

Pursuant to paragraph 2 of Article 48 of the Statute of School of Advanced Social Studies in Nova Gorica (SASS), the Senate of the SASS adopted the following document at its 5th regular meeting on 20 September 2018:

RULES ON DIPLOMA THESIS AND MASTER'S THESIS

Article 1

(1) These Rules specify the procedure and manner of preparation of diploma and master's thesis, selection, application and preparation of the diploma and master's thesis, and the procedure related to the defense. The same procedure applies to the preparation of a diploma thesis within the first cycle higher professional study programme and the first cycle university study programme, as well as the preparation of a master's thesis within the second cycle study programme.

(2) The terms used in these Rules in the masculine grammatical form are used as neutral for men and women.

Article 2

In order to obtain a diploma upon the completion of studies in the first and second cycle study programmes at the School, the student must pass the required exams and also write and successfully defend a diploma or master's thesis (hereinafter: the thesis).

Article 3

(1) The diploma thesis is the result of the student's independent work, in which the student scientifically considers a certain organizational or social science problem and addresses it substantively, analytically or methodologically, assisted by a mentor.

(2) The master's thesis is the result of more demanding student's independent work, in which the student researches a certain organizational or social science problem and addresses it substantively, analytically or methodologically, assisted by a mentor.

(3) The thesis is usually written in Slovenian language. If the mentor or the co-mentor of the thesis is a visiting professor or if the student is a foreign citizen, the thesis can be written in English language, but must contain an abstract of the content in Slovenian language on approximately 10 pages. A student who completed a part of their studies in English language at a foreign university within an international exchange and had an average grade of at least 8.0 in the courses passed at the foreign university, may also prepare the thesis in English language; a student who passed an exam in a course in English language at the School with an equal grade may do so as well, provided that the chosen mentor of the thesis agreed to this. Exceptionally, a student may write the thesis in English language with the consent of the Student and Academic Affairs Commission, if there is another justified reason for it.

Article 4

By completing and successfully defending the thesis, the student proves the ability to master the professional problem in writing and orally on the basis of processed knowledge acquired within the study programme of the School.

Article 5

The topics for the theses may be proposed by:

- higher education teachers who are members of the School's Academic Assembly,
- visiting higher education teachers,
- companies, organizations and other institutions that cooperate with the School and whose topics are related to their specific problems or the problems of industry or social services,
- students.

Article 6

(1) Proposals for the topics of theses are considered every year by the Student and Academic Affairs Commission and adopted by the SASS Senate.

(2) The list of proposed topics is integrated into the annual work plan of the School and is published on the School's website, also listing the persons that proposed the topics (potential mentors).

Article 7

(1) A student who passed all the exams of the first and the second year may submit an application for diploma thesis, and upon enrolling into the second year of studies, a student may submit an application for master's thesis.

(2) The student registers the topic in the Office for Student and Academic Affairs (hereinafter: the Office) by submitting the correctly completed form OBR-FUDŠ-006.

Article 8

(1) The topic is accepted when one of the higher education teachers or associates agrees to mentor the thesis and confirms it by signing and listing a date on the form OBR-FUDŠ-006 and when the Student and Academic Affairs Commission approves the topic on the form OBR-FUDŠ-006.

(2) Upon confirmation of the topic of the thesis where the mentor is a visiting higher education teacher, the Student and Academic Affairs Commission must also appoint a co-mentor, who must be a part of the School's teaching staff.

Article 9

(1) Every student has the right to have a mentor and a possible co-mentor from among the higher education teachers of the School, whereby the co-mentor can also be from among the assistants. In academic and master programmes, the mentor must have at least the title of assistant professor.

(2) Mentors and co-mentors may also be habilitated experts from practice from a company or other organization who have proposed the title of the topic of the thesis in accordance with Article 5 of these Rules.

(3) If the student does not acquire a mentor, they must fill out the form OBR-FUDŠ-006 form and submit it to the Student and Academic Affairs Commission, which shall appoint an appropriate mentor within 30 days.

(4) As a rule, a potential mentor cannot refuse mentoring unless they are already mentoring at least 10 diploma theses or 5 master's theses, except if they have a valid reason for rejection (e.g. the topic does not correspond to the mentor's field, the mentor has too many teaching obligations).

(5) A potential mentor may accept to mentor a maximum of 20 new graduate and master's students in an individual academic year.

Article 10

(1) The mentor and the student cooperate when preparing the proposal for the thesis.

(2) If there is a need to change the title of the thesis during the preparation of an already approved topic and the main content of the topic remains unchanged, the mentor confirms this on the form OBR-FUDŠ-006 (Application for diploma/master's thesis), which must also be confirmed by the Student and Academic Affairs Commission, .

