



**GUIDANCE ON THE PROCESS OF DRAFTING AND DEFENDING  
DIPLOMA WORK FOR THE STUDY PROGRAMMES  
AT THE UNIVERSITY OF NOVA GORICA SCHOOL OF ARTS**

**NOTE:**

*This is an informal translation of the Slovenian original document "Pojasnila in navodila v zvezi z izdelavo in zagovorom diplomske naloge na dodiplomskem in magistrskem študijskem programu na Akademiji umetnosti Univerze v Novi Gorici". The Slovenian original is solely to be considered as legally binding. The below mentioned attachments (forms) likewise contain translations from Slovenian to English as grey text immediately next to the original.*

## **GUIDANCE ON THE PROCESS OF DRAFTING AND DEFENDING DIPLOMA WORK FOR THE STUDY PROGRAMMES AT THE UNIVERSITY OF NOVA GORICA SCHOOL OF ARTS**

### **1. Introductory provisions**

The Bachelor's and Master's diploma work consists of a main practical and a supporting written part. These rules govern the procedure for the application and approval of the topic, the procedure for the submission and defence of the work, and the method of assessment of the work at the University of Nova Gorica School of Arts (hereinafter referred to as 'the School of Arts'), which is the culmination of the Bachelor's and Master's degree programmes.

### **2. Choosing a diploma work topic**

Before the start of their final year<sup>1</sup> or before the start of the graduation process, every student submits a Pre-Application for a Diploma Work by completing a form ([UNG AU - DIPLOMA Form / A1 and A2](#)), in which they define their diploma work topic and the methods and manner in which they will work on the topic. They consult their two main mentors (the mentor of the practical and the mentor of the of the written parts of the diploma work) on the content. They then send a copy of the application electronically to the Secretariat ([info.au@ung.si](mailto:info.au@ung.si)) and give the original physically or digitally to their two mentors to sign. The signed form is handed in by the student to the Secretariat. This pre-registration is valid for that current academic year.<sup>2</sup>

The candidate (student or “absolvent”) must present an annual plan for the development of the practical part of the diploma work at their first (October) presentation (*pitch*), and at their January presentation an up-to-date and further development plan of the practical part, and the topic of the written part and its mentor.

<sup>1</sup> Throughout this document, the final year means the third year for Bachelor’s or the second year for Master’s students.

<sup>2</sup> Before the start of the diploma work process, a student without a formal status of a student must pay a contribution for the work on the diploma and its defence, in accordance with the current price list of the University of Nova Gorica. The fee is valid only for that current academic year.

### 3. Application and approval of the thesis topic

Students must submit a Diploma Work Application Form ([UNG AU - DIPLOMA / B](#)) at least six months before its scheduled defence.

Registration will take effect when it is:

- a) signed by the two main mentors (the practical mentor and the written part mentor) of the diploma work, confirming that they and the student have agreed on the guidelines and procedure of the work on the diploma parts.
- b) examined by the Board of Studies, which proposes a three-member committee and sets an indicative deadline by which the diploma parts must be submitted for examination.
- c) (applicable for “absolvent” and students without status:) the candidate presents proof of payment of the contribution and signs the registration paperwork.

The six-month period within which a candidate must graduate starts from the date of submission of this Diploma work Application. If a candidate finds that they need more time, they can apply to the Board of Studies for an extension to the deadline. This request must also be signed by the candidate's mentor(s), confirming that they agree to the extension. An extension of the graduation deadline is reviewed by the Board of Studies and approved by the School of Arts. Senate . If the candidate does not graduate despite an extended deadline, the whole process must restart from the beginning.

### 4. Content and format rules for the preparation of the diploma work

#### The practical part of the thesis

The practical part of the diploma work must demonstrate the candidate's creative potential and ability to comprehensively conceive, develop and realise a complex creative task. The mentor determines the criteria for the individual task or the components and aspects of the practical part of the thesis, depending on the specifics of the field and the topic.

