

UNIVERSITY OF NOVA GORICA
SCHOOL OF ENGINEERING AND MANAGEMENT

TITLE OF MASTER'S THESIS

MASTER'S THESIS

Author name and surname

*Template for a master's thesis
with instructions*

Mentor/s: name and surname with exact scientific and academic title (or
professional)

Nova Gorica, year of publication

ACKNOWLEDGEMENTS

There is no requirement to insert acknowledgements into a master's thesis.

TITLE

Title of master's thesis

ABSTRACT

The abstract should provide a brief summary of the master's thesis. It should answer the following questions clearly: What is the background, and what is the motivation for this work? What is the problem you were solving? Why is this problem important? How did you approach solving the problem? What are the main results and contributions of the thesis? Each of these questions should be addressed with one to three sentences. The abstract should have at least 200 words and should be of a length that ensures that the title, abstract and keywords all fit onto one page. See also points 9 to 16 of Appendix 1 for more details regarding the content of the abstract.

KEYWORDS

master's thesis, supervisor, text, publication

NASLOV

Naslov magistrskega dela

IZVLEČEK

V izvlečku je povzeto bistvo magistrskega dela. Obsega naj najmanj 200 besed in največ dolžino, ki zagotavlja, da so lahko naslov dela, izvleček in ključne besede vsi na eni strani. Glejte tudi točke od 9 do 16 priloge 1 glede vsebine izvlečka.

KLJUČNE BESEDE

magistrsko delo, mentor, besedilo, objava

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1 SELECTING A MASTER'S THESIS TOPIC

A master's thesis is the final study requirement for a chosen master's programme. It is designed to demonstrate that a student can apply the knowledge they have acquired to resolve complex problems in their field of study. The student uses their master's thesis to research and resolve a specific task.

The student may choose their thesis topic from the suggestions published by the School of Engineering and Management or formulate their own topic in collaboration with their supervisor. The supervisor must have a doctorate. It is highly recommended that a master's thesis topic be formulated as an extension of an individual project.

When selecting a thesis topic, due regard should be paid to the relevance of the problem addressed, the compliance of the topic with the study programme, the material conditions applying to the production of the thesis and the time required to complete it. The level of complexity of the thesis should be measured in such a way that an average student in a higher education study programme is able to complete it within three months.

2 REQUESTING APPROVAL OF A MASTER'S THESIS TOPIC

A student who meets the requirements set down in the Rules of Study may request approval for a master's thesis topic. The request should be submitted on the appropriate form to the Secretary's Office of the School of Engineering and Management. This form can be obtained from the Secretary's Office, the Student Office and the School of Engineering and Management website. The request should be accompanied by a description of the proposed topic. This description should contain the planned title of the master's thesis, a brief description of the topic, the main objectives of the thesis, the methodology that will be applied, and a list of basic references (literature). The title of the thesis should be sufficiently informative so that, in line with the customs of a particular profession, it is possible to get an idea of what the thesis contains and what the student's contribution will be. As a general rule, the title should not contain any acronyms unless it is an established, generally known abbreviation, and its inclusion significantly clarifies the contents.

The request for approval should also contain the name of the supervisor. The supervisor should sign the form to confirm they are willing to act as the student's supervisor. A certificate of examinations taken by the student should be enclosed with the request. If the topic is connected to issues or data concerning a specific company or institution, the agreement of that company or institution should be enclosed with the request. If the final work is planned to contain a project or research in the field of behavioral sciences or other research that includes work with humans, it is necessary to obtain consent of the UNG Ethics Committee in accordance with their rules, before the research starts, and enclose it to the request for approval of the master's thesis topic. The application to the UNG Ethics Committee should be submitted by the student's thesis supervisor on the prescribed form available at the UNG Ethics Committee website or from the Secretary's Office. In the application to the Ethical Committee, the student's thesis supervisor should be mentioned as responsible for research. Application should be sent to the Ethics Committee by the supervisor. The supervisor must also be noted in the attachment itself as principal investigator, responsible for the research. The student's name can be mentioned as well, but not as the principal investigator. If the supervisor assesses that the planned

research does not need ethical clearance, the supervisor's statement on this should be added to the application for approval of the master's thesis topic.