Article 11

(1) If there is a disagreement between the mentor and the student during the writing of the thesis and creative cooperation is no longer possible, the student has the right to change the mentor. The student must submit a request to change the mentor to the Student and Academic Affairs Commission and re-apply for the topic of the thesis. The Commission obtains the written opinion of the previous mentor before making a decision.

(2) The student may exercise the right to change a mentor only once. In this case, the student resubmits the form OBR-FUDŠ-006 and marks it accordingly. The mentor can do the same if they consider that they can not provide creative advice to the student any longer.

Article 12

(1) When the student submits the text of the thesis to the mentor (and possible co-mentor), the mentor must return it to the student with instructions for supplementation and corrections, as a rule within 14 days or within one month at the latest.

(2) Before the student submits the thesis to the Office, the mentor must review the corrected thesis once more and confirm on the form OBR-FUDŠ-007 (Revision and submission of diploma and master's thesis) that the thesis is substantially appropriate for defence.

Article 13

(1) The mentor must also draw the student's attention to the technical and linguistic requirements pursuant to the instructions for the preparation of the thesis, which the student must take into account.

(2) The student must ensure that the thesis is stylistically and grammatically appropriate, and the Commission may reject a thesis if it does not comply with this paragraph.

Article 14

(1) The student may submit the thesis for defence when they have completed all previous study obligations required by the study programme.

(2) If the student does not submit the completed thesis within two years after the confirmation of the title, they must apply (OBR-FUDŠ-009) for the extension of the validity of the topic of the thesis, which is decided by the Student and Academic Affairs Commission. The deadline for submitting the thesis is extended by one year on the basis of such application. The student must also submit the relevant proof to the application for extension.

(3) The candidate may apply for an extension of the deadline only once. If they do not finish the thesis in the extended period, they must apply for a new topic (i.e. repeat the procedure with the form OBR-FUDŠ-006).

Article 15

The student may also apply to extend the validity of the topic of the thesis due to maternity leave, extended sick leave or extended leave due to work. The student must also submit the relevant proof to the application for extension. The Student and Academic Affairs Commission may suspend the time period for preparation of the final thesis on the basis of written proof of justified reasons.

Article 16

(1) The diploma thesis is usually 40-60 pages long and the master's thesis is 60-80 pages long (font Times New Roman, font size 12, line spacing 1.5). The thesis must be grammatically correct and comply with the technical requirements.

(2) A thesis assessed by the mentor as appropriate for entering a competition for the best thesis may also contain more pages.

(3) Each thesis must have an introduction with indicated subject of the assignment, purpose, procedure, basic thesis and an outline of the content of the chapters. Each thesis must have a conclusion in which the student may not include additional reviews, tables, comparisons, or even new ideas. The conclusion must be thorough and based on the content of the thesis.

(4) Finally, the student must list the used literature in alphabetical order by the authors. The single list of sources must be written in accordance with SASS' Technical Instructions for Writing Professional and Scientific Works. The diploma thesis must list at least 25 units of literature and sources, and the master's thesis at least 40 units.

(5) A thesis written in English language must contain an extended abstract of the thesis in Slovenian language after the Conclusion. The scope of the abstract should be 10% of the substantive part of the thesis.

Article 17

(1) The thesis must be bound with black covers. The following text is printed in gold letters on the exterior cover page (cover):

(at the top in the centre)

SCHOOL OF ADVANCED SOCIAL STUDIES
IN NOVA GORICA

(in the centre)

DIPLOMA or MASTER'S THESIS

TITLE OF WRITTEN WORK

(bottom right corner)
student

NAME and SURNAME of the

The following is written on the spine of the thesis cover:

(in the centre)

DIPLOMA or MASTER'S THESIS

(below)

NAME and SURNAME of the student

(2) The first inner sheet is blank.

(3) The first following page, i.e. the internal title page, has the same text and layout as indicated for the external cover page, except for the name of the School (at the top in the centre), which is written in lower case letters. The name and surname of the mentor and of co-mentor as appropriate are also listed under the title of the thesis. The place, month and year of publication are indicated in the bottom left corner.

Eventual acknowledgements are not written on the cover pages but on other introductory pages before the Abstract.

(4) The title page is followed by an authorship statement signed by hand.

(5) If there are any possible reservations regarding the public availability of the thesis, the candidate shall mark this as appropriate in the form OBR-007 in box B and also submit a written request for restricting access to the thesis along with submitting appropriate evidence.

Article 18

(1) More detailed formatting and technical aspects of the thesis are laid down in special instructions (Technical Instructions for Writing Professional and Scientific Works), published on the website of the School.

