
Based on Article 71 of the Statute of the 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 11th meeting, held on 28. 9.2023

GRADUATION REGULATIONS: ACADEMIC BACHELOR STUDY PROGRAMME (FOR STUDENTS ENROLLED FROM THE ACADEMIC YEAR 2019/2020 ONWARDS)

I. GENERAL PROVISIONS

Article 1

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

Article 2

These regulations apply to students who have enrolled in the first year of the academic bachelor's programme of Management from the academic year 2019/2020 onwards. These regulations also apply to students enrolled before the academic year 2019/2020 who submit a statement that they wish to complete their studies in the manner specified in these regulations.

Article 3

The academic bachelor's study programme is completed with a bachelor thesis or with an oral defence of a final bachelor examination.

In the bachelor thesis, the student demonstrates the use of theoretical knowledge in practice, the ability to think independently and an effective command of written presentation. By oral defence before a Committee, the student demonstrates an oral presentation ability.

With the final bachelor examination, the student demonstrates in-depth knowledge in the professional field in response to the content of the problematic questions posed in the diploma exam. The examination consists of a written part and an oral part. Through the written paper, the student demonstrates an understanding of business practice, the ability to perform independent analytical work and the ability to present this in writing, and through defence the ability to present orally.

Article 4

Terms written in this document in the masculine grammatical form are used as neutral and apply to both the male and female genders.

II/ BACHELOR THESIS

General information about the bachelor thesis

Article 5

A first cycle degree thesis is an individual intellectual creation of a student, which is expressed in writing in the form of a **bachelor thesis**. A bachelor thesis must be the result of the independent professional work of a student. The student defends the bachelor thesis before a Committee.

Students must respect the copyright of other authors by using citations of their work in the text and in the bibliography only in accordance with the instructions for preparing a bachelor thesis as provided by UP FM.

A student violates the substantive requirements of thesis preparations if he does not fulfil the conditions stipulated in the first or second paragraph or if he copies text from other authors in its entirety or partially without citing the author (plagiarism).

Article 6

As a rule, the bachelor thesis is to be written in Slovene. The student can apply to write a bachelor thesis in English.

If the study programme is conducted in English, the bachelor thesis is to be written in English, and the procedures and documentation are maintained in English.

In the case of a study programme conducted in the Slovene language, the defence of the thesis is conducted in the Slovene language, except in the case of a granted application for the defence of the thesis to be conducted in the English language.

In the case of a study programme conducted in English, the thesis is defended in English.

Deadlines for submitting the topic and thesis proposal and submitting the bachelor thesis

Article 7

In accordance with these regulations, the deadlines for individual procedures, from the selection of a topic to the defence of a bachelor thesis in the current academic year, are as follows:

- UP FM publishes a list of topics and mentors by 31 October at the latest.
- All students must attend graduation seminar workshops held in the autumn semester,
- The student chooses a topic and a mentor from the published topics and mentors by 30 November at the latest (Form DN1).
- The student receives confirmation of the bachelor's topic and mentor by 15 December.
- The student coordinates the thesis proposal with the mentor by 15 March.
- The student registers the bachelor thesis and submits the thesis proposal no later than 31 March. (Form DN2)
- The student receives a confirmation (or rejection) of the thesis proposal no later than 20 April.
- The student submits the final version of the bachelor thesis to the mentor for review (to the e-classroom) by 1 October at the latest.
- The student submits the final version of the thesis, which has been previously approved by the mentor, to the Student affairs office (hereinafter Office) by 1 December (form DN3a).
- The Dean appoints a Defence Committee within ten (10) days of fulfilment of conditions for the defence.

Student's obligations

Article 8

The student's obligations are to:

- participate in graduation seminar workshops;
- choose a theme and a mentor;
- meet with the mentor during teacher consultation hours;
- prepare the thesis proposal and register the bachelor thesis in cooperation with the mentor;

- prepare the thesis in constant cooperation with the mentor;
- submits the bachelor's thesis to the mentor for review (in the e-classroom) and the final version of the thesis to the Office.

Mentor's obligations

Article 9

The mentor of the bachelor thesis can be a tenured UP FM professor with the title of assistant professor, associate professor or full professor, who is usually an executant of courses in first-cycle study programmes.