The Academic Affairs Committee reviews the request, which is also responsible for nominating a three-person thesis defence committee. The suitability of the thesis topic and the composition of the thesis defence committee are checked and confirmed by the Senate of the School of Engineering and Management.

The thesis defence committee comprises three members: a chair (approved by the Senate of the School of Engineering and Management, at the proposal of the dean, for a period of two years), the supervisor and a third member (generally a specialist in the field addressed by the thesis). As master's theses are often multidisciplinary, it is recommended that the third committee member come from a complementary field not covered by the supervisor. The supervisor may not act as the chair of the thesis defence committee. Two supervisors may be appointed. If the supervisor is not a habilitated teacher, a habilitated teacher from the field addressed by the thesis is appointed to the thesis defence committee instead of the non-habilitated supervisor.

The six-month deadline for completion of the master's thesis starts to run on the day the topic is approved. The student must submit a bound copy of the thesis to the Secretary's Office of the School of Engineering and Management by this deadline. In exceptional cases, the Senate of the School of Engineering and Management may approve an extension to this deadline. A student who is unable to complete their master's thesis by the six-month deadline must address a request for an extension to the Senate of the School of Engineering and Management. This request must state the reasons why they have been unable to complete the thesis by the prescribed deadline. The application is also signed by the supervisor, who indicates that they agree to the extension.

3 INSTRUCTIONS ON PREPARING A MASTER'S THESIS

A candidate may produce a master's thesis at the University of Nova Gorica, at a company, at a scholarship provider or in any other suitable organisation, in agreement with the supervisor. When producing the thesis, the candidate must strictly abide by the occupational health and safety rules and the rules of the organisation in which they are producing it.

If the thesis is to be successful, it is very important for the candidate to work closely with the supervisor. They should therefore consult their supervisor regularly and, when agreed, keep them up to date on the progress of their work.

If a disagreement arises between the candidate and the supervisor during the preparation of the thesis to such an extent as to render creative cooperation impossible, the candidate is entitled to change their supervisor, following a decision issued by the Senate of the School of Engineering and Management. The supervisor may cease working with the candidate for the same reasons and under the same procedure. In this case, a written request, with reasons, must be submitted to the Senate of the School of Engineering and Management, which then decides on the change of supervisor.

A candidate may only make one change of supervisor.

4 INSTRUCTIONS ON WRITING A MASTER'S THESIS

4.1 The originality of the thesis

The master's thesis must be the student's own work. In his work, he must clearly separate his own ideas and knowledge from information obtained from other sources (published and unpublished publications in paper or electronic form, internet sources, information and opinions obtained from other people and others.)

4.2 Thesis language and length

Master's thesis at the University of Nova Gorica is written in Slovenian. A student can write a master's thesis in English if there are justified reasons for that (e.g. foreign student, foreign mentor, a study in a foreign language), and this is approved by the School Senate. A master's thesis should be linguistically sound. The title, abstract and keywords in both languages must also undergo linguistic review. A master's thesis should contain all essential elements: a description of the problem being addressed, the objectives and the methodology, a presentation of the results obtained, and the conclusions reached. The decision on the length of the thesis is taken by the supervisor. The recommended length of a thesis is between 40 and 70 pages. This document is written in the required format and can therefore be used as a template for the master's thesis.

4.3 Margins, spacings and font

The text must be printed on both sides, in A4 format and with the following margins:

1. left-hand margin 3.25 cm;
2. right-hand margin 3.25 cm;
3. upper margin 3 cm;
4. bottom margin 2 cm.

The spacing between lines should be 1.5. The space between paragraphs should be an additional 12 pt or an additional 18 pt between chapters and subchapters. Paragraphs should start at the left margin of the text (do not indent to the right). The text should be justified (left and right margins aligned). The Times New Roman font should be used (font size 12). Care must be taken to ensure that the text, tables, figures and materials in the appendices do not encroach upon the prescribed margins.

The title page is not numbered. Page number 1 should contain the first (introductory) chapter. Any pages before page number 1 should be numbered using Roman numerals. The page numbers should be centred at the bottom of the page.

