

REGULATIONS FOR PREPARATION AND SUBMISSION OF ELECTRONIC DIPLOMA/MASTERS/DOCTORAL WORKS

1. Student gets a mentor consensus for diploma/masters/doctoral thesis binding.
2. Student logs into Repository of the University of Nova Gorica (RUNG) <http://repozitorij.ung.si/info/index.php/eng/> with his/her username and password that is used to log into Student system and follows the instructions.
3. Student fills: title of the work, his/her and mentors names, place and year of publication, summary and keywords (both in Slovenian and English) to RUNG.
4. Student uploads his/her files: diploma/masters/doctoral thesis files and annexes to RUNG.
5. Student should complete and print out form “Confirmation concerning authorship, identity between electronic and print versions of diploma/masters/doctoral work and publication of personal data” sign it and submit it to the secretariat.
6. Student can request a similar content detection report for him/her and mentors.
7. When mentors agree with the diploma/masters/doctoral thesis submission and sign the “Application for diploma/masters/doctoral thesis binding”, student submits it to the secretariat.
8. Student does not get covers when the electronic version of the diploma/masters/doctoral thesis is inadequate. Student should re-publish his/her corrected work and submit the form “Confirmation concerning authorship, identity between electronic and print versions of diploma/masters/doctoral work and publication of personal data”.
9. In the case of restricted access to full-text of the diploma/masters/doctoral work, students submit a signed declaration “Diploma / masters/ doctoral thesis publication limitation” to the UNG University Library.
10. Library staff register diploma/masters/doctoral thesis in the COBISS system and publish it in the RUNG after successful defending.