(2) The student shall have the completed thesis bound only after a successful defense.

Article 19

(1) When the mentor approves the candidate's final thesis for submission and before printing, the student must send it to the e-mail address: pregledi@fuds.si – it must be in electronic form so that corrections can be inserted into the document. The technical revision shall be completed within 14 days from the submission of the thesis. The student must also submit the form OBR-FUDŠ-007 – Revision and submission of diploma and master's thesis – to the same e-mail address with completed field A (mentor's statement) and field B (author's statement). Field C is subsequently filled in by the librarian or the technical assistant in charge after the technical revision.

(2) If further revision of the final thesis is required, the student submits the document again to the e-mail address: pregledi@fuds.si along with the following:

a copy with corrections inserted by the librarian or the technical assistant in charge.

a copy with corrections taken into account - corrected version.

The technical revision shall be carried out again within 14 days from the submission of the corrected thesis.

(3) The thesis shall also be tested for plagiarism. The student and mentor will receive a plagiarism detector report by email. In case of discovered similarities, the student consults the mentor.

(4) Upon final submission, the final thesis must be appropriate from the linguistic point of view (proofreader's receipt is not required).

Article 20

When the student receives a confirmation from the librarian/technical assistant in charge that the final work is technically appropriate, they send the final version of the thesis in pdf and doc/docx format, along with the completed form OBR-FUDŠ-007, to the e-mail address: referat@fuds.si.

Article 21

(1) The Office submits the thesis to the Student and Academic Affairs Commission, which proposes the commission for defense. The relevant decision is issued by the competent vice-dean for student and academic affairs.

(2) The commission for defense of diploma and master's theses consists of the chairman, mentor and a member of the commission selected from among the members of the Academic Assembly of the School.

(3) If a co-mentor participated in the preparation of the thesis, the co-mentor is also a member of the commission for defense.

(4) If after reading the thesis, any of the members of the commission establish that they should not be a member of the commission, they may request to be replaced.

(5) The deadline for the date of defense is 30 days after the submission of the thesis.

Article 22

(1) The Office sends a decision on the appointment of the commission for defense to the members of the commission and also informs the student. The members of the commission also receive a copy of the thesis in electronic form. If necessary, a spiral-bound printed form of the thesis may also be sent to the members of the commission.

(2) The members of the commission shall decide if the submitted thesis is appropriate for defense within 14 days of receiving the thesis. Should there be any doubts whether the thesis is suitable for defense or not, they shall inform the Student Office, who records this on the OBR-FUDŠ-007 form and sends it to the student and the mentor.

(3) If the Office does not receive a written explanation of the reservations regarding the suitability of the submitted thesis for defense from a member of the defense commission in due time, the member of the commission shall be deemed not to have any reservations.

(4) If a member of the commission expresses reservations regarding the suitability of the thesis for defense, the Student and Academic Affairs Commission shall discuss this and make the final decision.

Article 23

- (1) The student must publicly defend the thesis before the members of the commission for defense.
- (2) The Student Office shall send a notice to the members of the commission for defense and to the candidate at least 7 days prior to the date of the defense. The notice shall state the date, time and place of the public defense.
- (3) The date of the public defense shall be published on the website of the School.
- (4) In the event of a prolonged absence of mentor or co-mentor, the chairman of the commission for defense shall appoint a higher education teacher to replace the mentor or co-mentor at the defense. At the defense, the substitute member reads the mentor's or co-mentor's written opinion on the thesis and his/her proposal for the grade.
- (5) The defense of the thesis is usually held in Slovenian language. If the visiting professor is present at the defense of the thesis as a mentor or co-mentor, the chairman of the defense commission decides whether the defense will be conducted in Slovenian or in English language.

Article 24

- (1) Before the public defense, the Student office submits the student's diploma certificate with personal data and the data on study grades to the chairman of the commission.
- (2) The commission shall assess whether the submitted thesis complies with these Rules and the Technical Instructions for Writing Professional and Scientific Works, and if there are no other obstacles to the public defense, the commission decides on the date of the public defense or possible postponement due to necessary substantive changes.
- (3) The public defense shall take place in such a way that the chairman first introduces the student and states that the student has completed all the obligations required by the study programme. The student then provides a short presentation of the thesis in their own words.
- (4) The student's presentation may last for 15 minutes. The student may use audio-visual and other technical aids in order to present the thesis as efficiently as possible.
- (5) The first to give an opinion on the thesis is the mentor, who does not ask additional questions. The student then responds to the comments and questions of the other members of the commission and the chairman.
- (6) The debate is focused on expert questions, because the technical issues had to be resolved before the defense.
- (7) The defense may take a maximum of 60 minutes.

