



The Senate of the Faculty of Administration of the University of Ljubljana, on the basis of point 9, third paragraph Article 74 of the Statute of the University of Ljubljana (Official Gazette of the Republic of Slovenia, No. 4/17, 56/17, 56/17, 14/18, 39/18, 57/18, 66/18, 10/19, 22/19, 36/19, 47/19, 82/20, 104/20, 168/20, 54/21, 97/21, 159/21, 162/21 and 163/21 - Amended) and Article 30 of the Rules of the Faculty of Administration of 25.8.2021, adopted at its 38th regular session, on 24 April 2023

REGULATIONS ON THE THESIS AND MASTER'S THESIS

I. GENERAL PROVISIONS

Article 1 (content and scope of the Regulations)

(1) These Regulations regulate the conditions and procedure for the application of the Bachelor's and Master's thesis (hereinafter referred to as the thesis), the selection of a tutor,¹ a co-mentor, the approval, the production, the submission, the defence and the evaluation of the thesis for students at the first and second cycle of study programmes offered by the Faculty of Administration (hereinafter referred to as the Faculty) of the University of Ljubljana.

(2) The provisions of these Regulations shall apply equally to all work unless the Regulations specifically provide otherwise for a particular type of work.

Article 2 (definition)

(1) The thesis is an independent professional work, through which the student demonstrates, according to the level of the programme, the level of knowledge and ability required by the study programme to apply theoretical and practical knowledge and scientific and professional literature and sources.

(2) The thesis demonstrates acquired professional knowledge, critical thinking, independence and competence in the application of research methods in studying, analysing and solving complex professional problems.

(3) The master's thesis also demonstrates international knowledge of the field or of foreign regulations, theoretical developments, practices, research, etc. The thesis should be

¹ Terms used in these Regulations that refer to persons and are written in the masculine grammatical form are used as gender-neutral.

prepared using more sophisticated research methods and/or several related research methods.

(4) By producing and successfully defending a thesis, the student demonstrates that he/she is able to independently address a research problem at a specific level of study in writing and orally.

II. APPLICATION AND APPROVAL OF THE TOPIC AND SELECTION OF THE TUTOR

Article 3 (selection of topic)

(1) The topic of the thesis is chosen by the student from among the topics available or can be proposed in agreement with the supervisor. The content and methodology of the research must be related to administrative and related sciences or to the content of the study programme the student is completing.

(2) The list of topics for each mentor is adopted by the Faculty Senate in the context of the adoption of the Annual Work Plan. The topic may also be outside the list of topics, but must be within the habilitation field of the mentor.

Article 4 (selection of mentor and co-mentor)

(1) The student usually submits the request for a mentor to the mentor by email. The mentor must be a higher education teacher (assistant professor, associate professor, full professor and lecturer, and in higher professional programmes also lecturers and senior lecturers), habilitated in the field of the chosen topic of the thesis, unless the accreditation of the study programme stipulates otherwise. If the topic of the thesis relates to more than one habilitation field, another higher education teacher, usually from the University of Ljubljana, may be appointed as a co-mentor in addition to the mentor, in agreement with the mentor.

(2) All the provisions of these Regulations relating to the mentor shall apply mutatis mutandis to any co-mentor. Similarly, all the provisions of these Regulations relating to the Chairperson of the Board shall apply mutatis mutandis to the Co-Chairperson of the Board.

(3) Mentors have a limited number of mentorships. A mentor can accept a maximum of 10 mentorships in total per academic year at both levels of study. Once the quota has been reached, an individual mentor may, at his/her discretion, accept a maximum of 5 additional mentorships per academic year. The mentoring quota shall include the approved topics of the dispositions entered in the student information system, including the pre-applications referred to in Article 5 of these Regulations.

(4) A mentor who is not an employee of the faculty or a retired higher education teacher may accept up to 5 mentorships per academic year, and may continue to accept mentorships for a maximum of one academic year after he/she ceases to be involved in the study programme.

(5) A mentor may refuse a request for mentoring for valid reasons, such as the mentoring quota being reached or the topic not being relevant to his/her habilitation area. The mentor shall inform the student of the refusal.

Article 5 (pre-registration)

- (1) The selected pre-registered topic and tutor can be entered into the study information system, thus avoiding parallel pre-registration of the topic with another tutor.
- (2) The validity period for a pre-registered topic is 2 months at Level 1 and 4 months at Level 2.
- (3) If the student wishes to withdraw from the topic before the approval of the Board, he/she must inform the tutor
- (4) The mentor may withdraw from the pre-registration of a topic in the event of a disagreement (e.g. in content) between the mentor and the student during the preparation of the dissertation. The mentor shall inform the student thereof.

