

PREPARING A TOPIC DESCRIPTION WHEN APPLYING FOR APPROVAL OF AN UNDERGRADUATE OR MASTER'S THESIS TOPIC

The first step in writing an undergraduate or master's thesis is to prepare a **topic description**.

Before preparing the topic description, the student must review the key literature in the field in question. The purpose of the topic description is to formulate a **clear framework and basic thesis outline** that will help the student write the thesis.

A topic description must include the following points:

1. **A title in Slovenian and English.** The title should not be too long and must reflect the thesis content with sufficient accuracy, in particular the student's own contribution. Where possible, it is best to avoid acronyms and company names in the title (company names can be used in exceptional cases, but only with the consent of the company and in the nominative case). The English title must be equivalent to the Slovenian title in terms of content.
2. **A brief description of the topic (maximum 700 characters with spaces):** The issue discussed or the subject of research should be defined accurately and clearly. This definition should give answers to questions such as:
 - a. What specific problems, dilemmas, uncertainties, development or investment ideas, opportunities, etc. will be discussed in the undergraduate or master's thesis and what the expected results are.
 - b. What the basic premises are or what, in broad terms, is already known about the issue at hand (this should include at least a few basic references to research literature and good practice), and what is not known or what is the challenge addressed by the thesis?

When selecting and defining the subject of research, students must make sure that it does not overlap with the topics of existing theses, and should clearly indicate what their own contribution will be.

3. **The aims and objectives (maximum 400 characters with spaces):** The aim should be to answer the question of why the student took up a thesis on the selected topic (e.g. 'the aim of the thesis is to compare...', 'the aim of the thesis is to improve...', 'the aim of the thesis is to justify the development or investment idea or opportunity...', 'the aim of the thesis is to establish...', 'the aim of the thesis is to provide IT support for...', 'the aim of the thesis is to contribute to the development of the science of...'). In defining the objectives, the student should indicate everything that has to be done to achieve the aim of the thesis. Here are a few examples, serving as an illustration only and by no means as a complete list for the student to make a selection from: 'to review the literature...', 'to analyse a business practice and use that analysis to determine the key advantages and disadvantages...', 'to use the findings to suggest improvements to the processes discussed'. The goals should be tangible and quantifiable, e.g. to compare something, measure something, analyse a situation, report on something, suggest improvements, improve something, develop something, etc.
4. **Description of methodology (maximum 400 characters with spaces):** With regard to methodology, the student should define the following in particular:
 - a. **what methods will be used and in what specific way** (a few examples: formulation of the problem, needs analysis, the design of computer software, implementation, assessment of effects, model design, computer simulation, result evaluation,

description, comparison, analysis, synthesis, induction, deduction)

- b. **other methodological questions**, such as the type, conditions and manner of collecting information, the research instruments used, the premises used, other information relevant to elucidating the planned methodology, and any comments regarding data protection or ethical considerations
5. **Planned list of references/literature:** The list of references should include both domestic and foreign sources. The topic proposal should include a list of between three and five domestic and/or foreign sources. These should not predominantly consist of internet sources and should not be more than five years old. The literature used must be listed in the form set out in the instructions for producing an undergraduate or master's thesis.

The selected supervisor shares responsibility with the student for ensuring that the content and form of the topic description are up to standard before submission to the Academic Affairs Committee. Furthermore, it should be evident from the topic description that the thesis will meet the level of complexity appropriate to an undergraduate or master's thesis.