



REPUBLIC OF SLOVENIA
**MINISTRY OF EDUCATION,
SCIENCE AND SPORT**

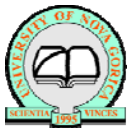


University of Nova Gorica regulations concerning procedure on how to apply and defend diploma and masters theses

Number: 18-1/2003

Nova Gorica, July 2009

»Operation part-financed by the European Union, the European Social Fund and the Ministry of Education, Science and Sport. Operation implemented in the framework of the Operational Programme for Human Resources Development for the Period 2007-2013, Priority axis 3: Development of human resources and lifelong learning; Main type of activity 3.3: Quality, competitiveness and responsiveness of higher education. «



REPUBLIC OF SLOVENIA
**MINISTRY OF EDUCATION,
SCIENCE AND SPORT**



To be received by: President of Nova Gorica Polytechnic
President of Nova Gorica Polytechnic Senate
Schools' Deans
Students' Council

	Name	Date
<i>Prepared by</i>		
<i>Confirmed by</i>	Nova Gorica Polytechnic Senate	19 February 2003
<i>Approved by</i>	Professor Danilo Zavrtnik	19 February 2003

Amendments:

Articles 1.1., 1.2., 2.3., 2.8., 5. and 6.2.

Adjustment with the University of Nova Gorica Statute (article 89) and with the Study regulations at the University of Nova Gorica first degree and second degree programmes

	Name	Date
<i>Prepared by</i>	Tina Krušec, LLB	27 May 2009
<i>Confirmed by</i>	University Senate	15 July 2009
<i>Approved by</i>	Professor Danilo Zavrtnik	20 July 2009

»Operation part-financed by the European Union, the European Social Fund and the Ministry of Education, Science and Sport. Operation implemented in the framework of the Operational Programme for Human Resources Development for the Period 2007-2013, Priority axis 3: Development of human resources and lifelong learning; Main type of activity 3.3: Quality, competitiveness and responsiveness of higher education. «



REPUBLIC OF SLOVENIA
**MINISTRY OF EDUCATION,
SCIENCE AND SPORT**



University of Nova Gorica regulations concerning procedures on how to apply and defend diploma and masters theses

- 1 Introductory provisions
- 2 Application and approval of diploma and masters theses
- 3 Submission and defense of diploma and masters theses
- 4 Assessment of diploma and masters theses
- 5 Publication of diploma and masters theses' findings
- 6 Transitory and final provisions

»Operation part-financed by the European Union, the European Social Fund and the Ministry of Education, Science and Sport. Operation implemented in the framework of the Operational Programme for Human Resources Development for the Period 2007-2013, Priority axis 3: Development of human resources and lifelong learning; Main type of activity 3.3: Quality, competitiveness and responsiveness of higher education.«



REPUBLIC OF SLOVENIA
**MINISTRY OF EDUCATION,
SCIENCE AND SPORT**



On the basis of paragraph six of article 60, and in connection with article 89 of the University of Nova Gorica Statute, the University of Nova Gorica Senate, at its meeting of 16 July 2009, approved the following

University of Nova Gorica regulations concerning procedures on how to apply and defend diploma and masters theses

1 INTRODUCTORY PROVISIONS

1.1 These regulations define University of Nova Gorica procedures concerning diploma and masters thesis application and confirmation, submission and defense, and the thesis assessment. With their diploma and masters works the students complete their studies at University of Nova Gorica first and second degree programmes.

1.2 These regulations use „he“ as a neutral form for both male and female students.

2 APPLICATION AND APPROVAL OF DIPLOMA AND MASTERS THESES

2.1 The student is allowed to apply for an approval of his diploma thesis when he meets the conditions set out in University of Nova Gorica Study Regulations for First Degree Programmes. Similarly, the student is allowed to apply for an approval of his masters thesis when he meets the conditions set out in University of Nova Gorica Study Regulations for Second Degree Programmes.

2.2 The student submits his application, on a required application form, for an approval of his diploma or masters thesis to the relevant School's office. The application should contain the proposed title and a short description of the thesis. The application should also state the name of the mentor, who with his signature confirms that he is ready to take over the mentorship of the work and that he agrees with the title and the content of the thesis.

2.3 Diploma and masters works should be written in Slovene. The student may be allowed to write his diploma or masters thesis in English provided there are good reasons for this (for example, a foreign student, a foreign mentor, a programme delivered in a foreign language) and provided that the Senate of the respective School agrees on the proposal.

2.4 The Committee for Student Affairs of the relevant School reviews the application and proposes a three member committee responsible for the defense of the diploma or masters work.

2.5 The committee is made of the following members: the president of the committee, who is

»Operation part-financed by the European Union, the European Social Fund and the Ministry of Education, Science and Sport. Operation implemented in the framework of the Operational Programme for Human Resources Development for the Period 2007-2013, Priority axis 3: Development of human resources and lifelong learning; Main type of activity 3.3: Quality, competitiveness and responsiveness of higher education. «



proposed by the relevant School's Dean and whose position is confirmed by the Senate of the School for the period of two years; the mentor, and one more member. In case the diploma or masters work is interdisciplinary, it is desirable that the third member of the committee specialises in the field not covered by the mentor's expertise.

2.6 The suitability of a proposed topic for diploma or masters thesis as well as the proposed committee in charge of the thesis defense are confirmed by the relevant School's Senate.