4.4 Numbering of chapters

The text of the master's thesis should be divided logically into chapters. The first and last chapters should be titled INTRODUCTION and CONCLUSION, respectively, and should be numbered. A new chapter should always start on a new page. Chapters should be numbered using Arabic numerals. Chapter titles should be aligned left. Chapters should be numbered sequentially from 1, while subchapters should be separated with a full stop (e.g. 1.1).

- | | |
|------------------------------------|---|
| 1. Chapters 1, 2, 3, etc. | UPPERCASE LETTERS, BOLD, Arial |
| 2. Subchapters 1.1, 1.2, 1.3, etc. | Lowercase letters, bold, Arial |
| 3. Subchapters 1.1.1, 1.1.2, etc. | Lowercase letters, bold, Times New Roman |

4.5 Citations

To produce a high-quality master's thesis, it is important to use all available technical and academic resources. All findings referred to in the thesis that are not produced by the candidate themselves should be cited as appropriate. When citing literature in the thesis, the *author citation* method set out below should be used.

Rules of author citation: A direct quotation should be contained within quotation marks. The source of the quotation should be given at the end in brackets and include the author's surname, the year of publication and the number of the page on which

the quotation can be found. If the author has more than one work published in the same year, they should be distinguished using the letters 'a', 'b', 'c', etc. If two works have appeared in the same year and the authors have the same surname, but a different first name, the first letter of the first name should be used.

Example of direct quotation: '.....cited text.....' (Kotler, 1998, p. 102)

If a finding is not quoted directly, its source should be indicated (e.g. at the end of the text in question) in the same way but without the page number. In this case, the text is not placed within quotation marks.

Example of a citation: Professor Bizjak finds that the methods and techniques of reengineering are often similar in different business processes (Bizjak, 1999). When a work has two authors, both should be mentioned, e.g. (Bizjak and Petrin, 1996). When a work has three or more authors, the first should be mentioned, followed by 'et al.', e.g. (Halliday et al., 1997). When a book is a collection of independent articles by different authors, the collection's editor should be mentioned, e.g. (Strmčnik (ed.), 1998).

Example of citation when no author is given: We obtained information on J.W. Cronin from a website containing his autobiographical details (Autobiography, 2000).

4.6 Elements of a master's thesis

A master's thesis shall comprise the following elements:

1. covers;
2. title page;
3. acknowledgements (not obligatory);
4. title, abstract and keywords in the Slovenian and English languages;
5. a table of contents, a list of figures and a list of tables;
6. the text of the thesis;
7. references/literature;

8. appendices.

4.6.1 Covers

The covers should be arranged as per the specimen that is available from the Secretary's Office of the School of Engineering and Management.

4.6.2 Title page

The title page must contain the following information:

1. the name of the university and faculty/school (16 pt block capitals);
2. the title of the master's thesis (16 pt block capitals, bold);
3. the words MASTER'S THESIS (16 pt block capitals);
4. the name and surname of the author (16 pt, bold);
5. the name and surname of the supervisor (with their exact habilitation and academic title or, if they do not have one, their professional title, 14 pt);
6. the place and year of production of the thesis (14 pt).

4.6.3 Figures and tables

Figures (including graphs) and tables must have:

1. A sequential number (e.g. Figure 1, Figure 2, Table 1, etc.);
2. A title:
 - a. the title of a figure should be below the figure;
 - b. the title of a table should be above the table.

The font and font size of the text in the titles of figures and tables should be the same as the rest of the text. If a title is shorter than one line, it should be centred. If it is longer than one line, it should be justified left and right. The figures and tables on the page should be horizontally centred. All figures and tables should be referred to and explained in the thesis text. This can be done in several ways, e.g. A schematic presentation of a non-uniform computational grid is shown in Figure 1. Figure 1

shows a non-uniform computational grid. We have used a non-uniform computational grid in the calculation (Figure 1).

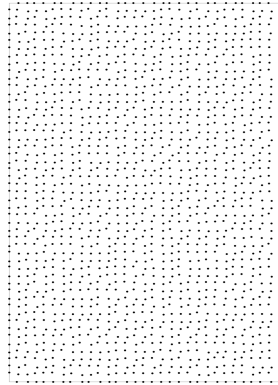


Figure 1: Schematic presentation of a non-uniform computational grid

The same applies to tables. Some examples: A comparison between a measured and calculated temperature field is shown in Table 1. Table 1 gives a comparison between a measured and calculated temperature field. We have compared a measured and a calculated temperature field (Table 1).