Article 25

- (1) If during the defense it is established that the student has literally or almost literally copied entire paragraphs from the literature or from already prepared texts, without citing pages of literature or without citing the work in the bibliography, the commission rejects the thesis, gives it a negative grade and provides a written explanation thereof.

(2) Disciplinary measures are also imposed in accordance with the Rules on Disciplinary Responsibility of Students.

(3) Literal copying without citing the sources may also be discovered after the defense of the thesis, e.g. after the publication of the thesis on the website of the School. In this case, the School initiates a disciplinary measure and can deprive the student of the acquired title.

Article 26

(1) After the completed defense, the members of the commission discuss the assessment of the thesis and of the defense and propose the grades in the following order: mentor, member of the commission or co-mentor and the chairman of the commission. The chairman calculates the average grade according to the criteria from paragraph 2 of this article and the commission determines the final grade of the student's thesis in a discussion.

(2) In determining the final grade of the thesis, the commission shall take into account:

1. the grade of diploma or master's thesis (the arithmetic mean from the separate grades of all three members of the commission),
2. the grade of the oral defense agreed by the members of the commission.

(3) The following criteria shall apply in the assessment of the thesis:

1. the difficulty of the topic under consideration,
2. creative contribution of the student,
3. successful use of knowledge acquired at School in the thesis.

(4) The thesis and defense are graded with one of the following grades: excellent (10), very good (9), very good (8), good (7), sufficient (6), insufficient (5).

(5) The entire procedure for determining the final grade is recorded in a special form OBR-FUDŠ-008 (Diploma/master's thesis assessment).

Article 27

(1) A consensus must be reached regarding the grade.

(2) If a consensus on the grade is not reached, separate minutes are drawn up with the explanation of the lack of consensus. In this case, a member of the commission has the right to request the annulment of the grade, which is decided by the Student and Academic Affairs Commission.

(3) If the Commission gives the thesis the grade insufficient (5), the student must be informed if it is possible to rewrite the thesis under the same title or the student must choose a different title (topic).

Article 28

(1) The chairman of the commission for the defense shall communicate the grade to the student publicly, with an explanation, immediately after the defense.

(2) The chairman of the commission for the defense enters the grade in the form OBR-FUDŠ-008, which is signed by all members of the commission.

(3) If necessary, the members of the commission submit remarks, which must be observed in the bound copy of the thesis.

Article 29

In the event that some minor errors were found in the thesis during the defense, e.g. in typescript or in citing literature, it is possible to give a positive grade and conditionally accept the substance of the defense as satisfactory. However, in such a case, the chairman of the commission must request that the student correct the thesis within 14 days at the latest, otherwise the defense will be annulled. The mentor verifies that the student has corrected the errors in the bound copy of the thesis.

Article 30

- (1) The student has the right to disagree with the grade.
- (2) The student must submit a written appeal against the grade to the Student Office within 24 hours.
- (3) The appeal is considered by the dean pursuant to the provisions of the rules of the School on the verification and assessment of knowledge.

Article 31

- (1) The student shall submit one bound printed copy of the thesis to the Student Office within 14 days after the successful defense. The student must respect the provisions of Article 16 of these Rules.
- (2) At the same time, the student also submits the final version of the thesis on a CD in pdf and in doc/docx format.
- (3) After receiving a bound copy of the thesis, the Student Office issues a certificate to the student on the successfully completed defense of the diploma or master's thesis, which serves as proof until the award of the diploma (or master's degree).

Article 32

- (1) The Student Office forwards the submitted copy to the SASS library.
- (2) The School ensures that the titles of successfully completed theses and names of their authors are made publicly available (entered into the COBISS system). As a rule, the School publishes the thesis on its website, except in the cases from point 6 of Article 17 of these Rules.
- (3) As a rule, the School holds a graduation ceremony once a year.

Article 33

- (1) These Rules shall enter into force on 1 October 2018.
- (2) The clean copy of the Rules on diploma and master's thesis from 19 December 2014 shall cease to apply on the day these Rules enter into force.
- (3) These Rules shall be published on the School's website.

Article 34

The provisions of these Rules shall be interpreted by the Senate of the School.

prof. Matevž Tomšič, PhD
Acting Dean

Implementation documents:

- OBR-FUDŠ-006: [Application for diploma/master's thesis](#)
- OBR-FUDŠ-007: [Revision and submission of diploma/master's thesis](#)
- OBR-FUDŠ-008: [Grade of diploma/master's thesis](#)
- OBR-FUDŠ-009: [Application for extension of validity of the topic of diploma/master's thesis](#)
- Technical instructions for writing professional and scientific works