The mentor's obligations are to:

- prepare three topics, which must relate to current developments in the chosen field of expertise and clearly reflect the expected contribution of the student, in the e-classroom by 15 October at the latest;
- hold regular meetings and use other forms of communication (e-mail, Moodle) with the student (from the registration of the thesis proposal to the submission of the thesis);
- coordinates the thesis proposal with the student by 15 March;
- confirm the thesis proposal before the submission of the proposal;
- remind the student of technical (citation of sources, articulation, technical suitability) and language requirements (proofreading) in the preparation of the thesis;
- justify the grading of the thesis;
- prepare a report on the review of the thesis with a programme for the detection of similar content;
- be a member of the defence Committee.

Registration of the bachelor thesis and the thesis proposal

Article 10

A bachelor thesis registration submission must include:

- a completed and signed registration form (DN2) containing the following information regarding the:
 - student;
 - bachelor thesis;
 - mentor and his consent;
 - organisation and their consent (if it is a case from the organisation);
- the thesis proposal, which should be a maximum of 4 pages in A4 format (about 1,000 words) containing the:
 - 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.

Article 11

The registration of the bachelor thesis (hereinafter, registration), which is signed by the chosen mentor, is submitted to the Office by 31 March.

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 the Slovene language. The Dean decides upon the matter.

The Dean confirms or rejects the bachelor thesis proposal by 20 April at the latest. The bachelor thesis proposal is confirmed when it is approved by the Dean and submitted to the Office. The Office records it and sends a copy of the form to the student and mentor, and archives one copy.

Structure and form of the bachelor thesis

Article 12

The student prepares a bachelor thesis, which has the following components:

- (1) Scope of the bachelor thesis: the bachelor thesis (without appendices) usually comprises up to 60,000 characters or up to 30 pages.
- (2) Structure of the bachelor thesis:
 - the title page is produced in accordance with Appendix A of these regulations. The title of the bachelor thesis must be comprehensible, concise and no longer than 10 words, 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, including section titles and sub-section titles with page numbers;
 - index of figures and tables with page numbers;
 - identification of the most common abbreviations used;
 - introduction (approximately 10% of the overall text length) comprising the submitted proposal;
 - main body of work (approximately 60 % – 70 % of the overall text) comprising an analysis of the problem addressed and a presentation of proposed measures;
 - conclusion (approximately 10 % –20 % of the overall text) is a summary of the most important findings from the addressed problem, especially with regard to the objectives outlined in the introduction to the bachelor thesis;
 - list of literature and list of sources used to produce the bachelor thesis and cited in the text;
 - index of appendices referred to in the text, and other 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 must observe the technical instructions for formulating the bachelor thesis in addition to the basic instructions for the use of scientific apparatus and the mentor's instructions.

Submission of the bachelor thesis

Article 13

The student must submit the bachelor thesis which is technically, formally and in terms of content correct to the mentor for review (uploads to the e-classroom) by October 1.

The student submits the final version of the thesis in the e-classroom, corrected in accordance with the mentor's instructions, by December 1 (first submission) together with form DN3a. The mentor confirms that the thesis is suitable for defence by signing the thesis submission form and by submitting the report on the examination of the thesis with the program for discovering similar content (Turnitin – form DN4a).

If the student does not submit the final version of the thesis by the deadline, the submission deadline may be extended once by a maximum of three (3) months.

If the student has not submitted the final version of the thesis by the extended deadline, it is considered that he has withdrawn from the thesis/topic and must re-register the topic.

A student can re-register a topic only once.

Technical suitability evaluation

Article 14

The Office evaluates the technical suitability of the final version of the bachelor thesis as outlined in the previous article within fifteen (15) days of the thesis submission to the Office (Form DN5).

If the bachelor thesis is technically suitable or needs only minor technical corrections, the student submits a technically suitable thesis to the e-classroom (second submission) within ten (10) days. Together with the final version of the thesis, the student also submits a proofreading certificate pertaining to the bachelor thesis and proof of the suitable professional qualification of the person who proofread the thesis (Form DN3b).

If the bachelor thesis requires major (technical and formal) corrections (inappropriate citation, inappropriate structure, etc.), the student must submit the technically suitable thesis for review to the Office no later than fourteen (14) days before the next term of defence.

If the student does not submit a technically suitable thesis within thirty (30) days from the second rejection, it is considered that he has withdrawn from the bachelor thesis/theme.

