



**GUIDELINES  
FOR WRITING, PRODUCING AND DEFENDING  
DIPLOMA WORK  
IN STUDY PROGRAMMES OF BA AND MA CYCLES  
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 študijskih programih I. in II. stopnje 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.*

Nova Gorica, September 2017

Based on Study Rules for BA and MA Cycles and on the basis of the Rules on the procedure for applying for and defending graduate and master's thesis at the University of Nova Gorica the Senate of the School of Arts adopted in its ..... Session on ..... .. , the following

**GUIDELINES FOR  
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DIPLOMA WORK PROCEDURE  
IN STUDY PROGRAMMES  
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**1. Introductory Provisions**

These rules regulate the procedure for registering and approving the topic, the procedure of submitting and defending the work, as well as the method of assessing BA and MA thesis' at the University of Nova Gorica School of Arts (hereinafter: the School of Arts), which concludes the studies in the BA and MA programmes at the School of Arts.

**2. Choosing the BA or MA Thesis Topic**

Before the beginning of the last study year each student<sup>1</sup> submits a Pre-application for the diploma work by filling in the specified form (*Obrazec/Form* UNG AU - DIPLOMA / A1 in A2) in which s/he defines the diploma topic and the methods to approach the subject. S/he consults the lead mentors of the diploma work (mentor of the practical part and mentor of the theoretical part). A digital copy of the Pre-application is sent to the Secretariat ([info.au@ung.si](mailto:info.au@ung.si)) while the original is printed out and is to be signed by the mentors. The student submits the signed form to the Secretariat. The Pre-application is valid for the current academic year.<sup>2</sup>

The candidate (student or "absolvent"—*post year-3 fulltime student status*) is obliged to present at the first (October) presentation: the yearly work plan for the practical part of the diploma, the topic of the theoretical part and the mentors for both.

**3. Application for and Approval of the Diploma Work Topic**

At the latest 6 months before the planned diploma work defense the student submits the Application for the diploma work by filling out the specific form (*Obrazec/Form* UNG AU - DIPLOMA / B).

The Application is valid when:

a) It is signed by both lead mentors who thereby confirm they have agreed with the student on the guidelines and methods of work on the diploma work.

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<sup>1</sup> Throughout the whole document "last study year" means year 3 for the BA programme and year 2 for the MA programme.

<sup>2</sup> A student without status has to pay the diploma defense fee before starting the diploma work process. The paid fee is valid only for the current academic year.

- b) The diploma work topic is reviewed by the Study Committee, which suggests a three-member defense panel and sets an indicative deadline of when the diploma needs to be submitted to the Diploma Defense Committee (Diploma Committee) for review.
- c) (Valid for students in "absolvent" status. The candidate submits to the Secretariat the diploma fee payment confirmation and signs the Application Form.)

The appropriateness of the diploma work topic and the Diploma Defense Committee composition are confirmed by the UNG School of Arts Senate.

A 6-month deadline for graduating starts with the day the diploma work topic was confirmed by the School of Arts Senate. If the candidate finds to need additional time, s/he can ask the Study Committee for a prolongation of the deadline. The prolongation request has to be signed by the mentors thereby confirming they agree with the prolongation. The diploma defense deadline prolongation is reviewed by the Study Committee and confirmed by the School of Arts Senate.

If the candidate does not graduate within the prolonged deadline, the entire process described herein starts from the beginning.

#### **4. BA and MA Diploma Rules of Content and Form**

##### **Practical part of the diploma work**

With the practical diploma part (project) the candidate has to show his/her creative potential and the ability to comprehensively design, develop and realise a complex creative work. The mentor determines the criteria for a specific work or its parts depending on the field specifics.

Each mentor can add his/her own rules to the present ones (either in written form or in form of individual consultations, depending on the chosen diploma work topic and the approach taken).

The candidate needs to follow all requirements for the practical work production, for example adding the correct intro and outro credits, logos (cf. Guidelines for film, animations, exercises credits) including the complete accompanying documentation (cf. the *Author Statement form*).