Article 6 (registration of a topic)

- (1) A student may apply to the relevant committee with a dissertation topic once he/she has fulfilled the requirements for admission to the 3rd year of the Bachelor's degree programme or the requirements for admission to the 2nd year of the Master's degree programme.
- (2) The elements of a thesis layout are defined in the Guidelines for the Preparation of the Layout and Production of Seminar, Diploma and Master Theses of the Faculty of Administration , which are annexed to these Regulations.
- (3) Once the student has coordinated the disposition with the tutor, either within or outside the pre-enrolment period, the tutor will register the disposition by sending it by email as an attachment to the Professional Service and to the student for information.
- (4) If the student does not have the topic approved by the mentor and sent to the professional service with a disposition within the time limit set out in Article 5(2), the chosen topic will expire.
- (5) The student may, in agreement with the tutor and in justified cases, re-apply for the desired topic.
- (6) The conditions for application and the technical adequacy of the layout are checked by the Faculty's professional service, which informs the student and the mentor by e-mail in the event of any irregularities. The student is obliged to submit a corrected disposition within 15 days of the notification, otherwise it will not be forwarded to the relevant committee for consideration. The content and technical adequacy of the disposition will be forwarded by the Professional Service to the competent board for consideration.

Article 7 (Topic approval procedure)

- (1) The panel will review and check the suitability of the layout and the proposed mentor.
- (2) If the committee considers that the submitted proposal and the mentor are appropriate, it approves the topic and appoints a defence committee. The student, the mentor and the chair of the committee are informed of the committee's decision simultaneously via the student information system.
- (3) If the Committee considers that the submitted disposition is inadequate, it will inform the student and the tutor of the deficiencies and give the student up to 30 days to make corrections . The student, in agreement with the mentor, will resubmit the corrected disposition to the relevant committee. The corrections must be clearly marked.
- (4) If the Board considers that the revised disposition is still inadequate, it will communicate the deficiencies to the student and the mentor and will give the student up to 30 days to make corrections again.

(5) If the disposition is rejected a third time by the board, the student can no longer apply for the same topic with the same tutor. In such a case, the student or the intended mentor has the right to appeal to the Senate within 15 days of receiving the decision. The decision of the Senate is final.

(6) If the panel considers that the mentor is not suitable, it will not approve the placement. A decision will be issued stating the reasons for the decision and informing the candidate of the remedy available.

(7) If, in the case of the third and fourth paragraphs of this Article, the student fails to submit a corrected disposition within the time limit set, the application shall be deemed withdrawn and the procedure shall be terminated, and a note shall be made in the student information system with the components in accordance with the ZUP without the issuance of a special decision. The Registry shall inform the tutor and the student and delete the topic from the study information system.

(8) The Vice-Dean for Academic Affairs may, exceptionally, for justified reasons, replace the chairperson of the defence committee already appointed by the Vice-Dean for Academic Affairs during the defence procedure. He/she shall inform the student and the tutor thereof.

Article 8 (language of work)

(1) The dissertation and the thesis are usually submitted and written in Slovenian.

(2) Upon specific proposal of the student, submitted in agreement with the supervisor at the time of the application for the placement, the relevant committee may approve the writing of the thesis in English if the programme or part of the programme has been carried out in this language or if there are valid reasons for this, such as a foreign student, supervisor, committee member, etc. In this case, the student must prepare a longer summary of the thesis in Slovene, of 5 to 8 pages for a bachelor's thesis or of 10 to 15 pages for a master's thesis. The same applies to work produced by a student abroad as part of an international exchange.

Article 9 (extension and change of disposition or mentor)

(1) The approved disposition is valid for 12 months from the date of approval of the topic by the committee until the submission of the thesis (i.e. from the mentor's confirmation of the relevance of the thesis) for the defence procedure.

(2) Students may extend the deadline for the final thesis or change their tutor only for justified reasons. Upon the student's proposal and explaining the reason for the extension of the deadline, change of the topic, title or tutor of the thesis, the (appointed) tutor sends an e-mail to the Professional Service for consideration by the competent committee and to the student for information.

(3) The Committee may extend the time limit for the completion of the approved thesis by a maximum of 12 months, subject to Article 128 of the Statutes of the University of Ljubljana in the case of continuation of studies after interruption and the associated payment for studies.

(4) The mentor may request to withdraw from the mentoring for justified reasons. The decision on withdrawal is taken by the competent committee.