Appointment of a committee

Article 15

The Dean appoints a committee for assessment and defence of the thesis within fourteen (14) days of receiving a technically appropriate version of the thesis.

The Committee for the assessment and defence of the bachelor thesis consists of three members who are UP FM higher education teachers with the title of assistant professor, associate professor or full professor (hereinafter the Committee): the Chair of the Committee conducting the defence procedure (hereinafter the Chair) and two members of the Committee. The mentor is a member of the Committee.

Contingent on the decision of the Dean regarding the appointment of the Committee, the Office sends an e-copy of the bachelor thesis to the Chair and the member of the Committee.

The Chair of the Committee sends an assessment to the Office within fourteen (14) days of the appointment if the thesis is suitable for defence (form DN4b).

Article 16

The student can prepare the defence of the bachelor thesis when he has completed all study obligations in accordance with the study programme.

The student who has previously submitted the thesis and did not yet meet the conditions for the defence applies for the defence to the Office after receiving the grade of the last exam (form DN7).

The defence of the bachelor thesis must be completed no later than the until the end of September in the academic year following the submission of the thesis proposal. If the student does not defend the bachelor thesis by then, he must re-apply for the topic and submit a new bachelor thesis. He can only do this once.

Defence of the bachelor thesis

Article 17

The defence of the thesis is announced on the next scheduled date after the assessment of the committee that the thesis is suitable for defence (Annual schedule for the defence of theses at UP FM).

The Office informs the student about the date of the defence no later than five days before the defence.

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

Article 18

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 thesis, their comments must be noted in the minutes. The findings and/or comments of the Committee must be respected by the student who must, within fifteen (15) days after the defence, submit an amended thesis. The suitability of the re-submitted thesis is evaluated by the mentor, who completes the minutes.

If the Committee finds major inadequacies in the thesis (plagiarism), the defence does not start.

If the Committee finds such inadequacies in the thesis that require the initiation of disciplinary proceedings against the student, it shall submit a proposal for the initiation of proceedings to the competent authority. Until the final decision in such a procedure, the graduation process is suspended. If a student's liability for the alleged violation is established in a disciplinary or other procedure, or a sanction for the violation is imposed on him, the assignment is assessed as insufficient (5), otherwise the graduation procedure continues.

Article 19

Defence documentation must include:

- Form DN3a: Submission of the bachelor thesis and authorship statement;
- Form DN3b: Confirmation of proofreading
- Form DN4a: Originality check report with Turnitin;
- Form DN4b: Committee's decision on the suitability of the thesis for the defence
- Form DN5: Technical Suitability Evaluation of the bachelor thesis;
- Form DN6: Record of the thesis.

Article 20

The defence of the thesis is implemented as follows; the Chair invites the student into 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 for the student.

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 also pose questions to the student.

Article 21

After the defence, the Committee meets alone, without the student or public present, to determine the grading of the thesis. The Chair shall briefly explain the assessment orally and close the defence.

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

Final grade

Article 22

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 and the members of the Committee. The grading is comprised of the grade of the thesis and the defence grade, taking into consideration the grade given by the mentor.

When assessing the thesis, the following points are particularly considered:

- complexity of topic and/or problem addressed;
- demonstrated understanding of the business environment;
- demonstrated ability to apply theoretical knowledge in the case under study;
- demonstrated ability of independent analytical work;
- depth of the topic in the discussion;
- creative contribution of the student;
- independent critical thinking;
- ability to express one's own views in an argumentative manner;
- presentation of the bachelor thesis;
- answers to questions posed.

Article 23

If the Committee requests that the student should amend major or minor inadequacies in the thesis, and the student does not submit an amended thesis by the stipulated deadline and/or the mentor or Committee assess that the inadequacies were not amended, they grade the thesis as 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 given to their thesis.

Article 24

If a student does not agree with the grading of a thesis and/or defence, he can, within 48 hours (two days) of a completed defence, submit a written appeal with explanation. The written appeal with explanation is presented to the UP FM Dean. If the Dean judges that there are grounds for appeal, he names a new Committee, in front of which the defence will take place. The grade given by this Committee is final.

Article 25

If the grading of the thesis is unsatisfactory (5-1), the student must start the graduation process again, with the submission of another theme with another mentor. The student may decide to complete the study with a degree examination. He can only do this once.