Table 1: Comparison between a measured and calculated temperature field

Position (m)	Measured temperature (K)	Calculated temperature (K)
1.0	1,097.13	1,096.31
1.1	1,109.67	1,108.76
1.2	812.33	811.33
1.3	613.70	612.07
1.4	610.31	609.13
1.5	611.11	601.11

Using pictures and tables, which are the work of other authors, is generally not advised in a master's thesis. Exceptions are allowed if this is necessary for the

purpose of illustrations, confrontation of arguments or a link to the source. In such a case, the student must indicate the source and authorship of this author.

The student should avoid the use of the cited works that goes beyond the purpose of citation (e.g. excessive quotation or citing for other reasons). In the case of justified reasons, this is permissible only if the student acquires the relevant material copyright of the author of this work, or if it is a work whose use is permitted by a free license.

4.6.4 Mathematical terms and equations

Mathematical terms and equations should be written using an equation editor. They should be numbered sequentially in round brackets and referred to in the text.

Example:

$$E(C | A) = - \sum_{j=1}^{N_V} p_j \sum_{i=1}^{N_C} \frac{p_{ij}}{p_j} \log_2 \frac{p_{ij}}{p_j} \quad (1)$$

Value $E(C | A)$ is calculated using equation (1).

4.6.5 References/literature

Reference should be made to all sources used to produce or referred to in the master's thesis (books, articles, online sources, etc.). The list of references should be ordered alphabetically by the author's surname. If the author is not given, the work title should be inserted, following alphabetical order.

1. *Example of a book reference:*

→ *with one author:*

- **Kosslyn, S.** (2020). Active learning online. Boston: Alinea Learning.

→ *with two or more authors:*

- **Fandl, K., Smith, J.** (2014). Success as an online student. Strategies for effective learning. First edition. New York: Routledge.

- **Ritchhart, R., Church, M., Morrison, K.** (2011). Making thinking visible: How to promote engagement, understanding, and independence of all learners. Fifth edition. San Francisco: A Wiley Imprint.

→ *author not given:*

- **MLA Handbook** (2021). Ninth edition. New York: The Modern Language Association of America.

2. *Example of a reference to a paper:*

→ *from a journal:*

- **Macariu, C., Iftene, A., Gifu, D.** (2020). Learn Chemistry with Augmented Reality. *Procedia Computer Science*, 176 (2020), pp. 2133-2142.

→ *from a proceedings:*

- **Czajkowski, K., Fitzgerald, S., Foster, I., Kesselman, C.** (2001). Grid Information Services for Distributed Resource Sharing. In: 10th IEEE International Symposium on High Performance Distributed Computing. New York: IEEE Press. pp. 181–184.

3. *Example of a reference to legislation:*

→ **Personal Income Tax Act.** Uradni list RS, No 43-2300/90, 2004.

4. *Example of a reference to an online article:*

→ **Autobiography** of J. W. Cronin. Accessed 24 August 2000 at:
<http://www.nobel.se/physics/laureates/1980/cronin-autobio.html>

5. *Example of a reference to an online article with the author given:*

→ **Slat, B.** (2019) Whales likely impacted by Great Pacific garbage patch. The Ocean Cleanup. Accessed 8 March 2023 at
<https://www.theoceancleanup.com/updates/whales-likely-impacted-by-great-pacific-garbage-patch/>

6. *Example of a reference to an undergraduate thesis, internal materials, etc.:*

→ *with the author given:*

Ameen, U. (2012) Social and political climates' influence on Muslim American students' intersectional identity. Doctoral dissertation. (California State University), Long Beach: [U. Ameen].

→ *with the author not given:*

Template for a master's thesis with instructions (2009). Internal material. Nova Gorica: School of Engineering and Management, University of Nova Gorica.

4.6.6 Appendices

The pages should be numbered and titled (e.g. APPENDIX 1: TITLE). All appendices should be referred to and explained in the thesis text. E.g. Appendix 1 gives additional practical instructions for producing a master's thesis.

