



Based on Article 74 of the Statute of the University of Ljubljana and Article 28 of the Rules of the Faculty of Administration, the Senate of the Faculty of Administration has adopted at its 6th regular meeting on 25 March 2020 the following

RULES ON BACHELOR'S AND MASTER'S THESIS

I. GENERAL PROVISIONS

Article 1 (Content and scope of the Rules)

- (1) These Rules define the conditions and procedure of application of a bachelor's or master's thesis (hereinafter: thesis), mentor selection, approval, writing, submission, defence and grading of the theses for student in the first and second study cycle (graduate higher education and university programmes and post-graduate master programmes) implemented by the Faculty of Administration (hereinafter: the Faculty) of the University of Ljubljana.
- (2) The provisions of these Rules apply equally to all theses, unless specifically determined otherwise by the Rules.

Article 2 (Purpose, level and aim of the thesis)

- (1) The bachelor's or master's thesis is an independent professional work in which the students demonstrate a certain level of knowledge and abilities to use the theoretical and practical knowledge and the professional and scientific literature and sources, depending on the study cycle.
- (2) The bachelor's thesis must demonstrate the acquired professional knowledge, critical thinking, independence and the ability to use scientific methods to research, analyse and solve complex professional problems.
- (3) The master's thesis must be a result of independent and individual research work of the student, with which the student shows that he/she masters the research field and the scientific research methods. The master's thesis must include an international comparison with at least one or more foreign countries. In the application for the topic of a master's thesis, at least one of the set hypotheses must clearly show the international comparison.
- (4) By writing and successfully defending the thesis, the student shows the ability to individually discuss the set professional or research problem in written and oral format at the level of the study cycle.

II. APPLICATION AND APPROVAL OF THE TOPIC AND TITLE OF THE THESIS; SELECTION OF A MENTOR

Article 3 (Conditions for application of the thesis)

- (1) The student can submit a thesis application when he/she is less than 40 ECTS (including the graduation thesis) away from completing the study programme, unless the student:
 - enrolled under the conditions for transferring to the master's degree programme of the second cycle; in this case the student can submit a thesis application when he only has the master's thesis and 8 ECTS left.

Article 4 (Selection of topic and title of the thesis)

- (1) The student selects the thesis topic among the mentor's suggested topics or suggests an original topic with mentor's permission. The list of suggested topics for each mentor is adopted by the Senate of the Faculty in the process of preparation of Annual work plan.
- (2) The candidate selects the title in the scope of the approved topic with the mentor's approval.

Article 5 (Submission of the title of the thesis)

- (1) When the student prepares the title of the thesis in agreement with the mentor, the mentor sends the final text of the disposition as an attachment by e-mail to the technical service of the Faculty and a carbon copy to the student.
- (2) The president and the members of the committee must meet the criteria for thesis mentors at the relevant study programme.
- (3) If the student and the mentor have good reason to suggest that the prepared thesis should not be publicly available, they can send a request for temporary unavailability of the written graduate thesis addressed to the Dean before the final submission of the written and electronic version of the thesis. The request must include the reasons for temporary unavailability of the content and suggest the duration of temporary unavailability with attached documentation supporting the request.
- (4) Elements of the thesis disposition are detailed in the Guidelines for Drafting and Writing Bachelor's and Master's Theses at the Faculty of Administration.
- (5) The technical service of the Faculty verifies whether the conditions for submission are met and whether the application is complete, and notifies the student and mentor via e-mail in case of any irregularities. The student must submit a complete application in accordance with these Rules within 30 days of the notification, otherwise the application is not sent for processing to the competent committee. The technical service sends the formally complete application to the competent committee for processing.