Submission of final thesis after defence

Article 26

Within fifteen (15) days of successfully completing the defence and/or amended minutes of the defence with the mentor's findings on minor inadequacies and if corrections are required (arising from the defence) once again submits the final electronic version of the thesis in PDF to the Office.

Article 27

As a rule, UP FM issues the student with a temporary confirmation of graduation within seven (7) days after submission of a completed final electronic version of the thesis in PDF format. The confirmation is signed by the Dean. With this, the student obtains a professional title in accordance with the Professional and Academic Titles Act (Official Gazette of the Republic of Slovenia, No. 61/2006 and amendments).

Bachelor thesis folder

Article 28

The Office keeps a portfolio for each bachelor thesis, which contains forms from DN1 to DN5 with appendices and minutes of the defence.

The electronic version of the diploma thesis, submitted to the Office in accordance with Articles 26, is the version that is stored in the student's folder.

Article 29

If, at any time after the completion of the study, suspicion arises that the bachelor thesis is not the student's sole creation, appropriate procedures are introduced for the withdrawal of the professional title.

In the procedure for withdrawal of a professional title, the regulations of professional title withdrawal as laid down by the University of Primorska are observed.

II/B FINAL BACHELOR EXAMINATION

General information about the final bachelor examination

Article 30

The final study obligation of the final bachelor examination consists of a written and an oral part. The written part of the examination is the student's individual intellectual creation, which must be the result of an independent critical view of the professional challenge discussed in the professional text.

When preparing the written part of the bachelor examination, the student must demonstrate an ability to perform independent analytical work, an independent study of the case study, a critical attitude to the topic and the ability to present his own solutions.

The written part of the final examination may also contain a summary and citations of other authors but should be used mainly for the purpose of arguing one's own critical thinking and showing a critical attitude towards the topic. The written part shall be prepared in accordance with Article 34 of these Regulations.

The student violates the content requirements when preparing the written part of the final examination if the written part of the final examination does not meet the conditions as outlined in the previous paragraph or if the student plagiarises texts of other authors in full or in part, as evident from the Turnitin report.

Article 31

The written part of the final examination is written in Slovene for students enrolled in a programme conducted in Slovene or in English for students enrolled in a programme conducted in English. Procedures and documentation are maintained in Slovene or English. The student may request to write the written part of the final examination in English.

Deadlines for the final bachelor examination

Article 32

In accordance with these regulations, the deadlines for the final bachelor examination in the current academic year are as follows:

- Departments prepare the material for two bachelor exams by 31 March at the latest.
- A student who decides to complete the study obligation with the final bachelor examination registers for the final examination no later than 31 March.
- A student selects the topic and receives the material for the written assignment on the first day of study in the 4th quarter.
- The student submits the written assignment no later than 30 May.
- The student receives an assessment on whether the written assignment contains or does not contain similar content (plagiarism) no later than June 7.
- The student receives an assessment of the written assignment no later than June 30.
- The student registers for the defence of the bachelor exam in SIS at least 5 days before the announced defence.

Final Bachelor examination registration

Article 33

A student may apply for the Final Bachelor examination if, by the date of application for the Final Bachelor examination, they have completed all the study requirements of the first and second years and the study requirements of the winter semester of the third year.

Article 34

A student who has registered for the final bachelor examination (form DI1) selects the topic and receives the material for the written assignment on the first day of study in the 4th quarter in the e-classroom. The selection of topics is on first come first chose basis. The written assignment consists of two professional texts, which the student studies in accordance with the instructions.

If the student has not taken the material for the written assignment, he is considered to have withdrawn from the final bachelor examination. He can re-apply for the final bachelor examination next year or decide to complete his study obligation with a bachelor thesis.

The student prepares a written assignment that is the student's individual intellectual creation and contains exclusively the student's independent critical view of the topic. The content of the written assignment must be formulated in accordance with Article 35 of these Regulations.