All materials (Guidelines for film, animations, exercises credits (pdf), intro (video), logos UNG + AU + SFC (photo), *Obrazec/Form Author Statement* (doc) are available at: <https://goo.gl/3ggomS>.

When the mentor agrees that the **practical diploma work part** is finished, the candidate submits it to the School of Arts Archive.

The practical diploma work part needs to be finished on time, so that the work can be included into the school's Semester or Annual Show.

##### **Production and Coproduction in practical diploma work part**

The candidates conduct the practical diploma work part in production of the University of Nova Gorica.

Coproducers can take part in realising the diploma work. The extent and nature of coproduction is subject of agreement between the candidate and the coproducer.

The coproducer does not acquire any author or related rights by cooperating on a diploma film or other product, neither is the coproducer entitled to any awards that the film might receive or fees

in case of transferring copyright and related rights of the film. Furthermore the coproducer needs to acquire permission of the producer for public presentation of the film or other product or submission to festivals, competitions, etc.

When naming the producer and coproducer the candidate must observe the relevant guidelines for mentioning producers in credits of films, animations, video works etc, as set out in the "Guidelines for intro and outro credits" available at: <https://goo.gl/3ggomS>).

### **Theoretical (written) part of the diploma work**

The written diploma work part contains the following elements:

- For first, second and last internal page please see *Obrazec/Form UNG AU - DIPLOMA / B*
- Title (and a possible subtitle which describes the diploma field or topic in more detail)
- Abstract and Key Words in Slovenian and English languages
- Table of Contents (with numbered chapter titles and page numbers)
- Presentation of the work (preface by the author, placing of the work in own academic, career context)
- Text (introduction, main text, conclusion)
- Literature and Sources (following the specific rules, see below)
- Index of images (also of possible video or audio materials etc.)
- Other appendices, if necessary (these should be indexed in the table of contents)
- For last internal page please see *Obrazec/Form UNG AU - DIPLOMA / B*

### **Composition, scope and form of the theoretical/written thesis**

The theoretical thesis on both (BA and MA) levels of the UNG School of Arts is most often a support or serves as a background to the practical (project) part of the final work. The practical work, from the perspective of the author, usually carries a stronger creative character. The written work however can explore further creative possibilities, compare related practices, or place the candidate's practical work in a historical, critical or other theoretical discourse. The written work can be based on the development of the candidate's practical project and explore related historical, theoretical, critical and other contemporary references. It may also deal with an autonomous historical, comparative, critical or other theoretical subject, which is merely related to the topic of the practical work. In this case, the candidate adds a sufficiently large chapter in which s/he presents the processes and content of the practical work, and explains in detail the connection to the subject of the written thesis.

Depending on the balance of both parts, the written and the practical, the volume of the written MA thesis may vary between 100.000 signs (around 40 pages, with a line spacing of 1.5, text size 12, including spaces) and 200.000 signs (around 80 pages); while for a BA written thesis the recommended volume is between 75.000 signs (around 30 pages, with a line spacing of 1.5, text size 12, including spaces) and 150.000 signs (around 60 pages). Possible appendices and introductory or closing pages of the document do not count in the these volumes. The written thesis mentor decides on possible exceptions of the above mentioned limit, in accordance with the Study Committee (the exceptions must be confirmed in writing).

In preparing the written diploma work part the candidate bears in mind also instructions and good practices presented at the relevant theoretical or practical courses of the study programme; especially the ones related to academic writing. Unless otherwise agreed with the mentor, the Chicago Manual of Style ([www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)) should be applied when dealing with any kind of resources (both referencing in the text and in the final lists). Inadequate references and particularly deliberate hiding of resources (plagiarism) will be subject to strictest measures against academic misconduct.

The written diploma work text has to be linguistically correct, i.e. proofread by a qualified proofreader.

Filled in and signed authorship statement for the theoretical work has to be appended (as a page) within the bound copy.

Pictures in colour should be printed in colour.