Article 6
(Approval of the applied title)

- (1) The title is received and approved when the competent committee approves the selected title, nominates the mentor and the co-mentor, and selects the president and co-president of the defence committee. The student is informed of the decision of the competent committee via the informational system for students.
- (2) If the competent committee judges that the suggested title or content of the disposition or the suggested mentor or co-mentor are not suitable for the suggested title, content or study cycle, it informs the mentor and the student via e-mail of the competent service and sets a 30 day deadline to correct or coordinate the title or content of the application based on the habilitation field of the mentor and the student's study programme. If a topic application is rejected three times by the committee, the student cannot submit the same topic with the same mentor.
- (3) If the application is not corrected and coordinated in the given period, the silence is taken as withdrawal of the application without the need to issue a decision on termination of the process. The student or the mentor can appeal against the decision of the competent committee within the deadline for correction, in which case the decision is passed on to the Senate of the Faculty. The competent committee also selects the president of the defence committee.
- (4) In exceptional cases, the selected president of the defence committee can be replaced by the technical service of the Faculty in the defence process, to improve the efficiency of work, especially taking into account the Article 11 of these Rules. The student and the mentor must be notified of this change.

Article 7
(Language of the thesis)

- (1) As a rule, the thesis should be applied and written in Slovene.
- (2) On a special request of the student, which can be attached with mentor's permission to the application for the thesis tile, the competent committee can allow the thesis to be written in English if the programme or part of the programme was implemented in this language or if compelling reasons are given (foreign mentor or member of the committee, possibility of publication in a book format with a foreign publisher, etc.). In this case, the student must prepare a longer summary in Slovene, 5–8 page for the bachelor's thesis and 10–15 pages for the master's thesis.

Article 8
(Deadline extension and change of the applied topic, title or mentor)

- (1) The approved topic is valid one year (12 months) from the date of approval. On request of the student, which must contain the mentor's agreement and must be submitted before the first period ends, the competent committee may extend the deadline for thesis preparation for 6 months at the most.
- (2) The change of the topic, title or mentor shall be done in agreement with the current (new) mentor. The extension or change of the deadline shall be entered in the form which allows electronic entry of data. The form shall be sent by the mentor's via e-mail.

- (3) The change of mentor can also be requested by the mentor, who must explain the reasons for this suggestion.
- (4) After the deadline for the initially applied topic has ended, the student can submit an application for a second (the same or new) topic in accordance with the provisions of Article 5 of these Rules.
- (5) The technical service of the Faculty shall proceed with the attached form referred to in the second paragraph of this Article in the manner specified in the seventh paragraph of Article 5 of these Rules.

Article 9
(Selection of mentor and co-mentor)

- (1) Before submitting the application for the thesis, the student must select a mentor. The mentor must participate in the programme and be a higher education teacher (assistant professor, associate professor or full professor and lecturer, or lecturer and senior lecturer at professional higher education programmes), habilitated for the field of the selected topic of the thesis, unless the accreditation of the study program specifically determines otherwise.
- (2) If the topic covers several professional or scientific fields, a co-mentor can be selected, which must also be a habilitated higher education teacher at the University of Ljubljana and must meet the same criteria as the mentor. The mentors can have a limited number of mentorships. One mentor can accept no more than 20 mentorships in one academic year in both study cycles.
- (3) A mentor who is not employed by the Faculty can accept no more than 10 mentorships in one academic year and can accept mentorships at the most one year after his/her participation in the study programme has ended.

Article 10
(Preparation of thesis abroad as part of international exchange)

- (1) Thesis that is prepared abroad as part of an international exchange must, in addition to meeting all the other criteria of these Rules, include a longer summary in Slovene, 5–8 page for the bachelor's thesis and 10–15 pages for the master's thesis.

Article 11
(Members of the committee for thesis defence)

- (1) The thesis defence committee is composed of the president of the committee and the mentor and co-mentor as members.
- (2) The president of the thesis defence committee should be from a different chair than the mentor or from a different field of the same chair. For joint study programmes of the second cycle, the co-president from the partner institution is also a member of the committee.
- (3) The president and the members of the committee must meet the criteria for thesis mentors.

III. PREPARATION AND SUBMISSION OF THESIS

Article 12
(Mentor's responsibilities)

- (1) The mentor, and eventual co-mentor, must offer the student appropriate professional support and encourage independent work.
- (2) At the beginning of thesis preparation, the mentor must inform the student of the required criteria regarding the content and methodology, as well as the correct approach to the thesis defence and grading standards provided by these Rules.
- (3) The student must take into account the mentor's instructions and submit the thesis for review within the deadlines and in a manner agreed upon with the mentor. As a rule, the student should also present the findings to the mentor in oral format. The mentor must review the submitted thesis, offer relevant comment and guide the students to correct content, formal or technical shortcomings or errors.
- (4) The mentor must review the submitted thesis within one month after the submission (the period from 15 July to 15 August is not included in this deadline).