Structure and form of the written assignment

Article 35

The written assignment must have the following components:

- (1) As a rule, the scope of the written assignment comprises a maximum of up to 30,000 characters or up to 16 pages.
- (2) Structure of the written assignment paper:
 - the cover page of the assignment prepared in accordance with Annex DI/A to these regulations;
 - an introduction in which the student partially summarises the content and topics in the discussed professional texts;
 - the central part, which includes the analysis of the considered problem and independent critical thinking and design of proposals for solutions;
 - the conclusion in the form of a summary of the most important findings;
 - a list of literature and a list of sources cited by the student in the thesis.
- (3) Technical, formal, and linguistic aspects of the written assignment paper:
 - the student is responsible for the technical, design, linguistic and grammatical correctness of the written assignment;
 - regarding the technical and design aspects of the written assignment, the student observes the technical instructions for the design of written assignment and the basic instructions for the use of the scientific apparatus;
 - the written assignment is presented in A4 format;
 - the student submits an electronic version in PDF format.

Submission of the written assignment

Article 36

The student submits the written assignment in electronic form in PDF format to the e-classroom by no later than 30 May together with the DI2 form – submission of a thesis. By June 7, the Chair of the defence Committee based on the Turnitin report (form DI3b), decides whether the procedure for assessing the written assignment can begin or if the paper contains plagiarised material. In this case, Article 18 of the Regulations shall apply mutatis mutandis.

If a student has not submitted the written assignment by the deadline, he is considered to have withdrawn from the final bachelor examination. He can re-apply for the final bachelor examination the following year and may withdraw from the final bachelor exam only once.

Appointment of a Committee for assessment of the written assignment and the defence

Article 37

The Dean appoints a Committee for the assessment of the written assignment and defence (hereinafter referred to as the Committee) by 5 June at the latest. The Committee assesses the written assignment (DI3a form) by 20 June at the latest. For candidates who resubmit a written assignment in the same academic year, the dean appoints a Committee by 21 August at the latest.

The Committee consists of three members, consisting of UP FM teachers with the title of assistant professor, associate professor or full professor (hereinafter the Committee), namely: the Chair of the Committee conducting the defence procedure (hereinafter the Chair) and two members of the Committee (hereinafter a member).

The Office informs the student about the Committee members, the list of appointed Committees is published in the e-classroom.

Assessment of written assignment

Article 38

The Committee submits the assessment of the written assignment to the Office by June 20.

The assessment of a written assignment may be positive (grades excellent (10), very good (9), very good (8), good (7), sufficient (6) or negative (insufficient) (5)). The Office acquaints the student with the grade.

If the grading of the written assignment is positive, the student can proceed to the defence by the next announced defence deadline if he has previously completed all study obligations determined by the programme.

If the assessment/ grading of the written assignment is negative, the procedure is repeated and the student must re-apply for the final bachelor examination, which he can do only once. If the student re-applies for the preparation of the bachelor exam in the same academic year, he submits the application no later than June 25, and receives the material for the written assignment by July 1 and submits the assignment no later than August 16. The Committee submits an assessment of the written assignment by 10 September at the latest.

Article 39

The following is considered for the assessment of the written assignment:

- demonstrated knowledge and understanding of theory and theoretical models (business environment, business processes and systems);
- demonstrated ability to apply theoretical knowledge to the studied cases;
- demonstrated ability for independent analytical work;
- depth of the topic;
- independent critical thinking;
- ability to express arguments in an argumentative manner;
- technical, stylistic and grammatical adequacy of thesis.

The assessment will be conducted based on the assessment criteria/form which are part of these regulations.

The defence of the final bachelor examination

Article 40

The student can start the defence of the final bachelor examination when he has completed all study obligations in accordance with the study programme. The Office verifies whether the student meets the conditions for defence.

The student who has previously submitted the Bachelor Exam and did not yet meet the conditions for the defence applies for the defence to the Office after receiving the grade of the last exam (form D15).

The defence must be completed no later than by the July deadline in the year following the submission of the final bachelor examination. Otherwise the student must re-apply for the final bachelor examination and submit a new written assignment. He can only do this once.

Defence of the final bachelor exam

Article 41

The defence of the final bachelor exam takes place on the next scheduled date after the assessment of the Committee and the student has fulfilled all obligations of the programme and has met the conditions for the defence.

A defence of a final bachelor exam is public.

The Office informs the student and the Committee about the defence at least five working days before the defence.

The date of the defence is published on the website at least three days before the defence.

Article 42

Defence documentation includes:

- written assignment;
- originality check report with Turnitin;
- Assessment criteria/form for bachelor exam;
- record of the written assignment.

Article 43

The defence of the written assignment is implemented as follows; the Chair invites the student into the room where the defence will take place, introduces him to the members of the Committee as well as the public present, and then clarifies the defence procedure for the student.

