

#### Article 24

##### (Fund report)

The fund manager prepares a report on the operation of the fund, which must include:

- the record of scholarship holders,
- the record of the fund investors,
- the amount of the annual scholarship per student.

### **Scholarship contract**

#### Article 25

##### (Duties of the trustee of the fund)

The trustee of the fund, on the basis of collected data on the number of scholarships, the demand of the partners for personnel for certain fields of work, the recorded wishes of the candidates, the results of candidates personal interviews with partners of the fund, and other data., takes all necessary steps to sign as many scholarship contracts as possible (arranges meetings between candidates and partners of the fund, mediates in concluding a contract, assists candidates in this process and other tasks).

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## Article 26 (Scholarship contract)

Mutual rights and obligations are determined under the scholarship contract signed by the UP, the investor of the fund and the grantee.

By means of the contract, the UP undertakes to pay the scholarship in the amount of one year's scholarship from the fund's dedicated funds, which the partner or the holder of the fund contributed as a party to this contract.

At the initiative of the partner or the holder of the fund, and with the student's consent, an annex to the scholarship contract can be signed for a new academic year with the same student. In this case, the student must meet the following conditions:

- in the case of student from the 1<sup>st</sup> or 2<sup>nd</sup> cycle, the student must have an average grade higher than 8.00,
- in the case of student from the 3<sup>rd</sup> cycle, the student must have an average grade higher than 9.00.

Upon completion of the student's studies, the partner or the holder of the fund may offer appropriate employment to the scholarship holder within the time limit determined in the contract, which the scholarship holder is obliged to accept.

The scholarship holder undertakes that, in the case of being offered employment by the partner of the fund, after completion of his studies, he will be employed by the partner of the fund for at least the time he received the scholarship.

In a case where the scholarship contract is signed with a scholarship holder who is a foreign citizen, the scholarship contract is prepared in Slovene and English.

## **Fund management bodies**

### Article 27 (Administrative Board of the Fund)

The fund is managed by the Administrative Board of the Fund. The powers of the Administrative Board of the Fund are:

- determining the amount of the annual scholarship and determining the method of payment,
- determining the share of funds contributed by the partners and holders of the fund to cover management costs, as a rule, 3% of the amount of funds invested,
- considering and adopting an annual report on the operation of the Fund,
- appointing a supervision committee,
- requesting that the Administrative Board of the UP or the Senate of the UP reports on the operation of the Fund,
- proposing the adoption of changes and amendments to the Rules of the Administrative Board of the Fund of the UP,
- providing guidelines for the operation of the fund,
- other tasks under these Rules.

The administrative committee of the fund is composed of deans and directors of pedagogical member institutions, research members and Student's residence of the UP and associated members, the President of the Trustee Council, the President of the Student's Council of the

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UP, and the Secretary General and the Rector of the UP, who also presides over the Administrative Board of the Fund.

Every two years, the Rector appoints up to 3 representatives of the Fund partners to the Administrative Board of the Fund, depending on the amount of funds invested.

#### Article 28 (Supervisory Commission)

The Supervisory Commission is the commission of the Administrative Board of the Fund, appointed by the Administrative Board of the Fund if necessary or on the basis of a reasonable suspicion of irregularities in the operations and management of the funding.

The responsibilities of the Supervisory Committee are:

- supervision of operations and management of the fund assets.

The Supervisory Commission, appointed by the Administrative Board of the Fund, consists of 3 members, namely:

- two members proposed by the fund holders and partners,
- one member proposed by the UP.

Membership in the commission is incompatible with membership in the Administrative Board of the Fund. Membership in the commission is an honorary function.

The Supervisory Commission's work is chaired by the commission's president, who is selected by the members of the commission.

#### Article 29 (Trustee of the Fund)

The trustee of the fund performs operational tasks related to the functioning of the fund and is required to provide effective and high-quality information to investors, candidates and students about the possibilities of joining the fund.

The trustee's tasks are also:

- opening a public call for inclusion in the fund and preparing all necessary forms,
- collecting applications,
- preparing proposals and materials for decision making at the bodies of the fund,
- preparing the proposal of the Fund's annual report,
- keeping records,
- transmitting data,
- mediating in the organization of interviews between partners and candidates for a scholarship,
- monitoring the implementation of scholarship contracts and informing the Administrative Board of the Fund,
- proposing to take a decision in cases where the scholarship holder or investor of the fund does not fulfil the obligations.

The operational tasks of the trustee of the fund are carried out by the Career Center of the University of Primorska.

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## **Transitional and final provision**

### **Article 30 (Changes to rules)**

Modifications and amendments to these Rules shall be made in accordance with the same procedure as these Rules.

### **Article 31 (Enforcement of these Rules)**

These Rules shall enter into force on the day following adoption at the Administrative Board of the University of Primorska.

On the day these Rules come into force, the Rules of the Scholarship Fund of the University of Primorska no. 002- 29/17 of 28 September 2017.

Number: 002-2/2020  
Koper, 28.2.2020

Assoc. Prof. Jonathan Vinkler,  
President of the Administrative Board of  
the University of Primorska

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