Within the framework of these rules, each mentor may add their own guidance (in writing or in the form of an individual consultation) depending on the chosen diploma work topic and the approach to it.

The candidate must comply with all the requirements and the use of equipment provided for the production of the practical work. When submitting the work to the archives of the School of Arts, the work must be properly annotated (title sequence, logos, list of credits, etc.), including all the required supporting documentation (see [Final Creative Work Form](#)).

All required materials (Guidelines for opening and closing credits (PDF), intro – AU – UNG (video), logos UNG + AU + SFC + Viba + (photo), Final Creative Task *Form/Form*) are available at the following link: <https://goo.gl/3ggomS>.

Once the mentor(s) agree that the practical part of the thesis is complete, the candidate submits it, with all the mandatory attachments, to the archives of the School of Arts. As a general rule, the candidate should submit the practical part of the diploma work (once approved) in the format(s) indicated:

- **Photographic works** in .jpg (longer side at least 30 cm, 300 dpi, RGB)
- **For online works**, a reliable online publication is mandatory, but they are also required to be submitted in their original file format. File structures or linked folders must be submitted as a

- single compressed folder (e.g. .ZIP or .RAR)
- **Spatial installations and performances** must be presented in a way that makes them clear to understand and envisage how the piece looks/looked (photo/video documentation, sketches, description, invitation to the event, etc.)
- **Web and other interactive works** require the submission of a short video clip of the workings of the app, or a piece of work showing its main features or functionality, in the .mp4 export format described below, following the instructions for preparing the title sequence, end credits and use of logos.
- **Audio works** in the highest export quality .mp3/.wav, 320kbps
- **Video/animation works** in the highest export quality. The selection of all video and audio settings for the final export depends on the captured material.

For more information on submitting to the archive, see the *Final Creative Work Form/Form*, available at: <https://goo.gl/3ggomS>.

The practical part of the diploma work must be completed within a reasonable timeframe for the work to be included in the scheduled student exhibition (Semester or Annual Show).

### **Production and co-production of the practical part of the diploma work**

The practical part of the diploma work is produced by the University of Nova Gorica.

Co-producers may also be involved in the practical part of the thesis. The extent of collaboration is agreed between the candidate and the co-producer.

A co-producer does not gain any copyright or related rights to any candidate output, nor shall they be entitled to any financial awards received or to royalties in the event of a paid-up transfer of copyright or related rights – unless otherwise agreed by the producer and the co-producer(s) in a separate contract. The co-producer may not publicly screen or present any film or other type of project, or submit it to festivals, competitions, etc., without the prior consent of the producer.

When mentioning the producer and co-producers, the candidate must follow the UNG School of Arts rules for the appearance of producers in the credits of films, animations, rehearsals, etc. (Guidelines for title sequence, end credits and use of logos are available at: <https://goo.gl/3ggomS>).

### **The written part of the diploma work**

The written part of the diploma work consists of the following elements (in order):

- for the first, second and last inside pages, see [UNG AU - DIPLOMA/P form](#)
- the title based on the practical part (and any subtitle, the latter giving a more detailed, descriptive definition of the subject matter)
- summary and key words in Slovenian and English
- table of contents (with all chapter headings and page numbers, ideally hyperlinked)
- presentation of the work (foreword by the author, placing the work in its academic, career-focused context)
- text (introduction, body of text, conclusion)
- literature and sources (with appropriate guidance, see below)
- a list of the pictorial material (including any video or sound recordings, etc.)
- any additional material, if necessary (which should also be listed in the table of contents)
- for the last inner page (declaration of authorship), see [UNG AU - DIPLOMA / P form](#).

## **Composition, scope and format of the written part of the diploma work**

The written part of the diploma work at the School of Arts' Bachelor's and Master's degree programmes supports the practical work. It usually takes the development of the author's practical project as a basis and explores related or connected historical, theoretical, critical, and other references. On an exceptional basis it may also address a secondary independent, historical, comparative, critical or other theoretical topic that is related or connected to the field of the practical work. In this case, the candidate should add a suitably comprehensive chapter in which they present and elaborate on their practical work and explain in detail its relationship to the topic of the written work.