Article 13
(Structure and form of the thesis)

- (1) The thesis must be prepared in accordance with the Instructions for preparation and writing of the bachelor's thesis/master's thesis, which are annexed to these Rules, and grammatically and linguistically correct.
- (2) The design and the style of citation and referencing of literature and sources must be compliant with the Instructions for writing professional and scientific papers at the Faculty of Administration, which are annexed to these Rules.

Article 14
(Technical review)

- (1) After the mentor's approval, the student submits the final thesis to the technical service for technical review, via e-mail in one document in .docx format.
- (2) The technical service checks whether the work is formally and technically compliant with the Instructions mentioned in the above article. The technical service notifies the student, mentor and co-mentor of the results of the review via e-mail.
- (3) If the second review shows that the student did not correct the errors, the technical service sends the student to the mentor and co-mentor. The student must correct the mistakes with approval of the mentor and co-mentor within one month after receiving the notification. The corrected thesis is sent to the technical service for a second technical review. The technical service notifies the student and the mentor of the technical review results.
- (4) In case of graduation's theses, the technical service sends the formally and technically correct graduation's thesis via e-mail for review to the president and eventual co-president of the defence committee (and to the student and the mentor for information), who has 7 days in case of diploma's theses and 14 days in case of master's theses to make any comments and send them to the student, the mentor and the technical service. If the president of the committee exceptionally does not send any comments within the set deadline, the content of the thesis is considered to be suitable. The student is obliged to take into account any comments, with the mentor's approval. The student again sends the

coordinated and corrected thesis to the technical service for a second technical review and to the mentor and the president of the committee for information.

Article 15 (Detection of thesis originality)

- (1) Upon submission, the junior expert checks the dissertation with a programme for detecting similarity with other works (plagiarism). If the report shows that the similarity with other texts is
 - 25% or less for the first cycle and 20% or less for the second cycle, the thesis can be defended;
 - between 26% and 40% for the first cycle and between 21% and 35% for the second cycle, the junior expert sends the report on unoriginality (similarity with other works) to the mentor and the candidate via e-mail. The candidate must correct the thesis within the set deadline and remove any shortcomings (incorrect citation, resuming, elimination of copied paragraphs, etc.) and re-send the work to the junior expert for a technical review, who again checks the thesis for similarity. If the thesis still does not meet the originality standards, the junior expert notifies the mentor and the vice-dean for academic affairs, who take the appropriate measures.
On suggestion of the vice-dean for academic affairs or the mentor, the Committee for graduate or post-graduate studies can repeal the topic of the thesis. The student must apply for a new topic.
 - 41% or more for the first cycle and 36% and more for the second cycle, the junior expert notifies the mentor and the vice-dean for academic affairs, who take the appropriate measures. On suggestion of the vice-dean for academic affairs or the mentor, the Committee for graduate or post-graduate studies can repeal the topic of the thesis. The student must apply for a new topic. If it turns out at any time during the process of submission, assessment by the defence committee members or the defence itself that the student used literal or almost literal copies of parts of other's people works without proper citation of sources or that these sources (otherwise cited properly) were used in excess, the mentor and the vice-dean for academic affairs are notified and must take appropriate sources.
- (2) If too large similarity of the final thesis with other works is detected any time after the defence, the procedure is led in accordance with the provisions of the Statute of the UL.

Article 16 (Submission of documentation for defence)

- (1) After a successful technical review and verified originality of the thesis the mentor (and eventual co-mentor) submit a written statement on content suitability of the work to the technical service.
- (2) The student submits to the technical service the final version of the thesis in a PDF/A format.
- (3) The technical service stores the e-version of the work and sends it to the Repository of the UL after a successful defence.
- (4) The student submits to the technical service one hard-bound copy (two, if there is a co-mentor) of technically and content approved thesis.