(5) After the expiry of the validity of the originally declared disposition, the student may declare the same or a new topic with a disposition (with the same or different topic and tutor) in accordance with the provisions of Articles 6 and 7 of these Regulations.

(3) If the student wishes to make significant changes to the layout or title of the thesis, he/she should coordinate this with the tutor. The change must be approved by the relevant committee in accordance with the same procedure as set out in Article 7.

Article 10 (composition of the thesis defence committee)

(1) The thesis defence committee is composed of the chair of the committee and the mentor and possible co-mentor.

(2) In the case of joint degree programmes, in addition to the members referred to in the first point of this Article, the committee shall be composed of the co-chair of the committee from the partner institution.

III. PRODUCTION AND SUBMISSION OF THE WORK

Article 11 (mentor and student roles)

(1) The mentor must provide the student with appropriate professional support and encourage the student to work independently.

(2) The student must follow the guidance of the supervisor and submit the work for review within the deadlines and in the manner agreed with the supervisor. The mentor must make specific comments on the work submitted or direct the student to correct any shortcomings or errors in content, formality, or technique.

(3) The student must also comply with the current Code of Ethics for Researchers of the University of Ljubljana.

(4) Submitted versions of the thesis and the final text of the thesis must normally be reviewed by the supervisor within one month of submission (excluding the period from 15 July to 15 August).

Article 12 (structure and format of work)

The thesis must be prepared in accordance with the Guidelines for the Preparation and Writing of Seminar, Bachelor's and Master's Theses of the Faculty of Administration, and must be technically and orthographically correct.

Article 13 (exception to publication of the work)

If the student, in agreement with the supervisor, considers that public publication of the work is not appropriate for justified reasons, they may, before submitting the work, apply to the Dean for approval of the temporary unavailability of the content of the work, who will make a decision on the matter. In their request, they shall state the reasons for the temporary unavailability of the content and propose the length of the period of temporary unavailability, which may not exceed one year, and shall attach appropriate supporting documents. The dean may grant the request and issue a decision temporarily making the content of the work inaccessible. The decision of the Dean shall be final.

Article 14 (technical inspection)

- (1) After approval by the mentor, the student submits the thesis to the Technical Service for technical review by email in a single docx document.
- (2) The Professional Service shall inform the student and the tutor of the findings of the technical examination. The student, in agreement with the tutor, must remedy the deficiencies within 30 days of the notification at the latest.
- (3) The student sends the corrected work back to the professional service for technical review. The professional service informs the student and the tutor of the findings of the technical review. If, after the second technical examination, it is found that the defects have not been rectified, the student must re-register the disposition in accordance with the provisions of Articles 6 and 7 of these Regulations.
- (4) The technically relevant thesis is sent by the professional service by e-mail to the chair of the defence committee for review and to the student and the mentor for information.

Article 15 (determining the originality of the text)

When submitting a work for technical review, the expert colleague also checks the work against a text-identity program. If the text identity report shows:

- 25% or less agreement for Level 1 or 20% or less agreement for Level 2, the thesis is eligible for defence;
- 26% to 40% agreement for level 1 or 21% to 35% agreement for level 2, the tutor must send the report by e-mail to the tutor and the student; the student must correct the work within the appropriate time limit and correct any deficiencies (e.g. misquoting, summarising, correcting copied paragraphs, etc.) and resubmit the work to the tutor for review; if the work is again inadequate, the tutor must inform the student's supervisor and the disciplinary board;
- 41% or more match for Level 1 or 36% or more match for Level 2, the assistant must inform the tutor and the Student Disciplinary Board.

Article 16 (overview of work)

- (1) Once the thesis has been received from the Professional Service for examination, the Chairperson and the Co-Chairperson of the Committee, if any, are required to make comments within 10 days in the case of a thesis, or within 15 days in the case of a Master's thesis, and to forward them to the student, the supervisor and the Professional Service. The student, in agreement with the supervisor, is obliged to respond to the comments within 30 days. This period does not run from 15 July to 15 August.
- (2) The student submits a corrected version of the thesis, with visible changes, to the chair of the committee and to the tutor and the professional services for information. If the student has not taken into account certain comments, he/she is obliged to explain this in a reasoned manner. The Chair of the Board is obliged to inform the student and the tutor (and, for the information of the Professional Service) whether he/she agrees with the corrections or, if not, to give further guidance.
- (3) If, for justified reasons, the student is unable to submit corrections to the thesis within the time limit set in accordance with the first paragraph of this Article, the time limit may be extended, at the discretion of the Vice-Dean for Academic Affairs. The Chair of the Board, the student, the tutor and the Academic Affairs Office shall be informed of his/her decision.