2.7 The prescribed period given for doing the diploma or masters thesis, and as defined in University of Nova Gorica regulations for first degree programmes and regulations for second degree programmes, commences with the day of confirmation of thesis topic. The student must submit his diploma or masters work to the School office within the prescribed period.

2.8 Upon a Senate meeting of the respective School, the School will, within three days at the latest, inform the student whether his diploma or masters thesis has been confirmed or refuted.

2.9 In exceptional cases, the Senate of the respective School may allow the student to extend the prescribed period of validity for his diploma or masters work.

2.10 The student who has not finished his diploma or masters work within the prescribed period should submit an application for an extension of time for the submission of his thesis; the application should state the reasons which have prevented the student from finishing his work within the prescribed period. The application should be signed by the mentor who, with his signature, confirms that he agrees with the proposed extension.

3 SUBMISSION AND DEFENSE OF DIPLOMA AND MASTERS THESES

3.1 In preparing his diploma or masters thesis, the student needs to respect the formal and textual rules and standards as defined by the regulations of the relevant School.

3.2 The mentor must review the content and the form of the diploma or masters work before its binding and give permission to the student to submit the work when it meets the required level of quality.

3.3 The other two committee members ought to review an unbound copy of the diploma or masters work and inform the mentor of their comments; upon considering the comments, the mentor forwards them to the student. In case there are differences in opinion, the mentor needs to decide which comments are appropriate for consideration.

3.4 The covers for binding the diploma or masters work are uniform and prescribed. Each student receives from the University of Nova Gorica five or six copies of the covers, free of charge, when he presents a confirmation signed by the mentor that the work is ready for submission. The student's application for receiving permission to bind the diploma or masters thesis should contain a Students' Office confirmation that the student has successfully passed all exams and other study requirements.

3.5 In agreement with his mentor, the student submits his application for diploma or masters work defense to the relevant School's office, five bound copies of the diploma work or six bound copies of the masters work, and one copy of the diploma or masters work in pdf electronic format.



3.6 The student's application should also contain a confirmation from the University of Nova Gorica Library that the student's loans are all duly settled.

3.7 The School's office coordinates the date of the defense and informs the student and the committee members.

3.8 The information on the student's diploma or masters thesis defense is announced in the premises of the University of Nova Gorica at least one week before the defense date. If more than one diploma or masters theses defenses are scheduled on the same day, individual defenses are set each for the duration of 45 minutes.

3.9 The diploma or masters thesis defense is public. The candidate has 20 minutes to present his diploma or masters work, followed by the committee's questions. The thesis defense normally takes no more than half an hour.

3.10 After the student's thesis defense, the committee, without the student and those present at the defense, consider the assessment of the candidate's thesis and defense. Upon consideration, the president of the committee announces to those present whether the student has successfully defended his diploma or masters work.

4 ASSESSMENT OF DIPLOMA AND MASTERS THESES

4.1 The thesis committee agrees on the assessment grade based on the mentor's proposal. A descriptive grade of the relevant diploma or masters thesis is prepared by the mentor before the date for thesis defense is agreed, while other committee members confirm the grade with their signature.

4.2 On the basis of the grade given for both the content and defense of diploma or masters thesis, a final assessment grade is formed on the understanding that the thesis content is of greater value than its defense. The work is assessed as „successful“ or „fail“.

4.3 After the student has presented a defense of his thesis and the committee has confirmed his successful defense, the grade is inserted in the grading certificate and the Diploma Book. Other committee members confirm the grade with their signature.

5 PUBLICATION OF DIPLOMA AND MASTERS THESES' FINDINGS

5.1 Diploma and masters works ought to be available to other researchers, or persons interested in them, so that they may evaluate findings of the original material or to additionally analyse the collected material. In publishing the findings obtained in such a way, the researchers ought to cite details such as the title of the relevant diploma work, author's name, mentor's name, university and school. Diploma and masters theses are accessible in paper format and electronically at the University of Nova Gorica Library.

5.2 Diploma or masters works may be used in the teaching process at the University of Nova

»Operation part-financed by the European Union, the European Social Fund and the Ministry of Education, Science and Sport. Operation implemented in the framework of the Operational Programme for Human Resources Development for the Period 2007-2013, Priority axis 3: Development of human resources and lifelong learning; Main type of activity 3.3: Quality, competitiveness and responsiveness of higher education. «



REPUBLIC OF SLOVENIA
**MINISTRY OF EDUCATION,
SCIENCE AND SPORT**



Gorica without the author's special permission on the understanding that the author and mentor's names are duly acknowledged.

5.3 If a diploma work relies on findings or data which have the character of industrial property and belong to a company, the student should respect relevant legal provisions in publishing the data of such kind. In order to protect the interests of a respective company, the student needs to obtain the company's permission to publish the data; the company also needs to define the way and conditions of use of the relevant industrial property.

6 TRANSITORY AND FINAL PROVISIONS

6.1 These regulations take effect from the day they are approved by the University of Nova Gorica Senate.

6.2 With the enactment of these regulations, the previous regulations concerning procedure for application and defense of diploma thesis, number 18-1/2003, dated 12 March 2003, become null and void.

Nova Gorica, 20 July 2009

President

Professor Danilo Zavrtnik