Mandatory attachment to each bound (paper) copy of the thesis is a digital carrier (CD or DVD) containing:

- the practical diploma work part in electronic form (of the most appropriate form(at), in case of film a high resolution film file, in case of photographs high resolution photographs, in case of e.g. installation, performance or similar this can be photographs and/or documentary video)
- The complete written work in electronic form as one file (PDF) containing possible appendices
- accompanying material of the practical work (cf. the form "Podatki o delu in izjava avtorja / author statement & work info", available on link: <https://goo.gl/3ggomS>)
- filled out *Form* Podatki o delu in izjava avtorja / author statement & work info (which the student has to submit with every (annual) practical assignment to the School of Arts Archive; available on link: <https://goo.gl/3ggomS>)

Each of the 6 hard-bound copies of the diploma work must have a pocket for the digital carrier on the inner side of the back cover. The candidate must submit one (1) additional copy in electronic form only.

## **5. Modes of student-mentor collaboration in practical or theoretical part of the diploma work**

### **Students enrolled in the third year and those in status of "absolvent"**

Students enrolled in the third year and those in "absolvent" status collaborate with each of the two lead mentors according to the programme (schedule of the last study year). Consultations are also possible but are not to be taken as a substitute for absence at lectures!). Presentation of the annual work plan and progress is obligatory at the first (October) pitch and all subsequent pitches throughout the year.

The student acts proactively in tasks agreed with the mentors and other diploma work consultants.

### **Students without status**

Students without status collaborate with the mentor via consultations (five (5) meetings with the lead mentor of the practical diploma part and five (5) meetings with the lead mentor for the theoretical diploma part).

The candidate and mentor both note down the meetings.<sup>3</sup> The candidate fills out each of the forms with name and surname and passes the filled out form to the mentor during the meeting. They each fill out their own form during and after the consultations, when they agree on the date of the next meeting and the goals for the next phase. They both keep their own notes in their documentation, to be kept at least until graduation. The mentor's notes are kept after graduation in the student's personal file of the school's Archive for two years. If necessary the notes can be used

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<sup>3</sup> The candidate's index of diploma consultations (*Obrazec* UNG AU - DIPLOMA / EK), The mentors index of diploma consultations (*Obrazec* UNG AU - DIPLOMA / EM)

to detect the source and resolving of any conflicts that might arise during the preparation or defending of the diploma work.

Presentation of the annual work plan and progress is obligatory at the first (October) pitch and all subsequent pitches throughout the year.

## **6. Submitting and defending the BA or MA diploma work**

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

The practical part of the diploma work is presented by the candidate at the obligatory pitches. An extended committee of teachers of the specific and connected modules reviews, evaluates and gives comments.

The mentor decides which comment and in what form the candidate should consider for the next phase or final version of the diploma work.

The practical diploma work part needs to be finished timely, so that the work can be included into the Semester or Annual Show (see also paragraph #4 - BA and MA Diploma Rules of Content and Form).

Prior to submitting the request for diploma defense approval / *Obrazec/Form* UNG AU - DIPLOMA / D1 and D2), the candidate obtains a written confirmation (can be per e-mail) from the practical diploma part mentor that the practical diploma part is completed and suitable for defense.

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

One month before the planned diploma defense date the student needs to send the finished theoretical diploma work part to the Secretariat.

The theoretical part of the diploma work is finished when it has mentor's approval that it has been proofread and that quoting and use of sources (mentioning each used source in the text; correctly quoting, referencing and citing; with full and complete data about the source at the end of the work, including pictorial and web sources with all information) are consistent and adequate, thus confirming that the work is equipped with all information that a diploma work must contain. The candidate submits the work together with mentor's written (e-mail allowed) approval and the request for diploma work binding – *Obrazec/Form* UNG AU - DIPLOMA / C to the Secretariat. The Secretariat forwards the confirmed work to the Diploma Defense Committee for review.

Diploma Committee members have 10 days for comments, to be sent to the mentor.

The mentor decides which comments and in what form the candidate should take into account for the final version of the diploma work.

When the Committee members' comments are reasonably taken into consideration, the work is prepared for binding<sup>4</sup>, which the mentor confirms by signing the previously submitted form by the student *Obrazec* UNG AU - DIPLOMA / C. When form C is confirmed and at the latest a week before the expected date of the diploma defense, the student files a request for diploma defense approval (*Obrazec/Form* UNG AU - DIPLOMA / D1 and D2) and submits an exemplary digital carrier (CD or DVD) of the diploma work to be confirmed by the school's technical staff.

