

On the basis of Article 71 of the Statute of University of Primorska and Article 39 of the Regulations of the University of Primorska, Faculty of Management, the Senate of the UP Faculty of Management at the 9th meeting, held on 26. 9. 2019, passed

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## **GRADUATION REGULATIONS: PROFESSIONAL TITLE IN FIRST CYCLE STUDIES (HEA, 2004)**

### **1. General Provisions**

#### Article 1

These regulations define the conditions and procedures for registering a theme, preparation and submission in addition to defence of a first cycle degree thesis for study programmes which the University of Primorska, Faculty of Management, (hereinafter, UP FM), implements at:

- professional bachelor first cycle study programme and
- academic bachelor first cycle study programme

for students enrolled in the first year up to and including the academic year 2018/2019, who complete the study program according to the 2013 curriculum.

#### Article 2

The first cycle degree thesis or Bachelor thesis is a general term for completion of study obligations of a student on professional bachelor programme and academic bachelor programme.

The professional bachelor programme is completed with a professional thesis paper, entitled final project. In a final project, a concrete problem from business practice is, as a rule, addressed. The thesis paper is, as a rule, connected with an organisation in which a student has carried out a work placement/ internship and/or is employed or, in connection with a company carried out their project work. With the final project the student proves their ability to, in writing and orally, address a chosen professional problem within the field of the study programme.

The academic bachelor programme is completed with a bachelor thesis. In the bachelor thesis the student solves a chosen professional or scientific problem with analytical methods. With a bachelor thesis the student proves their ability to critically analyse and assess a chosen problem within the field of a study programme.

#### Article 3

A first cycle degree thesis (hereinafter Bachelor thesis) is an individual intellectual creation of a student, which is expressed in writing. A bachelor thesis must be the result of the independent (original) professional work of a student.

A student violates the substantive requirements of thesis preparations if they do not fulfil the conditions from the previous paragraph or if they copy text from other authors in its entirety or partially without citing the author (plagiarism).

Students must obey copyright of other authors with citations of their work and in the bibliography in accordance with the Instructions for preparing a bachelor thesis at UP FM and Basic instructions for the use of scientific apparatus.

UP FM is using Turnitin plagiarism detector software for all student written assignments including bachelor thesis exclusively to confirm the originality of research work.

#### Article 4

As a rule, the bachelor thesis is written in Slovene language.

In case the study programme is conducted in English, the bachelor thesis is written in English language, and the procedures and documentation are kept in English language.

If the bachelor thesis is written in a foreign language, it must contain an extended summary in Slovene language, which includes at least one tenth of the entire text of the thesis.

In the case of a study programme conducted in the Slovene language, the defence of the thesis shall be conducted in the Slovene language, except in the case of approval of the application for the defence of the thesis in a foreign language,

In the case of a study programme conducted in English, the defence of the thesis is conducted in English, except in the case of approval of the application for defence in Slovene or another foreign language.

#### Article 5

At the proposal of the head of one or more of the departments, the Dean can approve a first cycle degree diploma project, which is included in more than one bachelor thesis. A student produces independent thesis within the diploma project.

#### Article 6

A student on a first cycle study programme, who as the first or only published author in a renowned professional or scientific journal, can have the article (paper) recognised instead of a bachelor thesis. A student must submit a written form. The Dean decides upon the matter. A student prepares an article in accordance with the criteria for article acknowledgement. The article is defended using the same procedure as defined for defence of bachelor thesis.

#### Article 7

Based on a successful defence of a bachelor thesis, a student gains a professional title in accordance with the Professional and Academic Titles Act (*Official Gazette Republic of Slovenia, no. 61/2006*).

## **2. Submission of thesis theme**

#### Article 8

The Student Affairs Office (hereinafter, Office) publish a list of possible themes/ titles for bachelor thesis and prospective mentors not later than end of October for the current academic year. The title and content of bachelor thesis is proposed by the student on their own initiative or at the initiative of a teacher of UP FM or at the initiative of a company or other organisation.