Taking into account the balance between the two parts, written and practical, the recommended length for the written part of the thesis is between 25 000 and 50 000 characters, with spaces (1,5 line spacing, text size 12) for the Bachelor's written part and between 50 000 and 100 000 characters, with spaces (1,5 line spacing, text size 12) for the Master's written part. Any additional material (appendices) as well as the introductory and concluding pages of the document are not included in this length. Any exceptions in the event of exceeding the above limit of the body of the text will be decided on by the mentor of the written work in cooperation with the Board of Studies (exceptions must be confirmed in writing).

In the preparation of the written part of the diploma work, the candidate, with the guidance of the mentor, shall also take into account the guidance and good practices presented in the relevant theoretical or practical courses of the study programme; in particular those relating to or dealing with academic writing.

Depending on the chosen module, the student shall include, in the written part of the diploma work, descriptions and images of the processes of the practical project and its constituent elements, and present the final result in an appropriate format:

### **1. Animation Carrier Module**

Logline // synopsis SLO and ENG // director's vision or concept // script // character and background design // storyboard or draft storyboard // image and video references // moodboard // images (*stills*) from the film // images from the animation process, post-production, etc. (e.g. behind the scenes)

### **2. Video/Film Carrier Module**

Logline // synopsis SLO and ENG // director's vision or concept // script // storyboard or draft storyboard // image and video references // moodboard // images (*stills*) from the film // behind-the-scenes images

### **3. Photography Carrier Module**

Concept // artist statement // image and video references // possible storyboard or draft storyboard // moodboard // visual representation of the final series/project // behind-the-scenes images (images from the shoot)

### **4. New Media Carrier Module**

Concept or conceptual ideation of the work // artist statement // detailed description of the work: installation plan, script, stage or performance space layout, etc. / technical sketch of the system / list of necessary equipment and its layout or installation (i.e. description of the equipment and its installation, including the installation schedule and install instructions (i.e. *rider*) / software code in parts or in full, screenshots or other recordings // visual representation of the final product or result in sketches, pictures, photographs or video // images or video of the process of creating the work (i.e. behind-the-scenes) // description of the interaction with the audience or users, any specific presentation, distribution and/or archiving format / any optimal or typical scenario or use, etc.

## 5. Contemporary Art Practices Carrier Module

Concept // artist statement // presentation of the development of the project in a technique appropriate to the student's working method and the specifics of the project (e.g. sketches, notes, possible pictorial references, mind map, etc.) // visual presentation of the final project // images of the process (i.e. behind the scenes) // images of the project's possible various appearances in gallery, theatre and other spatially/contextually specific settings.

Unless otherwise agreed with the mentor, the Chicago Manual of Style ([www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)) should be used when working with sources (referencing and citing in the text and in the final list). Inappropriate citation and, in particular, deliberate concealment of sources (plagiarism) will be subject to the most severe measures.

The text of the written part of the diploma work must be linguistically correct before submission to the thesis committee (i.e. proofread by a qualified proof-reader).

A completed and signed declaration of authorship of the written work shall be included in each printed and bound copy (as the last bound page).

Colour images should be printed in colour.

Each bound copy must be accompanied by a flat electronic medium (USB stick, DVD, etc.) containing:

- the practical part of the diploma work in electronic form (in the most appropriate format; in the case of a film, this is a high-resolution film file; in the case of photographs, these are high-resolution photographs; in the case of an installation, performance, etc., this is, for example, a documentary video or a series of photographs)
- the complete written work in electronic format as a single file (PDF) including attachments
- the accompanying material for the practical part of the diploma (see the form "Author statement & work info", available at: <https://goo.gl/3ggomS>)
- a completed electronic Authorship and Practical Work Data Form (Author statement & work info form - to be submitted by the student with each practical final assignment (final year, bachelor's, master's) to the School of Arts archive, available at: <https://goo.gl/3ggomS>).