5 SUBMISSION AND DEFENCE OF A MASTER'S THESIS

As a general rule, a candidate should complete their master's thesis within six months. A candidate who does not submit their thesis within six months is required to apply for an extension to the Senate of the School of Engineering and Management. The application should state the reasons why the candidate has been unable to complete the thesis by the prescribed deadline. The application is also signed by the supervisor, who indicates that they agree to the extension.

The supervisor is required to review the thesis in terms of content and format and approve submission by the student when it meets the required standard of quality. They must also check to ensure that the thesis text and the abstract in both languages have undergone linguistic review. With the supervisor's approval, the student submits two unbound copies of the master's thesis, *with the supervisor's signature*, to the Secretary's Office of the School of Engineering and Management, which forwards it for review to the other members of the master's thesis defence committee. The student must enclose with the thesis a report produced by the plagiarism detection system at the University of Nova Gorica Repository (RUNG), signed by the supervisor before submission. They also submit an *electronic version of the master's thesis (pdf)* to the Secretary's Office. As a general rule, when the student submits the master's thesis for review with the supervisor's approval, the other members of the committee read the thesis once and send their comments to the supervisor within three weeks. The supervisor coordinates the opinions, comments or recommendations of the members of the committee and sends them to the student within six weeks of the submission of the thesis for review. As a general rule, the student communicates only with their supervisor regarding any corrections to the thesis (i.e. not with the committee members). Similarly, the committee members communicate only with the supervisor regarding any corrections to the thesis (i.e. not with the student).

A check is made at the thesis defence stage to ensure that any minor corrections requested have been incorporated. If major corrections are required, any committee member may request that the thesis undergo a further review. If a further review finds that the thesis still fails to meet the required criteria, it may be rejected, with the reasons for rejection being given. In this case, the student must submit a new topic

application with an additional explanation. This application is processed first by the Academic Affairs Committee and then by the Senate of the School of Engineering and Management.

In order to obtain approval for the binding of their master's thesis, the student submits a request to the Secretary's Office of the School of Engineering and Management. The request should bear the supervisor's signature confirming they agree to submit the thesis for binding. The form requesting approval for the binding of the master's thesis can be obtained from the Secretary's Office, the Student Office and the School of Engineering and Management website. The student encloses a certificate stating they have completed all the examinations and other study requirements. This certificate is issued by the Student Office. On the basis of the documentation submitted, the Secretary's Office of the School of Engineering and Management issues the student with confirmation that they may collect the covers or submit the thesis for binding. The covers are uniform in design and prescribed in advance. All students receive four free copies of the covers maximum. The student submits bound copies of the master's thesis, an electronic (pdf) version, and a thesis defence application to the Secretary's Office of the School of Engineering and Management. The relevant form can be obtained from the Secretary's Office, the Student Office and the School of Engineering and Management website. A certificate stating that the student has no outstanding liabilities to the University of Nova Gorica library should be enclosed with the application.

After the thesis defence, the supervisor retains one copy of the bound thesis, the University of Nova Gorica library receives one copy, and two copies are returned to the student.

The Secretary's Office coordinates the date of the thesis defence and informs the student and the committee members of the date. Before the thesis defence, the supervisor prepares a written assessment of the thesis, which is signed by the supervisor and the committee. The date of the thesis defence is set after the submission and written assessment of the thesis. The date of the thesis defence is publicly announced on the University of Nova Gorica noticeboard and website at least one week in advance. If several thesis defences are to take place on the same day, they shall be separated by periods of 45 minutes. The candidate must leave

enough time to ensure they have the audiovisual equipment required for their thesis defence.

The defence of a master's thesis is public and led by the committee chair. The student has a maximum of 20 minutes to give an oral presentation of the thesis topic, the methods used, the most important findings and the conclusions. They may use various audiovisual and multimedia aids but not read from a pre-prepared script (numerical data and citations are an exception to this rule). The members of the committee then ask questions. As a general rule, a thesis defence does not last more than 30 minutes in total. The committee discusses the mark they would award to the thesis ('pass' or 'fail'). With the supervisor's help, the committee chair enters the competencies acquired by the student in the register for master's degrees. In front of everyone present, the committee chair gives the candidate the committee's decision on whether the defendant has been successful.