A student generally obtains/ chooses a mentor themselves. On written request, the Dean decides on the mentor. In a current academic year a mentor can carry out mentorships for a maximum of twenty candidates of a bachelor thesis. A list of submitted and concluded bachelor thesis is managed by the Office.

#### Article 9

A mentor of bachelor thesis can be:

- on a academic study programme: a habilitated UP FM teacher with the title of assistant professor, associate professor or full professor, who is generally the course supervisor in a first cycle study programme;
- on a professional bachelor programme: a habilitated UP FM teacher with the title of lecturer, senior lecturer, assistant professor, associate professor or full professor, who is generally the course supervisor in a first cycle study programme.

A student, who registers a bachelor thesis theme connected with a chosen organisation, can also have a professional co-mentor from that organisation. The responsibility for co-operation with a professional co-mentor from an organisation is that of a student.

The Dean assigns a teacher (hereinafter, co-ordinator) to co-ordinate diploma projects, which are included in several thesis.

#### Article 10

The student can submit a registration of a bachelor thesis when he is enrolled in the 3rd year of study or later. The student must have completed Skills workshops 3 before registering for the bachelor thesis. Students of the professional bachelor programme must also have completed the work placement/ internship before registering for the bachelor thesis. The completed registration (form D1-1a) and the thesis proposal are submitted by the student to the Office.

#### Article 11

A bachelor thesis registration submission includes:

- a) completed and signed registration form (D1-1a), which contains the following information on the:
  - student,
  - bachelor thesis,
  - mentor and his consent,
  - organisation and their consent;
- b) the thesis proposal, which is a maximum of 4 pages of A4 format (about 1,000 words) and contains:
  - working title of the bachelor thesis,
  - defined problem to be addressed and theoretical platforms,
  - purpose and goals of the bachelor thesis,
  - foreseen methods for reaching the goals of the bachelor thesis,
  - foreseen assumptions and limitations when addressing the problem,
  - foreseen fragmentation of content – table of contents,
  - list of foreseen literature and sources.

Registration of the bachelor thesis, which is part of a diploma project, contains a proposal of the project (D1-1b Form), and the title and goals of each individual thesis. The proposal of a diploma project is prepared by the co-ordinator.

#### Article 12

Registration of bachelor thesis (hereinafter, registration), which is signed by the chosen mentor, is submitted to the Office, who checks if a student has fulfilled the conditions for graduation.

The registration is written in Slovene or in English. A request for the written thesis and defence to be in a foreign language is a component of the registration if the student is enrolled in the programme conducted in Slovene language. The Dean decides upon the matter.

Within seven days, the Office forwards the registration form to the head of the department, who within seven days gives the Dean their opinion on the bachelor thesis and the mentor of the bachelor thesis. The Dean confirms or rejects the bachelor thesis and/or the mentor.

In fifteen days, the Dean returns a confirmed registration to the Office, who documents and copies the form and within seven days sends a copy to the student and mentor, one copy is archived.

### **3. Preparation and publication of thesis**

#### Article 13

The student must submit the completed bachelor thesis for technical suitability check at the latest six months after the approval of the thesis, otherwise they must request an extension. The request must state the reasons why an extension is needed and proof thereof. The consent must be signed by the mentor. The Dean decides on the request of the student with the prior agreement from the mentor.

#### Article 14

If the student, during the preparation of the bachelor thesis, finds that they cannot produce it, they can request a withdrawal from the approved thesis.

The request for withdrawal of an approved bachelor thesis (Form D1-2a) is addressed by the Dean, who decides upon the matter within 15 days of receiving the request.

If the Dean grants the withdrawal of an approved bachelor thesis, the student can submit a new (other) proposal for a bachelor thesis. In this case, the entire submission procedure is repeated.

The student can only request withdrawal of an approved bachelor thesis once.