Each of the five (5) copies of the hard-bound thesis must have a suitable e-transfer case on the inside back cover. In addition, the student must submit one (1) additional copy in electronic format only.

## **5. Forms of cooperation with mentors in the practical and written parts of the diploma work**

### **Students enrolled in the third year and “absolvents”**

Students enrolled in the third year and “absolvents” work with a mentor according to the programme (see final year timetable). Separate consultations are also possible, but not as a substitute for absence from the lectures. A presentation of the annual work plan is mandatory at the first (October) presentation (*pitch*) and at all subsequent mandatory presentations of the annual projects. In addition, students proactively work in cooperation with their mentors and any other consultants in the production of the diploma work.

### **Students without status**

Students without status work with a mentor through consultations (five meetings with the main mentor for the practical part and five meetings with the main mentor for the written part of the diploma work). In the records,<sup>3</sup> the candidate and the mentor note the meetings together. The candidate shall add their name to each of the forms and give the printed form to the mentor at the meeting. Each of them completes their form during and at the end of the consultation, when they also agree on the date of the next meeting and the objectives of the next stage of the work. Each of them will keep a note in their file, which the candidate must keep at least until the defence of their diploma. The mentor's documentation will then be kept for two years in the student's personal file in the school's archives. Where necessary, the records are used to trace the origin of and resolve any problems that may arise in the process of preparing or defending the diploma work.

Presentation of the annual work plan at the first (October) presentation (*pitch*), and at all subsequent presentations of annual projects, is mandatory.

## **6. Submitting and defending the diploma work**

### **Submitting the practical part of the diploma work**

The practical part of the diploma work is reviewed, evaluated, and commented on at the mandatory presentations by an expanded circle of specialist subject teachers. The main mentor decides which comments and in what form the candidate should take into account in the final version of the work. The practical part must be completed within a reasonable timeframe for the work to be included in a regular student exhibition (see section 4 – "Content and format rules for the preparation of the diploma work").

Before submitting the Application for Approval to Proceed to a Diploma Work Defence ([Form UNG AU - DIPLOMA / D1 and D2](#)) the candidate must obtain written confirmation (can be via e-mail) from the main mentor of the practical part of the diploma work that also the practical work is complete and suitable for defence.

<sup>3</sup> Records of the candidate's degree tutorials ([UNG AU - DIPLOMA / EC form](#)), records of the tutor's degree tutorials ([UNG AU - DIPLOMA / EM form](#)).

## Submitting the written part of the diploma work

One month before the scheduled deadline for the defence, the fully completed written part must be sent to the Secretariat. The deadlines for submission for the defence are: 20 August for the September deadline, 10 May for the June deadline and 20 January for the February deadline. The written part of the diploma work is complete when it has the mentor's approval; it must be linguistically revised (proofread!), have consistent sources (acknowledgement of each source used in the text; proper citation, text and image references with full and complete source information at the end, including pictorial and online sources with full details), and be accompanied by all the necessary information foreseen for the written part. The candidate must send the written part, together with a written (paper or e-mail) confirmation from the mentor and a request for approval to bind the diploma work written part - [Form UNG AU - DIPLOMA/C](#) to the Secretariat. The written part will be forwarded by the Secretariat to the Diploma committee for reading.

The members of the Diploma committee have 10 working days to send their comments to the written part mentor. The mentor decides which comments to take into account in what form they should be incorporated in the candidate's final version of the written part.

Once the committee's comments have been taken into account in a meaningful way, the work is ready for binding.<sup>4</sup> The mentor of the written part confirms this by signing the form submitted by the candidate ([Form UNG AU - DIPLOMA/C](#)). The candidate then submits a request for approval to proceed to the diploma work defence ([Form UNG AU - DIPLOMA / D1 and D2](#)) and at the same time submits a digital copy of the diploma work in its entirety (both written and practical) with all appendices and requested additional materials for examination – at the latest one week before the scheduled date of the diploma work defence.