IV. DEFENSE OF BACHELOR'S OR MASTER'S THESIS

Article 17 (Setting the date of the defence)

- (1) The technical service sets the date of the defence in agreement with the defence committee. If the student submits the defence documentation before the 5th of the month, the defence date should be set in the same month. The defence is not possible between 15 July and 15 August.
- (2) The technical service sends the set defence date to the academic e-mail of the student.
- (3) If the student does not show up for the set defence date without a compelling reason, the defence is considered unsuccessful. In such case, the student is only entitled to one more defence date, otherwise he/she must submit a new application for the topic.

Article 18 (Introduction to defence procedure)

- (1) The defence take place before in the presence of all the defence committee members. The defence is led by the president of the defence committee.
- (2) The student must defend the thesis publicly. The public can be excluded from the defence with a decision of the defence committee, in exceptional cases, when the thesis includes confidential data.
- (3) The defence is held in Slovene. The defence can be held in another language in exceptional cases, if the thesis is also written in this other language.
- (4) First, at the part of the defence closed to public, the committee determines whether the student meets all the criteria to begin the defence. The defence begins with the introductory speech of the president of the committee who presents the student and determines that the student completed all the required study requirements. Next, he/she explains the defence procedure to the student and announces the topic of the thesis.

Article 19 (Defence of the bachelor's thesis)

- (1) After the introductory presentation of the president of the Committee, the student presents his/her bachelor's thesis. The presentation should include:
 - Explanation of the reasons (motives) for the choice of topic;
 - Explanation of the problem, subject and research method;
 - Presentation of the most important realisations and results;
 - Suggestions for improvement of the situation or usefulness of the conclusions.
- (2) The student's presentation of the bachelor's thesis should take up to 10 minutes.

- (3) After the presentation, each member of the committee can ask the student up to two questions related to the bachelor's thesis, to which the student answers immediately.

Article 20 (Defence of the master's thesis)

- (1) After the introductory presentation of the president of the Committee, the student presents his/her master's thesis in up to 15 minutes.
- (2) In the presentation, the student should focus on:
 - Explanation of the reasons and motives for the choice of topic;
 - Explanation of the problem and research subject as related to the hypotheses;
 - Presentation of limiting factors and any research problems;
 - Clear and systematic presentation of the most important research results, findings, laws, models, theories, discovered facts that were used to solve the problem and the research subject, achieve the purpose and goals of the research and confirmed the set hypotheses;
 - Contribution of the thesis to the profession and science;
 - Suggestions for improvement of the situation or usefulness of the conclusions.
- (3) The members of the committee ask the student at most three questions each. The student answers additional oral questions, but the entire defence should last up to 30 minutes.

Article 21 (Grading of the bachelor's and master's thesis)

- (1) To grade the thesis, the mentor (and eventual co-mentor) and the president (and eventual co-president) of the committee fill-in the grading form annexed to these Rules. The form includes six sections, assessing the independence of the student (only filled in by the mentor and co-mentor), definition of the problem and used research methods, presentation of the results and contribution of the thesis, use of appropriate language, scientific term and relevant literature, clarity and systematic approach to oral presentation and confidence when answering the questions of the committee members.
- (2) The sections are assessed with grades below average, average and above average. The final grade must reflect these descriptive grades. In agreement with the mentor, the student can also prepare a peer-reviewed article, participate in a conference, research forum, webinar or seminar, present their Master's thesis in 1st or 2nd cycle lectures, which can help to raise the grade of the Master's thesis.
- (3) The president of the committee informs the student of the received grade orally and immediately after the finished defence and at the same time announces the acquired title of the graduate. The president of the committee writes the grade on the grading form that must be signed by all committee member.

- (4) If the committee grades the defence as insufficient, the defence can be repeated only once. If the second defence is not successful, the student cannot defend the same topic again.
- (5) If the student/graduate does not agree with the received grade, he/she can appeal to the Senate of the faculty within three days after the defence.

Article 22
(Issuing of temporary certificate)

- (1) After a successful defence, the technical service issues a temporary certificate of graduation which is valid until the diploma certificate is issued.
- (2) Upon receiving the certificate of successful thesis defence, the graduate gives the technical service his/her current personal information and fills out a questionnaire on implementation of the study programme he/she graduated from.
- (3) The technical service invites the graduate to join the Graduates' club.