#### Article 15

If the student discovers, during the preparation of the thesis, that their co-operation with the mentor is no longer possible, then by written request to the Dean asks to name another mentor. (Form D1-2b).

The Dean decides upon the entitlement to change mentor within fifteen days of having received a request. In this case, the entire procedure for registering the bachelor thesis begins again. The student only has the right to change the mentor once.

#### Article 16

A mentor can also withdraw from mentorship if they find that their co-operation with a student is no longer possible. The UP FM Dean decides upon this matter. In this case, the entire procedure for registering the bachelor thesis begins again.

#### Article 17

The student prepares the bachelor thesis which must fulfil the following conditions and have the following components:

(1) Bachelor thesis:

- final project paper (without appendices), as a rule, two times 15 double spaced pages (up to 60,000 characters) or maximum of 30 pages;
- bachelor thesis (without appendices), as a rule, three times 15 double spaced pages (up to 90,000 characters) or maximum of 45 pages.

(2) Structure of the bachelor thesis:

- the title page is produced in accordance with Appendix 2 of these regulations. The title of the bachelor thesis must be understandable, concise and no longer than 50 letters, and cannot contain the name of the organisation addressed;
- abstract in Slovene and English (80-100 words) and key words in Slovene and English (5-10 key words);
- table of contents, which includes section titles and sub-section titles with page numbers;
- table of figures and tables with page numbers;
- identification of the most common abbreviations used;
- introduction (around a 10% of the overall text length), which comprises the submitted proposal;
- main body of work (around 60 % – 70 % of the overall text) comprised of analysis of problem addressed and formation of proposed measures.
- conclusion (around 10 % –20 % of the overall text) is a summary of the most important findings from the addressed problem, also with respect to goals outlined in the introduction of the bachelor thesis;
- list of literature and list of sources comprised of literature and sources which a student used to produce the bachelor thesis and cited in their text;
- table of appendices, which the student quoted in the text, and appendices.

(3) Technical, design and language aspects of bachelor thesis:

- the student is responsible for the technical, design, language and grammatical correctness of the bachelor thesis;
- with regards to technical and design aspects, a student respects the technical instructions for forming the bachelor thesis in addition to the basic instructions for the use of scientific apparatus;
- the bachelor thesis is written on A4 portrait format, printed double-sided and bound,
- cover and title page:
  - covers are blue;
  - colour of letters on cover is gold;
  - content and form of words on cover and back cover are outlined in Appendix 1;
  - content and form of title page is Appendix 2.

#### Article 18

A draft of the bachelor thesis is given to the mentor to check by the student.

The mentor gives the student written directions for amendments and supplements, at the latest in thirty days after receiving a draft of the bachelor thesis.

#### Article 19

The student submits the bachelor thesis to the Office when he / she has completed all study obligations according to the study programme. The Office checks whether the student meets the conditions for graduation.

#### Article 20

The student, along with the Form D1-5, submits to the Office:

- an unbound copy of the thesis,
- an electronic version of the thesis on CD in PDF format,
- a statement that the submitted printed thesis and the electronically submitted version are identical and,
- a confirmation of completed proofreading of thesis in addition to proof of suitable professional abilities of the person who proofread the thesis.

The Office sends the last submitted e-version of the thesis in PDF to the mentor. The mentor checks the thesis with the originality check Turnitin software and deposits it into the Turnitin repository. The form D1-4a is submitted to the Office together with the originality check report by the mentor confirms that thesis is written according to UP FM standards and is ready for defence. The mentors report is the basis for the technical suitability process.

The Office evaluates the technical suitability of the thesis. If the thesis is not technically suitable, the student must correct the inadequacies within 15 days and submit the thesis once again for evaluation. The student is responsible for correcting any inadequacies which the Office finds. If on second submission of the thesis it is still not suitable, the mentor is also notified. If, within 30 days of the second rejection, a student does not submit a corrected version, it is considered that they have withdrawn their thesis.