The School of Arts Secretariat coordinates the date for the defence and informs the student and the members of the Diploma committee. The date of the defence is set after the application for admission has been submitted (see above) and is published on the announcement board in the premises of the University of Nova Gorica and on the website at least one week before the scheduled defence.

The regular deadlines for defences are:

- for third-year DAP students: in June and September,<sup>5</sup>
- for students in "absolvent" status<sup>6</sup> and students without status<sup>7</sup>: in June, September<sup>8</sup> and February.

<sup>4</sup> The binding format of the diploma work written part is prescribed at the University of Nova Gorica: 1 A4 in portrait format. The covers are to be collected by the student from the University Library after notification by the Secretariat. The Secretariat can provide the student with contacts of booksellers who can bind the copies properly.

<sup>5</sup> If the student has already completed a major part of their diploma work parts but is unable to complete it in time for submission by 30 days before the September deadline, they may apply to the Board of Studies for an extension of the deadline. The Board of Studies may grant an extension of up to two (2) months to allow for a November defence.

<sup>6</sup> Before defending the diploma, the students with absolvent status must pay a fee for the diploma defence in accordance with the current price list of the University of Nova Gorica.

<sup>7</sup> See footnote 2

<sup>8</sup> See footnote 5



At least three (3) working days before the scheduled date of the defence, the candidate shall submit five (5) copies of the written part of the diploma work, bound and on a flat electronic medium, and an additional digital copy, to the School of Arts Secretariat.

The presentation of the practical part of the diploma work, including the accompanying documentation in digital form, is an integral part of the printed bound diploma work (attached to the inside cover). In addition, the student must upload the entire diploma work to [RUNG](#). See also section 4 "Content and format rules for the preparation of the diploma work".

### **Diploma work defence**

Both the mentors and the candidates must be at the defence at least 15 minutes before the announced start time (at the location of the UNG School of Arts; exact location to be finalised on the day of the defence).

The candidate, in consultation with the technical staff of the School of Arts, must proactively and in a timely manner prepare all the materials and technical equipment needed for the defence. If the candidate has need for special equipment and/or space for the presentation they should indicate this in the application for the binding of the diploma and arrange it with the School of Arts one week before the defence (as standard: a lecture room with a PC computer and internet connection and a large screen with a sound system is provided).

The diploma work defence consists of three parts:

- Viewing the practical work – before the defence, the practical work is on public display. In the case of specific types of practical work (e.g. performance), the candidate will present it accordingly.
- The candidate presents both the practical work and the written part (the presentation usually lasts between 15 and 20 minutes). In their presentation, the candidate introduces the practical work, its development and key elements, and the content of the written part, summarising its key starting points, approaches, insights and conclusions.
- An additional 20 minutes are reserved for questions from the members of the Diploma Committee and the present public. Discussion is moderated by the Chair of the Committee.

Any exceptions and specificities must be agreed in advance with the Chair of the Committee and the relevant mentors.

## 7. Transitional and final provisions

These rules shall enter into force on the date of their adoption by the School of Arts Senate.

For all other affairs not directly regulated by these Rules, the Rules on the Procedure for the Application and Defence of Bachelor's and Master's Theses at the University of Nova Gorica shall apply directly.

## APPENDIX

- [UNG AU - DIPLOMA / A1 and A2](#) : Pre-registration of diplomas
- [UNG AU - DIPLOMA / B](#) : Diploma Application *Form/Form*
- [UNG AU - DIPLOMA/C](#) : Request for binding
- [UNG AU - DIPLOMA/D1 and D2](#) : Request for Defence
- [UNG AU - DIPLOMA/EC and EM](#) : Record of Consultations
- [UNG AU - DIPLOMA/P](#) : Templates for the first, second and last inner pages (including a declaration of authorship, which forms an integral part of each printed and bound copy, as the last bound page)
- [Authorship Identity Personal Information Form](#) (for UNG Library)
- Information on the work and author's declaration form and instructions, available at <https://goo.gl/3ggomS>