VI. PUBLICATION OF ACQUIRED TITLES AND PLAGIARISM

Article 23
(Publication of theses)

- (1) The theses are published on the Repository of the UL, in protected read-only format, unless the dean approved temporary unavailability of thesis content based on the request of the student and mentor.
- (2) The technical service of the Faculty allows third parties to access the theses to check for plagiarism.

VII. TRANSITIONAL AND FINAL PROVISIONS

Article 24

The Rules on bachelor's and master's thesis from 31 January 2018 include the following final provision:

- (1) These Rules, adopted on 31 January 2018, will be published on the informational portal for employees and on the Faculty website on 13 February 2018 and will enter into force on 15 February 2018.
- (2) With the date of entry into force of the present Rules, the Rules on bachelor's and master's thesis from 21 September 2016 are no longer valid.

Article 25

The Rules on bachelor's and master's thesis adopted on 30 January 2019 include the following final provision:

(1) These Rules adopted on 30 January 2019 shall be published on the employees information portal and on the Faculty website on 7 February 2019 and shall enter into force on 1 March 2019.

(2) With the date of entry into force of the present Rules, the Rules on bachelor's and master's thesis from 31 January 2018 cease to apply.

Article 26

The Rules on bachelor's and master's thesis adopted on 29 January 2020 include the following final provision:

(1) These Rules adopted on 29 January 2020 shall be published on the employees information portal and on the Faculty website on 7 February 2020 and shall enter into force on 10 February 2020.

(2) With the date of entry into force of the present Rules, the Rules on bachelor's and master's thesis from 11 July 2019 cease to apply.

The Rules on bachelor's and master's thesis adopted on 25 March 2020 include the following final provision:

(1) These Rules adopted on 25 March 2020 shall be published on the employees information portal and on the Faculty website on 21 May 2020 and shall enter into force on 22 May 2020.

(2) With the date of entry into force of the present Rules, the Rules on bachelor's and master's thesis from 29 January 2020 cease to apply.

Number: 014-2/2020-3

Date: 21 May 2020

DEAN

Janez Stare, Associate Professor, PhD

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Annexes

1. Request for extension of deadline for submission of the bachelor's thesis/master's thesis – **Form PDMD 1/2017**
2. Change of topic, title or mentor of the bachelor's thesis/master's thesis – **Form PDMD 2/2017**
3. Grading of the bachelor's thesis/master's thesis – **Form PDMD 3/2017**
4. Instructions for preparation and writing of the bachelor's thesis/master's thesis

REQUEST FOR EXTENSION OF DEADLINE FOR SUBMISSION OF THE
 BACHELOR'S THESIS / **MASTER'S THESIS**



- Higher Education Professional Study Programme in Administration – 1st Cycle
 University Study Programme in Public sector governance – 1st Cycle
 University Study Programme in Administrative Information Science – 1st Cycle
 Master's Degree Programme Administration – 2nd Cycle
 Master's Joint Study Programme Management in Administration – 2nd Cycle

(Select the appropriate programme)

1. STUDENT INFORMATION *(Filled-in by the student)*

Registration number:

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Surname and name:

Address:

Post, post
number:

Phone or mobile phone:

E-mail:

2. INFORMATION ON THE TITLE OF THE BACHELOR'S/MASTER'S THESIS *(Filled-in by the student)*

Title of the thesis:

English title of the
thesis:

3. MENTOR'S AGREEMENT WITH EXTENSION OF DEADLINE FOR SUBMISSION OF THE THESIS

Mentor: _____

Co-mentor: _____

Date:

Mentor's signature:

4. REASON FOR EXTENSION *(Filled-in by the student)*

Date:

Signature of the student:

5. COMMITTEE

At its _____ meeting, on _____, the Committee approved/rejected request for deadline extension.

The deadline is extended for a
period of:

Date:

Signature of the president:

NOTE: On request of the student, the committee can extend the deadline for preparation of the approved work for at most 6 months. If the candidate does not submit the thesis for defence within the extended deadline, the candidate must apply for a second (new) topic (Article 8 of the Rules on bachelor's or master's thesis).