(4) If the student fails to submit the corrected work or to respond to the comments of the Chair of the Board within 30 days, the silence will be considered as a withdrawal of the application and the procedure will be terminated without a decision being issued. In such a case, the student must re-submit the dissertation in accordance with the provisions of Articles 6 and 7 of these Regulations.

(5) If there is a disagreement between the chair of the committee and the supervisor that cannot be overcome in the thesis review process, the Vice-Dean for Academic Affairs shall be informed and, after obtaining information from both sides, shall make a decision.

(6) The student is obliged to resubmit the harmonised version of the work to the technical department for technical review and for the information of the tutor and the chair of the jury.

(7) The defence may proceed once the defence committee has agreed that the thesis is suitable for defence, or upon the decision of the Vice-Dean for Academic Affairs.

Article 17 **(submission of the defence dossier)**

(1) The student submits the final version of the thesis in PDF/A file to the professional department.

(2) The professional service stores the e-version of the thesis in the STUDIS information system and after successful defence it is submitted to the University of Ljubljana Repository.

(3) The student receives an email with a link to a questionnaire on the implementation of the study programme in which he/she is enrolled.

IV. DEFENCE OF THE BACHELOR'S OR MASTER'S THESIS

Article 18 **(call for the date of the thesis defence)**

(1) The Professional Service, in collaboration with the defence committee, shall schedule the defence of the thesis once it has established that all the conditions have been met, including the completion of the questionnaire referred to in the previous Article. The thesis defence shall normally be scheduled within 30 days of the agreement of the thesis defence committee or upon the decision of the Vice-Dean for Academic Affairs that the thesis is suitable for defence. As a rule, the thesis defence shall not take place between 15 July and 15 August.

(2) The date of the defence will be communicated by e-mail to the student, the tutor and the chair of the committee.

(3) If a student fails to attend the scheduled defence without a valid reason, the defence shall be deemed to have been failed. In such a case, the student shall be granted a maximum of one further attendance, otherwise he/she must re-apply for the defence in accordance with the provisions of Articles 6 and 7 of these Regulations.

Article 19 **(introduction to the thesis defence)**

(1) The thesis is normally defended at the Faculty before the full thesis defence committee. The defence is chaired by the chair of the defence committee.

(2) The student must defend the thesis in public, except in the case of a thesis for which a temporary inaccessibility order has been issued.

(3) The defence takes place in Slovenian or, if the thesis is written in English, in English.

(4) The thesis defence committee first determines whether all the conditions for the student to take part in the thesis defence have been met. The chair of the thesis defence committee shall begin the defence by first introducing the student and establishing that the student has completed all the study requirements set out in the programme. He/she then explains the procedure for the defence to the student.

Article 20 (thesis defence)

- (1) After an introductory presentation by the chair of the committee, the student presents his/her thesis. The presentation normally includes:
 - a presentation of the reasons for choosing the topic,
 - an explanation of the research problem, hypotheses and/or research questions, and research methods,
 - demonstrating the limiting factors and potential difficulties in exploration,
 - Presentation of key findings and results,
 - suggestions for further research or the usefulness of the findings.
- (2) The student's presentation of the thesis lasts up to 10 minutes.
- (3) After the presentation, the members of the jury ask the student up to three oral questions each related to the content of the thesis, which the student answers immediately. The Chairperson of the Board then invites the public present to ask any additional questions they may have, and the defence lasts up to 20 minutes.

Article 21 (Master's thesis defence)

- (1) The student's presentation of the Master's thesis lasts up to 20 minutes.
- (2) The student's defence focuses on:
 - an explanation of the reasons (motives) for choosing the topic,
 - an explanation of the research problem, hypotheses and/or research questions, and research methods,
 - demonstrating the limiting factors and potential difficulties in exploration,
 - clearly present the most important results of the research,
 - work's contribution to the profession,
 - suggestions for further research or the usefulness of the findings.
- (3) The members of the thesis defence committee shall each ask the student up to three oral questions related to the content of the thesis, to which the student shall immediately respond. The chair of the thesis defence committee then invites the public to ask any additional questions, and the thesis defence lasts up to 45 minutes.

Article 22 (evaluation of work)

- (1) For the purpose of the evaluation of the thesis, the mentor and the Chair of the Board will complete the Final Thesis Evaluation Form, which is annexed to these Regulations.
- (2) The rubrics are evaluated with descriptive grades of below average (0 points), average (1 point) and above average (2 points). The final grade must be consistent with the grades awarded. If the student has documented activity prior to the thesis defence (e.g. publication or acknowledgement by the editor of a paper in FU-TURA, presentation

at a faculty research forum, conference paper, journal article, etc.), the final grade may be increased by the committee.