Once the thesis is technically suitable, the library decides upon the UDC (Form D1-3). The Office, in no later than seven days, sends the student a completed Form D1-3 and the thesis.

Within fifteen days a student submits two spiral bound copies of the thesis to the Office.

#### Article 21

The Dean or the responsible vice dean, within 10 days of having received two technically suitable copies of the thesis, names a Committee of Defence (hereinafter, Committee) from amongst UP FM teachers, and more specifically: Chair of the Committee (hereinafter, Chair), who leads the proceedings in addition to Members of the Committee (hereinafter, Members). A Chair and Members are university teachers with the title of assistant professor, or associate professor, or full professor, on a professional bachelor programme they can also be lecturer or senior lecturer.

The mentor can be Member of the Committee but not Chair.

The Office sends a spiral bound copy of the thesis to the Committee members. Within 8 days of the nomination of the Committee the Chair determines the date for the defence and communicates it to the Office.

The Office notifies the student on the date of defence at least seven days before the defence. The Office sends the Committee a notice of defence.

The mentor, as a rule, is present at the defence.

#### **4. Defence of the bachelor thesis**

##### Article 22

A defence of a bachelor thesis is public. The date of the defence is published at least 3 days before the defence on the UP FM website.

##### Article 23

A defence can be held from October to September 30 with exception for period of the summer break according to the academic calendar in a schedule published on the website. The defence is organised at the one of the study centres of the student's enrolment. The Dean can authorise the defence held remotely with audio-visual technology.

##### Article 24

If the Committee finds major inadequacies in the thesis, the defence does not start. The Committee immediately informs the student orally of their comments in addition to entering them into the defence minutes. The findings and/or comments of the Committee must be respected by the student when amending the thesis and, within thirty days after receiving comments, submit an amended thesis to the Office. The suitability of the re-submitted thesis is evaluated by the mentor within 8 days and a new date for the defence communicated to the Office. The defence takes place again in front of the same Committee.

If the Committee finds minor inadequacies in the thesis, the defence can still be held. If the Committee carries out the defence despite uncovering minor inadequacies in the diploma work, their comments must be noted in the minutes. The findings and/or comments of the Committee must be respected by the student and, within fifteen days after the defence, submit an amended thesis. The suitability of the re-submitted thesis is evaluated by the mentor and completes the minutes.

##### Article 25

Defence documentation contains:

- Form D1-3: Technical Suitability Evaluation of the bachelor thesis,
- Form D1-4: Mentor's report on the bachelor thesis,
- Form D1-4a: Originality check report
- Form D1-5: Submission of the bachelor thesis and authorship statement and
- Record of the defence procedure.

##### Article 26

The defence of the thesis is implemented as follows; the Chair invites the student in to the room where the defence will take place and introduces him to the members of the Committee as well as the public present. Then clarifies the defence procedure to the student.

The defence of the thesis takes place individually; it can also be within the organised academic process.

The student presents the bachelor thesis. After the presentation, the Chair and other members of the Committee pose one or two questions each to the student. As a rule, those present can pose a maximum of three questions to a student. The student answers the questions and potential supplement questions of those present.

#### Article 27

After the defence, the Committee meets alone, without the student or public present, to determine the grade of the thesis. They shortly explain the grade orally, announce the professional title received and a short commemorative speech by the Chair finishes the defence.

The Chair manages the minutes, which are completed with the notice of a successful defence of the bachelor thesis.

#### Article 28

A bachelor thesis is graded with one of the following grades: (10) excellent, (9) very good, (8) very good, (7) good, (6) satisfactory, (5) unsatisfactory. The final grade is determined by the Chair. The grade is made up of the grade of the thesis given by the mentor and defence grade.

When assessing the thesis, the following are particularly taken into account:

- difficulty of theme and/or problem addressed,
- success of using knowledge gained in solving the issue,
- creative contribution of the student,
- value of the use of the findings for the organisation,
- quality of presentation of the thesis,
- quality of answers to question posed and
- technical and grammatical suitability of thesis.