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<sup>4</sup> The binding format at the University of Nova Gorica is prescribed: 1 A4 in upright form. The candidate can pick up the covers in the School Secretariat or University Library after confirmation by the Secretariat. There candidate should also get contacts of the Bookbinder workshops which can bind the diploma work according to UNG rules.

The School Secretariat coordinates the exact date and time of the diploma defense and notifies the student and Committee members. The date and time of the defense are determined after the submission of the above stated diploma defense approval form and published at the announcement board and the website of the University of Nova Gorica.

Regular diploma defense deadlines :

- for year 3 students: in months of June and September<sup>5</sup>.  
for students in "absolvent" status<sup>6</sup> and for students without status<sup>7</sup>: in months of June, September<sup>8</sup> and March.

At least three (3) working days before the intended diploma defense date the candidate must submit to the Secretariat six (6) copies of the theoretical diploma work, bound and equipped with a CD or DVD each, including an additional CD or DVD, i.e. seven (7) digital carriers. The presentation of the practical diploma work part, together with its accompanying documentation in digital form presents an integral part of the printed and bound diploma work (CD or DVD attached in a special pocket at the inside of the back cover).

See also paragraph #4 - BA and MA Diploma Rules of Content and Form.

### **Diploma work defense**

At the defense event both mentors and the candidates have to be present at least 15 minutes before the scheduled time (UNG School of Arts premises; the room is to be announced on the day of the defense).

The candidate proactively and timely prepares, in agreement with the School of Arts technical staff, all materials and equipment necessary for the defense. If the candidate has needs of special equipment/space (standard equipment: lecture room with a PC computer and internet connection, a larger screen with speakers), this is to be stated in the request for diploma binding and must be agreed with the technical staff at least a week before the defense event.

The candidate's presentation as a rule lasts 15 to 20 minutes; an additional 20 minutes are intended for questions by the Diploma Committee members and discussion led by the president of the Committee.

In his presentation the candidate summarizes the key aims, the methods and the approach used and foremost elaborates on the findings and conclusions of the theoretical/written part of the diploma work, as well as on its connection with the practical diploma work part (project, or product); the latter is shortly presented in all its important aspects, in sensible format of 5 to 10 minutes. Any possible exceptions must be agreed in advance with the Committee president and the responsible mentor(s).

## **7. Transitional and final provisions**

These rules shall apply from the date of adoption by the UNG School of Arts Senate.

For all other relations that are not directly governed by these rules, the Rules on the procedure for applying to and defending BA and MA thesis at the University of Nova Gorica are directly applicable.

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<sup>5</sup> In case the student has finished a large part of his diploma work but cannot manage to finish in time the 30 days before the September deadline, he can apply for a prolongation to the Study committee. The study committee can extend the deadline for a maximum of two (2) months, in which case the defense takes place in November.

<sup>6</sup> The student in "absolvent" status must pay the diploma defense fee before the defense.

<sup>7</sup> cf. note #2.

<sup>8</sup> cf. note #5.

## ATTACHMENTS

- *Obrazec/Form* UNG AU - DIPLOMA / A1 in A2 : Diploma pre-application
- *Obrazec/Form* UNG AU - DIPLOMA / B : Diploma application
- *Obrazec/Form* UNG AU - DIPLOMA / C : Binding request
- *Obrazec/Form* UNG AU - DIPLOMA / D1 in D2 : Defense request
- *Obrazec/Form* UNG AU - DIPLOMA / EK in EM : Index of consultations
- *Obrazec/Form* UNG AU - DIPLOMA / P : Templates of first, second and last internal page (includes Authorship statement that is added within the bound diploma)
- *Obrazec/Form* Podatki o delu in izjava avtorja / Author statement & work info (which the student has to submit with every (yearly) practical assignment to the School of Arts Archive; available on link: <https://goo.gl/3ggomS>)
- *Obrazec/Form* Authorship\_Identity\_Personal Data (for UNG library)