(3) After the defence, the Chair of the Board announces the grade and the professional title awarded to the graduate. The chairperson of the board shall enter the mark on the evaluation form, which shall be signed by all members of the board.

(4) If the thesis defence is assessed by the jury as unsatisfactory, the thesis defence may be repeated up to once. If the mark is not positive after the second defence, the student may no longer defend the same thesis.

(5) If the student/graduate student disagrees with the grade obtained at the defence, he/she may lodge an appeal with the Faculty Senate within three days of the defence of the thesis.

Article 23 **(Issuing a provisional certificate)**

(1) After the successful defence, the Professional Service issues the student with a provisional certificate of completion of studies, which is valid until the diploma is issued.

(2) When the certificate of successful completion is issued, the graduate provides the Faculty's professional services with up-to-date personal data, if different from those held by the Faculty. The graduate is invited to join the Alumni Club.

VI. PUBLICATION OF DEGREES AND PLAGIARISM

Article 24 **(publication of works)**

(1) The theses are published in the University of Ljubljana Repository in a protected format for reading only, unless a decision has been issued on the temporary unavailability of the content of the thesis in electronic form at the request of the student and the mentor, for up to one year from the date of completion of the studies.

(2) The Faculty's professional service also provides access to applicants from outside the Faculty for the purpose of plagiarism assessment.

VII. TRANSITIONAL AND FINAL PROVISION

Article 25

(1) The amendment to Article 5(2) of these Rules, which sets the validity period of a pre-registered topic, shall be taken into account from the entry into force of the Rules.

Article 26 **(validity of the Regulation)**

(1) On the date of entry into force of these Regulations, the Regulations on the Bachelor's and Master's Thesis of 28 September 2022 (as amended and supplemented, the last one dated 28 September 2022) shall cease to apply. Proceedings already initiated under the said Regulations shall be terminated in accordance with their provisions.

(2) These Regulations shall be published on the website of the Faculty of Administration and on the Staff Information Portal on 26 April 2023 and shall enter into force on 1 May 2023.

Prof. Dr. Mirko Pečarič,
President of the Senate

Number: 014-3/2023-4

Date: 25 April 2023

Annex:

- the thesis evaluation form; and
- Instructions for the preparation of layouts and theses for seminars, bachelor's theses and master's theses at the Faculty of Administration



FINAL THESIS EVALUATION FORM

- Higher professional studies programme Administration
- Bachelor's degree programme Public Sector Management
- Interdisciplinary bachelor's degree programme in Administrative Informatics
- Master's degree programme Administration - Public Sector Management
- Master's programme in Management in Administration

(tick the relevant programme)

1. STUDENT DETAILS:

Enrolment number:

Last and first name:

2. THE THESIS DEFENCE COMMITTEE

Mentor(s): Mentor(s):

President(s): Member:

4. TITLE OF THE THESIS

The title of the thesis: _____

5. EVALUATION OF THE WORK BY INDIVIDUAL ELEMENTS

	Mentor-ica/Somentor-ica			Chairperson/member of the Commission		
	Below average 0 points	Average 1 dot	Above average 2 points	Below average 0 points	Average 1 point	Above average 2 points
1. Work autonomy				-	-	-
2. Definition of the problem and the working methods used						
3. Presentation of results and contribution of the work						
4. Appropriate use of language and technical terms, literature used						
5. Clarity and systematicity of the oral presentation of the work						
6. Confidence in answering the Commission's questions						
7. Documented activity	<input type="checkbox"/> DA <input type="checkbox"/> NO					

below average: _____ x 0 = 0

average: _____ x 1 = _____

Above average: _____ x 2 = _____

Total points: _____

Final assessment of the final thesis:

Signature of the mentor: _____

Signature of the co-mentor: _____

Signature of the President: _____

Signature of the Co-President: _____

Date: _____

NOTE: Any grade below average will earn 0 points, average 1 point, above average 2 points. In total, a student can achieve 22 points, with the grade determined by the number of points achieved. As a rule, a score of 0 to 3 points (nzd) means a score of 5, 4 to 7 points means a score of zd (6), 8 to 11 points means a score of db (7), 12 to 15 points means a score of pd (8), 16 to 19 points means a score of pdb (9) and 20 to 22 points means a score of odl (10). Irrespective of the scoring scale, the jury may, at its discretion, mark the thesis and the defence negatively.