The defence of the written assignment takes place individually.

The student presents the written assignment. After the presentation, the Chair and other members of the Committee each pose questions to the student related to the content of the written assignment and the subject. Questions can also be posed by anyone else present.

Article 44

After the defence, the Committee meets alone, without the student or public present, to determine the grading of the final examination. All members of the Committee must agree on the final grade and give a brief oral explanation of the grade.

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

Final grading of the final bachelor examination

Article 45

The final bachelor examination is graded with one of the following grades: (10) excellent, (9) very good, (8) very good, (7) good, (6) satisfactory, (5) unsatisfactory. The final grading is comprised of the grade of the written assignment and the oral presentation grade.

When assessing the final bachelor examination, the following are particularly taken into account:

- grade of the written assignment (Article 37 is observed);
- application of theoretical knowledge in the field;
- argumentation of positions;
- creative contribution of the student;
- presentation of a assignment;
- answers to the questions posed.

Article 46

After successfully completing the defence, UP FM issues a temporary confirmation of graduation to the student within seven days of the defence and the submission of the minutes of the defence Committee to the Office. The confirmation is signed by the Dean. The student thus obtains a professional title in accordance with the Professional and Academic Titles Act (Official Gazette of the Republic of Slovenia, No. 61/2006 and amendments).

Article 47

If the grading of the defence is unsatisfactory (5), the final grade of the entire final examination is unsatisfactory (5).

The student must start the procedure again by applying for the final bachelor examination or by registering the bachelor thesis. The student can only start the process of performing this study obligation again once more.

Article 48

If the student does not agree with the grading of the written assignment or the grading of the defence, he may submit a written appeal no later than two days after receiving the grading of the written assignment if it pertains to the grading of the written part of the examination, or within two days after the defence if it pertains to the grading of the oral part of the examination. He submits a written appeal with an explanation to the Dean of the Faculty of Management. If the Dean deems that the appeal regarding the grading of the written assignment is justified, he appoints a Committee to re-evaluate the written assignment. If the Dean deems that the appeal regarding the grading of the oral part of the examination is justified, he appoints a new defence Committee, before which the defence is re-conducted. The grading decided upon by this Committee is final.

Final bachelor examination folder

Article 49

The Office holds a folder for every final bachelor examination that contains forms from DN1 to DN3 with minutes of the oral defence.

The electronic version of the written assignment submitted to the Office (e-classroom) in accordance with Article 36 is the version that is stored in the student's folder.

III. TRANSITIONAL AND FINAL PROVISIONS

Article 50

Students may start the process of completing their studies a maximum of twice, either in the form of a thesis or a Bachelor exam, or a combination of both.

If the student fails to submit the thesis or the Bachelor exam within the deadlines in these Regulations or fails to apply for an extension of the deadline for submission, they shall be deemed to have withdrawn from the thesis or the Bachelor exam and thus to have exercised their right to one completion procedure.

Article 51

Students who have registered the thesis topic and thesis proposal in the academic year 2021/2022 the decision of the UP FM Senate adopted at the 55th regular session on 6/23/2022 applies.

The regulations are published on the UP FM website and come into force the day after publication and are applicable from 1 October 2022 onwards.

Article 52

The forms and appendices used in the bachelor thesis preparation process and the bachelor exam process are accessible in the Student Information System.

Assoc. prof. dr. Tatjana Horvat
Dean of the Faculty of Management

Published on the UP FM website:

Forms and appendices:

Form DN1: Choice of theme and mentor

Form DN2: Thesis proposal submission

Form DN3a: Submission of the final thesis and authorship statement

Form DN3b: Confirmation of proofreading

Form DN4a: Originality check report with Turnitin

Form DN4b: Decision of the Committee on the suitability of the thesis for the defence

Form DN5: Technical Suitability Evaluation of the bachelor thesis

Form DN6: Bachelor thesis minutes

Form DN7: Application for defence

Appendix DN A: Bachelor thesis title page

Form DI1: Final bachelor examination registration

Form DI2: Submission of the written assignment

Form DI3a: Assessment criteria/form for bachelor exam

Form DI3b: Originality check report with Turnitin

Form DI4: Record of the defence procedure

Form DI5: Application for defence

Appendix DI A: Final Bachelor examination cover