6 PUBLICATION OF THE FINDINGS OF A MASTER'S THESIS

The student may publish their master's thesis in whole or in part. If they do so, they must clearly state the full title of the thesis, i.e. all the text on the inside cover page, along with reference to the university, the School of Engineering and Management and the supervisor.

A master's thesis is not a fully independent piece of work by a student, as the student is assisted, to a greater or lesser degree, by their supervisor, who should be regarded as having contributed to the work. A master's thesis is often part of broader research whose conceptual framework and other elements have been produced by others. When making the master's thesis, the student uses the services of the university library and the documentation and other technical resources provided by the university. It is appropriate and proper for the student to consult the supervisor on any intended publication and list all those who have advised and helped them in their work.

A master's thesis, or parts thereof, may be used in the study process at the University of Nova Gorica without the author's express permission. However, their name and that of the supervisor must be mentioned. A master's thesis should also be accessible to other researchers so that they can check the findings in the original material or make further analyses of the material. When publishing their results, the researcher must refer to the master's thesis, the author, the supervisor, the university and the school/faculty at which the thesis was produced.

If a master's thesis refers to results or data that have the nature of industrial property and are owned by a company, the student must act by legal requirements when publishing the results and data. To protect its interests, agreement to the publication of results or data should be sought from the company, which shall, separately for each case, determine the method and conditions for using its industrial property.

7 CONCLUSION

A conclusion is different from a summary. Unlike the summary, the following questions must be clearly answered in conclusion: What was done in the work? What are the main achievements? What is the significance of the results of the work for practice, the user, and science? What else could be done if the work were to continue? Answering each listed question in one to three sentences is usually sufficient.

8 REFERENCES

Ameen, U. (2012) Social and political climates' influence on Muslim American students' intersectional identity. Doctoral dissertation. (California State University), Long Beach: [U. Ameen].

Autobiography of J. W. Cronin. Accessed 24 August 2000 at: <http://www.nobel.se/physics/laureates/1980/cronin-autobio.html>

Czajkowski, K., Fitzgerald, S., Foster, I., Kesselman, C. (2001). Grid Information Services for Distributed Resource Sharing. In: 10th IEEE International Symposium on High Performance Distributed Computing. New York: IEEE Press. pp. 181–184.

Fandl, K., Smith, J. (2014). Success as an online student. Strategies for effective learning. First edition. New York: Routledge.

Kosslyn, S. (2020). Active learning online. Boston: Alinea Learning.

Macariu, C., Iftene, A., Gifu, D. (2020). Learn Chemistry with Augmented Reality. *Procedia Computer Science*, 176 (2020), pp. 2133-2142.

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Strmčnik, S. (ed.) (1998). Celostni pristop k računalniškemu vodenju procesov. Ljubljana: Faculty of Electrical Engineering.

Template for a master's thesis with instructions (2009). Internal material. Nova Gorica: School of Engineering and Management, University of Nova Gorica.

Personal Income Tax Act. Uradni list RS, No 43-2300/90 (2004).

APPENDIX 1: PRACTICAL INSTRUCTIONS

The student and supervisor should pay particular attention to the following when applying for approval of a master's thesis topic:

1. The motivation for the master's thesis. An explanation of why the proposed topic will be addressed.
2. The reason for the master's thesis, e.g. a problem within an industry or institution.
3. The purpose of the master's thesis.
4. How the master's thesis will be produced (method, methodology, etc.).
5. The expected findings of the master's thesis.
6. What the master's thesis might solve in an original manner.
7. The practical value of the master's thesis.
8. Whether all primary sources have been referred to and cited in the application for approval of the master's thesis.

The student and supervisor should pay particular attention to the following in the content of the abstract:

9. The motivation for the master's thesis.
10. The purpose of the master's thesis.
11. How the master's thesis has been produced (method, methodology, etc.).
12. The findings of the master's thesis.
13. What the master's thesis has solved in an original manner.
14. The practical value of the master's thesis.
15. Whether the English abstract matches the Slovenian abstract.
16. Whether the Slovenian language editor is also qualified to translate or edit English.

The abstract should describe not only what has been carried out as part of the master's thesis but also how it was carried out and what the conclusions are.