CHANGE OF TOPIC, TITLE OR MENTOR OF THE

BACHELOR'S THESIS/ **MASTER'S THESIS**



- Higher Education Professional Study Programme in Administration – 1st Cycle
 University Study Programme in Public sector governance – 1st Cycle
 University Study Programme in Administrative Information Science – 1st Cycle
 Master's Degree Programme Administration – 2nd Cycle
 Master's Joint Study Programme Management in Administration – 2nd Cycle
(Select the appropriate programme)

1. STUDENT INFORMATION *(Filled-in by the student)*

Registration number:

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Surname and name: _____

Address: _____ Post: _____

Phone or mobile phone: _____ E-mail: _____

2. INFORMATION ON THE TOPIC AND TITLE OF THE BACHELOR'S/MASTER'S THESIS *(Filled-in by the student)*

Title of the thesis: _____

English title of the thesis: _____

Mentor: _____

Co-mentor: _____

3. REASONS FOR THE CHANGE OF TOPIC, TITLE OR MENTOR *(Filled-in by the student)*

Date: _____ Signature of the student: _____

4. PREVIOUS MENTOR'S OPINION ON WITHDRAWAL OF THE TOPIC, TITLE OR MENTORSHIP *(Select)*

- I agree with the student's suggestion.
 I do not agree with the student's suggestion, because

Mentor: _____ Signatur
 e: _____

5. TECHNICAL SERVICE

We confirm that the student meets the conditions to submit the application of the title of bachelor's/master's thesis.

Date: _____ Signature: _____

6. COMMITTEE

At its _____ meeting, on _____ 201_, _____ approved/rejected the proposed title and nominated the _____ the Committee

co-mentor: _____

President of the Committee _____

Co-President: _____

Date: _____ Signature of the president: _____

7. MANDATORY ATTACHMENTS WHEN CHANGING THE TOPIC

b) Disposition of the thesis



GRADING FORM FOR THE
 BACHELOR'S THESIS / **MASTER'S THESIS**

- Higher Education Professional Study Programme in Administration – 1st Cycle
 University Study Programme in Public sector governance – 1st Cycle
 University Study Programme in Administrative Information Science – 1st Cycle
 Master's Degree Programme Administration – 2nd Cycle
 Master's Joint Study Programme Management in Administration – 2nd Cycle
(Select the appropriate programme)

1. STUDENT INFORMATION

Registration number:

Surname and name:

2. COMMITTEE FOR DEFENCE OF BACHELOR'S OR MASTER'S THESIS

Mentor:

Co-mentor:

President:

Member:

4. TITLE OF THE THESIS

Title of the thesis:

5. GRADING THE THESIS BY INDIVIDUAL ELEMENTS

	Mentor/Co-mentor			President/committee member		
	Below average 0 points	Average 1 point	Above average 2 points	Below average 0 points	Average 1 point	Above average 2 points
1. Independent work				-	-	-
2. Definition of problem and used research methods						
3. Presentation of results and contribution of thesis						
4. Appropriate use of language, technical terms, used sources						
5. Clear and systematic oral presentation of thesis						
6. Confidence when answering the committee's questions						
7. Master's thesis (documented activity)	<input type="checkbox"/> YES <input type="checkbox"/> NO					
	below average: _____ x 0 = 0 average: _____ x 1 = 0 above average: _____ x 2 = 0 total point: _____					

Final grade of the graduate thesis

Signature of mentor:

Signature of co-mentor:

Signature of president:

Signature of co-president:

Date:

6. NOTE: Each below average grade is worth 0 point, average grade is worth 1 point, above average is worth 2 points. In total, the student can achieve 22 point and the final grade is determined by the total number of points. As a rules, 0–3 points mean grade 5 (insufficient), 3–5 points grade 6 (sufficient), 8–11 points grade 7 (good), 12–15 points grade 8 (very good), 16–19 points grade 9 (very good) and 20–22 points grade 10 (excellent). Regardless of the points, the committee can decide to grade the thesis and defence as insufficient.