#### Article 29

In the case that the Committee requests from the student to amend major or minor inadequacies in the thesis, and the student does not submit an amended thesis within the stipulated deadline and/or the mentor or committee assess that the inadequacies were not amended, they grade the thesis with unsatisfactory (5), and with that the defence minutes are completed. The Chair and/or mentor submit the minutes to the Office. The Office notifies the student of the grade of their thesis.

#### Article 30

In the case that a Committee of defence of a thesis find inadequacies, which in addition to rejection from defence also require the commencement of disciplinary or other procedures against a student, a Committee submits a proposal for commencement of this procedure to the competent authority. Until the closure of this procedure a student cannot continue or start a new graduation process at UP FM (graduation process is temporarily stopped). If a disciplinary or other procedure finds a student responsible for the cited violations and/or sanctions for the violations are served, the bachelor thesis is graded as unsatisfactory (5), in the opposite case, the graduation process continues.

#### Article 31

If a student does not agree with a grade of a thesis, they can, within 15 days of a completed defence, submit a written appeal. The written appeal with explanation is given to the UP FM Dean. If the Dean judges that the appeal is grounded, he names a new committee, in front of which the defence will take place. The grade given by this committee is final.

#### Article 32

If the grade of the thesis is unsatisfactory (5), the student must start the graduation process again, with the submission of another theme with another mentor.

#### Article 33

Within 15 days of successfully completing defence and/or amended minutes of defence with the mentor's findings on minor inadequacies, the student submits a bound copy of the bachelor thesis and an electronic version on a CD, in PDF format and a statement of agreement of posting the thesis in the UP repository.

#### Article 34

As a rule, UP FM issues the student with a temporary Confirmation of graduation within seven days after submission of a completed, bound thesis and electronic version of the thesis on CD in PDF format. The confirmation is signed by the Dean.

#### Article 35

The Office holds a folder for every bachelor thesis, which contains forms from D1-1 to D1-5 with appendices and minutes of the thesis defence.

#### Article 36

A Graduation Ceremony generally takes place once a year. The date is determined by the UP FM Senate as a part of the academic calendar for the academic year.

### **5. Withdrawal of title**

#### Article 36

If suspicion arises, that the holder of the diploma or graduation confirmation, did not complete with the study programme, all the prescribed obligations or that the thesis is not the students original and individual work, appropriate procedure of the title withdrawal starts.

The procedure for the withdrawal of title is performed with accordance to the Regulations of the professional title withdrawal at the University of Primorska.

### **6. Transitional and final provisions**

#### Article 38

Forms and appendices used in a bachelor thesis preparation process are accessible via the Student Information System of the Faculty.

#### Article 39

The period from 15 July to 15 August shall not be counted in the deadlines specified in the procedures of these Rules.

#### Article 40

The regulations are valid from 1. 10. 2019.

On the starting date of validity of these Regulations, the Graduation Regulations: professional title in first cycle studies (HEA, 2004), which were passed on 17th meeting of the UP FM Senate, held on 22. 12. 2015, are terminated.

These regulations are posted on the UP FM website.

Prof. dr. Matjaž Novak  
Dean

Forms and appendices [on SIS]:

Form D1-1a: Registration of bachelor thesis

Form D1-1b: Proposal of a diploma project

Form: Proposal of the bachelor thesis

Request to write and defend a bachelor thesis in a foreign language

Form D1-2a: Withdrawal of an approved bachelor thesis

Form D1-2b: Change of mentor for a bachelor thesis

Form D1-3: Technical Suitability Evaluation of a bachelor thesis

Form D1-4: Mentor's report on a bachelor thesis

Form D1-4a: Originality check report

Form D1-5: Submission of the final thesis and authorship statement

Appendix 1: Bachelor thesis cover

Appendix 2: Bachelor thesis title page

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