The student and supervisor should pay particular attention to the following in relation to the design of the master's thesis:

Whether the thesis has been produced following instructions and the appropriate format, check:

17. First page: whether the reference has been made to the supervisor's teaching, academic or professional title.
18. Whether the table of contents (text, figures, tables) is in the correct format.
19. Whether the table of contents refers to existing content (pages, figures, tables).
20. Whether the size of the paper (A4) is correct and the margins of the text are correct on the page.
21. Whether the line spacing is correct.
22. Whether the paragraphs have been formulated consistently, all paragraphs are aligned the same way, and the spacing between the paragraphs is the same throughout.
23. Whether the references have been marked correctly (the title is often given as 'References and sources', which is incorrect).
24. Whether the mathematical symbols in formulas have been formulated correctly. In particular in the text: italic labels of variables and unknown functions (f), vertical numbers and names of known functions (sin, log), correct use of indices and exponents, correct use of the 'minus' sign (which is not the same as a 'dash').
25. Whether the pages have been formulated properly: avoid large empty areas at the end of a page, and only break tables between pages if absolutely necessary.
26. Whether the thesis has been written in the past tense ('we did') and not the future tense ('we will do') is often the consequence of copying the text from the application.
27. Whether all sources listed in the 'References' chapter have been cited in the thesis.
28. Whether all sources cited in the thesis have been listed in the 'References' chapter.

29. Whether all figures and tables in the thesis have also been referred to in the text.
30. Whether the content of all appendices has been referred to in the text.
31. Whether the chapters, formulas, figures, tables, etc., have been numbered correctly. Ensure that graphs compiled based on data are not numbered separately but are regarded as figures. Whether the sequential numbers and titles of figures are below the figures and the numbers and titles of tables are above the tables.
32. Whether a spellchecker has been applied to the text.
33. Whether there are any unnecessary spaces between words (e.g. ‘first word second word’, which is not correct) preventing the proper automatic alignment of the text.
34. Whether the font and size of the quantitative characters in formulas are the same as the font and size of the same quantities as they appear in the text.
35. If the thesis has been produced within a project group: whether the student’s contribution and those of the other group members are clear from the thesis.
36. Units and non-dimensional numbers are not written in italics.
37. Whether there is a space between a quantitative value and its unit.
38. Whether copyright has been respected in the case of the use of figures from other sources.
39. Whether others’ copyright has been respected in the text (paragraphs or parts of paragraphs directly taken from others’ work must be placed within quotation marks).
40. Whether all marks and labels in figures and tables are legible.
41. Whether the title of every figure or table is taken from elsewhere mentions the source of the figure or table.
42. Whether the thesis has been written in the first person plural (‘in this master’s thesis we present’, ‘we have done’, etc., not ‘I have done’, ‘I believe’, etc.).
43. Whether the thesis for binding has been printed on both sides (due care should therefore be paid to whether the text has been arranged appropriately on odd and even pages).
44. Whether the language editor has performed their job well.

45. Whether indents have been marked using a bullet point and sub-indents with a minus sign (do not use other indent markings).
46. As students are in regular contact with the company where they have produced their thesis, they often use the phrase at the company we examined in the thesis. However, as they are, for the purposes of the master's thesis, a student of the School of Engineering and Management and not a company member, the phrase 'the company examined' should be used in preference.

The student and supervisor should pay particular attention to the following in the conclusions of the master's thesis:

47. Whether the conclusions adequately reflect all the essential (economic and technical) results of the thesis, the practical value of the thesis, and the anticipated next steps leading on from the thesis.

The student and supervisor should pay particular attention to the following before submitting the master's thesis:

48. Whether the student has aligned the master's thesis with practical instructions 1–47.
49. Whether the supervisor has reviewed the master's thesis following practical instructions 1–47.
50. Whether the student has submitted the completed and language-edited thesis to the committee members with the supervisor's approval.
51. Whether both members of the committee have coordinated their comments.
52. Whether the supervisor has spoken to the two members of the committee and coordinated any uncoordinated comments.
53. Whether or not the committee members have requested another review of the thesis following amendments.
54. Whether the student is aware that committee members generally take 3 weeks to review a master's thesis.